



2024

# Denver Fire Captain Examination

Study Material for Multiple-Choice Exam

# **Section A**

Local 858 2023-2025  
Fire Fighters Agreement

**DENVER FIREFIGHTERS – LOCAL 858**

**IAFF, AFL-CIO**

**AND**

**CITY AND COUNTY OF DENVER**

**2023-2025 FIRE FIGHTERS AGREEMENT**

**JANUARY 1, 2023 THROUGH DECEMBER 31, 2025**

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## **Article I**

### **SUBORDINATION**

**Section 1.** This Agreement shall in all respects, wherever the same may be applicable herein, be subject and subordinate to the provisions of the Charter of the City and County of Denver, the Directives and Guidelines of the Denver Fire Department and the Rules and Regulations of the Civil Service Commission of the City and County of Denver as promulgated and adopted by the Civil Service Commission, and is further subject and subordinate to all applicable City Ordinances, Statutes, Constitutional provisions and any revisions, amendments or newly adopted provisions to any said Ordinance, Charter, Statute or Constitutional provision which may hereinafter be enacted.

**Section 2.** It is expressly intended that the duties, responsibilities and functions of the City in the operation of its Fire Department shall in no manner be impaired, subordinated or negated by a provision of this Agreement.

## Article II

### RECOGNITION

**Section 1.** The City recognizes Denver Fire Fighters, Local 858, IAFF, AFL-CIO (hereinafter referred to as “the Union”) as sole and exclusive bargaining agent for all fire fighters pursuant to Section 9.7.1, *et seq.*, of the Charter of the City and County of Denver. As used in this Agreement, the term “fire fighter” shall mean the members of the Classified Service of the Fire Department of the City and County of Denver, except any person holding the rank of Chief of the Fire Department, or any person assigned the duties of Deputy Fire Chief or Division Chief.

### Article III

#### UNION SECURITY

**Section 1.** No fire fighter shall be required to become a member of the Union as a condition of their employment or continued employment by the City, and there shall be no discrimination against any fire fighter on account of their membership or non-membership in the Union. Provided, however, that the Union does not discriminate against non-members when it limits its services to and representation of non-members as follows:

The Union's duty of representation to an employee it represents but who is not a member of the Union shall be limited to the negotiation or enforcement of the terms of the agreement with the City. No provision of this article shall be construed to require the Union to provide representation to a non-member:

- (a) during questioning by the employer;
- (b) in statutory or administrative proceedings or to enforce statutory or regulatory rights; or
- (c) in any stage of a grievance, arbitration or other contractual process concerning the evaluation or discipline of an employee where the non-member is permitted to proceed without the Union and be represented by their own advocate.

Nor shall any provision of this Article prohibit the Union from providing legal, economic or job-related services or benefits beyond those provided in this Agreement with the City only to its members.

**Section 2.** The City shall deduct on a regular basis from the pay of all fire fighters who hereafter voluntarily authorize such deductions in writing on a form provided for this purpose by the Union or the City: (1) the amount of Union dues uniformly assessed all fire fighters who are Union members, and (2) initiation fees uniformly assessed against all Union members. Each authorization given under this Section shall state that it is irrevocable for a period of one (1) year or until the termination date of this Agreement, whichever occurs sooner, and is automatically renewable for another year unless written revocation of check-off authorization is given to the City during the thirty (30) day period immediately preceding the end of the period of irrevocability.

The Union will initially notify the City as to the amount of dues, or dues and initiation fees, to be deducted. Such notification will be certified to the City in writing over the signature of the President or Secretary-Treasurer of the Union. Changes in the Union membership dues or fees will be similarly certified to the City and shall be done at least one month in advance of the effective date of such

change. The City will remit to the Union such sums within thirty (30) days and shall accurately account for all changes in membership and monies deducted.

**Section 3.** The Union shall indemnify, defend and save the City harmless against any and all claims, demands, suits or other forms of liability that shall arise out of or as a result from any conduct taken by the City for the purpose of complying with Section 2 of this Article.



## Article IV

### UNION ACTIVITY

- Section 1.** Neither the Union, nor its officers, agents, representatives, or members will intimidate, interfere with, or coerce fire fighters. No Union activity or Union business of any kind will be carried on during working hours without express written permission in advance from the Fire Chief or their designated representative. Violation of this Section 1 of this Article IV by any fire fighter shall be just cause for disciplinary action pursuant to the City Charter. Failure of the City to enforce any of the provisions of this Section 1 of this Article IV in any one (1) or more instances shall not be considered a waiver of any of the provisions of this Section 1 of this Article IV.
- Section 2.** No fire fighter shall be discharged, disciplined or discriminated against because of activity on behalf of the Union that does not interfere with the discharge of their duties or any assignments, or violate any of the provisions of the Agreement.
- Section 3.** The Union shall have the right to post on the bulletin board designated by the Fire Chief or their designated representative, within all respective fire houses and support services, notices of Union meetings, Union recreational and social affairs, notices of Union elections, and appointments and results of Union elections, all of which pertain to the Denver Fire Department, provided that such notices are first approved by the Fire Chief or their designated representative. Any postings of an inflammatory nature are expressly prohibited. There shall be no postings regarding any political candidate or candidates nor of any political matter.
- Section 4.** When approved by the Fire Chief or their designated representative in writing, the two principal officers of the Union shall be granted leave from duty with full pay for conducting necessary Union business. When approved by the Fire Chief or their designated representative in writing, during the term of the deliberations of the Union Bargaining Committee, as constituted pursuant to the Union by-laws, members of the Committee, (not to exceed three) shall be granted leave from duty with full pay for conducting necessary Union business. When approved by the Chief or their designated representative in writing, members of the Union Executive Board (not to exceed four) shall be granted leave from duty with full pay for attending Executive Board and general membership meetings. The Union shall endeavor to conduct all necessary Union business during the non-working time of the greatest number of fire fighters required for such business, to the greatest extent possible. Said approval shall be granted by the Chief or their designated representative in writing when said leave would not disrupt or interfere with the service of the department.
- Section 5.** Such fire fighters (not to exceed four) as may be selected by the Union and approved by the Fire Chief or their designated representative shall be granted leave from duty without pay for Union activities such as attending educational conferences, seminars and training courses for the improvement of fire service and the Fire Department.

**Section 6.** Members of the union's Executive Board shall be permitted to address each Department recruit class at a mutually agreeable time within the first week of the academy.

## **Article V**

### **NON-DISCRIMINATION**

Neither the City nor the Union shall discriminate against any fire fighter on the basis of actual or perceived age, race (including hair texture, hair type, or hairstyle commonly or historically associated with race), creed, color, sex, sexual orientation, gender identity or expression, politics, religion, national origin, marital status or family status, physical or mental disability, military status, genetic information, or membership or non-membership in a labor organization.

Nothing in this section, however, shall be construed to prohibit actions taken because of a bona fide occupational qualification.

## Article VI

### RIGHTS OF MANAGEMENT

**Section 1.** Except as otherwise specifically provided in this Agreement, the City has the sole and exclusive right to exercise all the rights or functions of management, and the exercise of any such rights or functions shall not be subject to any grievance procedure, except as to resolution of whether or not a specific matter is a management right. Without limiting the generality of the foregoing, as used herein, the term “Rights of Management” includes:

- (a) The determination of Fire Department policy including the right to manage the affairs of the Fire Department in all respects;
- (b) the right to assign working hours including overtime;
- (c) the right to establish, modify or change work schedules, staffing of apparatus, amount of apparatus in the main or reserve fleet, etc.;
- (d) the right to assign fire fighters to other duties within the Fire Department when their apparatus is out of service;
- (e) the right to direct the members of the Fire Department, including the right to hire, promote or transfer any fire fighter;
- (f) the table of organization of the Fire Department, including the right to organize and reorganize the Fire Department in any manner it chooses, including the size of the Fire Department and the determination of job classifications and ranks based upon duties assigned;
- (g) the determination of the safety, health and property protection measures for the Fire Department;
- (h) the selection, promotion or transfer of fire fighters to supervisory or other managerial or technician positions or to positions outside the Classified Service of the Fire Department;
- (i) the allocation and assignment of work to fire fighters within the Fire Department;
- (j) the determination of policy affecting the selection or training of fire fighters;
- (k) the scheduling of operations and the determination of the number and duration of hours of assigned duty per week;
- (l) the establishment, modification and enforcement of Fire Department Directives and Guidelines;

- (m) the transfer of work from one position to another within the Classified Service of the Fire Department;
- (n) the introduction of new, improved or different methods and techniques of operation of the Fire Department or a change in existing methods and techniques;
- (o) the placing of service, maintenance or other work with outside contractors or other agencies of the City;
- (p) the determination of the number of ranks and number of fire fighters within each rank;
- (q) the determination of the amount of supervision necessary;
- (r) the transfer of fire fighters from one house, district or support service to another.

**Section 2.** All discretionary power vested in the City and the Fire Chief shall not be exercised in an arbitrary or capricious manner. The term “arbitrary or capricious” in this article shall mean that this is action taken without adequate information, not founded on reason or rational judgment, or done on a whim or impulse without adequate analysis.

## Article VII

### PRODUCTIVITY

- Section 1.** The Union and the City recognize that increased productivity will require the continuation of improvements and technological progress through new methods, techniques and equipment which will contribute to improved quality and efficiency of fire protection for the citizens of Denver. The Union and the City will act in good faith and with a cooperative attitude to achieve these ends.
- Section 2.** There shall be established a Labor/Management Committee comprised of six (6) members, three (3) of whom shall be appointed by the President of Local 858 and three (3) of whom shall be appointed by the Chief of the Fire Department. The Committee shall address any matter of mutual concern. The Committee shall meet at the request of the President of Local 858 or the Chief of the Fire Department within ten (10) days of a request for a meeting. The Fire Chief and the Union may mutually agree upon another system to provide labor/management discussions, including the use of strategic development teams.
- Section 3.** The Department shall provide the union with copies of and will email to the President and Secretary Treasurer all new or revised:
- (a) department orders;
  - (b) directives;
  - (c) guidelines; and
  - (d) SOGs; and
  - (e) Fire Chief and Division Memoranda (currently those denominated FCM, OPS, TRN, FPB, TEC and ADM).

## Article VIII

### CALL BACK COMPENSATION, FIRE FIGHTER OBLIGATION, AND OVERTIME

- Section 1.** If, in the sole opinion of the Fire Chief or their designees, it is necessary to call fire fighters back to work during their normal time off, such recalled fire fighters must report for duty. Failure to report for duty, if personally contacted, shall subject such fire fighter to disciplinary action pursuant to the Charter of the City unless reporting is excused by the Chief or their immediate designee.
- (a) A recalled fire fighter shall be compensated at the minimum rate of time and one-half (1-1/2) of their regular rate of compensation for the time worked, in 15-minute increments or a minimum of three (3) hours if required to respond to a station, work location or incident, in cash if the money is available, otherwise in the form of compensatory time off. Such time off shall be taken within one (1) year of the time in which it is earned, provided that the time to be taken off is approved by the Fire Chief or their designee in writing. If the call back is contiguous to the beginning or end of the scheduled shift, the three (3) hour minimum shall not apply.
- Section 2.** In the event that a fire fighter is called upon to work overtime in excess of fifteen (15) minutes after their regular shift has ended, the fire fighter shall be compensated at the minimum rate of time and one-half (1-1/2) of their regular rate of compensation for all overtime worked after their regular shift has ended, in cash if the money is available, otherwise in the form of compensatory time off. Such time off shall be taken within one (1) year of the time at which it is earned, provided that the time is approved by the Fire Chief or their designee in writing.
- Section 3.** If a fire fighter is required to attend court due to job related matters during hours other than scheduled work hours, such fire fighter shall receive compensation as provided in Section 1 of this Article VIII.
- Section 4.** Fourth Grade Fire Fighters taking the intermediate (if any) and final tests in hours other than their normally scheduled work hours shall be compensated for such time at their regular rate of pay until the total hours worked, including such testing time, exceeds 144 hours within a twenty-one (21) day work period. Any time worked in excess of the 144-hour limit shall be compensated at the overtime rate as provided in Section 2 of this Article.

## Article IX

### UNIFORM ALLOWANCE AND REGULATIONS

- Section 1.** The City shall pay the total cost of procurement and replacement, including replacement for line of duty mishaps, of all uniforms, including replacement of Department issued blue T-shirts, except socks, ties, belts, briefs, panties, and brassieres, that are required to be worn by fire fighters. The style, quality, design, components and the quantity of uniforms shall be specified by the Manager of Safety for the individual fire fighter in an economical, equitable manner in the best interests of the City.
- Section 2.** Turnout gear required by the Fire Department is not considered to be part of the uniform for purposes of Section 1 above. All fire fighters shall have turnout gear and required personal protective equipment (PPE) provided by the City. If, in the sole opinion of the Fire Chief or their designated representative, any item of a fire fighter's turnout gear or required PPE becomes unserviceable, such article of turnout gear or PPE shall be replaced by the City. Whenever feasible, at the time of purchase, turnout gear and required PPE shall meet or exceed current National Fire Protection Agency safety standards and specifications.
- Section 3.** All fire fighters will maintain complete uniforms and turnout gear in good condition. Periodic inspections will be made by the Fire Chief or their designees to ensure the serviceability of each fire fighter's uniforms and turnout gear.
- Section 4.** If a non-uniformed fire fighter sustains line-of-duty damage to their clothing, the cost of such damaged article of clothing will be reimbursed by the City upon the submission of a claim accompanied by proof of loss and approved by the Fire Chief or their designated representative.
- Section 5.** Fire fighters assigned to the Fire Investigation Unit and who are required to wear firearms, shall receive from the City a \$400.00 per year firearm allowance. This payment shall be made at the end of each calendar year or upon termination or retirement from the Fire Department of each member entitled to such allowance. Fire fighters assigned to the Fire Investigation Unit are also eligible for a reimbursement, up to \$750.00, every five (5) years for the purchase of a ballistic vest.
- Section 6.** The practice of providing those fire fighters assigned to the repair shop with work uniforms and garments shall be pursuant to Executive Order No. 110, and the amendments thereto, for the term of this Agreement.
- Section 7.** Each fire fighter shall be paid an annual cleaning and maintenance allowance of \$550.00, payable with the last paycheck in November.
- Section 8.** Fire fighters may wear the official union insignia on both their dress and work uniforms. Such insignia shall be a pin not larger than the size of a dime.



**Section 9.** The City shall provide a cache of wildland PPE to be utilized by fire fighters who are deployed on urban interface strike teams, in accordance with policies and procedures to be determined by the Fire Chief.

## **Article X**

### **INSURANCE, HEALTH AND SAFETY**

**Section 1.** For 2023 only, the City shall pay monthly, on behalf of each fire fighter, 80% of the total premium of the medical insurance plan selected by the fire fighter, a vision plan, and a mid-level Delta Dental plan. At a minimum, fire fighters shall be offered an Internal Revenue Service qualified high deductible plan with a health savings account (HSA), a co-pay based HMO/PPO plan and a deductible based co-insurance medical plan to the fire fighters that have a benefit level no lower than the same type of plan offered by the City to Career Service employees. The City's contribution for each fire fighter will depend on the plan selected and the status of the fire fighter as qualifying either for employee, employee plus spouse, employee plus child(ren), or family plan coverage as may apply under the selected plan which will have a separate rate for each such category of coverage.

If during open enrollment or upon hiring a fire fighter selects a high deductible medical insurance plan offered by the City and opens a HSA, or if as of January 1 each year of this Agreement, a fire fighter is already enrolled in the high deductible medical insurance plan offered by the City and has a HSA, the City will contribute monthly to the fire fighter's HSA: (1) fifty dollars (\$50) if the fire fighter is enrolled in an employee only plan; or (2) one hundred dollars (\$100) if the fire fighter is enrolled in an employee plus spouse, employee plus child(ren) or family plan.

The City agrees to the creation of a Denver Firefighter Healthcare Trust ("Trust") for the purpose of funding medical and vision benefits for all fire fighters, their retirees, and eligible dependents as provided for in the Trust Agreement. The Trust will be governed by a Board of Trustees. The City will be allowed to designate one civilian employee to attend all meetings of the Board of Trustees. A Denver Firefighter Healthcare Trust agreement will be established separately from this agreement in accordance with applicable federal, state and local laws no later than April 30, 2023. It shall be the general duty of the Trustees of the Trust to receive the contributions from the City and the contributions from participating fire fighters and any other income or assets that they may receive and, with such, to create and administer one or more employee welfare benefit plans for the participating fire fighters and their beneficiaries.

Upon creation of the Trust, the parties agree to reopen this Agreement solely for the dual purposes of negotiating the type of medical and vision insurance plans offered by the Trust and the associated medical and vision insurance premium contributions from the City for the 2024 and 2025 plan years. In the event of impasse on these discrete issues, the parties agree to submit all remaining disputes to binding arbitration, utilizing the provisions (including arbitrator selection) found in City Charter Sections 9.8.7 through 9.8.13.

In 2023, the Union will substantially participate with the City in the development of and negotiations for medical, vision and dental plans to be offered to fire fighters.

The Union will have the opportunity to comment and make recommendations on proposals prior to their being finalized and offered to fire fighters.

From 2024 forward, the Union will substantially participate with the City in the development of and negotiations for any dental plan benefits that are not provided through the Trust. The Union will have the opportunity to comment and make recommendations on such dental plan proposals prior to their being finalized and offered to fire fighters.

The Board of Trustees will provide any required premium changes for the 2024 and 2025 plan years to the City no later than July 15, 2023, and July 15, 2024 respectively.

**Section 2.** The City recognizes the right of the Union to consult with the City and make recommendations on safety matters.

**Section 3.** The City will continue to provide advance life support (ALS) response on all structure fires.

**Section 4.** In the event a fire fighter is killed in the line of duty or dies from injuries or illness sustained in the line of duty, the City shall pay the cost of reasonable funeral expenses up to a maximum of \$20,000, which amount shall be offset by any other payments for funeral expenses made by insurance or by any other agency or organization or person(s) (other than relatives of the fire fighter.) This payment shall be made to the fire fighter's estate.

**Section 5.** Fire fighters are entitled to a maximum of 1.5 times one year of base pay up to a maximum of three hundred thousand dollars (\$300,000) in term life insurance with a double indemnity for accidental death or dismemberment in a plan chosen by the City for which the City will pay 100% of the cost.

**Section 6.** In the event a fire fighter is killed or has been killed in the line of duty, the City shall pay the full cost of health insurance and dental insurance for a surviving spouse, or spousal equivalent as defined by the City, and children of the fire fighter, subject to the following conditions:

- a. The payments for a surviving spouse or spousal equivalent will end five (5) years after the fire fighter's death or upon remarriage, whichever occurs first.
- b. The payments for an unmarried child shall continue through the end of the month in which the child reaches age 25.

**Section 7.** Any fire fighter who is diagnosed with any cancer specified in C.R.S. § 8-41-209 of the Colorado Workers' Compensation Act (as it may be amended from time to time) that is ultimately determined to be compensable shall be entitled to the following:

- a. Reasonable, necessary and related medical care with authorized providers.
- b. Any intermittent or consecutive leave of absence at their full salary for the rank that the member holds in the department and benefits, so long as the leave is necessary in reaching recovery from the sickness, until maximum medical improvement is reached.

## Article XI

### STRIKES AND OTHER DISRUPTIONS OF NORMAL WORK ROUTINE

- Section 1.** The protection of the public health, safety and welfare demands that neither the Union, nor the fire fighters, or any person acting in concert with them, will cause, sanction, or take part in any strike, walkout, sitdown, slowdown, stoppage of work, picketing, retarding of work, abnormal absenteeism, withholding of services or any other interference with the normal work routine.
- Section 2.** Violation of any provision of this Article by the Union shall be cause for the City terminating this Agreement upon the giving of written notice to this effect to the President of Denver Fire Fighters Local No. 858, in addition to whatever other remedies may be available to the City at law or in equity.
- Section 3.** Violation of any of the provisions of this Article by any fire fighter shall be just cause for the immediate discharge of that fire fighter, in addition to whatever other remedies may be available to the City at law or in equity. No fire fighter shall receive any portion of their salary while engaging in activity in violation of this Article.

## Article XII

### SALARY SCHEDULE

**Section 1.** (a) **Fire Fighter.** For the duration of this Agreement, the position Fire Fighter First Grade will be paid as follows:

Effective January 1, 2023	\$98,269
Effective January 1, 2024	\$102,199
Effective January 1, 2025	\$106,287

The positions of Fire Fighters 2nd grade through 4th grade, for the duration of this agreement will be paid in accordance with the following schedule:

Fire Fighter 2nd	80% of Fire Fighter 1st
Fire Fighter 3rd	72% of Fire Fighter 1st
Fire Fighter 4th	65% of Fire Fighter 1st

(b) **Engineer.** For the duration of this Agreement, the Engineer will be paid 112.5% of Fire Fighter First Grade pay.

(c) **Technician.** For the duration of this Agreement, the Technician will be paid 107.5% of Fire Fighter First Grade pay.

(d) **Lieutenant.** For the duration of this Agreement, the rank of Lieutenant will be paid 118% of Fire Fighter First Grade pay.

(e) **Fire Systems Technical Specialist and Mechanic.** For the duration of this Agreement, the positions of Fire Systems Technical Specialist (or "FSTS") I and Mechanic I will be paid 117% of Fire Fighter First Grade pay. The positions of Fire Systems Technical Specialist and Mechanic Second Grade through Fifth Grade will be paid in accordance with the following schedule:

FSTS II/Mechanic II	95% of FSTS I/Mechanic I
FSTS III/Mechanic III	90% of FSTS I/Mechanic I
FSTS IV/Mechanic IV	85% of FSTS I/Mechanic I
FSTS V/Mechanic V	80% of FSTS I/Mechanic I

Fire Systems Technical Specialists and Mechanics hired after the effective date of this Agreement shall be classified as Fire System Technical Specialist V or Mechanic V and shall progress through the steps annually on their anniversary date.

(f) **Captain.** For the duration of this Agreement, the rank of Captain will be paid 114.5% of Lieutenant pay.

(g) **Assistant Master Mechanic and Assistant Superintendent of Fire Alarm.** For the duration of this Agreement, the ranks of Assistant Master Mechanic and Assistant Superintendent of Fire Alarm will be paid 105% of Captain pay.

(h) **Assistant Chief, Master Mechanic, and Superintendent of Fire Alarm.** For the duration of this Agreement, the ranks of Assistant Chief, Master Mechanic, and Superintendent of Fire Alarm will be paid 115% of Captain pay.

(i) **Engineer - Suppression Specialty Operation.** For the duration of this Agreement, an Engineer assigned to Specialty Operation will be paid 115% of Fire Fighter First Grade pay.

(j) **Lieutenant - Suppression Specialty Operation.** For the duration of this Agreement, a Lieutenant assigned to Specialty Operation will be paid 120.5% of Fire Fighter First Grade pay.

(k) **Captain - Suppression Specialty Operation.** For the duration of this Agreement, a Captain assigned to Specialty Operation will be paid 114.5% of Lieutenant pay plus 2.5% of Fire Fighter First Grade pay.

(l) **Shift Commanders.** For the duration of this Agreement, Shift Commanders will be paid 107.5% of Assistant Chief pay.

(m) **Emergency Medical Technician.** For the duration of this Agreement, an Emergency Medical Technician will be paid 55% of Fire Fighter First Grade pay.

A member of the Fire Department shall be a Firefighter 4th Grade from the date of original appointment and until such time as the member has served nine months after completion of the Fire Academy. A member of the Fire Department shall be a Firefighter 3rd Grade if that member has served for more than nine-months after completion of the Fire Academy and less than twenty-one months after the completion of the Fire Academy. A member of the Fire Department shall be a Firefighter 2nd Grade if that member has served for twenty-one months or more after completion of the Fire Academy and less than thirty-three months after the completion of the Fire Academy. A member of the Fire Department shall be a Firefighter 1st Grade if that member has served for thirty-three months or more after completion of the Fire Academy. The graduation ceremony date shall be the culminating event for completion of the Fire Academy.

**Section 2. Longevity Pay.** All fire fighters, upon reaching their fifth (5<sup>th</sup>) anniversary date of employment shall be paid longevity pay. Effective January 1, 2023, fire fighters shall be paid at a rate of \$12.25 per month for each year of service.

The additional salary provided in this Section 2 is an addition to base salary provided for in Section 1 of this Article and shall be considered or included in determining or computing the pension or retirement benefits of fire fighters.

**Section 3.** Any fire fighter who is assigned the duties of Technician, who meets the qualifications of the position to which they are assigned, and who has the certification required for the position to which he or she is assigned (if any is required) shall begin receiving Technician pay upon commencing the assignment. If any fire fighter assigned the duties of Technician does not meet the qualifications

or have the certification required for the position, that fire fighter shall not be paid Technician pay until he or she meets the qualifications or has the certification. This provision shall not limit the City's right to reassign a fire fighter to non-technician duties. All fire fighters below the rank of Engineer that are assigned to apparatus that perform special operation (Diving, Collapse, HazMat, High Angle, Trench, Confined Space, DeCon) shall receive Technician level wages.

**Section 4.** Fire fighters who are certified and designated as bilingual fire fighters in accordance with procedures published by the Chief or the Chief's designee shall be paid one hundred fifty dollars (\$150) per month. The Denver Civil Service Commission's current Firefighter Informational Booklet shall be used as a guideline for establishing specific languages that qualify for bilingual pay.



## Article XIII

### HOLIDAYS

**Section 1.** The following days are recognized as holidays for Fire Fighters for the purpose provided herein:

New Year's Day	(January 1)
Martin Luther King, Jr. Day	(Third Monday in January)
Presidents' Day	(Third Monday in February)
Cesar Chavez Day	(Last Monday in March)
Memorial Day	(Last Monday in May)
Juneteenth	(June 19)
Independence Day	(July 4)
Labor Day	(First Monday in September)
Veterans' Day	(November 11)
Thanksgiving Day	(Fourth Thursday in November)
Christmas Day	(December 25)
Birthday	(To be used and/or paid in accordance with Sections 3 and 4 of this Article)

**Section 2.** Fire fighters holding the rank or assignment of Emergency Medical Technician, Fire Fighter Fourth Grade, Fire Fighter Third Grade, Fire Fighter Second Grade, Fire Fighter First Grade, Technician, Engineer, Lieutenant, Captain, Fire Systems Technical Specialist or Mechanic who are called out under the provisions of Article VIII of this Agreement on any of the above mentioned holidays shall receive their regular rate of pay, for a minimum of three (3) hours in addition to that compensation provided in Article VIII.

**Section 3.** Support Service Personnel. This Section shall control the granting of holidays and holiday premium for personnel in all support services other than Fire Dispatch, and Fire Investigation.

Where a holiday, except a birthday, as listed in Section 1 of this Article, falls on the first day of a regularly scheduled period of off days, it shall be observed on the immediately preceding work day. Where a holiday except a birthday, falls on the second and third off days of a scheduled period of off days, it shall be observed on the first regularly scheduled work day following the off days. A birthday holiday will be taken by the fire fighter within 30 days of the birthday under procedures approved by the Chief.

When a fire fighter covered by this Section is called out to work on a holiday which is observed on the same day as specified in Section 1, the fire fighter shall be entitled to a holiday premium in addition to the regular rate of compensation.

In situations where the observed holiday except a birthday differs from the holiday specified in Section 1, this paragraph applies. When a fire fighter covered by this

Section is called out to work either on the holiday specified in Section 1 or the “observed holiday,” compensation shall be determined as follows:

(a) A fire fighter called out on the “observed holiday” will receive holiday premium only for those hours actually worked on that calendar day which do coincide with their regularly scheduled work hours.

(b) A fire fighter called out on the holiday spelled out in Section 1 will receive holiday premium only for those hours actually worked on that calendar day which do not coincide with their regularly scheduled work hours.

The holiday premium payable under this Section shall be equal to the fire fighter’s regular hourly rate of pay and shall be computed to the nearest fifteen (15) minutes.

**Section 4.**

(a) In addition to those above-listed holidays, any day declared a special holiday by the Mayor or the City Council, by proclamation promulgated or resolution or ordinance adopted, during the term of the Agreement, shall be considered a recognized holiday for the purposes provided herein.

(b) Any fire fighter who is required to actually work on a holiday other than their birthday, as set forth in this Article, shall be paid a holiday premium in addition to their regular rate of compensation. Such holiday premium shall be the fire fighter’s regular hourly rate of pay, and shall be paid for each hour actually worked between 12:01 a.m. and 12:00 midnight on a holiday as provided in Section 1 of this Article, computed to the nearest fifteen (15) minutes.

When a holiday falls on a support service fire fighter’s vacation, as set forth in Article XIV of this Agreement, that holiday shall not be counted as a vacation shift. When a holiday other than a birthday falls on a suppression fire fighter’s vacation, as set forth in Article XIV of this Agreement, that day shall nevertheless be treated as a vacation day for all purposes relevant under this Agreement; however, the fire fighter shall receive the holiday premium identified in this Section for all hours that they would have worked on that day, but for the fact that such day was a vacation. In no event shall a holiday premium or any other compensation be awarded to a fire fighter by reason of a holiday other than a birthday falling on a Kelly Day. When the birthday occurs on their Kelly day, they shall be paid the holiday premium provided hereunder. In all other instances, the fire fighter must actually work on a holiday other than a birthday to be eligible for the holiday premium. All fire fighters assigned to fire suppression, to the Fire Investigation Division, or to fire alarm dispatching duties shall be paid a holiday premium equal to eight (8) times their regular hourly rate of pay in lieu of time off for their birthdays. All other fire fighters shall have their birthday off, in the same manner as other holidays provided for in this Article.

**Section 5.**

Effective January 1, 2022, each fire fighter will receive 96 hours of time in a separate Holiday Time Bank, subject to the following:

- (a) Any fire fighter hired on or after January 1, 2021 will not receive this Holiday Time Bank.
- (b) The Holiday Time Bank can be used starting January 1, 2022 in accordance with the rules for use of vacation leave under Article XIV, provided, however, no more than 24 hours may be used as vacation during a calendar year. Alternatively, fire fighters may sell back 24 hours from the Holiday Time Bank each calendar year; such payments will be made in the first quarter of the succeeding year. In any given year, fire fighters may elect to use or sell back 24 hours from the Holiday Time Bank, but not both.
- (c) Hours in a fire fighter's Holiday Time Bank may be carried forward from year-to-year until they are exhausted.
- (d) Any hours remaining in a fire fighter's Holiday Time Bank shall be payable upon separation.

## Article XIV

### VACATION

**Section 1.** Each fire fighter shall accrue vacation leave at their regular rate of pay in accordance with the following:

(a) Those fire fighters who have less than three (3) years of service shall accrue one hundred twenty (120) hours vacation annually at the rate of ten (10) hours for each month.

(b) Those fire fighters who have three (3) or more years of service shall accrue one hundred forty-four (144) hours of vacation leave annually at the rate of twelve (12) hours per month.

(c) Those fire fighters who have ten (10) or more years of service shall accrue one hundred sixty-eight (168) hours of vacation leave annually at the rate of fourteen (14) hours per month.

(d) Those fire fighters who have fifteen (15) or more years of service shall accrue one hundred ninety-two (192) hours of vacation leave annually at a rate of sixteen (16) hours per month.

(e) Effective January 1, 2022, those fire fighters who have twenty (20) or more years of service shall accrue two hundred sixteen (216) hours of vacation annually at a rate of eighteen (18) hours per month.

(f) Effective January 1, 2022, those fire fighters who have twenty-five (25) or more years of service shall accrue two hundred forty (240) hours of vacation annually at a rate of twenty (20) hours per month.

**Section 2.** If a fire fighter is employed only part of a month, they will earn vacation leave for the month only if they started on or before or terminated after the 15th day of the month.

**Section 3.** If the fire fighter's third (3rd), tenth (10th), fifteenth (15<sup>th</sup>), twentieth (20<sup>th</sup>) or twenty-fifth (25th) anniversary of their hiring date occurs on a day other than the first day of the month, they will earn vacation leave for that month at the rates described in Section 1 of this Article only if the anniversary date is on or before the fifteenth (15th). If the third (3rd), tenth (10th), fifteenth (15<sup>th</sup>), twentieth (20<sup>th</sup>) or twenty-fifth (25th) anniversary date of hire falls on a day after the fifteenth (15th) day of the month, they will earn at the higher rate beginning the first day of the following month.

**Section 4.** (a) Vacation hours accrued under the provisions of this Agreement may not be used until the calendar year after they are accrued. In no case may a fire fighter use more hours of vacation than the sum of what they accrued in the previous calendar year, credited monthly. Any unused vacation leave left over from the previous year

that the fire fighter is unable to use, in the sole opinion of the Fire Chief or their designee, shall be paid in cash at the fire fighter's regular rate of pay in effect at the time of payment, and such payment shall be made within the first quarter of the succeeding year.

(b) Where a fire fighter assigned to suppression or dispatch accrues vacation hours not evenly divisible by the number of hours in their shift, that fire fighter shall be paid in cash, but only for the hours of vacation which are less than a full shift which remain on December 31 of the year following the year of accrual so long as that fire fighter continues to be assigned to suppression or dispatch. Where a fire fighter assigned to arson has accrued vacation hours not evenly divisible by twelve, that fire fighter shall be paid in cash only for the hours of vacation which are less than 12 hours which remain on December 31 of the year following the year of accrual so long as that fire fighter continues to be assigned to arson. The cash payment shall be at the fire fighter's regular rate of pay in effect in the year following the year of accrual and shall be paid within the first quarter of the succeeding year.

**Section 5.** The additional vacation time allocated pursuant to Section 4 of Article XVIII - Sick Leave - shall not exceed one hundred forty-four (144) hours and shall be utilized in full shift increments directly related to the fire fighter's assignment. Any unused vacation leave left over from the previous year that the fire fighter is unable to use, in the sole opinion of the Fire Chief or their designee, shall be paid in cash at the fire fighter's regular rate of pay in effect at the time of payment, and such payment shall be made within the first quarter of the succeeding year.

**Section 6.** Vacation selections shall be made by the members of the Fire Department according to seniority in grade or rank within each administrative district and support service. Vacation selections made by Dispatchers shall not be made from the same vacation pick sheets as other members of the bargaining unit and shall in no way limit or restrict other members of the bargaining unit in their vacation selections. The most senior member in the highest grade or rank shall have the opportunity to select their vacation first. The least senior member in the lowest grade or rank shall pick last. The City shall open ten (10) days per administrative district in fire suppression per shift more than are required pursuant to this determination. It is understood and agreed that the City has the right to balance staffing by restricting the availability of certain days in any district. The method used for selecting vacations and balancing staffing shall be a single day selection method. The City will use its best efforts to evenly distribute the necessary vacation opportunities per shift, over the entire annual schedule specific to each shift.

Suppression fire fighters 1st, 2nd, 3rd, and 4th grade, engineers and technicians shall be permitted to select a vacation period which is the same as the officer assigned to the same company and platoon with the following exceptions: (1) engineers assigned to Denver International Airport (DIA) ARFF apparatus shall not select a vacation period which is the same as other engineers assigned to the same company on the same platoon; and (2) the policy shall be permitted only as long as the present policy of providing "roving" lieutenants to fill company

officers' vacancies created by vacations continues. Should the policy change, the change will be discussed with the Union prior to implementation.

Vacation schedules shall not be changed unless the fire fighter is promoted or granted a requested transfer, in which case the City shall exercise its best effort to allow the fire fighter to retain their original selection. The transfer of a fire fighter shall not affect the vacation schedule of any other fire fighter. The parties agree that during the term of this agreement, the Union and the authorized representative of the City may, by mutual agreement, change the provisions for vacation picks in this Section 6.

Vacation selection for the rank of Emergency Medical Technician will be a seniority-based selection, and separate from other members of Suppression.

If agreed to by authorized representatives of the Union and the City, an alternative vacation selection method may be used during the term of this Agreement.

## **Article XV**

### **GRIEVANCE PROCEDURE**

**Section 1.** A grievance is a claim that the City has violated an express provision of this Agreement, and does not include any disciplinary matters. Any fire fighter or group of fire fighters may discuss any matter with their Division Chief, Deputy Chief or the Fire Chief, without invoking the formal grievance procedure provided for in this Article. Neither the City nor the Union shall threaten, restrain, or coerce any fire fighter for asserting said fire fighter's rights pursuant to this Agreement.

**Section 2.** A grievance must be initiated by an aggrieved fire fighter. The aggrieved fire fighter must reduce their entire grievance and all the reasons therefor, and the provisions of this Agreement which the aggrieved fire fighter feels have been violated, to writing and present the written grievance, signed and dated by the fire fighter, to their Division Chief within ten (10) calendar days after the fire fighter knew or should have known the facts which gave rise to the grievance. If not submitted within ten (10) calendar days, the grievance shall not be entitled to consideration. Nothing in this section shall be construed to limit or prevent the Union, through an aggrieved member or members, from filing a grievance on a belief that the Agreement is being violated.

**Section 3.** All grievances shall be settled in the following manner:

**Step 1.** The grievance shall be submitted to the grievant's Division Chief within ten (10) calendar days after the fire fighter knew or should have known the facts which gave rise to the grievance. Within ten (10) calendar days after receipt of the grievance the Fire Chief or their designated representative shall discuss the grievance with the aggrieved fire fighter and two (2) members of the Grievance Committee of the Union. The Fire Chief or their designated representative will give the aggrieved fire fighter, through the Union Grievance Committee, their answer in writing within ten (10) calendar days after holding such meeting. If the grievance is not answered within said ten (10) days it will be considered denied.

**Step 2.** If the Union Grievance Committee is not satisfied with the answer obtained at "Step 1," a Union officer must give written notice of intent to arbitrate to the corporate authorities of the City within fourteen (14) calendar days. The Grievance Arbitration Board shall consist of:

- (a) Appointee of the City;
- (b) Appointee of the Union;
- (c) The representatives of each party shall select the third member of the Grievance Arbitration Board, who shall be the Chair;
- (d) If within twenty-one (21) calendar days, the representatives of the

City and the Union fail to select a third member, either party or its representative may refer the matter to the American Arbitration Association for the selection of an impartial arbitrator to act as the third member of the Grievance Arbitration Board, in accordance with the Rules of the American Arbitration Association. The majority of the Arbitration Board shall render a decision within thirty (30) calendar days after hearing the grievance, and failing to reach a majority, the decision of the Chair shall prevail.

The award of the Arbitration Board, or failing a majority decision, the decision of the Chair shall be final and binding on the City and the Union.

The costs of any arbitration shall be borne equally by the parties to this Agreement.

**Section 4.** Failure of the aggrieved fire fighter, or the Grievance Committee, or any official of the Union, to comply with the time limits set forth above will serve to declare the grievance as settled based upon the last answer received, and no further action can be taken.

**Section 5.** Anything in this Agreement to the contrary notwithstanding, the following matters are not subject to the grievance procedures of this Agreement:

- (a) Any grievance which is not filed in accordance with the provisions of Section 2 of this Article or does not meet the definition of a grievance as set forth in Section 1 of this Article; or
- (b) Any matter reserved solely to the Rights of Management (Article VI), or to the discretion of the City or the Fire Chief by the terms of this Agreement; or
- (c) Any matter which would require a change from the wages, rates of pay, hours, grievance procedures, working conditions, and all other terms and conditions of employment as set forth in this Agreement; or
- (d) Any matter which is not covered by this Agreement; or
- (e) Any matter covered by the Charter of the City and County of Denver, the Directives and Guidelines of the Denver Fire Department not inconsistent with the express terms of this Agreement, the Rules and Regulations of the Civil Service Commission of the City and County of Denver, City Ordinances, Statutes and Constitution provisions.

**Section 6.** (a) The time limits for processing grievances as set forth in this Article may be extended by mutual written agreement of the Chief of the Fire Department or a designee of the Chief and a representative of the Union.

(b) The parties shall consider and may by mutual agreement use a mediator at any time during the grievance process to resolve the grievance.



## Article XVI

### TEMPORARY ASSIGNMENT TO HIGHER RANK OR POSITION

**Section 1.** When a fire fighter is designated to perform the duties of a higher pay classification or rank due to a vacancy in such higher position, such fire fighter shall receive the existing base rate of compensation paid the classification or rank to which the fire fighter is so designated provided:

- (a) Fire fighters assigned to suppression divisions work at least six (6) hours of the shift; or
- (b) Fire fighters assigned to support services work at least 50% of the shift.

This Article shall apply to a Fire Fighter 1<sup>st</sup> Grade, Engineer, Lieutenant, and Captain who is eligible to work on technical apparatus and is required to act due to operational need as a technician at the direction of the City; Fire Fighter 4th Grade through Technician acting as an Engineer or Lieutenant; a Mechanic acting as Assistant Master Mechanic or Master Mechanic; a Fire Systems Technical Specialist acting as Assistant Superintendent of Fire Alarm or Superintendent of Fire Alarm; an Engineer acting as a Lieutenant; a Lieutenant acting as a Captain; and a Captain acting as an Assistant Chief in all support services. However, except that, whenever possible, an Engineer shall remain in that position and shall perform the duties and functions of an Engineer.

## Article XVII

### WORK DAY AND WORK WEEK

**Section 1. Fire Suppression and Dispatch.** Fire fighters in the fire suppression force and those assigned dispatcher duties shall work a work schedule consisting of twenty-four (24) hour shifts for an average work week of forty-eight (48) hours. This will be implemented by the use of a three (3) platoon system with each fire fighter working one (1) twenty-four (24) hour shift followed by forty-eight (48) hours off, with a Kelly day to be taken within each twenty-one (21) calendar day cycle. A Kelly day shall not be counted as a working shift for any purpose.

Until such time as the U.S. Department of Labor determines that the provisions of 29 U.S.C. § 207(k) apply to Denver fire fighters assigned dispatcher duties, all such fire fighters shall be scheduled for and receive between five (5) and eight (8) hours of uninterrupted sleep time and up to two (2) hours, in at least thirty (30) minute increments, of uninterrupted meal periods during the twenty-four (24) hour shift. These hours shall not be deemed as time worked for purposes of calculating FLSA overtime.

Kelly day selections shall be made annually by the members of the Fire Department except Assistant Chiefs according to seniority in grade or rank within each administrative district. Kelly day selections made by Assistant Chiefs shall not be made from the same Kelly day selection sheets as other members of the bargaining unit and shall in no way limit or restrict other members of the bargaining unit in their Kelly day selections. The most senior member in the highest grade or rank shall have the opportunity to select their Kelly day first. The least senior member in the lowest grade or rank shall pick last. The City shall determine prior to the time Kelly days are selected the number of Kelly day picks required in each administrative district per shift. The City shall open one (1) Kelly day pick per administrative district more than is required pursuant to this determination. It is understood and agreed that the City has the right to balance staffing by restricting the availability of certain picks in the last column in any district.

Each time a Kelly day is changed, the fire fighter shall be granted one (1) additional Kelly day; provided, no more than two (2) additional Kelly days shall be awarded in a contract year; provided, further, if a Kelly day change results in a return to the originally selected Kelly day, an additional Kelly day shall not be awarded; provided, further, if a fire fighter is transferred at their request, is promoted, or when a roving Lieutenant receives a permanent assignment and the change results in a change in Kelly days, an additional Kelly day shall not be awarded.

If agreed to by the authorized representatives of the Union and the City, an alternative work schedule for fire fighters assigned dispatcher duties may be used during the term of this agreement.

Fire fighters assigned dispatcher duties will select Kelly days only among themselves.

**Section 2. Non-Fire Suppression.** Each support service, excluding Dispatch, shall establish a work period of at least 7, but not more than 28 days. The Department office personnel who are not on round-the-clock schedules will normally work a schedule of five (5) eight (8)-hour work days during a seven (7) day work period. A flexible or staggered work schedule averaging forty (40) hours per week and providing for more economical and efficient functioning of the support service may be established by the Division Chief with the approval of the Fire Chief or their designated representative, provided that such new schedule shall not provide for a work shift in excess of twelve (12) hours and provided further that all fire fighters affected by such change in work schedule shall continue to receive as many gross hours of sick leave, sick leave converted to vacation, and vacation as they would have had, had their schedules not been changed.

If agreed to by the authorized representatives of the Union and the City, an alternative work schedule may be used during the term of this Agreement.

**Section 3.** In the event of enactment of State or Federal legislation affecting the hours of work or overtime for Fire Department personnel, the City and the Union will meet in an attempt to make any work schedule changes which are mandated by said legislation.

**Section 4. Fire Investigations Bureau.** Notwithstanding the provisions of Section 2 of this Article XVII, a fire fighter other than a Lieutenant, Captain, or Assistant Chief assigned to Fire Investigations Bureau shall work a schedule consisting of two (2) consecutive 6:00 a.m. to 6:00 p.m. work shifts, followed by twenty-four (24) hours off-duty, followed by two (2) consecutive 6:00 p.m. to 6:00 a.m. work shifts, followed by ninety-six (96) hours off duty. During each twenty-four (24) day work period, one (1) work shift shall be reduced to five (5) hours. For purposes of calculating hourly rates, fire fighters assigned to the Fire Investigations Bureau are considered to work forty (40) hours per week. Schedules for Lieutenants, Captains, and Assistant Chiefs shall be determined by Section 2 of this Article.

If agreed to by the authorized representatives of the Union and the City, an alternative work schedule may be used during the term of this agreement.

**Section 5. Emergency Medical Technician.** Emergency Medical Technicians shall work a 40-hour work week, 7 calendar day cycle. A flexible or staggered work schedule averaging forty (40) hours per week and providing for more economical and efficient functioning may be established by the Division Chief with the approval of the Fire Chief or his/her designated representative, provided that such new schedule shall not provide for a work shift in excess of twelve (12) hours and provided further that all Emergency Medical Technicians affected by such change in work schedule shall continue to receive as many gross hours of sick leave, sick leave converted to vacation, and vacation as they would have had, had their schedules not been changed.

If agreed to by the authorized representatives of the Union and the City, an alternative work schedule may be used during the term of this Agreement.

**Section 6.** Notwithstanding the provisions in Section 1 of this Article, one Shift Commander or Assistant Chief, at the discretion of the Chief, may be assigned to a supplemental shift based on a twenty-one (21) day cycle ranging from A-Shift Sunday to A-Shift Sunday. The Shift Commander or Assistant Chief assigned to this supplemental shift will not be able to exceed forty-eight (48) consecutive working hours with a minimum of twenty-four (24) hours off in between work shifts. They will maintain a Kelly day to be taken every twenty-one (21) day cycle and hours worked within the twenty-one (21) day cycle will not exceed 144 hours.

## Article XVIII

### SICK LEAVE AND OTHER MISCELLANEOUS LEAVES

**Section 1.** Each fire fighter shall be credited with twelve (12) hours of sick leave monthly for each month of service for a maximum annual accumulation of one hundred forty-four (144) hours per year of sick leave. If a fire fighter is employed only part of a month, they will be credited with sick leave for the full month only if they started on or before or terminated after the fifteenth (15th) day of the month. If a fire fighter is employed after or terminated before the fifteenth (15th) day of the month, they shall be credited with six (6) hours of sick leave. Any unused portion of such sick leave shall be accumulated until said fire fighter shall have a reserve of seven hundred-twenty (720) hours of sick leave.

**Section 2.** Any sick leave taken by a fire fighter with seven hundred-twenty (720) hours or less of accumulated reserve shall be first charged against the current year's accumulation of sick leave to date of absence. If the current year's accumulation of sick leave is exhausted, any sick leave taken shall be charged against the fire fighter's accumulated reserve of sick leave.

Any sick leave taken by a fire fighter with more than seven hundred-twenty (720) hours of accumulated reserve shall be first charged against the accumulated reserve.

**Section 3.** When a fire fighter uses sick leave due to off-duty injury or sickness, the fire fighter will be charged one (1) hour sick leave for each hour the fire fighter misses rounded to the nearest quarter hour. On February 1st of each year, each fire fighter shall receive a written report of their accumulated sick leave reserve.

**Section 4.** On December 31st of each year, after the fire fighter has accumulated their reserve of seven hundred-twenty (720) hours of sick leave, unused sick leave of a fire fighter for that year shall be allocated as follows:

- (a) Each fire fighter may take unused sick leave accumulated in the previous year not to exceed one hundred forty-four (144) hours as a cash payment, if approved by the Chief or their designated representative, to be paid at the regular rate of pay in effect at the time of payment on or before February 1st of each year. The approved amount may be allocated between cash, deferred compensation or a HSA contribution, at the fire fighter's option, consistent with legal restrictions.
- (b) Each fire fighter may take all or any part of unused sick leave as vacation, if approved by the Chief or their designated representative. Sick leave converted to vacation may only be used in full shifts. Any sick leave not taken as vacation shall be taken as cash payment at the fire fighter's regular rate of pay in effect at the time of payment.

Each fire fighter must declare their option before regular vacation and sick leave converted to vacation for the following year are selected.

**Section 5.** Fire fighters who have an accumulated reserve of more than seven hundred-twenty (720) hours of sick leave as of December 31, 1983, will maintain that accumulated reserve balance unless used for sick leave pursuant to the provision of Section 2 above. Such fire fighters shall continue to be credited with sick leave pursuant to the provisions of Section 1 above. This credited sick leave shall be either paid for or taken as vacation in accordance with the provision of Section 4 above.

**Section 6.** At the termination of a fire fighter's term of service with the Denver Fire Department for any reason, the said fire fighter shall receive compensation in full at their regular rate of pay at the time of such termination for all accumulated sick leave and vacation time due to them in hours at the termination of their service, except that a portion of this compensation shall be paid into the Post Employment Health Plan for eligible fire fighters as set forth in Article XX.

**Section 7.** (a) Prior to separation of service for any reason, other than as outlined in Section 7(b) below, the fire fighter may elect to have any or all accumulated sick leave and unused vacation time paid as compensation. The election to have these monies paid cannot be made more than 12 months prior to separation and must be made at least 5 days prior to separation and shall be paid at least two (2) working days before separation. The fire fighter may contribute this compensation into the City's Deferred Compensation Plan pursuant to the rules of that Plan. Any accumulated sick leave or unused vacation remaining after the election, shall be paid into the Post Employment Health Plan for eligible fire fighters as set forth in Article XX. This provision is subject to all limits and regulations governing a § 457 plan as enforced by the Internal Revenue Service, including deferral limits and the timing of deferral election forms.

(b) If a fire fighter is involuntarily terminated, or resigns or retires in lieu of involuntary termination, the fire fighter will be given the option of receiving all or part of their accumulated sick leave and unused vacation in cash rather than having that amount be paid into the Post Employment Health Plan (PEHP) established in Article XX of this Agreement. The fire fighter must exercise this option within five (5) calendar days of being informed of the involuntary termination decision, or giving notice of resignation or retirement in lieu of involuntary termination. The failure to exercise this option within five (5) calendar days shall be deemed consent to have the entire amount of the fire fighter's accumulated sick leave and unused vacation paid into the PEHP, as set forth in Section 7(a) above.

**Section 8.** Upon the death of a fire fighter of the Denver Fire Department, all monies due such fire fighter by reason of unpaid salary, accumulated unused vacation time, sick leave reserve or from other sources, at the time of their death shall be paid to their surviving spouse, or if there be no surviving spouse, then to the fire fighter's estate; provided however that if the Charter is amended the payment shall be made as required by the Charter as amended.

**Section 9.** Fire fighters may donate sick leave to the sick leave bank of, and accept sick leave donations from, another member of the classified service of the Fire Department in accordance with the procedures established by the Chief or the Chief's designee.

**Section 10.** Sick Leave Use

- (1) Statement of intent: The purpose of this section is to allow fire fighters, in connection with sickness or injury, to achieve a balance between family responsibilities and work demands. Each fire fighter must recognize that the responsibility of the Denver Fire Department is to provide a continuous high level of service to the public. Supervisors, when granting such leave, shall insure that the Fire Department mission is not jeopardized.
- (2) In addition to using sick leave when a fire fighter is incapacitated by sickness or injury, sick leave may be used for parental leave or for necessary care and attendance during the serious illness of a member of the fire fighter's family.
  - a. "Family" is defined as:
    1. a person who is related by blood, marriage, civil union, or adoption;
    2. a child to whom the employee stands in loco parentis or a person who stood in loco parentis to the employee when the employee was a minor; or
    3. a person for whom the employee is responsible for providing or arranging health- or safety-related care.
  - b. The amount of sick leave granted for parental leave or for necessary care of a sick member of an employee's family shall not exceed ninety days per twelve-month period without approval of the fire fighter's supervisor and the Chief.
  - c. Fire fighters using extended leave under the provisions of this agreement will return to work at their same or equivalent positions.
  - d. In all but emergency cases, the fire fighter needing extended family or medical leave shall document the need in writing and forward it to the Human Resources Bureau (HRB) office through the chain of command. A Sick Leave Request shall also be submitted. In emergency situations, the supervisor who grants the leave shall document the circumstances and forward the letter and Sick Leave Request to the HRB office, through the chain of command.

- e. Sick leave may also be used for any reason found in C.R.S. §§ 8-13.3-404 and 8-13.3-405, as they may be amended from time to time.
- (3) Up to 90 days leave for personal illness, illness of a family member, or parental leave may be granted. Fire fighters have the option of using unpaid leave in lieu of paid leave.
- a. When paid leave is elected, fire fighters shall use sick time when available.
  - b. Fire fighters who have no more than ten days remaining in their sick banks may then use vacation time and/or compensatory time.
  - c. Use of vacation time must follow the provisions of Article XIV. However, at the discretion of the Chief or designee, a scheduled vacation can be changed.
  - d. Fire fighters who require more than 90 days or who do not have a sufficient bank of sick leave, vacation time, or compensatory time may apply to the Chief for donated sick time.
- (4) Fire fighters using sick leave under subsection (2) above for extended periods may apply to the Chief for a reduced work schedule, *i.e.*, a leave schedule that reduces the fire fighter's usual number of hours per work week. The Chief may require the fire fighter to transfer to another assignment to better accommodate the reduced work schedule.

(5) Parental Leave

Up to 90 days parental leave may be granted to care for a child at the time of birth or adoption. Granting of such leave shall be subject to the approval of the Chief or designee. A fire fighter together with their spouse, who is also a fire fighter or employee of the City of Denver, are limited to a combined total of ninety days parental leave.

The parties agree that during the term of this Agreement, the authorized representatives of the Union and the City may, by mutual agreement, change the provisions for Sick Leave Use in this Section 9 of this Article XVIII.

**Section 11. Bereavement Leave**

- (a) Upon proper notification to the Department, a fire fighter shall be granted authorized absence from duty because of the death of a member of the fire fighter's immediate family, which includes the fire fighter's spouse, mother, father, mother-in-law, father-in-law, stepfather, stepmother, child, stepchild, brother, sister, brother-in-law, sister-in-law, grandparent, grandchild, spousal equivalent as defined by the City or other person



residing within the immediate household. Such absence shall not exceed five (5) consecutive calendar days, unless the Chief or their designee grants additional leave. Authorized bereavement leave for an immediate family member will not be charged against the fire fighter's accumulated sick or vacation leave.

- (b) Upon proper notification to the Department, at the discretion of the Chief or their designee, a fire fighter may be granted authorized absence from duty because of the death of relative other than an immediate family member. Such absence shall not exceed one (1) calendar day and may only be granted if staffing is available. Authorized bereavement leave for a relative other than an immediate family member shall be charged against the fire fighter's accumulated sick or vacation leave.

**Section 12. Military Leave**

- (a) Leave of absence shall be granted to eligible fire fighters for military service as defined by the Uniformed Services Employment and Reemployment Rights Act, 38 U.S.C. §§ 4301, *et seq.* A fire fighter shall give advance written notice of an absence due to military service, unless precluded by military necessity or giving advance notice is otherwise impossible or unreasonable.
- (b) Military leave with pay. Fire fighters shall be eligible for up to fifteen (15) calendar days (not to exceed 120 hours) of military leave with pay each calendar year.
- (c) Military leave without pay. In addition to fifteen (15) calendar days of military leave with pay for which a fire fighter may be eligible, fire fighters shall be granted military leave without pay to perform their military service obligations. A fire fighter may elect to use any accrued vacation leave or accumulated sick leave in lieu of unpaid leave for all or part of the fire fighter's absence from duty due to military service.
- (d) While a fire fighter is on military leave, eligibility for vacation and sick leave accrual shall not be affected, and a fire fighter shall be entitled to all benefits afforded under this Agreement to fire fighters who are absent for reasons other than military service.

**Section 13. Unpaid Leaves of Absence**

- (a) A leave of absence without pay for up to one (1) year may be granted to a fire fighter at the discretion of the Fire Chief.
- (b) The Fire Chief may grant such leave when it is in the best interests of the City to do so. Any such leave should be requested by the fire fighter as far

in advance as is reasonably possible. Failure to return from any such leave of absence by the designated return date will be considered a resignation.

- (c) Periods of leave without pay in excess of thirty (30) calendar days will not be considered for purposes of vacation or sick leave accrual, or any other benefits normally available to the fire fighter with the exception of medical insurance. The City's obligation to contribute its portion of medical insurance premiums will continue for no longer than one (1) year. The employee's portion of medical benefits may be continued at the fire fighter's expense in accordance with applicable laws or if prior arrangements have been made.

## **Article XIX**

### **MILEAGE ALLOWANCE**

Fire fighters using their personal vehicles to conduct City business shall be entitled to mileage reimbursement in accordance with the City and County of Denver Fiscal Accountability Rule 10.7, and any revisions thereto made during the term of this Agreement.

## **Article XX**

### **RETIREE HEALTH**

**Section 1.** If this Article is declared by a court of competent jurisdiction to be unenforceable, the monies specified herein will be used for a purpose that benefits the bargaining unit and that is mutually approved by the Union and the City.

**Section 2.** Post Employment Health Plan

- (a) The City agrees to participate in the Post Employment Health Plan (PEHP), Health Care Insurance Premium Sub-account, for Collectively Bargained Public Employees (Plan) in accordance with the terms and conditions of the Plan's Participation Agreement, a copy of which has been provided to the City. The Plan Administrator for the Plan shall be mutually agreed upon by the City and the Union and the City agrees to contribute to the Plan as set forth in this Article. The parties agree to the creation of a three-person PEHP advisory committee. The committee shall consist of an active firefighter appointed by the Union, a retired firefighter appointed by the Chief, and an appointee of the Denver Office of Human Resources (OHR) as voting members of the committee. The OHR shall provide one non-voting member to act as secretary appointed by the City. The PEHP advisory committee will be responsible for making plan administrative and coverage decisions, including approval of an investment menu, as may be required by the PEHP third-party administrator. Since committee members may not qualify for governmental immunity, the City shall provide adequate fiduciary errors and omissions insurance to the committee members, and any other insurance determined necessary by the Denver Director of Risk Management.
  
- (b) Except as provided in subsection (c), upon termination of employment for any reason (which does not include death), one hundred percent (100%) of the eligible fire fighter's accumulated sick leave and accrued but unpaid vacation that would have otherwise been paid to the eligible fire fighter had the City not participated in the Plan shall be contributed to the Participant's Health Care Insurance Premium Reimbursement Sub-account. Those fire fighters who separated from service prior to January 12, 2005 shall not be subject to the Plan. This subsection (b) is further subject to the following restrictions:
  - (1) The City shall deduct any overpayments to the fire fighter or other legal offsets due to the City from the fire fighter prior to making the contribution to the Participant's Health Care Insurance Premium Reimbursement Sub-account; however, before overpayment deductions and other legal offsets are made from accumulated sick leave and accrued but unpaid vacation, the City will first make the deductions and offsets from other compensable absences of the fire fighter, if any, and then any remaining balance shall be deducted and

offset from the accumulated sick leave and accrued but unpaid vacation.

- (c) Fire fighters who are eligible for fully paid family retiree medical benefits through TRICARE or by their status as a Native American through the Bureau of Indian Affairs medical benefit programs shall not be eligible for or subject to the contribution amount set forth in Section 2(b).

**Section 3.** For the duration of this Agreement, the City's contribution to either the Fire and Police Pension Association Statewide Health Care Defined Benefit Plan (FPPA plan) or the Post Employment Health Plan (PEHP) shall be one and one-quarter percent (1.25%) per year of base pay on behalf of each fire fighter.

**Article XXI**

**DEATH AND DISABILITY CONTRIBUTION**

During the term of this agreement, the City shall pay, on behalf of all fire fighters hired after January 1, 1997, the state mandated contribution for death and disability coverage pursuant to C.R.S. § 31-31-811(4).

## **Article XXII**

### **WAIVER AND NOTICE**

- Section 1.** Failure of the City to enforce, or insist upon the performance of any term, condition or provision of this Agreement in any one or more instances shall not be deemed a waiver of such term, condition, or provision. No term, condition or provision of the Agreement shall be deemed waived by the City unless such waiver is reduced to writing and signed by an agent of the City who has actual authority to give such a waiver. If such written waiver is given, it shall apply only to the specific case for which the waiver is given and shall not be construed as a general or absolute waiver of the term, condition or provision, which is the subject matter of the waiver.
- Section 2.** Where any provision of this Agreement requires that any notice or information be given by the Union to the City within specified time, such requirement will not be met unless the official of the City specified herein who has actual authority to receive such notice actually receives the notice or information within the time limit specified in this Agreement.

## ARTICLE XXIII

### ENTIRE AGREEMENT

- Section 1.** The City and the Union shall not be bound by any requirement which is not specifically stated in this Agreement. Specifically, but not exclusively, the City and the Union are not bound by any past practices of the City or the Union, or understandings with any labor organizations, unless such past practices or understandings are specifically stated in this Agreement.
- Section 2.** The Union and the City agree that this Agreement is intended to cover matters affecting wages, rates of pay, grievance procedure, working conditions and other terms and conditions of employment and similar or related subjects, and that during the term of this Agreement, neither the City nor the Union will be required to negotiate on any further matters affecting these or any other subjects not specifically set forth in this Agreement.
- Section 3.** Notwithstanding any other provisions of this Agreement to the contrary, in the event that any Article, or Subsection(s) thereof, of this Agreement shall be declared invalid by any court of competent jurisdiction, or by any applicable State or Federal law or regulation, or should a decision by any court of competent jurisdiction or any applicable State or Federal law or regulation diminish the benefits provided by this Agreement, or impose additional obligations on the City, the parties shall negotiate on the Article or Subsection(s) thereof affected. All other provisions of this Agreement not affected shall continue in full force and effect.



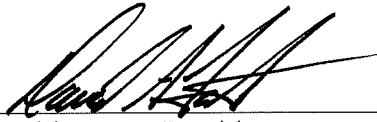
## **Article XXIV**

### **EFFECTIVE DATE, RATIFICATION AND TERMINATION**

- Section 1.** This Agreement shall be effective January 1, 2023 and shall continue to and include December 31, 2025.
- Section 2.** This Agreement is subject to ratification by the fire fighters of Denver Fire Fighters Local 858, IAFF, AFL-CIO, and the approval of an adopting ordinance by the City before the Union or the City is bound by the terms of this Agreement.

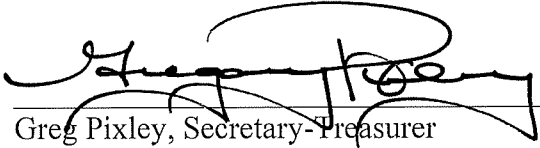
**DENVER FIRE FIGHTERS – LOCAL 858**

**CITY AND COUNTY OF DENVER**



David Foster, President

Michael B. Hancock, Mayor  
City and County of Denver



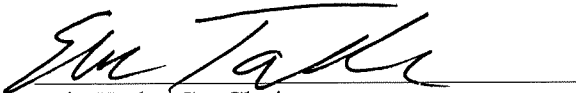
Greg Pixley, Secretary-Treasurer

**ATTEST:**



Aaron Abrams, Chair  
Bargaining Committee

Paul D. López, Clerk and Recorder



Eric Tade, Co-Chair  
Bargaining Committee

**REGISTERED AND COUNTERSIGNED:**

Brendan Hanlon, Chief Financial Officer

**APPROVED AS TO FORM:**

Kristin M. Bronson, City Attorney  
City and County of Denver

Timothy M. O'Brien, Auditor


**RECOMMENDED AND APPROVED:**

By: \_\_\_\_\_

Armando Saldate, Executive Director  
Department of Safety


**Contract Control Number:** SAFTY-202263373-00  
**Contractor Name:** Denver Firefighters Local 858

IN WITNESS WHEREOF, the parties have set their hands and affixed their seals at Denver, Colorado as of: 6/27/2022

**SEAL** DocuSigned by:  


**CITY AND COUNTY OF DENVER:**

**ATTEST:**

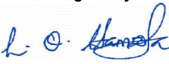
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Mayor  
Michael B. Hancock

DocuSigned by:  
  
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Deputy Clerk and Recorder  
Audrey Kline


**APPROVED AS TO FORM:**

**REGISTERED AND COUNTERSIGNED:**

Attorney for the City and County of Denver

By: DocuSigned by:  
  
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Senior Transactional Attorney  
Olayinka L. Hamza

By: DocuSigned by:  
  
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Chief Financial officer  
Brendan J Hanlon

By: DocuSigned by:  
  
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Auditor  
Timothy M. O'Brien

# **Section B**

Denver Fire  
Department Directives

**DENVER FIRE DEPARTMENT**

**DIRECTIVE**

**Section:** WRITTEN COMMUNICATIONS  
**Topic:** Non-Written Communication

<b>Topic No:</b>	<b>1002.00</b>
<b>Date:</b>	<b>January 26, 2023</b>
<b>Approved:</b>	<i>KV</i>
<b>Review Date:</b>	<b>January 26, 2026</b>
<b>Replaces:</b>	<b>Same, (04/30/10)</b>

**PURPOSE:** To identify means of communication other than radio communications, and to establish a consistent, professional protocol for their usage

**SCOPE:** Applies to all Denver Fire Department personnel

**I. RADIO**

A. FCC Regulations:

The FCC (Federal Communications Commission) has authority in regard to use and operations of the Denver Public Safety radio system. Sections 501 and 605 of the FCC Manual cover Fire Department operations.

FCC regulations prohibit the following:

1. Transmission of superfluous signals, messages, or communications of any kind.
2. Use of profane, indecent, or obscene language.
3. Causing unlawful or malicious interference with any radio communications.
4. Willfully damaging or permitting radio equipment to be damaged.
5. Interception and use or publishing the contents of any radio message without the written permission of the Fire Department.
6. Making unnecessary or unidentified transmissions.
7. Transmitting without first making sure the intended transmissions will not cause harmful interference.
8. Denying access to radio equipment or records to a properly identified representative of the FCC. Equipment and/or records must be made available for inspection at any reasonable hour.
9. Transmitting a call signal, letter, or numeral which has not been officially assigned.

B. Radio Transmissions

Fire Department radio transmissions are monitored by many other agencies. The press, radio, TV, and private citizens are often interested in our activities. It is important to maintain professionalism at all times when using the Denver Fire Department radio. Use plain English in a clear, calm voice. Short, concise messages are most easily understood. The use of radio codes is not necessary, except for Codes 9, 10, and 100:

DENVER FIRE DEPARTMENT

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Date:	January 26, 2023
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Replaces:	Same, (04/30/10)

1. Code 9: Non-emergency movement. No use of emergency warning equipment.
2. Code 10: Emergency movement. Use of all installed emergency warning equipment.
3. Code 100: An individual company or member is calling for emergency assistance **and is unable to safely describe the situation.**
  - a. Upon receiving a “Code 100” message the fire dispatcher will complete the following tasks
    - i. Acknowledge the “Code 100” and request the calling unit to move to a tactical channel.
    - ii. Notify DPD of a firefighter calling for help and request code 10 cover.
    - iii. Dispatcher will notify the district chief of the requesting unit and OPS2
    - iv. Depending on the scope and needs of the situation the dispatcher may also consider
      1. Requesting EMS and DHMC supervisor
      2. Sending a “significant incident” page
      3. Placing the hold order in

- D. Radio Messages – The Denver Fire Department will always utilize NIMS compliant communications.
- i. Messages are sent with the receiving unit identified first
    1. “Tower 9 from Command proceed to the roof and set-up for vent operations”
  - ii. Messages are received by repeating the order
    1. “Command from Tower 9, copy, going to the roof to set-up for vent”
  - iii. Incident communications and emergency communications are outlined in ***SOG 2107.01 – Incident Communications.***

## II. VOCALARM

The VocAlarm is the primary method of communicating with the firehouses. VocAlarm messages are acknowledged manually in the stations. The acknowledgement is displayed on the Dispatcher’s VocAlarm workstation.

### A. Dispatched Calls

Calls dispatched over the VocAlarm will be transmitted utilizing an automated voice and will follow ***SOG 2107.02 – Standardized Dispatch Format***

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B. VocAlarm Messages

Messages to fire station on the VocAlarm are generally limited to the following:

1. Hold Order in effect or lifted
2. Conditions, including weather, that may affect response
3. Messages of general interest

**III. BUSINESS/ADMINISTRATIVE AND OTHER STATION TELEPHONES**

The City of Denver business phone system can be used as a backup method of dispatching in the event of failure of all other means of communications.

- A. Answer promptly.
- B. Identify yourself: For example: *“Fire Station 16, Smith speaking.”*
- C. Take information, be prepared to take notes; you may receive a fire response or other Urgent message.
- D. If the caller asks for someone else, stay on the line until that person answers.

**IV. FACE-TO-FACE COMMUNICATION**

This may provide a good alternative to the radio when communicating sensitive information.

DENVER FIRE DEPARTMENT

DIRECTIVE

Topic No:	1003.00
Date:	02-10-2022
Approved:	RM
Review Date:	02-10-2024
Replaces:	Same, dated 08-09-21

Topic: Overtime Procedures  
Operations Division

**OVERVIEW**

It is the intent of the Denver Fire Department that overtime opportunities are offered in a fair and consistent manner to all eligible DFD members to the greatest extent possible. Consideration must be given to meeting the needs of the Department in terms of daily operations, rank structure, and the staffing of specialty companies while continuing to respect the terms of the current collective bargaining agreement.

**I. Overtime Hiring Steps Defined in Order of Occurrence/Provisions**

**Advance Availability** – The process of an employee entering in TeleStaff their desire and availability to work overtime prior to the time that vacancies occur. Employees may change their availability status as they wish. Employees may not enter Advance Availability more than 30 days in advance.

**Advance Hiring (Pre-Hire Overtime)** – Hiring that takes place for known/scheduled vacancies up until 2200 hours the night before the shift, based on the needs of the Department and the employee’s Advance Availability as entered in TeleStaff. Lead time for Advance Hiring depends on the overall staffing needs of the Department. TeleStaff may begin calling to fill these vacancies 21 days in advance of their occurrence.

**Short Notice Overtime (Day-Of Overtime)** – Hiring that takes place between the hours of 0600 - 0930 on the day of the shift. TeleStaff will be directed to begin calling as soon as possible. Hours will be charged if the member is signed up available and contacted by TeleStaff, the District Chief, or the Shift Commander, but turns down the opportunity.

**Text for Hire** – Text for Hire will be utilized when the normal hiring processes have failed to fill a vacancy and/or many members need to be contacted to fill a vacancy. The Text for Hire will be sent out to all members of the identified rank needing staffed. This opportunity will be offered on a “first come, first serve” basis to whomever contacts the Shift Commander willing to work the opportunity. This hiring practice may run concurrently with the Urgent Hire/Late Night Hire method. Text for Hire groups have been established at DEN and for Support positions in the event Mandatory Overtime is imminent.



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**Urgent Hire/Late Night Hire** – Urgent Hire is hiring that takes place after the normal hiring processes have failed to fill a vacancy or in the event an unscheduled vacancy occurs after 0930 hours. Late Night Hire is hiring that takes place between the hours of 2201 – 0600 of the current shift. In the case of both procedures, the goal is to fill the position as quickly as possible. The opportunity for overtime will be offered by position vacated in the following manner:

- Firehouse of the affected apparatus, starting with the member with the most overtime hours.
- District of the affected apparatus, starting with the member with the most overtime hours.
- City-wide, starting with the member with the most overtime hours.

Refusals and no contacts will **not** be logged into members' overtime buckets. In the event a member of the affected apparatus is scheduled to work the next day and can work the overtime to cover the vacancy, that person may be hired without using the normal outbound process. Any overtime hours worked will be counted in the appropriate overtime bucket.

**Mandatory Hold Over** – Hiring that will be utilized while an opportunity is being filled. Probationary members will be held over beginning with those assigned to the firehouse that are being relieved from the previous shift, then assigned to the affected District, and finally city-wide based on seniority. In the event the position cannot be filled, the probationary firefighter that was held over may be offered the opportunity to work the full 24-hour shift at their discretion. This Mandatory Hold Over shall be for a period no longer than six (6) hours.

**Mandatory Overtime** – Mandatory Overtime is not the same as Mandatory Hold Over as stated above, it is a mechanism utilized after all other means of attempting to fill a vacancy in Operations on a fire apparatus have been exhausted, including:

- All members signed up available to work overtime will be utilized prior to the activation of Mandatory Overtime.
- Identification and contact of Wildland team members who are signed up available to deploy.
- Text for Hire of all Operations Division members that Mandatory Overtime is imminent and 72-hour work shifts will be allowed.

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Operations Division

- VocAlarm announcement to the members on shift declaring that a Mandatory Overtime environment is imminent, asking for members to sign up available.
- Probationary Firefighters are not subject to Mandatory Overtime but are able to work an overtime shift at their discretion when Mandatory Overtime is imminent.
- Chief Officers will be utilized in their rank only.

II. Mandatory Overtime Hiring Procedure

Contacting members for Mandatory Overtime may start as early as 0600, day of, and could be assigned during the member's designated straight pay (**Straight Pay - SP**) work shift if staffing levels fall negative on the current work shift. A member may be called if staffing levels decrease at any time, during the current work shift, or in the 24-hour period following their regularly assigned straight pay shift to work Mandatory Overtime. Members contacted after 1200 (noon) the day following a Straight Pay work shift will not be penalized for failing to accept Mandatory Overtime. Members who physically worked a straight pay work shift the shift prior to the Mandatory Overtime are eligible to be called for Mandatory Overtime. Members on shift working any pay code other than Straight Pay (SP) will not be subject to Mandatory Overtime. Members on KD, VAC, TW, NLOD, LOD, FUN, or OT will not be considered for Mandatory Overtime – only members physically working under the Straight Pay (SP) code in TeleStaff. If a member was assigned a short (less than 24 hours) Admin Leave on their straight pay shift, they will still be eligible for Mandatory Overtime. Members will not be **required** to accept mandatory overtime if they have worked the past 48 hours in a firehouse environment. Members who have a Special Detail assignment on the day of mandatory hiring will not be eligible for Mandatory Overtime.

- A. The Shift Commander shall contact members selected for Mandatory Overtime in person via phone or face-to-face.
- B. When mandatory hiring is initiated, the least senior member will be hired first, according to the process outlined below.
- C. Mandatory hiring will be conducted to achieve “Even, Even” staffing levels according to the following guidelines.
  - i. A maximum of one (1) acting District Chief will be allowed.

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- ii. Officers will be hired until all Officer vacancies are filled with Lieutenants hired first until the mandatory list of Lieutenants is exhausted, then Captains will be mandatorily hired.
  - iii. Firefighters and Engineers will be hired based on a 2:1 ratio of Firefighters to Engineers, until a maximum of ten (10) Engineer vacancies are achieved. Then the hiring ratio will adjust to 3:1 unless mandatory lists are exhausted at either rank.
- D. Mandatory Overtime hours will be logged into the member's Mandatory Overtime bucket and will not be tracked as part of a member's regular full-shift overtime bucket.
- E. Mandatory Overtime bucket hours do not reset each year in October. They will continue to accrue over time.
- F. Members selected for Mandatory Overtime must work the full 24-hour shift for the opportunity to count as having fulfilled the requirement for the current round unless the original mandatory shift hired was for less than 24 hours. Special circumstances may be considered on a case-by-case basis by the Division Chief of Operations or their designee.
- G. If a member needs to be sent home due to plus staffing, the member hired last for Mandatory Overtime at their respective rank will be sent home. The member sent home will have their Mandatory Overtime commitment fulfilled for that round.
- H. NLOD may not be used as a mechanism to fulfill a Mandatory Overtime assignment or requirement.
- I. Members will not be hired for Mandatory Overtime on the Med Unit(s).

**Advance Hiring of Mandatory Overtime**

The Mandatory Overtime Picklist is visible on the Tote Board and shows the members who are first-up to be hired at each rank. Once it has been determined that Mandatory Overtime hiring is imminent and the VocAlarm announcement and appropriate text for hire notifications have been made, members may declare their desire to work according to the following guidelines:

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Operations Division

- A. Any member visible on the Mandatory Picklist that is in the top 5 positions at their specific rank may contact the Shift Commander to communicate their desire to volunteer to be hired for a mandatory vacancy on a first-come, first-serve basis.
- B. The Shift Commander will verify their position on the list and hire them to fill the Mandatory Overtime position subject to the first right of refusal for members positioned before them on the Mandatory Overtime Picklist.
- C. The member will have their Mandatory Overtime commitment fulfilled for the round just as if they had been hired in order from the mandatory picklist.

**Designated Mandatory Cover Person**

A list of members who are at the top of the roster for Mandatory Overtime will be accessible every day on the Tote Board, giving members the ability to plan for the possibility of being selected for Mandatory Overtime or reach out to one of their “designated mandatory cover persons” to work the Mandatory Overtime shift in their place. A “designated mandatory cover person” is a member(s) who is willing to work the Mandatory Overtime shift in place of the member being selected to work because they are next up on the Mandatory Overtime roster. Having a member who is willing to work Mandatory Overtime in another member’s place will be important as no member will want to incur penalties for refusing the mandatory opportunity.

- A. The member who has their designated mandatory cover person work the mandatory shift for them will have their mandatory shift commitment fulfilled for the current round.
- B. The cover firefighter will receive the overtime pay for the hours worked.
- C. It is the member’s responsibility to track the cover hours worked for each other as the Department will not be tracking this data.
- D. Cover shall be rank for rank with the following exceptions.
  - i. Captains and Lieutenants may cover each other.
  - ii. Engineers and Firefighters may cover each other.

## DIRECTIVE

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<b>Replaces:</b>	<b>Same, dated 08-09-21</b>

**Topic: Overtime Procedures  
Operations Division**

**Mandatory Overtime Provisions**

**A. 72-Hour Provision**

Members may *only* work 72-hours in Operations if the Division is entering a Mandatory Overtime hiring environment. When Mandatory Overtime is imminent, members job-wide will receive a text from the Shift Commanders indicating so and can then call their District Chief or Shift Commander indicating a willingness to work a 72-hour shift. Working a 72-hour shift is not allowed under normal work shift environments that are free of Mandatory Overtime and are otherwise at the discretion of the Division Chief of Operations. Shift Commanders will assess the workload placed on the member in the 48 hours preceding the 3<sup>rd</sup> work shift and may relocate the member to a different company to work the shift, even if the shift hired is at the member's assigned fire station.

**B. Vacation/Kelly Day Provision**

If a member is working a straight pay shift and their next shift is either a Vacation Day or a Kelly Day, they will not be required to work Mandatory Overtime. Members who are about to go on authorized Vacation Leave or a Kelly Day will be ineligible for Mandatory Overtime *unless they are willing* to work and fulfill the Mandatory Overtime requirement. A member in the above scenario *can* work the Mandatory Overtime shift and fulfill the Mandatory Overtime requirement which will move them to the bottom of the Mandatory hiring list. A member who refuses to work the Mandatory Overtime shift in the above situation will not incur any penalties.

**C. Mandatory Sign Up List Provision**

- i. There will be an opportunity for members to **sign up** for days they are willing to work and satisfy their Mandatory Overtime requirement. There will be two Mandatory Overtime tracking lists:
  - ***Mandatory Overtime List:*** This list is a mandatory list that is based on seniority, separated by rank, and previous mandatory hours worked. It is used when mandatory hiring is in play. This list is generated by TeleStaff according to the rules set forth in the mandatory hiring portion of the Overtime Directive.

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**Topic: Overtime Procedures  
Operations Division**

- ***Mandatory Sign Up List:*** This list is used so members can sign up for shifts that are convenient for their day off schedule. The Mandatory Sign Up List utilizes the following rules:
  - Members can sign up for the days they are available to work **ninety (90) days** in advance including over their Kelly Day or Vacation Leave.
  - Members can sign up for a maximum of fifteen (15) days in a ninety-day period.
  - Members utilizing the Mandatory Sign Up List must sign up available for a minimum of five (5) days per month. Three of the five days selected shall be a Friday, Saturday, or Sunday selection.
  - The Mandatory Sign Up List will lock down at thirty (30) days out from the current date and will include the member's selections made during that period. Any days designated within the thirty-day window of mandatory hiring will not be allowed to be removed by the member.
  - Members will be selected from the Mandatory Sign Up List in the order that they signed up, making it advantageous to sign up for this opportunity as far in advance as possible.
  - If a member signs up on the Mandatory Sign Up List and gets hired for a Mandatory Overtime shift, all the selections they made on the Mandatory Sign Up List will be erased and they will need to repick if they wish.
  - Members accepting and working a shift that was selected from the Mandatory Sign Up List will have their Mandatory Overtime requirement fulfilled and will move to the bottom of the Mandatory Overtime List.
  
- ii. The Mandatory Sign Up List will be used in conjunction with the Mandatory Overtime List. When Mandatory Overtime is imminent, the Shift Commanders will utilize and hire members from the Mandatory Sign Up List. Being hired from the Mandatory Sign Up List will fulfill a member's Mandatory Overtime requirement and will move them to the bottom of the Mandatory Overtime List. Members can utilize a "designated mandatory cover person" if they are on the Mandatory Sign Up List. Members unable to work or get their shift covered if signed up on the Mandatory Sign Up List will incur the penalties as outlined in this

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directive. Members will be hired from the Mandatory Sign Up List prior to members being hired from the Mandatory Overtime List. If there are no members on the Mandatory Sign Up List, hiring for Mandatory Overtime will be done from the Mandatory Overtime List.

D. **Double Normal Overtime Provision**

If a member works two (2) **normal** overtime shifts within a 7-day period, they will be exempt from being subject to Mandatory Overtime hiring for the next 14-day period immediately following the second normal overtime shift worked.

- This provision applies to 24-hour overtime shifts only.
- Members may still be hired from the *Mandatory Sign Up List*, if they have designated days that fall within the 14-day period following their second normal overtime shift.
- If a Mandatory Sign Up shift is available after working two (2) shifts of normal overtime and would result in working 72 hours in a row, the member will be exempt from any penalties for refusing to work the mandatory shift.

E. **Mandatory Overtime Manipulation**

- i. **Trades** – Members may not enter a trade into TeleStaff for another member and then remove the trade after mandatory hiring to prevent a member from being subject to mandatory hiring. Short term trades, or trades that are entered and then removed after mandatory hiring is completed may subject both members to disciplinary action according to the Discipline Matrix, under provisions for departing from the truth.
- ii. **NLOD** – Members may not enter themselves as NLOD to prevent them from being hired for Mandatory overtime. This may present as a short term NLOD entry that is entered and then later removed after mandatory hiring is completed. Such entries may subject the member to disciplinary action according to the Discipline Matrix, under provisions for departing from the truth.

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Topic No:	1003.00
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Topic: Overtime Procedures  
Operations Division

**Penalties for Not Accepting Mandatory Overtime**

Since Mandatory Overtime is compulsory, penalties will be assessed for refusing to work a Mandatory Overtime shift as follows:

- A. **1<sup>st</sup> Refusal** – Ninety-six (96) hours will be added to the member’s full-shift overtime bucket, and the member will participate in a coaching and counseling session with their Officer. The session will be documented along with any mitigating circumstances the member has brought forth in the form of an email to the Division Chief of Operations, through the Chain of Command.
- B. **2<sup>nd</sup> Refusal** – An additional ninety-six (96) hours will be added to the member’s full-shift overtime bucket and a Verbal Reprimand will be issued by the member’s Officer or Chief Officer in the case of an Officer refusal.
- C. **3<sup>rd</sup> Refusal** – An additional ninety-six (96) hours will be added to the member’s full-shift overtime bucket and a Written Reprimand will be issued by the member’s District Chief.
- D. **4<sup>th</sup> Refusal** – An additional ninety-six (96) hours will be added to the member’s full-shift overtime bucket for refusal of Mandatory Overtime. **Per the Discipline Matrix, a member’s previous discipline may affect the discipline they receive for the failure to accept Mandatory Overtime.**

Hours that are charged to a member’s full-shift bucket for refusal of Mandatory Overtime shall remain in the member’s full-shift overtime bucket for a **calendar year from the date they were charged**, regardless of the annual resetting of hours.

Example: If a member refuses to accept a mandatory overtime assignment in September, 96 hours will be added to their full-shift bucket. When overtime hours are reset as part of the annual process in October, the member will still have 96 hours in their full-shift overtime bucket that will be carried on the books until September of the following year.



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**Topic: Overtime Procedures  
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**III. Recall**

Such a condition is reserved as a right of management and is further authorized by the *Fire Fighters Agreement (Contract)* in *Article VIII – “CALL BACK COMPENSATION, FIRE FIGHTER OBLIGATION, AND OVERTIME.”* If, in the sole opinion of the Fire Chief or their designee, it is necessary to call firefighters back to work during their normal time off, such recalled firefighters must report for duty. Failure to report for duty, if personally contacted, shall subject such firefighter to disciplinary action pursuant to the Charter of the City unless reporting is excused by the Chief or their immediate designee. In the case of a refusal, inability to work, or failure to report for duty, if personally contacted, the applicable hours will be logged into the member’s overtime bucket and may subject such member to disciplinary action as determined by the Chief or their immediate designee.

Employees may be recalled as deemed necessary by the Chief or their immediate designee, based on their normal work location, by their operational capability, or by the proximity to the need for additional staffing, etc. An effort will be made to staff recall apparatus with the appropriate number and rank of firefighters.

<b>Type of Overtime</b>	<b>Time</b>	<b>Penalty</b>
Advanced Hiring	Up until 2200 hours day before shift	No
Short Notice Hiring	0600-0930 day of shift	Yes
Urgent Hire/Text for Hire	0931-2200 during shift or after the normal hiring process fails to fill a vacancy	No
Recall	Anytime	Yes, if personally contacted
Late Night Hire	2201-0600	No

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**OTHER DEFINITIONS**

**Free Overtime** – An incentive to our members in which no overtime hours are charged to a member’s overtime bucket for hours worked during a full or partial overtime shift. Free Overtime will continue to be used as an enhanced measure to entice members to sign up available for overtime. This tool has been very successful and will be applied on an as-needed basis to overtime days as designated by the Division Chief of Operations or their designee. This may include Saturdays, when needed, but is not guaranteed for weekend days. Free Overtime may also be used in large blocks, such as during summer months during the Wildland season, or randomly during periods of challenging hiring.

**Full Overtime** –

Operations and Dispatch: Assigned work environment is 48 hours per week.

- Any overtime 12 hours or more counts as a full shift of overtime.
- Overtime of less than 12 hours counts as a partial shift.
- All Full Shift Overtime hours worked in Operations will accrue to the member on an annual basis and will be reset every year to zero on October 1<sup>st</sup>.

Support Positions (*excluding* Fire Investigations): Assigned work environment is 40 hours per week (working either an 8 or 10-hour day).

- Any overtime 4 or 5 hours or more counts as a full shift of overtime, depending on the length of the shift.
- Overtime of less than 4 or 5 hours counts as a partial shift, depending on the length of the shift.

Fire Investigations: Assigned work environment is 40 hours per week / 24 hours per shift.

- Any overtime 12 hours or more counts as a full shift of overtime.
- Overtime of less than 12 hours counts as a partial shift.

**Normal Assignment** – This is the employee’s regular Department assignment. The job and/or duty performed must be part of the job description for the member’s permanently assigned position. USAR, Wildland, Adjunct Instructor (unless assigned to Training), or other administrative assignments are not considered part of a member’s normal assignment.

**Normal Overtime** – Overtime assigned under normal circumstances. The employee will be performing duties related to their permanent assignment or as approved according to the needs of the Department.

**Overtime** – Overtime shall include any extension of shift, extra duty, or recall period when an employee is entitled to extra pay for the time worked.

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**Topic: Overtime Procedures  
Operations Division**

**Overtime Environment** – The normal work hours for the job being performed on overtime. The overtime environment for:

- Operations (suppression), DEN Operations, and Dispatch is 48 hours per week / 24 hours per shift.
- Fire Investigation is 40 hours per week / 12 hours per shift.
- DFD support positions are 40 hours per week / 8 or 10 hours per shift.
- Members may work 72 hours at the discretion of the Fire Chief, their designee, based on Operational needs of the Department.

***Dispatch employees are not eligible for OT in Operations.***

**Partial Overtime** – Any overtime that is less than 50% of the hours worked within the overtime environment. For example, a Partial Overtime in Operations (suppression) is an overtime of less than twelve (12) hours.

- Partial Overtime hours worked will accrue in the same manner as Full Shift Overtime hours. The total Partial Overtime hours accrued in the member's partial overtime bucket shall determine the employee's position regarding Partial Overtime eligibility.
- Partial Overtime will be hired using the same procedure as all other overtime situations.
- All Partial Overtime hours worked in Operations will accrue to the member on an annual basis and will be reset every year to zero on October 1<sup>st</sup>.

**Special Overtime** – Overtime worked by an employee that is outside the normal job, and/ or duties performed at the member's current assigned position. Examples of some of these duties are: USAR, Wildland, Adjunct Instructor (not assigned to Training), Detail, or other administrative assignments. This category of overtime will **not** accrue in the employee's normal overtime bucket.

**Shift Commander** – Commander in Suppression, appointed by the Chief of the Department with the delegated authority of maintaining staffing levels in the Operations Division.

**TeleStaff Coordinator** – A Command Officer (Captain or above) assigned to the Administration Division who is appointed by the Division Chief to be responsible for oversight of TeleStaff utilization and functions.

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**Charged Opportunity** – When a no-contact or refusal is logged into TeleStaff during Short Notice Hiring, Mandatory Assignment, or Recall, the hours for that overtime opportunity will be added to the member’s overtime bucket. During Short Notice Hiring, a skipped opportunity will be logged as a refusal if another member accepts the opportunity.

**Overtime Bucket** – A location within TeleStaff where the number of overtime hours is recorded. The overtime hours will be recorded as a full shift, partial shift, or mandatory shift.

**IV. Oversight**

Oversight of this Overtime Procedures Directive will be provided by the on-duty Shift Commander and the TeleStaff Coordinator, who will be assigned to the Administration Division. Members who have concerns relating to overtime staffing should take the following steps:

- A. Discuss their concerns with their District Chief who will in turn discuss the issue with the on-duty Shift Commander to validate if any deviance from the normal procedure has occurred. Staffing adjustments/corrections may be made at this time by the on-duty Shift Commander.
- B. If a member is not satisfied with the Shift Commander’s explanation, they may complete a downloadable TeleStaff inquiry form (from the Department website) and forward it to the TeleStaff Coordinator in Administration.
- C. Members shall receive a written response from the TeleStaff Coordinator. Inquiries concerning TeleStaff technical issues can be referred directly to the TeleStaff Coordinator through the proper Chain of Command. The Shift Commander will monitor overtime; District Chiefs will manage staffing within their Districts.
- D. This Directive will be reviewed every six months or as necessary. After review, the Directive may be updated.

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V. Direction of Overtime

- A. TeleStaff will contact members, as directed by the Shift Commander, detailed in the type of overtime that is being initiated, i.e., Advance Hire, Short Notice, etc. The on-duty Shift Commander, Administrative District Chief, or designee will have discretion for placement of employees accepting overtime assignments. The operational needs of the Denver Fire Department will take precedence over all requests for accommodation from the members that have been hired, with the understanding that an effort will be made to facilitate requests made by members to return to their permanently assigned apparatus and/or firehouse.
- i. Overtime opportunities should be offered to members assigned to the Division where the vacancy was created. The Division Chief can amend this according to the needs of the Division.
  - ii. Engineers will be hired city-wide. Certification to drive different apparatus will be ongoing, and Engineers and Officers will be held accountable to ensure that safe driving practices are adhered to. Ongoing training for the different job functions for all assignments shall also take place.
  - iii. Those who have entered their Advance Availability in TeleStaff will be hired based on the number of hours previously worked – least number of hours to most. Where employee hours are equal, TeleStaff will contact the senior employee first unless Mandatory Overtime hiring has been initiated, in which case, the least senior member will be contacted.
  - iv. If no one meeting the criteria above accepts the overtime, TeleStaff will then be directed to contact members via the Urgent Hire Ops list and/or utilize Text for Hire. This will take place after Advance Hiring and Short Notice Hiring have failed to produce a member to fill a vacancy.
  - v. On Day-Of Short Notice hiring, the Shift Commander or their designee, may begin out bounding vacancies as early as 0600 and will attempt to have all vacancies out bounded by 0700. For vacancies discovered after the conference call, the assigned Shift Commander or designee should outbound as soon as possible.

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- vi. Opportunities for overtime should be out bounded starting with the vacancy with the most hours to the least. This gives members the opportunity to accept a full shift of overtime rather than accepting a partial shift.
- vii. The Operations Division will hire members for overtime to bring staffing levels to “even, even” (for example, if the daily staffing levels indicate - 5, -2, the Shift Commander will hire 2 Officers/Chiefs and 3 Firefighters/Engineers). Members will be hired based upon the vacancy and least number of hours worked.
- viii. In the event of Short Notice Hiring, Shift Commanders will be eligible for overtime in the normal pool of hiring with Assistant Chiefs.

As a general guideline, Shift Commanders will consider the need to hire members outside of the “least number of hours” when staffing levels indicate that either more than one (1) Acting Assistant Chief, twelve (12) Acting Officers or ten (10) Acting Engineers occurs. The Shift Commander will assess each situation separately and determine if an operational need to hire outside of the normal process is warranted.

- B. Probationary employees are not eligible to work Normal Overtime but are subject to/will be paid for Emergency Recall and Mandatory Hold Over. When employees reach the end of their probationary period, they will be placed in the overtime rotation at a level equal to those employees with the average number of hours on the Full Overtime list and equal to those employees with the average number of hours on the Partial Overtime list; current as of 0001 hours on the date following the expiration of the probationary period.
- C. The event that caused an overtime vacancy shall be entered in TeleStaff as accurately as possible, (i.e., staffing shortage, Wildland deployment coverage, administrative assignment coverage, etc.) TeleStaff will be directed to fill the appropriate opening. The Shift Commander and TeleStaff Coordinator will monitor and edit the causes of the overtime.

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- D. To ensure consistency when an overtime vacancy is filled, the following procedures shall be adhered to:
- i. Hiring for overtime and/or change of assignment may necessitate deviation from “normal” overtime hiring procedures based on the staffing needs of the Department, qualifications for the opening, the need to meet established standards/safety requirements, or to adequately staff to conduct special operations or rescues. Employees hired to work overtime are assigned to the vacant position. A member hired on overtime may work on their normally assigned apparatus when there is a member not normally assigned occupying that opening. If a “rover” or “actor” is staffing that apparatus, the “rover” or “actor” may be moved in favor of the regularly assigned employee who is working overtime. This will be dependent upon the operational needs of the Division and at the discretion of the Shift Commander. Members working a trade are normally assigned to that position for the duration of the trade.
  - ii. A senior employee working overtime may not “bump” a junior employee working in their normal position. Members working overtime are not guaranteed a position at their normal assignment.
  - iii. If two or more employees assigned to the same apparatus and shift are working overtime, the senior member(s) shall have the option of working in their normal assigned position. If two or more members from the same apparatus accept overtime and a position is open on their assigned apparatus and the open spot is not either of their normally assigned shift, the opening will be filled by seniority.
  - iv. Overtime opportunities will be cancelled first by cancelling members opportunities who were hired “day of” – Short Notice Hiring, then by cancelling the member with the most overtime hours. A deviation from this method of cancelling overtime may be considered on a case by case basis and only when determined that operational efficiencies may be compromised. Any overtime hours earned will be logged into the appropriate overtime bucket. Overtime cancellations prior to the beginning of the shift will result in the member being placed back in the overtime rotation according to hours worked and availability.

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- E. Only eligible personnel may work overtime. Employees NOT eligible for overtime include:
  - i. Employees on any type of Administrative Leave or Administrative Assignment as authorized by the Chief of the Department or the Chief's designee.
  - ii. Any employee whose restrictions preclude working overtime.
  - iii. Employees on probation (except as otherwise noted).
  - iv. Employees who are committed to working a trade on the day that the overtime opportunity occurs or are not on-duty because of another employee working for them as the result of a trade.
- F. **It is the employee's responsibility** to monitor their status in TeleStaff and make themselves available for contact by TeleStaff for overtime. TeleStaff will recognize that an employee is eligible to work overtime. However, if a situation arises whereby TeleStaff may not have the information to determine proper eligibility, the employee still has the responsibility to correct that information and/or to decline overtime to which they are not entitled. Any such situation must be reported to the Shift Commander or TeleStaff Coordinator.
- G. **It is the employee's responsibility** to ensure that contact information is correct and up to date in TeleStaff, in the District, and with Administration.

**VI. Accrual of Overtime**

Department employees have the option to request transfers between Fire Department Divisions, subject to Transfer Directive 1008.00. The following rules apply to the accrual of employee overtime when employees move between Divisions or within Divisions:

- A. All Normal Overtime hours worked will accrue to the member on an annual basis and will be reset every year to zero on October 1<sup>st</sup>. Overtime outside of that defined under "Normal Overtime" will be tracked and recorded separately and with different work codes than those used for Normal Overtime.



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- B. Members transferring into an Operations Division assignment from any other assignment (i.e., DEN Operations, Technical Services Dispatch, Administration, Fire Prevention, Safety and Training, or Division Staff) in the Department will be placed in the overtime rotation equal to the number of overtime hours they had worked in their assignment prior to their transfer into Operations. Members will be subject to the annual resetting of hours once assigned to Operations when this occurs each year in October.
- C. Overtime in Support environments will be offered by TeleStaff according to the needs of the Division and/or work environment.

**VII. Reporting to an Overtime Assignment**

An employee who accepts overtime more than 9.5 hours before the overtime period begins shall report to the location where the overtime is to be worked *by the beginning of the shift or period assigned*. If the employee is working overtime away from their normal assignment, they will arrange to have all their PPE and other necessary equipment with them when they report to work the overtime period. Regardless of the prior notification period, employees who accept an overtime assignment shall make every effort to report ready for duty, with all their PPE and equipment, as soon as possible after accepting the overtime assignment. Consideration will be given to on-duty members reporting to their overtime assignment. *The paid overtime period starts when the employee reports to the overtime assignment ready for duty.*

**VIII. Hold Over for Arrival of an Employee Working Overtime**

For the purposes of determining who is eligible to work Hold Over, the date last worked rather than accrued hours shall be used. In situations where an employee has not yet reported to work for an overtime period (usually for a Short Notice vacancy), another employee may have an opportunity to Hold Over until the reporting employee is ready for duty. In the event that all members signed up as "Available" in TeleStaff turn down the overtime opportunity, and should Short Notice Hiring fail to produce a member willing to work, Hold Over members may be offered to stay for the remainder of the overtime period. The overtime hours will be logged into the member's overtime bucket the same as Urgent Hire. If a probationary is held over, every attempt will be made to hire a member not on probation for the remainder of the overtime period. The employee holding over will be paid for the period they work beyond their normal work period. Hold Over opportunities shall be offered to employees of the same rank as the open position, with priority given to the employee with the "oldest" Hold Over work date. In the event of an Engineer or Officer not being available to Hold Over, a qualified

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Firefighter may accept a Hold Over until the employee working overtime arrives. The goal is always to have apparatus fully staffed.

**Eligibility to Work Hold Over** – Hold Over will be offered to regularly assigned employees going off shift and who are on site when and where the need for Hold Over occurs. Hold Over shall be offered first to the eligible member with the “oldest” previous date of working Hold Over, or by seniority at that date. If no regularly assigned personnel are available to work the Hold Over period, the Hold Over period may be offered to any member (i.e., a rover) going “off shift” at the location where the Hold Over is to be worked. Members on probation will be used as a last resort.

**Mandatory Hold Over** – In the event that no eligible member accepts the Hold Over, Probationary members shall be required to hold over for up to a maximum of 6 hours. If there is not a Probationary Firefighter available, the off-going member who was to be relieved shall be obligated to stay until the position is filled and they have been relieved. Members selected for Hold Over will be at the discretion of the Shift Commander and the relevant District Chief.

**IX. Actual Time Worked**

TeleStaff overtime records shall reflect actual time worked. If the member’s actual work hours must be adjusted, the Shift Commander and/or TeleStaff Coordinator shall make the necessary correction(s) to ensure that the proper hours are recorded for each employee working in that period. ***Total hours worked for one or more employees in an overtime period shall not exceed the total length of the period.***

**Example:** There is a 24-hour Short Notice overtime vacancy. A firefighter already working “holds over” for 1.5 hours while another firefighter responds to work overtime. The firefighter who holds over will be paid for 1.5 hours of overtime and the responding firefighter will be paid 22.5 hours of overtime for a total overtime of 24 hours.

**X. Employee Unable to Work Overtime Already Accepted**

Any employee who has accepted overtime after being contacted, who then cannot work the overtime for a valid reason (i.e., illness) will contact the on-duty Shift Commander or a District Chief as soon as that circumstance is known. If this occurs during Short Notice hiring, hours will be charged to the member’s overtime bucket. Members who are “Advance Hire” that are cancelling their overtime opportunity for valid reasons, will not have hours charged to their overtime bucket if the cancellation is made prior to 2200 hours the night before their accepted overtime assignment

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**IX. Maximum Allowable Hours (Suppression)**

The maximum number of consecutive hours that an employee can work in the fire station is forty-eight (48) unless authorized by the Division Chief of Operations or their designee. A minimum of twelve (12) hours off-duty must precede and follow a period of forty-eight (48) continuous suppression hours worked. This requirement applies to overtime and time trades, but does not include time worked because of Recall, Event Up-Staffing for DEN Operations, non-voluntary extension of an employee's work shift, or time worked on Hold Over. Every employee has access to TeleStaff, and his/her personal record of hours worked under each work code. An employee who, by accepting overtime, would work more than the allowable hours MUST decline overtime if offered by the TeleStaff system. The 48-hour rule may be waived in cases where a member has been authorized to work 72-hours and that opportunity satisfies the Operational Needs of the Denver Fire Department.

**XI. Overtime Records**

Overtime is recorded by the TeleStaff system when the employee accepts the overtime assignment. Shift Commanders or the TeleStaff Coordinator may also enter or adjust overtime in TeleStaff. All overtime hours worked will remain a permanent part of the employee's TeleStaff record. Those hours will determine the employee's place on the overtime opportunity list.

**XII. Return from an Extended Absence**

Employees returning to duty from an authorized extended absence, regardless of its nature, will be placed into the overtime rotation based upon their earned overtime hours. Extended absences include but are not limited to: Line of Duty Injury (LOD), Non-Line of Duty Injury (NLOD), Family Medical Leave (FML), Administrative Leave (ADL), Administrative Assignment, Vacation (VAC), Accumulated Sick Leave (ASL), or qualifying Military Leave (ML). Extended absence does **NOT** include any absence or leave that would otherwise not accrue other benefits.

**NOTE:** The effectiveness of this Directive will be evaluated on an ongoing basis and revisions will be implemented as needed.

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**Topic:** Attendance at Incidents

**PURPOSE:** To address who is authorized to respond to incidents.

**SCOPE:** Applies to all personnel

The only personnel authorized to respond to incidents are:

- A. On-duty personnel dispatched by Fire Alarm, or
- B. Personnel paged by an authorized designee of the Department, or
- C. Other individuals, with a letter of and/or authorization from the Chief of the Department, which may include the following but are not limited to:
  - 1. Department Command Staff
  - 2. Department Duty Chief and Division Duty Officers as assigned
  - 3. Support personnel requested by the Incident Commander
  - 4. Public Information Officer

Anyone responding to an incident shall report to the Staging Officer (if assigned) or to the Incident Commander.

Any member responding to an incident will notify Dispatch to assign them to the incident for accountability purposes.

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Topic: Time Trades

**PURPOSE:** This policy covers the trading of time from one member to another.

**SCOPE:** Applies to all DFD uniformed personnel

Trading of time is allowed as a privilege and should not be an assumed right by the members of the Denver Fire Department. Trade privileges can be revoked by a Company or Chief Officer. It is the intent of this policy that time trades will not cost the City money. Members participating in shift trades shall agree to follow this policy. Requesting or working a shift trade shall imply consent and agreement to rules of this policy.

Shift trades are addressed under the Fair Labor Standards Act:

**Trade Policy and Fair Labor Standards Act: Title 29 Code of Federal Regulations 553.31:**

*“Two individuals employed in any occupation by the same public agency may agree solely at their option and with the approval of the public agency, to substitute for one another during scheduled work hours in performance of work in the same capacity. The hours worked shall be excluded by the employer in the calculation of the hours for which the substituting employee would otherwise be entitled to overtime compensation...”* The regulations state that this may occur *“only if employees’ decisions to substitute for one another are made freely and without coercion, direct or implied.”*

*“A public agency which employs individuals who substitute or ‘trade time ... is not required to keep a record of the hours of the substitute work.”*

**I. GENERAL RULES FOR TIME TRADES**

- A. Trades are a contract between members; all time traded shall be tracked by the members. Due to the complexity of multi-way trades, in which only the member off and the member working the trade are listed in TeleStaff, TeleStaff should not be used as a member’s sole means to track trades.
- B. For the protection of the member and legal considerations regarding possible workers’ compensation claims, all trades between members, regardless of the duration of time, shall be entered into TeleStaff.
- C. Trades for day off employment are prohibited unless approved by the Chief of the Department or designee.
- D. Time trades are for time only; pay for trades is strictly prohibited. Members paying for time and/or receiving compensation other than time will be disciplined.
- E. Working a trade shall not result in any member working more than 48 consecutive hours.

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Topic: Time Trades

- F. Members who agree to work a trade and fail to show up to work will be considered absent without leave (AWOL) and will be subject to discipline.
- G. Members who agree to work a trade will work at the assignment of the member they are working for, unless the District Chief approves or recommends a different assignment based on staffing needs of the City.

**II. TRADES WILL BE RANK FOR RANK**

- A. Lieutenants and Captains will be considered to be the same rank for purposes of the Time Trade Policy.
- B. Technicians and Firefighters of grades 1 – 3 will be considered as the same rank for purposes of the Time Trade Policy.
- C. Trades for fourth grade firefighters will be considered on a case by case basis and only with the approval of the District Chief and with notification to the Training Division.
- D. Trades between Engineers across district boundaries will be allowed.
- E. Engineers may work a trade with a firefighter within the same house, as long as:
  - 1. The Engineer accepts that they will work as an Engineer anywhere in the City when paying the trade back.
  - 2. The firefighter is certified to drive and operate the affected apparatus.
  - 3. The Officer has approved the trade.
  - 4. The exception to this is donated trades (see XIII Donation of Trades).
- F. Firefighters who are working for an Engineer will be paid acting pay on the day that they drive.

**III. ENTERING TRADES**

- A. Only members working the trade shall enter the trades in TeleStaff, with the exception of short notice trades. The member entering the trades will enter notes as to who they are working for and shall notify the appropriate Company Officer. Both members working and not working will verify that notes have been entered. By signing up to work the trade, members are stating that they are certified to work in the position which the trade will affect. Entry into TeleStaff will be considered an electronic signature. Example: Lou for Lyle
- B. Multi-way trades between more than two members are allowed. TeleStaff should only reflect the member off on trade and the member working the trade. The note field under the trade for both members will detail the multi-way trade specifics. Members entering the trade are responsible for placing the multi-way trade scheme in the notes section for reference. Example: Lou for Lyle for Lars

## DIRECTIVE

<b>Topic No:</b>	<b>1005.00</b>
<b>Date:</b>	<b>06-10-2021</b>
<b>Approved:</b>	<i>JAV</i>
<b>Review Date:</b>	<b>06-10-2023</b>
<b>Replaces:</b>	<b>Same, dated 04-22-14</b>

**Topic: Time Trades**

#### **IV. TRADE APPROVALS**

- A. All trades must be entered into TeleStaff and approved by a supervisor. Members who are requesting to be off of duty on trade are required to verify approval of the trade.
- B. Any unapproved trades shall be void; the member who agreed to work the trade shall be sent home and the member off will be AWOL and subject to discipline.

#### **V. TRACKING OF TRADES**

All members are required to keep track of their trades. Due to the complexity of multi-way trades, in which only the member off and the member working the trade are listed in TeleStaff, TeleStaff should not be used as a member's sole means to track trades.

#### **VI. EXTENDED ABSENCE AND TRADES**

Members requesting leave which would result in more than 60 consecutive calendar days off must present a written request for leave to the Chief of the Department or designee. This leave may include any days off due to vacation, accumulated sick leave, Kelly Days, administrative leave, and trades. For leave greater than 60 calendar days, approval from the Chief of the Department or designee must be granted prior to the approval of trades.

#### **VII. DEPARTMENT TRAINING AND TRADES**

Members who are off on trade and miss scheduled training, in-service instruction, or scheduled drill ground evolutions are required to make up the missed training at no cost to the Department.

#### **VIII. TRADES AND BEREAVEMENT LEAVE**

- A. Members who are signed up to work a trade for another member and are absent due to bereavement leave are still responsible to cover the trade, either by working the trade or by having a replacement to work the trade for them. If no replacement is made, time will be removed from the member's sick leave at a normal rate of time.
- B. Members on bereavement leave can contact the on-duty District Chief within their district to request assistance in covering the trade. If no one agrees to work the trade, time will be charged against the member's NLOD time.

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**Topic: Time Trades**

## **IX. MISSING A TRADE DUE TO NLOD**

Members who are signed up to work a trade for another member and are absent due to NLOD will have time removed from their sick leave at a normal rate of time.

## **X. WILDLAND DEPLOYMENT AND TRADES**

A Wildland deployment, while Department sponsored, is still considered day off employment, and all provisions of the Wildland Operating Procedures Standard Operating Guideline will apply.

From Directive 1087.00 *Wildland Operating Procedures*  
**Section VII. Letter C**

*“It is a member’s responsibility to make sure that the Department does not incur any costs for trades when they have been deployed. Members cannot have trades in TeleStaff while on deployment assignment. During any period, a member has made themselves available for deployments, that member is responsible for clearing all trades, both owed and owing, that fall with the deployment period prior to leaving on deployment.”*

## **XI. FAILURE TO PAY BACK TRADES**

- A. Member’s responsibility:
  1. As trades are agreements between members, all efforts to have a trade paid back need to be exhausted prior to notifying a supervisor.
  2. Notify supervisor if attempts to have a trade paid back fail.
- B. Supervisor’s responsibility:
  1. Receive claim that a trade has not been paid back.
  2. Begin investigation into the reasons why a trade has not been paid back.
    - a. Supervisors will request a letter from the member requesting a trade payback, documenting when the original trade occurred and the numerous times that trades were requested for payback.
    - b. Supervisor will request a letter from the member failing to pay back the trade, documenting the reasons for why trade has not been paid back.
- C. Documentation will be received by the Company Captain and District Chief for consideration.
- D. If a member is found to be noncompliant in paying back a trade, their trade privileges may be revoked until all trades are paid back.
- E. Cases of continual noncompliance in paying back a trade will remove all trade privileges as determined by the Company Captain with approval of the District Chief.



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Topic: Time Trades

F. If a member's trade privileges are revoked, the Company Captain and/or District Chief will submit a letter detailing the trade issue, the outcome of their investigation, and any removal of trade privileges to the Operations Division Chief.

**XII. TRADE ASSISTANCE**

The trade bank allows members to voluntarily sign up for days when they are available to work. Members seeking trades can contact any members who are listed on the trade bank who are the same rank to discuss trade arrangements. Trades utilizing the trade bank will still require approval by the appropriate officer and follow the other rules outlined in this policy.

**XIII. DONATION OF TRADES**

Donation of trades is allowed for medical time off due to non line of duty injury or other family emergencies. Acceptance to receive donated trades, and the amount thereof, is only allowed with the approval from the Chief of the Department or designee.

- A. Rules for donated trades are outside of the normal Trade Policy and subject to the approval of the Chief of Department or designee.
- B. The donation of trades is freely given by the person working the trade with no expectation of payback.
- C. Members who donate trades can work for a member who is one rank above them or any rank below, provided that they are capable to act in the position vacated.
  - 1. Firefighters must be Firefighter 1 for one year and qualified to act as a company officer prior to working for an officer.
  - 2. Firefighters must be qualified to act as an Engineer on the apparatus where the donated trade will occur.
- D. Donated trades will be designated by a donated trade code in TeleStaff that will separate them from the normal time trade designation.

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Topic: Checking Department Email

In order to streamline internal communications and provide the most up-to-date information to our members as quickly as possible, **all DFD members are required to check their Denver Fire Department email as part of their daily job duties.** This practice will reduce the need for hard copy distribution of much of our Department's internal correspondence and reduce waste, keeping in line with the Mayor's Greenprint Denver Initiative.

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<b>Replaces:</b>	<b>NEW</b>

**Topic: Outlier Policy**

**PURPOSE:** The Department has identified the following procedure for identifying and removing outlier responses and incidents in accreditation performance tables.

**SCOPE:** Applies to Operations, DEN, and Fire Dispatch Members.

The establishment of thresholds for turnout, travel, and response times is a matter of deciding which data are to be included in an analysis and which are to be excluded. It is not an exact science, but rather an estimation that favors settling on round numbers.

**Operations Division:**

The following parameters and conventions were used to limit the analysis and are to be excluded from data collection/metrics:

1. Outgoing mutual/automatic aid
2. Incoming mutual/automatic aid
3. All non-emergency runs (i.e., Community Engagements, Non-Emergent Lockouts).
4. All units other than operations assigned response units are excluded (i.e., MH's, Arson, Fire Prevention, Command Staff)
5. Any responses where an apparatus was canceled prior to arrival
6. Any non-Denver Fire incidents
7. Any total response time over 30 minutes (First Unit Assign to First Unit Arrive > 30 minutes)
8. Any incident with greater than 30 minutes call handling time (>30 minutes phone pickup at 911 to dispatch)
9. Any phone pickup (911) to First Unit Arrive > 60 minutes

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**Topic: Outlier Policy**

**Airport Division:**

Upon CAD to CAD being fully integrated into daily operational parameters of the Airport Division, the following incident or event responses will be assessed to be excluded from data collection/metrics:

1. Outgoing mutual/automatic aid
2. Incoming mutual/automatic aid
3. All non-emergency runs (i.e., Community Engagements, Non-Emergent Lockout)
4. Medical incident on aircraft in which aircraft arrival is identified as being over 10 minutes from time of notification.
5. Any responses where an apparatus was canceled prior to arrival
6. Alert Level Response in which aircraft arrival is identified as being over 10 minutes from time of notification.
7. Aircraft incidents which occur outside of Airport Operating Area and extend beyond an 8-mile response radius.
8. Incidents in which “no incident found” is utilized as nature code (no MVA located at location provided, no patient at location provided up dispatch, etc).
9. EOC Activation and staffing with DEN-DFD Administrative personnel

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Topic: Request for Reassignment and Drafting Process

**PURPOSE:** To explain the procedure and associated requirements, conditions, and stipulations regarding the transfer of members from one assignment to another.

**SCOPE:** Applies to all members except for appointed management.

The transfer of Captains and Assistant Chiefs shall be at the discretion and/or final approval of the Chief of the Department or designee.

**Airport Division Assignment:** Airport Division assignments are Aircraft Rescue and Fire Fighting (ARFF) assignments and technical suppression assignments at Denver International Airport (DEN). Assignments include all members assigned to DFD Stations 31, 32, 33, 34, 35, ARFF Training, and Fuel Inspector.

**Operations Technical Suppression Assignment:** Operations technical suppression assignments shall be company specific, as opposed to discipline-specific (i.e., hazmat, dive, high-angle, confined space, etc.). Operations technical assignments shall include all positions on E-01, E-06, E-09, TR-01, TR-09, R-01, and R-02.

**Technical Support Assignment:** Operations, Fire Prevention, Technical Services, Administration, Safety and Training, and Airport Division staff positions.

**Requested Transfer (previously referred to as Convenience Transfer):** Shall refer to any transfer granted as a result of a member’s transfer request that was submitted via “My DFD.”

**Non-management Member:** Members holding the rank of Engineer, Technician, FF1, FF2, FF3, FF4 and EMT.

**Management Member:** Lieutenants are considered management members, but for the purpose of this Directive, their transfers and requests for reassignment and drafting will be subject to seniority and discipline-specific certifications.

- **NOTE:** All non-appointed management who have had a satisfactory most recent Annual Review and are not the subject of any Performance Improvement Plan (PIP) will be considered for reassignment based on seniority. The transfer of **ALL** Captains and Assistant Chiefs shall be at the discretion and/or final approval of the Chief of the Department or designee.

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**Time Commitments for Requested Assignments (see II.):** *One* year (12 months) for non-technical suppression assignments. *Two* years (24 months) for technical suppression, technical support, and Airport Division assignments (unless otherwise specified in job announcement at the time of posting).

**Time Commitments for Drafted Vacancies (see II.):** *One* year (12 months) for non-technical suppression assignments. *Two* years (24 months) for technical suppression, technical support, and Airport Division assignments.

**I. RIGHTS OF MANAGEMENT**

Pursuant in part to Article VI, Section 1, of the Collective Bargaining Agreement between Denver Firefighters – Local 858 IAFF, AFL-CIO and the City and County of Denver, “... *the City has the sole and exclusive right to exercise all the rights or functions of management, and the exercise of any such rights or functions shall not be subject to any grievance procedure, except as to resolution of whether or not a specific matter is a management right.*”

Pursuant in part to Article VI, Section 2, of the Collective Bargaining Agreement between Denver Firefighters – Local 858 IAFF, AFL-CIO and the City and County of Denver, “*All discretionary power vested in the City and the Fire Chief shall not be exercised in an arbitrary or capricious manner.*”

The Administration Division Chief or designee administers the Request for Reassignment and Drafting Process Directive and will consult with the appropriate Division Chief or designee before making the final decision on all transfers.

The Department will follow this Directive to the best of its ability and reserves the right to correct errors that were made in good faith in the least disruptive manner possible.

The Division Chiefs, or designee(s), shall have full discretion and authority, within their respective Divisions, to transfer members within their Divisions, to leave positions vacant as deemed necessary for use by Probationary Firefighters, and/or to balance staffing between apparatus, shifts, and districts.

Written requests for accommodation of assignment due to hardship may be submitted via chain of command to the Division Chief for which the transfer is requested. The request may be considered, however, is not guaranteed. Approved transfers to any

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support service will be for a minimum of 24 months.

### II. GENERAL TRANSFER PROCEDURES

- A. All eligible Firefighters shall have the right to request a transfer within the provisions of this Directive. To be eligible, members shall complete their assignment obligation commitments as outlined in Section II.O., and Fourth Grade, Third Grade, and Second Grade Firefighters are **not** eligible to submit transfer requests. A member must hold the rank of Firefighter First Grade or higher to be eligible to submit a transfer request or be within the 21-day (for Operations) or 42-day (for DEN) window of the requested opening.
- B. All transfer requests shall be submitted using the “My DFD” webpage link. Responsibility for verifying the accuracy of each transfer request and that each transfer request has been posted to the Department website lies with the requesting member. *The transfer of ALL Captains and Assistant Chiefs shall be at the discretion and/or approval of the Chief of the Department or designee. The process for filling a vacancy for Captain or Assistant Chief ranks will be communicated to eligible members by the respective Division Chief. The selection process for each vacancy is subject to change. Examples may include seniority, interviews, certifications, or specific operational need.* Members are responsible for reviewing the accuracy of any transfer requests they have on file.
- C. Members can withdraw any transfer at any time unless specified in this Directive. To withdraw a transfer, the member must log in to “My DFD” and select “My Transfers.” The transfer will remain active until removed by the Administration Division on the next recognized business day.
- D. A member may have a maximum of three (3) transfer requests on file (with the exception of Right of First Refusal – see II. R & S).
  - 1. Transfers to Operations Division suppression assignments must be for a specific company. A specific shift can be requested if desired.
  - 2. Transfers to the Administration Division shall be for either administrative support, Internal Affairs Unit (IAB), or Fire Investigation Unit (FIU) positions, and those assignments shall be determined by the Administration Division Chief.

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3. Members requesting a transfer to DEN suppression will initially submit a transfer to DEN and not a specific unit. The placement of incoming members will be based on the needs of the Division. Upon being transferred to DEN, members may submit up to three (3) transfer requests with the Division at any point.
  4. All other requests will be to a specific division, and assignments within those divisions shall be determined by the appropriate Division Chief or designee.
- E. An **effective vacancy date** is created as a result of a transfer, promotion, demotion, separation of service, departmental expansion of service, or a positional change due to the needs of the Department and shall be considered official as of the date of transfer, promotion, demotion, separation of service, or positional change due to the needs of the Department.
1. The effective vacancy date for vacancies created as a result of a member voluntarily terminating their DROP prior to the DROP's end date will be effective after the member's last shift. This will result on the 21st day (or 42nd for DEN) to be initiated after the member's last shift has been completed.
- F. All transfer requests shall be honored in order of seniority unless otherwise stipulated in Sections I, II, III., with the following exception: The needs of a vacant position may require a member to possess an EMT, driver, and/or other certifications, as determined by the Division Chief or designee.
- G. Time Requirements for Transfer Request on File:
1. Operations Division Transfer Requests: Transfers within the Operations Division will occur on an A-shift Sunday, unless otherwise approved by the Division Chief or designee. Transfer requests must be on file 21 calendar days prior to the effective A-shift Sunday transfer date (i.e., for 2023, members who want to be considered or excluded for a vacancy to be filled on March 19, 2023, A-shift Sunday, would need to have their requested transfer submitted or removed on or before 23:59 the previous A-shift Sunday of February 26, 2023).



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2. *Airport Division Transfer Requests:* Transfer requests to or within the Airport Division assignments must be on file 42 calendar days prior to the effective A-shift Sunday transfer date (i.e., for the aforementioned example, members who want to be considered or excluded for a vacancy at DEN to be filled on March 19, 2023, A-shift Sunday, would need or have their requested transfer submitted or removed before 23:59 on February 5, 2023).

Note that any member who has attended paid badging, training, etc., for a DEN position will not be allowed to withdraw their transfer request.

- H. For a position identified by the appropriate Division Chief, if no transfer requests are received 21 days prior to the upcoming effective transfer date, or 42 days in the case of Airport Division assignments, all eligible members will have an opportunity to submit a transfer request and the drafting process will be initiated. Recruiting and drafting processes will run concurrently. From the date of notification, members have the opportunity to submit their transfer requests for seven (7) calendar days. *Effective* 0000 hours on the 8<sup>th</sup> calendar day, the senior eligible submitted request of transfer, in accordance with this Directive, shall be granted, unless the provisions of Section III of this Directive apply. If no transfer requests have been received by 2359 hours on the 7<sup>th</sup> calendar day, the vacancy shall be filled by the drafting process, and notices of transfers will be generated.

Any promotion, retirement, or transfer that occurs **after** 0000 hours on the 8<sup>th</sup> calendar day within the current 21-day cycle **will not** be considered for the **current effective transfer date**.

- I. If the vacancy is for a **permanently assigned management level member or Engineer position** and no transfer requests have been received 21 days prior to the **upcoming** effective transfer date, or 42 days in the case of Airport Division assignments, all eligible promoted members will have an opportunity to submit a transfer request. From the date of known vacancy, members have the opportunity to submit their transfer requests for seven (7) calendar days. *Effective* 0000 hours on the 8<sup>th</sup> calendar day, the senior eligible submitted request of transfer, in accordance with this Directive, will be considered, unless the provisions of Section III of this Directive apply. Regarding Operations Division regular and technical suppression vacancies, if no transfer requests have been received by 2359 hours on the 7<sup>th</sup> calendar day, the senior roving management level officer of relevant rank or

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newest promoted Engineer will be administratively assigned to the vacant position. Any promotion, retirement, or transfer that occurs **after** 0000 hours on the 8<sup>th</sup> calendar day within the current 21-day cycle **will not** be considered for the current effective **transfer date**.

For a vacancy that occurred due to the submittal of a request within this allotted time frame, as stated above, the effective date of this vacancy will be 21 calendar days from the effective transfer date (or the following A-shift Sunday).

- J. Where there is a permanent Officer vacancy in Operations technical or regular suppression, a roving Lieutenant who is in the top five of seniority in the roving Lieutenant pool will be eligible to submit a request of transfer to fill the technical Officer or regular suppression Officer position. Transfer requests of this nature will only be allowed for actual openings, not for assignments that are fully staffed. If granted the transfer to a technical Company, the member granted the transfer will agree to sign and comply with the stipulation policy of the company they are transferring into and also fulfill the two-year obligation as set forth in this Directive. If the transfer is granted to a regular suppression Officer position, the member will be required to meet the one-year timeline obligation for a non- technical assignment.

Roving Lieutenants with more seniority will be allowed first right of refusal to the regular suppression and/or technical opening and will be asked to submit a letter in writing to the Administration Division, through their chain of command, stating their wish not to be considered for the opening if an Officer with less seniority than them submits a request to fill the vacancy. If more than one roving lieutenant requests the opening, the position will be granted to the most senior member. If there are no Officer transfer requests for an operational regular or technical vacancy, the senior most roving Lieutenant will be assigned to the vacancy.

As with all Administrative transfers, this transfer will not have time restraints attached to it and the Officer will be eligible to transfer to another assignment immediately.

- K. Members may only submit transfer requests for assignments in the rank that they presently hold.
- L. Roving Lieutenants may only submit a transfer request(s) for roving or support

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assignments, unless they are in the top five of seniority within the Roving Lieutenant pool and there is an Officer opening in Suppression. Any transfer requests submitted by members not in the top five of seniority will be removed.

M. The **effective transfer date** for members transferring from one Operations or Airport Division suppression assignment to another Operations or Airport Division suppression assignment will be on an A-shift Sunday, unless otherwise approved by the Division Chief or designee. The **effective transfer date** for all other transfers (i.e., suppression to support, support to suppression, or support to support) can be on any Sunday.

Once a **requested** transfer has been granted to any assignment, all other requests by that member shall be purged, including Right of First Refusal. Specific obligations for requested assignments are as follows: one year for non-technical suppression assignments; two years for technical suppression, technical support, and Airport Division assignments (unless otherwise specified in job announcement at the time of posting). The obligation may be modified by the Chief of the Department or designee, according to Department needs.

N. If a member has been **drafted**, the specific time obligations for assignments are as follows: one year for non-technical suppression assignments; two years for technical suppression, technical support, and Airport Division assignments. The obligation may be modified by the Chief of the Department or designee, according to Department needs.

O. If a Division Chief or designee denies a transfer for a Firefighter or an Engineer, justification for that denial must be submitted in writing through the chain of command to the Deputy Chief of Department for approval. If the denial is upheld, a copy of the denial shall be provided to the requesting member via department email. The member's transfer request shall remain on file and will be given future consideration.

The number of positions to be staffed or filled within each division shall be determined by the Division Chief and submitted to the Office of the Deputy Chief for approval. The determination of the number of staffed positions shall not be exercised in an arbitrary or capricious manner.

P. When it is necessary to draft a Firefighter to fill a vacancy, to include drafting of

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members to DEN, all members of the last class to turn First Grade Firefighter at the time of the **effective transfer date** shall be eligible (see III.B). Once it is determined that there are no more eligible members to be drafted from the last class to turn First Grade Firefighter, then all members of the next most junior class to be First Grade Firefighter will be eligible to be drafted. The Division Chief or designee may conduct interviews.

When it is necessary to draft an Engineer to fill a vacancy, to include drafting of members to DEN, only the twenty-five (25) least senior Engineers at the time of the **effective transfer date** shall be eligible (see III.B). The Division Chief or designee may conduct interviews.

- Q. All requested transfers shall be considered during the annual Department Reorganization and shall occur once a year, on the first A-shift Sunday in January, prior to Kelly Day and vacation selections for that given year. This date shall be determined by the Administration Division Chief. The District Administrative Chief and the Division Chief of Operations (or the Division Chief of the Airport Division as it applies to the Airport) may transfer a member between shifts within their company, district or city-wide, to balance seniority or to accommodate special needs within a specific company(ies) (i.e., EMT, certified drivers, etc.). All requested transfers shall be considered every three weeks on A-shift Sunday.
  
- R. Division Chiefs will have the authority to temporarily transfer members within their Division to help manage the operational needs of both the Division and the Department. As an example, when, as determined by the District Administrative Chief, a temporary transfer is deemed to be necessary, the District Administrative Chief shall forward the request through the Shift Commander to the Division Chief for review. Upon the Division Chief's approval of the request, the member being transferred shall have the Right of First Refusal back to the assignment they held prior to the temporary transfer.

If a member has been administratively transferred as part of a Department Reorganization (see R.) to another assignment or temporarily transferred to facilitate operational and/or Departmental needs, said member shall have an opportunity to submit a written request for transfer back to their original assignment with a one-time Right of First Refusal. An email request for transfer must be submitted through the chain of command using department email to the Administration Division Chief within nine (9) calendar days of the effective date

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of administrative transfer. If said member declines the opportunity to return to their original assignment, the transfer request shall be purged.

**III. TECHNICAL SUPPRESSION, TECHNICAL SUPPORT, AND AIRPORT DIVISION ASSIGNMENTS**

General Transfer Procedures, as stated in Section II., shall apply with the following exceptions:

Firefighters who are First Grade and above will be considered for a technical suppression, technical support, or Airport Division assignment. In the event there are no First Grade Firefighter transfer requests on file, and it is necessary to draft a Firefighter to fill a vacancy, to include drafting of members to DEN, all members of the most recent class to obtain Firefighter First Grade status **at the time of the effective transfer date**, shall be eligible (see III.B). Once it is determined that there are no more eligible members to be drafted from the most recent class to obtain Firefighter First Grade status, then all members of the next most junior class to obtain Firefighter First Grade status will be eligible to be drafted. The Division Chief and/or designee will conduct interviews for the affected position. These members, once selected, shall acquire training and applicable certifications and develop proficiencies relative to the specific technical assignment, as predetermined by the Division Chief of that assignment.

Transfer requests to or within Operations Technical Suppression assignments must be on file 21 calendar days prior to the effective A-Shift Sunday transfer date.

Final determination for an Operations Technical Suppression assignment will be decided by an interview panel which may include the Division Chief of Operations, the Special Operations Chief, and one or more designees. Applicable criteria evaluated by the interview panel will include:

- Relevant certifications for the apparatus they are requesting (as outlined on SOG 2115.01 – *Recognized Technical Certifications*)
- Seniority
- Work history

It is the member’s responsibility to maintain certification standards, including the renewal procedure, required CE hours, and/or JPRs.

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Each Division Chief requiring certifications will submit the standards and justifications to the Office of the Deputy Chief for approval. The approved certifications shall be distributed via Fire Chief Memorandum / Standard Operating Guideline (SOG) and be posted on the Department’s website, with notice via email to all DFD members. Any future changes in certification requirements shall be resubmitted for approval and distribution, as outlined above. The approved applicable certifications for these transfers override seniority. If all members being considered for the position(s) have equal certification(s), then seniority will determine the member(s) being transferred.

Prior to being considered for the transfer, applicants will be required to participate in a meeting to fully discuss the requirements and expectations of the position. Those requirements and expectations shall be acknowledged by the requesting member in writing prior to the transfer becoming effective. Failure to meet those requirements and expectations within a predetermined time frame, with adequate training opportunities, may result in a member’s reassignment. The appropriate Division Chief or designee shall submit their meeting agenda for approval to the Deputy Chief. The positions of Public Information Officer, Department Recruiter(s), and Fire (Arson) Investigators shall be at the discretion of the Chief of Department. The selection of the Public Information Officer, Department Recruitment Officer(s), and Fire (Arson) Investigators will not be based on seniority and may include an interview process. The minimum time commitment for the position of Fire (Arson) Investigator will be 36 months (if requested), and 24 months if drafted.

- A. Engineers and Firefighters who have completed **full support services assignment obligations (24 months)** shall **not** be considered for future drafting for the rank they held during the support services assignment.
- B. Upon effective vacancy dates being established, members assigned to the Airport Division may be transferred anywhere within the Airport Division at their request through the transfer procedure of the Denver Fire Department. The transfers of members within the Airport Division supersede transfers from outside of the Airport Division due to the operational needs of the airfield and are at the discretion of the Fire Chief or their designee. Such transfers will be granted only if the member is not under any Performance Improvement Plan or disciplinary stipulations affecting a member’s ability to transfer assignments. Time commitments established when the member transferred into their current position(s) will not be waived to allow such a transfer. Members holding the ranks of Captain or higher will be transferred within the Division on a case-by-

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<b>Topic No:</b>	<b>1008.00</b>
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case basis. This is based upon the operational needs of the Airport Division, at the discretion of the Fire Chief or their designee.

**IV. SELECTIONS OF VACATIONS AND KELLY DAYS UPON TRANSFER**

- A. Vacation Days: A pool process will be utilized for any days that a member has not used before their transfer date. Unused days will go back in the vacation pick pool as a day that will be made available on or after the transfer date. All members who are transferring on a predetermined day will be put in order of rank and seniority and allowed to pick the days that have been placed back in the pool of days available. The most senior member in the highest grade or rank shall have the opportunity to select their vacation first.
- B. Kelly Days (KD): Members granted a transfer request will assume the KD bid by the previous member in that position for the duration of the current year until the following year's initial A-Shift Sunday. Any member who vacates a position by means of a requested transfer is subject to a change in their existing KD (even if the member is transferring within the same shift, station, or district). A requested transfer is defined to include the following:
- A member being promoted
  - When a roving Lieutenant receives a permanent assignment
  - A member transferring to an assignment in which they have a transfer request on file (to include the expansion of the Department)

*For expansions of the Department, transferring members will choose Kelly Days based on availability.*

**V. APPEALS PROCESS**

Transfers may be appealed using the Administrative Grievance Procedure in effect at the time of the grievance. All attempts shall be made to transfer members based on this Request for Reassignment and Drafting Process Directive. Deviation from this Directive may be considered, without setting precedent for future transfers, if it is in the best interest of the Department.

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**VI. DIRECTIVE EFFECTIVENESS**

The effectiveness of this Directive will be evaluated on an ongoing basis, and revisions will be implemented as needed. The Fire Chief or their designee are authorized to deviate from this Directive if, by their discretion, it is in the best interest and needs of the Department, Division, and all stakeholders.



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<b>Topic No:</b>	<b>1008.01</b>
<b>Date:</b>	<b>05-10-2021</b>
<b>Approved:</b>	<i>JAV</i>
<b>Review Date:</b>	<b>05-10-2023</b>
<b>Replaces:</b>	<b>NEW</b>

**Topic: Transfer of Supervision Report**

**PURPOSE:** To provide continuity of management of personnel who transfer to new assignments.

**SCOPE:** Applies to all Denver Fire Department Personnel

**POLICY:**

All supervisors will complete a Transfer of Supervision (TOS) Report for subordinates who transfer from their supervision to a new permanent assignment. Reports will be completed for the ranks of Firefighter 3<sup>rd</sup> grade through Assistant Chief. This includes transfers as a result of promotion. This does not include modified duty or probationary reassignments.

All supervisors receiving a new member, due to reassignment, will electronically acknowledge the previous officers TOS Report and verify they have clearly communicated expectations to the member.

The appropriate Assistant Chief/Shift Commander will verify the TOS Report has been completed and subsequently forward it to DFD Human Resources (HR).

Preferably, outgoing officers should discuss the TOS Report with the member. Captains completing TOS Reports for Lieutenants shall confer with the Lieutenant's District Chief regarding the Lieutenant's work performance, prior to completing the review.

**PROCEDURE:**

**Outgoing Officer**

- From the DFDWEB Search> Transfer of Supervision Report
- Select the transferring member and complete report, check as complete

TOS Report must be completed prior to the date of official transfer.

Outgoing officer will lose access to the report on the date of transfer.

**Incoming Officer**

- From the DFDWEB Search> Transfer of Supervision Report
- Select transferring member
- Check box acknowledging report has been reviewed and confirmation that new expectations have been communicated to the transferring member

TOS Report must be completed within three shifts after the date of official transfer.

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**Topic: Transfer of Supervision Report**

**District Chief**

- Go to the DFDWEB Search> Transfer of Supervision Report
- Review all reassignments within the district
- Check box acknowledging completion of outgoing and incoming officer reports
- Properly address members who receive a report with at least one below standard rating
- Push submit to send completed report to DFD HR. The report will be placed in members personnel file and Annual Review journal notes in Workday

**Shift Commander**

- Outgoing commander completes TOS report for district chiefs
- Incoming shift commander acknowledges the report has been reviewed and communicated expectations have been completed and submits report to DFD HR

**Support Reassignments**

- Captain ranks and below will complete the review as described above
- Division Chiefs will complete reviews for Assistant Chiefs

Captains will complete TOS Reports for Firefighters/Technicians when their direct supervisor is not available during the reviewing time period.

Assistant Chiefs will complete TOS Reports for Lieutenants when their direct supervisor is not available during the reviewing time period, in addition to completing reports for roving Lieutenants.

Although not mandatory, transferring members may view their current TOS Report and past reports by going to the DFDWEB Search>Transfer of Supervision Report. This will allow members access to their own reports and allow them to add a comment regarding the review, prior to the date of transfer.

All TOS Reports and subsequent comments will be professionally appropriate and remain within the scope of the member's job requirements.

For last minute transfers, a written request to the Assistant Chief of Administration for a time extension may be considered. Pending approval, DFD HR can provide access to expired reports.

TOS Reports are considered confidential and may only be viewed by the member who is the subject of the review and their chain of command.

Failure to complete TOS Reports within the required time range may result in discipline.

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Topic No:	1009.00
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Approved:	KV
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Replaces:	Same, date 09-22-2010

Topic: Non-Line of Duty (NLOD) Medical Restriction Temporary Administrative Assignments

**I. OVERVIEW**

Temporary re-assignment is a short-term alternative employment opportunity for members with temporary work restriction resulting from non-line of duty medical conditions.

**Temporary Reassignment**

Temporary reassignment *may* be available depending upon:

- A. Needs of the Department
- B. Position vacancy
- C. Nature of the condition and medical restrictions
- D. Member expertise and skill

Any reassignment will be considered a benefit, not a privilege. All temporary reassignments will be available on a first-come, first-served basis. The Chief of the Department will decide if a temporary reassignment would be in the best interest of the Department and then determine the placement of the employee and the duration of the reassignment. All potential reassignments will be reviewed on a case-by-case basis. Previous NLOD temporary reassignments will not set precedent for future NLOD reassignments.

**Periodic Review**

The Department will review NLOD temporary reassignments on a periodic basis and may require the member to provide updated medical information as needed. Any change in medical restrictions should be reported to the member's supervisor and DFD Administration as soon as possible.

**II. NLOD v. LOD**

Non-line of Duty (NLOD) conditions do not permit members the same entitlements and will be treated differently than injuries sustained on duty (LOD).

Any member of the Denver Fire Department who shall become injured or develop any other medical condition otherwise than in the performance of his or her official duties shall be entitled to receive full pay for the rank he or she holds for such time as he or she may have accumulated for sick leave.

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**Topic: Non-Line of Duty (NLOD) Medical Restriction Temporary Administrative Assignments**

While members with NLOD conditions are not entitled to modified duty, a temporary reassignment to a different position or a special assignment may be beneficial to both the member and the Department. To receive a temporary reassignment requested because of a NLOD condition, the member must:

- A. Obtain the available position description from the Administration Division of the temporary reassignment position sought and present the description to the member's medical provider.
- B. Provide documentation from their medical provider that they are released to work in the assignment.

Reassignments will not be made to currently occupied positions. Positions will not be created to accommodate a member with a NLOD injury with the exception of special assignments as needed by the Department.

If a reassignment is requested, it will be treated as any reassignment. The Department will attempt to return members to their pre-NLOD assignment when the member requests such return and provides written clearance from the employee's treating medical provider showing that they are medically able to return to full duty in the pre-NLOD condition assignment. The employee will need to provide a copy of their regular assignment position description to their medical treatment provider to make this determination.

If the employee's pre-NLOD condition assignment is not available, the Department will use best efforts to place employee in a comparable position but can not guarantee immediate return to the pre-NLOD condition assignment.

**III. FMLA / ADA**

Members are entitled to apply for leave under Family and Medical Leave Act (FMLA) and, if approved, receive all protections and benefits provided by the FMLA.

Additionally, members may be entitled to a reasonable accommodation if they are determined to be disabled under the Americans with Disabilities Act (ADA). Any reassignment under this order does not constitute any admission by the Department that it regards the member as disabled.

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**Topic: Non-Line of Duty (NLOD) Medical  
Restriction Temporary Administrative  
Assignments**

Any member seeking to use benefits provided by the FMLA or believing they may be entitled to a reasonable accommodation under the ADA should contact SafetyHR Leave or the Administration Division.

Department members receiving either Line-of-Duty or NLOD work restrictions shall notify their supervisor and Administration Division as soon as possible.

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Topic: Non-Line of Duty (NLOD) Sick Leave

**PURPOSE:** To outline procedures for members with NLOD injuries or illness

**SCOPE:** Applies to all uniformed members

**I. SICK LEAVE (Non-Line of Duty Illness or Injury)**

- A. Members shall notify their supervisor of any absences or injuries.
- B. Supervisors shall monitor sick leave usage of their assigned members. They shall contact members for verification whenever there is reasonable doubt of compliance.
- C. Any time a member cannot be contacted, the supervisor shall contact the Administration Division for further direction. The Administration Division is authorized to perform welfare checks.
- D. All members shall maintain current home address and telephone number on record with the Administration Division.
- E. If a member uses NLOD three consecutive shifts, an email notification will be sent to the member and to the Administration Division. This will prompt the Administration Division to contact Safety HR and have them send paperwork to the member, per Federal Laws. The paperwork will explain the employee rights under the Family and Medical Leave Act. The member's supervisor shall notify the Administration Division as soon as they become aware of the absence of 72 hours.
- F. Members are responsible for monitoring their sick leave balances. Any use of sick leave that extends beyond a members available balance or use of sick leave to which a member is not entitled, may result in disciplinary action.

Violation of this policy may subject the member to disciplinary action.

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**Topic: Uniforms and Personal Appearance**

**PURPOSE:** To outline an approved, standardized Departmental guideline for uniforms, which serve to identify members of the organization and promote professionalism throughout the agency.

**SCOPE:** Applies to all uniformed members of the Department

Only the regulation uniform approved by the Department shall be worn while on-duty. It is the member's responsibility to obtain and maintain the uniform items required for their assignment, in accordance with this document and Article IX of the Collective Bargaining Agreement. All personnel are expected to project a professional appearance while on-duty and should take pride in their personal appearance.

**I. Regulation Uniforms - General:**

- A. Department-issued "Class A" uniform is to be worn at designated formal functions or at the discretion of the company officer, district chief, or department administrators.
- B. Department-issued "Class B" uniform shall be the standard uniform for all non-formal public appearances. Class B uniforms shall be worn at all times the members are in official contact with the public (exception: Class C may be worn on emergency responses).
- C. With the exception of public appearances requiring the wear of other uniform classifications, "Class C" uniform items should be considered the station work uniform.
- D. Badge, name plate, flag, and rank insignia shall be worn with Class A and Class B uniforms. "Polo" style shirts excepted, which will be issued with embroidered Maltese on left chest, name and rank on right chest.
- E. From the hours of 0730 to 1700, all members shall wear the appropriate regulation uniform while on-duty. Fitness attire shall be worn only while involved in physical fitness activity, or from 1700 until 0730 the next day, as nighttime/turn-out wear.
- F. Company officers will be held accountable for maintaining a consistent company appearance and shall ensure all members are appropriately dressed for a given activity.

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**Topic: Uniforms and Personal Appearance**

**II. “Class A” Regulation Uniform (Formal):**

- A. Department-issued navy blue, long-sleeved shirt with black tie (white shirts for chief officers).
- B. Department-issued navy blue trousers (black trousers for chief officers).
- C. Department-issued navy blue dress suit coat with silver-plated buttons and badge holder over left upper pocket (black coat with gold-plated buttons for chief officers). Maltese Cross insignia will be displayed on the left sleeve, above the rank stripes, one cross for every five years of completed service; gold for chief officers, silver for all other members. Striping for ranks will be placed above the cuff of the left sleeve as follows:
  - 1. Chief of Department – Five ½-inch gold stripes on sleeves
  - 2. Deputy Chief of Department – Four ½-inch stripes and one ¼-inch gold stripe on sleeves
  - 3. Division Chiefs – Four ½-inch gold stripes on sleeves
  - 4. Shift Commanders – Three ½ inch gold stripes and one ¼ inch gold stripe on sleeves.
  - 5. Assistant Chiefs – Three ½-inch gold stripes on sleeves
  - 6. Master Mechanic and Superintendent of Fire Alarm – Three ½-inch gold stripes on sleeves
  - 7. Assistant Master Mechanic and Assistant Superintendent of Fire Alarm – Two ½-inch gold stripes on sleeves
  - 8. Captains – Two ½-inch silver stripes on sleeves
  - 9. Lieutenants – One ½-inch silver strip on sleeves
  - 10. Engineers – One ¼-inch silver stripe on sleeves



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- D. Black belt with plain buckle (gold for chief officers, silver for all other members).
- E. Black leather dress shoes that will take polish or simulated leather shoes (style optional). Station work shoes are not acceptable with Class A attire.
- F. Badge shall be worn on suit jacket. The LODD “Never Forget” pin shall be worn on the right lapel of the suit jacket. Name plate, flag pin, rank insignia, commendation ribbons, and department-approved pins shall be worn on the dress shirt.
- G. Department-issued, navy blue uniform hat (white for chief officers).
- H. Navy blue or black socks to match trousers

**III. “Class B” Regulation Uniform (Standard – worn for non-formal public appearances):** *Non-formal public appearances will be defined as fire safety inspections, community service events, or department sponsored appearances.*

- A. Standard issue long- or short-sleeved navy blue uniform shirt with badge, rank insignia, flag pin, name tag, LODD “Never Forget” pin, service pin, and other *department-approved* pins will be considered the standard shirt for non-formal public appearances.
  - 1. Chief officers may wear white or navy
- B. Members may wear a department-issued “polo” style shirt, however:
  - 1. Members assigned to a suppression assignment are required to have “FIRE” or “Denver Fire” on the back of these shirts.
  - 2. Chief officers may wear white or navy.
- C. Long-sleeved t-shirts shall not be worn with the short-sleeved uniform shirt or the polo style shirt.
- D. Department-issued navy blue trousers or 6 pocket pants (black trousers/6 pocket pants may be worn by chief officers when wearing white shirts).
- E. Black belt with plain buckle (gold for chief officers, silver for all other members).

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- F. Approved station work shoes or boots must meet established department of safety requirements (protected toe and shank; please contact warehouse for specific details), must be fully enclosed (back, toes, sides), must be all black in color, and shall be kept clean and in good condition.
- G. Navy blue or black socks to match trousers
- H. Uniform cap (authorized dark-blue, baseball-style cap), optional. Baseball-style caps shall only be worn with logo and brim facing forward, they shall not be worn backwards or sideways. Caps shall be in good condition, with minimal fading or discoloration. No caps may be worn with unapproved or non-department related logos, insignias, stickers, or designs.

**IV. “Class C” Regulation Uniform (Work):**

- A. Department-issued short or long-sleeved t-shirt in good condition. T-shirts shall be tucked into trousers at all times.
- B. Department-issued sweatshirt (job-shirt, unaltered).
- C. Department-issued navy blue trousers.
- D. Navy blue knit cap or authorized dark-blue, baseball-style cap. Baseball-style caps shall only be worn with logo and brim facing forward. No caps may be worn with unapproved or non-department related logos, stickers, insignias, or designs.

**V. Station Wear for Physical Fitness, Overnight, and Other Activities Approved by Company or Chief Officers:**

- A. Navy blue sweatpants or shorts and department-issued t-shirts
- B. Department-issued job-shirt
- C. Appropriate training shoes

**VI. Fire Investigation:**

Fire Investigators’ Class B and Class C work uniforms shall be determined by the Division Chief of Administration, with the approval of the Chief of the Department.

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Investigators shall comply with all other portions of this Directive, including maintaining a Class A uniform for official Department functions.

**VII. Uniform Restrictions:**

- A. Any item not specified above that has been issued from the DFD Quartermaster shall be considered approved apparel. R&D items may initially be worn for the approved testing period only. If the item is selected for inclusion into the official uniform, it may continue to be worn with the approval of the DFD Quartermaster and appropriate Division Chief. If an item is not selected for inclusion, it is no longer considered as approved for on-duty use.
- B. With the exception of baseball-style caps, no portion of the department-issued uniform, of which material or article has been purchased by the City, shall be worn except when on duty.
- C. No authorized uniform item shall be distributed or given to unauthorized personnel.
- D. Members promoting shall update their uniforms by anticipating these needs during the annual uniform replacement and/or by utilizing the annual maintenance allowance.
- E. Uniforms shall be maintained in good condition and, with the exception of sizing adjustments, shall be unaltered. They shall be clean, neatly pressed, and free of tears, stains, or holes; faded, worn, or damaged clothing is not acceptable. Badges and name plates shall be polished.
- F. Shirts shall be tucked into trousers at all times.
- G. No buttons, emblems, or insignia of any kind shall be worn on or about the uniform, except as specified or authorized by the Chief or designee.

**VIII. Considered Exceptions:**

- A. Members may request, through the chain of command to the Deputy Chief, or designee, approval of apparel that is not issued by the DFD Quartermaster. Submissions for consideration are to be made at the member's expense. If the

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apparel is approved, all costs associated with providing the apparel shall be at the member's expense. Any artwork or representation of submissions must be of a file type that can be opened and accessed by DFD computers. The following points apply to all apparel submitted for approval:

1. Apparel must be navy blue or black in color.
2. All company/firehouse logos, emblems, or artwork shall be submitted for approval prior to being displayed while on duty. A company-specific Maltese Cross, DFD badge, or DFD scramble will be the only items considered for placement on the left front chest of t-shirts, job-shirts, sweat shirts, jackets, and/or on the front of baseball/knit style caps. Alternate placement may be considered on a case-by-case basis.
3. T-shirts, job-shirts, sweat shirts, etc., intended for wear in a suppression assignment must have "Denver Fire" or "FIRE" on the back consistent with department-issued apparel.
4. Baseball-style caps must be of the same color and similar material as those issued by the DFD Quartermaster. Caps with a snapback closure or caps with mesh backs may be submitted for approval as long as the closure and mesh are navy blue in color and the front is constructed of fabric and color similar to the standard issue cap.
5. Following the approval process, all non-department issued items approved for wear in the *Operations Division*, will be listed in Target Solutions / File Center / Division 1 Operations / Approved/Unapproved Uniforms.

Approved items are listed as general items approved for the Division and items approved by District. Approved items are shown as photographs. Officers will be able to determine if an item has been approved by locating the article of clothing in the general items approved for either the Division or District. Non-approved items are also shown as photographs.

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**IX. Accessories and Insignia Description and Placement:**

A. Shoulder Patches

Shoulder patches shall be worn on the left shoulder of Class A and B uniform shirts (polo shirts excluded) and dress suit coats (stitched in gold for chief officers, red or silver for all other members.)

B. Name Plates

Name plates, furnished by the Department, shall be worn over the right shirt pocket of Class A and B uniforms, centered above the flap as close as possible to the top of flap. Current winter/summer jackets have names sewn onto the right side; however, on older jackets, name plates may be worn over the left coat pocket, below the badge and centered above the flap as close as possible to the top of the flap. If desired, the name plate may contain the EMT emblem.

C. Collar Insignia

The placement of collar insignia is approximately ¾-inch from the front edge of the collar lapel and centered on the collar. Lieutenant and Captain bars are to be parallel to the front collar edge. Tops of bugles shall face the neck on chiefs' insignia. Department Officers will wear the following collar insignia on uniform shirt:

1. Chief of Department – Gold-plated five bugle insignia
2. Deputy and Division Chiefs – Gold-plated four bugle insignia
3. Shift Commanders and Assistant Chiefs – Gold-plated three bugle insignia
4. Superintendent of Fire Alarm and Assistant Superintendent of Fire Alarm – Gold-plated lightning bolt insignia
5. Master Mechanic and Assistant Master Mechanic – Gold-plated fire engine insignia
6. Captains – Silver double bars
7. Lieutenants – Silver single bar

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8. Mechanics – Silver-plated fire engine insignia

9. Fire Systems Technical Specialists – Silver-plated lightning bolt insignia

D. Department Awards and Ribbons

Department awards and ribbons shall only be worn with the Class A uniform shirt and shall be worn above the name plate, no more than three per row.

E. Department-Issued Flag Ribbon

The American flag ribbon shall be worn centered above the name plate, above any department award ribbons, and should be silver or gold based upon rank.

F. Department-Approved Pins

Department-approved pins, if worn, shall be worn on the flap of the right shirt pocket. The following pins are approved: LODD “Never Forget” pin and years-of-service pins. The LODD “Never Forget” pin should be centered on the flap if worn alone and should be placed on the side of the flap closest to the heart when worn with a years-of-service pin.

G. Company/Assignment Insignias

Optional company/assignment insignia pins shall be worn on the flap of the right shirt pocket. The top of the insignia pin shall line up against the lower stitch line of the top seam of the flap. Insignia pins shall be gold for Assistant Chief and above, and silver in color for all other members. Company insignia pins shall be no larger than ¼", as designated by manufacturers, and shall be approved by the appropriate Division Chief, Deputy Chief, or designee.

H. Hats

1. Chief of Department, Deputy Chief, and Division Chiefs – White top, gold ½-inch cloth hat band held by two gold-plated buttons with FD insignia, with gold leaf on hat bill.

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<b>Replaces:</b>	<b>Same, dated 08-09-19</b>

**Topic: Uniforms and Personal Appearance**

2. Shift Commanders, Assistant Chiefs, Superintendent of Fire Alarm, Assistant Superintendent of Fire Alarm, Master Mechanic, and Assistant Master Mechanic – White top, gold ½-inch metal hat band held by two gold-plated buttons with FD insignia.
3. Captains and Lieutenants – Top shall be navy blue in same shade as uniform trousers. Hat band shall be ½-inch nickel metal band held by two nickel-plated buttons.
4. All other ranks – Top shall be navy blue in same shade as uniform trousers. Hat band to be ½-inch black patent leather held by two nickel-plated buttons.
5. The authorized cap/hat for wear with the Class B regulation uniform and Class C items is a dark-blue, baseball-style cap with DFD insignia (stitched in gold for chief officers, red and white stitching for all other members).
6. Navy blue knit cap with DFD insignia (stitched in gold for chief officers and white for all other members) may be worn during inclement weather while on incidents.

**I Jackets**

1. Winter/summer uniform jackets may be issued with a cloth badge, the DFD scramble, or Maltese Cross sewn over the left breast pocket of the jacket.
2. Chief Officers may, at their option, wear the gold metal badge on the jacket badge loop, or sew the cloth badge, DFD scramble, or Maltese Cross to the jacket as indicated above.
3. The navy blue fleece jacket will be worn with the Maltese Cross on left breast with name and rank on right breast.
4. When Operations members need to replace their jackets, they are only allowed to obtain the red winter jacket via their uniform allotment.
5. Members assigned to the Airport Division will be assigned a yellow jacket with liner authorized for wear while on-duty at the airfield.

DENVER FIRE DEPARTMENT

DIRECTIVE

<b>Topic No:</b>	<b>1011.00</b>
<b>Date:</b>	<b>08-29-2019</b>
<b>Approved:</b>	<b><i>TAB</i></b>
<b>Review Date:</b>	<b>08-29-21</b>
<b>Replaces:</b>	<b>Same, dated 08-09-19</b>

**Topic: Uniforms and Personal Appearance**

J. Sweaters

Department-issued navy blue sweater may be worn with Class A and Class B uniform shirts. Sweaters will be issued with a cloth badge to be sewn over the left breast (stitched with gold thread for assistant chief and above, and silver thread for all other members.)

K. Ties

All ranks – Required ties for the Class A Regulation Uniform shall be a low luster, black, four-in-hand style.



DENVER FIRE DEPARTMENT

DEPARTMENT DIRECTIVE

<b>Topic No:</b>	<b>1012.00</b>
<b>Date:</b>	<b>01-27-2022</b>
<b>Approved:</b>	<i>JAV</i>
<b>Review Date:</b>	<b>01-27-2024</b>
<b>Replaces:</b>	<b>Same, dated 04-30-2019</b>

**Topic: Member Contact with Law Enforcement-Reporting of Charges (Internal Affairs Required Reporting)**

**I. OVERVIEW**

The Fire Chief is responsible for maintaining order and discipline within the Fire Department, and many criminal charges or convictions for violations may directly affect a firefighter’s ability to perform their job responsibilities and/or undermine the public’s trust of the Fire Department. It is, therefore, critical that the Department be made aware of criminal charges or convictions of members to assess that impact and to provide for appropriate response for the protection of the firefighter, the Department, and the public. The Denver Fire Department *Rules and Regulations* specifically addresses each member’s responsibility to obey the law.

**II. LAW VIOLATIONS AND CRIMINAL CONDUCT**

A. Every member of the Department must report any law violation or allegation of criminal conduct committed by any member of the Denver Fire Department to the Police Department for the jurisdiction in which the act occurred and to the Denver Fire Department’s Internal Affairs Bureau.

B. A member of the Denver Fire Department shall immediately self-report to Internal Affairs:

1. any arrest or conviction, issuance of a criminal summons, complaint, or penalty assessment notice, or any other legal notification to the member of any criminal offense.
2. any offense, regardless of whether the charge is a felony, misdemeanor, petty offense, or municipal ordinance offense.
3. if the member becomes aware that they are under investigation for a criminal offense, whether or not they were issued a summons or arrested.
4. when served with any type of restraining order.
5. any police contact in which the member may be the subject of an investigation. This will not apply if the member is contacted only in a witness capacity.

Exception: Parking tickets or traffic infractions in which the original charge incurs no points. Driving violations will be handled in accordance with DFD Directive 1010.05. DFD Driver’s License Policy.

C. A failure to report any of the above will result in discipline.

DENVER FIRE DEPARTMENT

DEPARTMENT DIRECTIVE

<b>Topic No:</b>	<b>1012.00</b>
<b>Date:</b>	<b>01-27-2022</b>
<b>Approved:</b>	<i>JAV</i>
<b>Review Date:</b>	<b>01-27-2024</b>
<b>Replaces:</b>	<b>Same, dated 04-30-2019</b>

**Topic: Member Contact with Law Enforcement-Reporting of Charges (Internal Affairs Required Reporting)**

- D. Any supervisor who becomes aware that a member is under investigation for, arrested for, charged with, or convicted of any law violation or allegation of criminal conduct other than a traffic infraction, or that a member has been served with a restraining order and who fails to report that violation as set forth above should expect to receive significant discipline.
- E. All law violations committed by a member, all allegations of criminal conduct other than a traffic infraction by a member, and all allegations that a member has been issued a restraining order as the result of allegations of domestic violence or criminal activity must be investigated by Internal Affairs regardless of the outcome of the criminal proceedings or whether the restraining order has later been vacated.

**III. WHEN TO REPORT**

- A. All traffic violations, minus driving under the influence, law enforcement contact in which there is no arrest/summons and restraining orders must be reported immediately upon the member's return to work.
- B. Minus traffic violations, all law enforcement contact resulting in an arrest/summons, including driving under the influence, must be reported immediately.

**IV. REQUIRED DOCUMENTATION**

- A. Members shall notify their direct supervisor. They will complete and submit the Member Law Enforcement Contact - Reporting of Charges form, located in Target Solutions .
- B. The Law Enforcement Contact form shall be submitted to the member's supervisor and Internal Affairs. A copy of the summons or any other pertinent documents received from law enforcement must be included in the submittal to Internal Affairs.
- C. To retain necessary confidentiality, Internal Affairs/Administration will disseminate information to the member's chain of command as appropriate.



**DENVER FIRE DEPARTMENT**  
**Member Law Enforcement Contact-Report of Charges**  
CB A.S.B.

<b><u>Member Information</u></b>			
Date:	Name:	F Number:	Rank/Classification:
	Supervisor:	Assignment:	
<b><u>Incident Specifics</u></b>			
Incident date:	Location:	Jurisdiction:	
<b><u>Type of Incident 1</u></b>			
<b>1. Moving Violation, Suspension, Restriction:</b>		Violation	Summons number:
Violation description (original charge - not plea bargain):			
Are there any restrictions on your license? Yes      No			
City Vehicle? Yes      No			
<b><u>Type of Incident 2</u></b>			
<b>2. Law Enforcement Contact as the Subject, Arrest, Charge or Conviction:</b>			
(See Department Directive 1012.00 for reporting requirements)			
Specifics of Subject, Arrest, Charge, Contact or Conviction as appears on legal document(s):			*If characters exceed 300, please continue on Appendix 1, page 2.
Jailed? Yes      No			
<b><u>Type of Incident 3</u></b>			
<b>3. Restraining Order:</b>			
Domestic	Criminal	Civil	Restrained party name:
Specifics of incident:			*If characters exceed 300, please continue on Appendix 2, page 2.

↓ Complete Type of Incident as applicable ↓

**~Provide copies of all summons', restraining orders and court documents~**

**Appendix 1 – Type of Incident 2 – Law Enforcement Contact Continued**

**Appendix 2 – Type of Incident 3 – Restraining Order Continued**

**Acknowledgment and confirmation of information provided**

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By signing this form, you confirm that the information in this document is correct.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Employee Responsibility:** Complete form and forward to the Denver Fire Department's Internal Investigations Unit immediately upon reporting to work for the next duty shift following the occurrence of the reported action.

**~Provide copies of all summons', restraining orders and court documents~**

**Send form and all related documents to Internal Affairs.**

DENVER FIRE DEPARTMENT

DEPARTMENT DIRECTIVE

**Topic: Modifications to Denver Fire Stations,  
Facilities, and Property**

<b>Topic No:</b>	<b>1013.00</b>
<b>Date:</b>	<b>11-17-2021</b>
<b>Approved:</b>	<i>JAV</i>
<b>Review Date:</b>	<b>11-17-2023</b>
<b>Replaces:</b>	<b>Same, dated 05-10-2021</b>

**PURPOSE:** To ensure consistency and accountability in the maintenance and repair of Department property

**SCOPE:** Applies to all Denver Fire Department Personnel

No member shall modify any Department facility or property without first obtaining permission through the chain of command from the Division Chief of Technical Services or designee. Examples of modifications include but are not limited to: landscape, paint, electrical, plumbing, removal or additions of fixtures, walls, cabinets, etc.

DENVER FIRE DEPARTMENT  
DEPARTMENT DIRECTIVE

<b>Topic No:</b>	<b>1014.00</b>
<b>Date:</b>	<b>05-20-2022</b>
<b>Approved:</b>	<i>KV</i>
<b>Review Date:</b>	<b>05-20-2025</b>
<b>Replaces:</b>	<b>Same, dated 02-24-2021</b>

**Topic: Line of Duty Injuries and Reporting**

**PURPOSE:** To define the appropriate process of reporting a line of duty injury.

**SCOPE:** Applies to all Denver Fire Department Uniformed Personnel

**I. OVERVIEW**

Any accident, injury, or disease affecting a Department member that occurs in the course of employment with the City, whether such occurs during a normal scheduled work period or during a period when the member has been specifically directed to work, shall be reported to the member's direct supervisor within 48 hours of when the member knew, or should have known, that the injury occurred.

Prompt and proper reporting of all line-of-duty injuries is necessary to ensure that members receive proper care, that necessary reports are completed, that notifications are made in a timely fashion, and that all needed information for follow-up is available.

- A. All serious job-related injuries (those requiring medical attention) to Department members must be reported by a supervisor to:
  - 1. Fire Dispatch
  - 2. Administration Division at 720-913-3451
  
- B. **ALL** treatment must be coordinated with the OUCH Line nurse, except in cases of emergency. The number to the OUCH Line is 303-436-6824 (OUCH). Members who fail to follow this procedure may lose some or all benefits. The OUCH Line nurse may refer the member to either the Concentra Clinic or the COSH clinic. The OUCH Line may list specific Concentra clinics available to us or the COSH clinic.
  
- C. Concentra or COSH will issue a *Return to Work Pass* that the member must present to the Administration Division office, **via email at DFDAdmin@denvergov.org** immediately after departure from Concentra or COSH.



DENVER FIRE DEPARTMENT  
DEPARTMENT DIRECTIVE

<b>Topic No:</b>	<b>1014.00</b>
<b>Date:</b>	<b>05-20-2022</b>
<b>Approved:</b>	<i>KV</i>
<b>Review Date:</b>	<b>05-20-2025</b>
<b>Replaces:</b>	<b>Same, dated 02-24-2021</b>

**Topic: Line of Duty Injuries and Reporting**

- D. When care is provided by a personal physician or specialist, the member still must obtain a Return to Work Pass from Concentra or COSH before returning to duty, except if their care, specific to the particular injury or condition, has been transferred to the specialist in writing and that transfer is confirmed by the Administration Division.
- E. When a member receives a Return to Work Pass from Concentra or COSH that reflects anything other than “Full Duty”, **the member is automatically assigned to the ADMINISTRATION DIVISION. ONLY** Administration Division staff can make or approve modified duty assignments or approve a complete layoff. Failure to properly report to the ADMINISTRATION DIVISION may subject the member (and/or supervisor) to discipline and loss of a member’s Sick Leave.
- F. The member’s supervisor must fill out the digital online Supervisor Report. The following link will direct you to the digital form. Use the Client ID, User ID, and Password that is provided. The Password is case-sensitive and needs the ‘W’ capitalized.

**Non-city computer copy and paste this link:**

<https://www.riskconnectclearsight.com/Enterprise/login.cmdx?noAuthentication=2&ReturnUrl=%252fEnterprise%252fStormsPackages%252fStorms.Wrapper%252f#/>

**City computer enter this link:**

<https://denvercity.sharepoint.com/sites/Finance/SitePages/Incident-and-Claim-Reporting.aspx>

Client ID: d223  
User ID: user  
Password: Welcome1

## **II. MEMBER RESPONSIBILITIES**

- A. Notify their officer and the Administration Division office of any change in status.

DENVER FIRE DEPARTMENT  
DEPARTMENT DIRECTIVE

<b>Topic No:</b>	<b>1014.00</b>
<b>Date:</b>	<b>05-20-2022</b>
<b>Approved:</b>	<i>KV</i>
<b>Review Date:</b>	<b>05-20-2025</b>
<b>Replaces:</b>	<b>Same, dated 02-24-2021</b>

**Topic: Line of Duty Injuries and Reporting**

- B. Submit written documentation (on provider's stationery) of appointments related to the illness or injury, including physicians, physical therapists, etc. This requirement applies to all members who are laid off, are assigned modified duty, or have continuing/follow-up appointments after being released to full duty.
- C. Keep all address and telephone number information up to date.
- D. Follow all restrictions. Failure to do so may jeopardize benefits, Workers Compensation, etc., and subject the member to discipline.
- E. Members on modified duty may NOT work any overtime or special details.
- F. **With the exception of any conflicts with the use of FML, members are required to use all vacation time as previously scheduled by the vacation pick process while assigned to modified duty.**
- G. Report to the Administration Division any orders from supervisors or others that would cause the member to violate their restrictions.
- H. To continue to work toward Maximum Medical Improvement (MMI).

**III. WHEN MEMBER IS NOT SEEN**

- A. The OUCH Line must be called.
- B. The member's supervisor must fill out the digital online Supervisor Report. The following link will direct you to the digital form. Use the Client ID, User ID, and Password that is provided. The Password is case-sensitive and needs the 'W' capitalized.

**Non-city computer copy and paste this link:**

**<https://www.riskconnectclearsight.com/Enterprise/login.cmdx?noAuthentication=2&ReturnUrl=%252fEnterprise%252fStormsPackages%252fStorms.Wrapper%252f#/>**

DENVER FIRE DEPARTMENT  
DEPARTMENT DIRECTIVE

<b>Topic No:</b>	<b>1014.00</b>
<b>Date:</b>	<b>05-20-2022</b>
<b>Approved:</b>	<i>KV</i>
<b>Review Date:</b>	<b>05-20-2025</b>
<b>Replaces:</b>	<b>Same, dated 02-24-2021</b>

**Topic: Line of Duty Injuries and Reporting**

City computer enter this link:

<https://denvercity.sharepoint.com/sites/Finance/SitePages/Incident-and-Claim-Reporting.aspx>

Client ID: d223  
User ID: user  
Password: Welcome1

- C. The member's supervisor must contact Dispatch to create new incident number.
- D. The member's supervisor must complete the associated NFIR.

#### **IV. SAFETY REPRESENTATIVE**

The Division Chief of Administration has designated the Administration Division Captain to be the Department's Safety Representative to handle injuries to Department members. The Lieutenant in Administration has been designated as the backup Department Safety Representative. Other supervisors are **not** authorized to sign as the Safety Representative.

#### **V. BILLS RECEIVED FOR LOD INJURIES**

The Workers Compensation section of the City's Risk Management Department investigates, handles, and administers the City's Workers Compensation claims.

Risk Management receives the *Employee's Report of Injury* information from the designated providers: LOD claim is then established.

If a LOD injury occurs after hours or on the weekend and Risk Management doesn't receive a report of injury, this could result in bill collection efforts against the member. This will occur if the OUCH Line nurse is not contacted or the member is not seen by one of the two designated providers. Also, not all medical providers know that your claim is a Workers Compensation claim, especially for treatment immediately following the injury. It is possible that the provider will bill the member rather than sending it to Risk Management.

DENVER FIRE DEPARTMENT  
DEPARTMENT DIRECTIVE

<b>Topic No:</b>	<b>1014.00</b>
<b>Date:</b>	<b>05-20-2022</b>
<b>Approved:</b>	<i>KV</i>
<b>Review Date:</b>	<b>05-20-2025</b>
<b>Replaces:</b>	<b>Same, dated 02-24-2021</b>

**Topic: Line of Duty Injuries and Reporting**

**Do not ignore or throw away any bills or notices you may receive at your home address.**

If the member receives any bill in the mail, send it to the Administration Lieutenant or Captain and follow up via phone.

**DENVER FIRE DEPARTMENT**  
**DEPARTMENT DIRECTIVE**

<b>Topic No:</b>	<b>1018.00</b>
<b>Date:</b>	<b>01-03-12</b>
<b>Approved:</b>	<i><b>TAB</b></i>
<b>Review Date:</b>	<b>01-03-14</b>
<b>Replaces:</b>	N/A

**Topic:     Recording Policy**

**PURPOSE:** To ensure DFD compliance with Department of Safety Directive 2011-01 regarding the Recording Policy for Department of Safety personnel.

**SCOPE:** Applies to all Denver Fire Department Personnel

Per the Office of the Manager of Safety, all Denver Fire Department personnel shall familiarize themselves with the following Department of Safety Directive as it pertains to the Recording Policy for Department of Safety personnel:

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DENVER FIRE DEPARTMENT  
DEPARTMENT DIRECTIVE

Topic No:	1018.00
Date:	01-03-12
Approved:	TAB
Review Date:	01-03-14
Replaces:	N/A

Topic: Recording Policy



CITY AND COUNTY OF DENVER

DEPARTMENT OF SAFETY  
FIRE • POLICE • SHERIFF

Office of Manager  
1331 Cherokee Street  
Room 302  
Denver, CO 80204-2720  
Phone: (720) 913-6020  
Fax: (720) 913-7028

TO: All Safety Agencies  
FROM: Charles F. Garcia, Manager  
Date: April 28, 2011  
Directive: 2011 – 01 (“Department of Safety Recording Policy”)

DEPARTMENT OF SAFETY  
RECORDING POLICY

It is the policy of the City and County of Denver Department of Safety that in person or telephone (both cellular and land-line) conversations between members of the Department or any city employee will not be recorded, either by video or audio recoding devices, with the following exceptions:

- All parties to the conversation are aware that the conversation is being recorded; or
- The surreptitious recording is done lawfully in conjunction with a criminal investigation being conducted by the Department; or
- The surreptitious recording is being done lawfully in conjunction with an administrative investigation and written approval has been obtained from one of the following or their designee: Manager of Safety, Chief of Police, Fire Chief, Director of Corrections; or
- Recording is being done off duty, and not in any City facility or vehicle.

Any employee found surreptitiously recording any conversation in violation of this policy may be subject to disciplinary action up to and including dismissal.

  
\_\_\_\_\_  
Charles F. Garcia  
Manager of Safety

  
\_\_\_\_\_  
Date

DENVER FIRE DEPARTMENT  
DEPARTMENT DIRECTIVE

Topic No:	1019.00
Date:	05-03-2023
Approved:	<i>KV</i>
Review Date:	05-03-2026
Replaces:	Same, dated 10-01-2021

Topic: Mission, Vision, Values Statement

## **Mission:**

The Denver Fire Department is dedicated to:

### **Our Desire to Serve:**

*Committing to those we serve with integrity, accountability, and inclusivity.*

### **Our Courage to Act:**

*Providing quality, timely and professional emergency services to protect life and property.*

### **Our Ability to Perform:**

*Working together to maintain the highest standards of mitigation, preparedness, prevention, and community engagement.*

## **Vision:**

*The Denver Fire Department is a nationally accredited organization built on a rich history of tradition, continuously leading through emergency response, community engagement and wellness.*

*Embracing a caring culture built on a foundation of respect, inclusion, and trust. Continuously leading the fire service through innovative practices with a focused attention to our family and yours.*

## **Values:**

How We Serve Our Community:

**Integrity-** *Ethical actions with honesty and respect*

**Compassion-** *Caring for each other and those we serve*

**Excellence-** *Striving to be the best in all we do*

DENVER FIRE DEPARTMENT  
DEPARTMENT DIRECTIVE

<b>Topic No:</b>	<b>1020.00</b>
<b>Date:</b>	<b>05-26-2021</b>
<b>Approved:</b>	<i>JAV</i>
<b>Review Date:</b>	<b>05-26-2023</b>
<b>Replaces:</b>	<b>Same, dated 01-03-2012</b>

**Topic: Code of Conduct**

Every member of the Denver Fire Department is expected to conduct themselves in a self-disciplined and professional manner and is responsible for that conduct and should project a positive, productive, and mature demeanor.

The following list of guidelines represents the conduct standards for members of the Denver Fire Department.

**EVERY MEMBER SHALL:**

1. Comply with the Guidelines of their respective Divisions and written Directives of both the Denver Fire Department and the City of Denver.
2. Use their training and capabilities to protect the public at all times.
3. Work to the level of expertise in their position so as to enable all Department programs and functions to operate effectively.
4. Always conduct themselves to reflect credit on the Department and the City of Denver.
5. Supervisors will manage in an effective, considerate, and fair manner. Subordinates will follow instructions in a positive, cooperative manner.
6. Always conduct themselves in a manner that creates good order inside the Department.
7. Keep themselves informed to enhance their awareness and efficiency concerning their positions.
8. Be concerned and protective of each member's welfare.
9. Operate safely.
10. Use good judgment.
11. Keep themselves physically fit.
12. Observe the work hours of their position.
13. Obey the law.



**DENVER FIRE DEPARTMENT**  
**DEPARTMENT DIRECTIVE**

<b>Topic No:</b>	<b>1020.00</b>
<b>Date:</b>	<b>05-26-2021</b>
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<b>Review Date:</b>	<b>05-26-2023</b>
<b>Replaces:</b>	<b>Same, dated 01-03-2012</b>

**Topic: Code of Conduct**

14. Be responsible and maintain any/all Department equipment and property at an efficient and usable level.

**MEMBERS SHALL NOT:**

15. Engage in activity that is detrimental to the Department.

16. Engage in a conflict of interest to the Department or use their position with the Department for personal gain or influence.

17. Use alcoholic beverages, debilitating drugs, or any substance which impairs their physical or mental capacities while on duty, or when susceptible to emergency recall.

18. Engage in intimidating, threatening, or hostile behaviors, physical assault, or other acts of this nature.

19. Engage in any sexual activity while on duty.

20. Abuse their Sick Leave.

21. Steal.

22. Depart from the truth.

**DENVER FIRE DEPARTMENT**

**DEPARTMENT DIRECTIVE**

<b>Topic No:</b>	<b>1021.00</b>
<b>Date:</b>	<b>07-18-19</b>
<b>Approved:</b>	<b><i>TAB</i></b>
<b>Review Date:</b>	<b>07-18-21</b>
<b>Replaces:</b>	<b>Same, dated 03-22-18</b>

**Topic: Sexual Harassment Policy**

It is the policy of the Denver Fire Department that sexual harassment is not acceptable and will not be tolerated. All employees are expected to avoid any participation in unwelcome behavior or conduct toward any other employee, which could be interpreted as sexual harassment under the following guidelines:

Sexual harassment is defined as follows:

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a physical nature, when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive environment.

Examples of sexual harassment include, but are not limited to:

1. Sex-oriented verbal "kidding" / "jobbing."
2. "Teasing" or joking that takes on a sexual tone.
3. Subtle pressure for sexual activity.
4. Physical contact such as patting, pinching, or constant brushing against another's body.
5. Demands for sexual favors.
6. Printed material that is construed to be sexually offensive.
7. Television broadcasts or video (including but not limited to tapes, disks, digital media, downloads, and streaming) of a sexual nature.\*

**DENVER FIRE DEPARTMENT**  
**DEPARTMENT DIRECTIVE**

<b>Topic No:</b>	<b>1021.00</b>
<b>Date:</b>	<b>07-18-19</b>
<b>Approved:</b>	<b><i>TAB</i></b>
<b>Review Date:</b>	<b>07-18-21</b>
<b>Replaces:</b>	<b>Same, dated 03-22-18</b>

**Topic:     Sexual Harassment Policy**

A supervisor or any other person is engaging in sexual harassment if they use, offer, or threaten to use the power of their office or position to control, influence, or affect the career, salary, or job of another employee or prospective employee in exchange for unwelcome sexual favors.

Any employee is engaging in sexual harassment if they participate in deliberate or repeated unsolicited verbal comments, gestures, or physical contact of a sexual nature which are unwelcome or interfere with the work environment.

The following procedures shall be followed when sexual harassment occurs:

1. The affected individual should, if they are comfortable doing so, make it clear to all involved persons that such behavior is offensive to them.
2. The affected individual shall bring the matter to the appropriate supervisor's attention. \*\*
3. The supervisor shall investigate the complaint of sexual harassment promptly or shall forward the complaint to the Internal Affairs Bureau for investigation. The determination of whether or not a particular action constitutes sexual harassment shall be made from the facts on a case-by-case basis. In determining harassment, the supervisor or other appropriate official shall look at the totality of the circumstances, such as the nature of the sexual conduct and the context in which the alleged incidents occurred.
4. If sexual harassment is found to exist, appropriate management and supervisory personnel shall take prompt corrective action. Please refer to Department Directive #1057.00, DFD Discipline Handbook, to ensure that correct procedures are followed.
  - Sexual harassment, which has the effect of unreasonably interfering with an employee's work performance or which creates an intimidating, hostile or offensive environment shall constitute a violation of the Department's Conduct Standards, and may result in discipline up to and including dismissal on the first offense.
  - Sexual harassment, which affects a term or condition of employment or which is the basis of an employment decision affecting the employee or prospective employee, shall constitute a violation of the Department's Conduct Standards, and may result in discipline up to and including dismissal on the first offense.

DENVER FIRE DEPARTMENT  
DEPARTMENT DIRECTIVE

<b>Topic No:</b>	<b>1021.00</b>
<b>Date:</b>	<b>07-18-19</b>
<b>Approved:</b>	<b><i>TAB</i></b>
<b>Review Date:</b>	<b>07-18-21</b>
<b>Replaces:</b>	<b>Same, dated 03-22-18</b>

**Topic: Sexual Harassment Policy**

5. If the actions of the immediate supervisors do not effectively stop the sexual harassment, the affected individual should contact the Employee Relations Specialist at Safety HR. The complaint will then be further investigated and dealt with by the Specialist.

If an employee reporting harassment, discrimination, or retaliation pursuant to this policy does not wish to be identified as a complainant, the Chief may be listed as the complainant in any subsequent investigations of that report. In cases where the Chief is alleged to be engaging in conduct in violation of this policy, the Executive Director of Safety may be named as the complainant in any subsequent investigations of that report.

Refer to Department policy when using cable television or video in the fire house.

The displaying of sexually explicit material in a public building and in the work environment is prohibited.

***Company Officers and District Chiefs will be held responsible for ensuring compliance of this policy.*** Those who are found in violation of this policy will be dealt with in accordance with the sexual harassment policy of the Denver Fire Department.

**\*The broadcasting of sexual explicit material in any Fire Department facility is hereby prohibited.**

**\*\**Appropriate supervisor* can include immediate supervisor or anyone in the chain of command, Administrative Division Chief, Division 4, HR Business Partner, or the Employee Relations Specialist for Department of Safety. It is the responsibility of the “appropriate supervisor” to report the allegation immediately to the administration at the Denver Fire Department Headquarters. Employees may also report their concerns to Safety HR, or the Executive Director of Safety’s Office.**

DENVER FIRE DEPARTMENT

DIRECTIVE

<b>Topic No:</b>	<b>1022.00</b>
<b>Date:</b>	<b>05-02-2023</b>
<b>Approved:</b>	<b><i>KV</i></b>
<b>Review Date:</b>	<b>05-02-2026</b>
<b>Replaces:</b>	<b>Same, dated 11-17-2020</b>

**Topic:** Executive Order 94 – City and County of Denver Employees’ Alcohol and Drug Policy

**EXECUTIVE ORDER NO. 94**

**TO:** All Departments and Agencies Under the Mayor

**FROM:** Michael B. Hancock, Mayor

**DATE:** June 1, 2020

**SUBJECT:** City and County of Denver Employees’ Alcohol and Drug Policy

**PURPOSE:** As an employer, the City and County of Denver (City) is required to adhere to various federal, state, local laws and regulations regarding alcohol and drug use. The City also has a vital interest in maintaining a safe, healthy and efficient environment for its employees and the public. Being under the influence of, subject to the effects of, or impaired by alcohol or drugs on the job may pose serious safety and health risks to the employee, his or her co-workers and the public. Additionally, the possession, use, or sale of an illegal drug in the workplace poses an unacceptable risk to the safe, healthy and efficient operation of the City.

The City provides employee assistance through outside providers and Department of Safety psychologists (for uniformed personnel), all of whom offer help to employees who seek assistance for alcohol and/or drug use and other personal or emotional issues.

**POLICY:** It is the policy of the City to maintain a safe and healthy work environment by prohibiting the use of alcohol and illegal drugs in the workplace. Employees who consume alcohol or illegal drugs on City property, or who work while under the influence of, subject to the effects of, or impaired by drugs or alcohol, pose a serious safety risk to themselves and those around them. The City has both the right and the obligation to maintain a safe and healthy working environment for its employees by adhering to applicable federal, state and local law, and by enforcing the rules set forth in this Executive Order.

It is also the policy of the City to take a strong stand against driving under the influence of alcohol or drugs. Traffic-related deaths and injuries have risen to unacceptable levels across the country and many of those deaths and injuries are attributable to drunk and drug-impaired driving. The City is constantly striving to make its roads safer by various means, which include promoting a culture of traffic safety. It is antithetical to those efforts for the City to tolerate drunk and drug-impaired driving by any of its employees at any time.

City employees who violate this Executive Order may be subject to disciplinary action, up to and including dismissal. Moreover, the failure of a managerial or supervisory employee to enforce this Executive Order may result in disciplinary action against the manager or supervisor, up to and including dismissal.

**RESPONSIBLE AUTHORITY(S):** City Attorney

This executive order, effective on the above date, establishes and confirms the policy of the City concerning the problem of drug and alcohol use in the workplace, as well as unlawful off-duty alcohol and drug driving offenses. On the date it becomes effective, this executive order supersedes all previous enacted alcohol and drug executive orders.

*(1022.00 Executive Order 94 – City and County of Denver Employees’ Alcohol and Drug Policy)*

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DIRECTIVE

Topic No:	1022.00
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**I. PROHIBITIONS FOR ALL CITY EMPLOYEES INCLUDING CLASSIFIED MEMBERS OF THE POLICE AND FIRE DEPARTMENTS.**

**A. Alcohol**

Employees are prohibited from consuming, being under the influence of, or impaired by alcohol while performing City business, driving a City vehicle or on City property.

**There are seven circumstances under which these prohibitions do not apply.**

1. An employee is not on duty **and** attending an officially sanctioned private function, e.g., an invitation-only library reception.
2. An employee is attending an officially sanctioned public function on City property at which alcohol is served (e.g., a reception hosted by the Mayor to honor a departing appointee) and is not impaired by or under the influence of alcohol.
3. An employee is not on duty and at a City location as a customer, e.g., playing golf on a City course.
4. An employee is a member of the Police Department and as a part of the employee’s official duties, consumes alcohol in accordance with Police Department procedures.
5. The Mayor and any accompanying employee, while hosting dignitaries on City property during or outside of regular business hours, consumes alcohol in honor of the dignitaries’ tradition or culture of ceremoniously sharing alcohol with their host, and is not impaired by or under the influence of alcohol.
6. An employee is performing City business outside of the employee’s regular business hours while attending a business-related event, and the employee is not driving a City vehicle to or from the event and is not impaired by or under the influence of alcohol during the event.
7. An employee is performing airport related business during or outside of regular business hours:
  - a. while attending an event hosted or officially sanctioned by the Department of Aviation at which alcohol is served **and** is not impaired by or under the influence of alcohol; **or**

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- b. while on international or interstate airport related business travel; **and** the employee is not impaired by or under the influence of alcohol **and** the employee is an appointed or elected Charter officer or an appointee thereof, a department or agency head, or has the permission of his or her appointing authority.

The alcohol levels defined by the state legislature that may be amended from time to time for defining “under the influence of alcohol” and “impaired by alcohol” are adopted here for purposes of this executive order.

Employees holding Commercial Driver’s licenses (CDL) are **also** subject to the alcohol levels defined by the Department of Transportation (DOT) regulations that may be amended from time to time for “under the influence” which are adopted here for purposes of this executive order.

Current alcohol level definitions are contained in the Addendum of this Order. If the alcohol level definitions contained in the Addendum to this Order conflict with the definitions provided by state law and the DOT regulations, the state law and DOT regulations will control.

**B. Legal Drugs**

- 1. Employees who operate vehicles or dangerous equipment or perform safety- sensitive functions as part of their essential duties and who are taking or intend to take prescription medication that is identified as a controlled substance in the schedules of controlled substances (Title 21 C.F.R. § 1308.12-15), or that may otherwise affect their performance, are prohibited from performing their safety- related duties unless and until they have completed the disclosure and clearance process set forth below. The types of drugs identified in the schedules of controlled substances include, but are not limited to, opiates, depressants, narcotic drugs, anabolic steroids, stimulants and hallucinogenic substances.
- 2. The disclosure and clearance process requires that all such employees do the following:
  - a. Notify their supervisor, the Agency’s Human Resource professional, or the Agency’s Safety Officer in advance of performing their duties that they intend to take or are currently taking (on or off duty) prescription medication that is a controlled substance or may otherwise affect their job performance, and that medical clearance is needed. No additional medical information needs to be disclosed at this time, nor should it be requested.

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- b. Schedule and participate in an interview with the Medical Director of the Occupational Health and Safety Clinic (OHSC), or their delegee, the purpose of which is to enable the Medical Director or delegee to confirm the validity and limitations of the prescription medication and determine whether the use of the controlled substance as prescribed will adversely affect their ability to safely perform their job duties.
  - c. Obtain clearance from the Medical Director or delegee to perform their regular duties while taking the prescription medication, and report their clearance to their supervisor, Agency Human Resources professional or Agency Safety Officer.
3. It shall be the employee’s responsibility to initiate and comply with this disclosure and clearance process and to cooperate with the supervisor, Agency Human Resource professional or Agency Safety Officer, and the Medical Director or delegee, to allow for a prompt determination to be made. Employees who fail to comply with the disclosure and clearance process may be subject to disciplinary action, up to and including dismissal.
4. If appropriate, the Medical Director or delegee may request a medical release from employees seeking prescription medication clearance for the purpose of contacting the prescribing physician.
5. Employees who operate vehicles or dangerous equipment or perform safety- sensitive functions as part of their essential duties and who regularly take prescription medications described in paragraph B(1), above, are required to comply with the disclosure and clearance process on an annual basis, and any such earlier time as a change is made to their prescription that may affect or further affect their ability to perform their safety-related duties.
6. Employees who are currently taking prescription medications described in paragraph B (1), above, may be required to use paid leave, or if no such leave is available, authorized unpaid leave, pending completion of the disclosure and clearance process.
7. The OHSC and/or the Agency’s Human Resources personnel shall keep the medical records that disclose the identity of the legal drug confidential in accordance with state and federal laws.
8. Marijuana is **not** considered a legal drug for purposes of this Executive Order No. 94, even if a physician has recommended marijuana for medical reasons. Please refer to Section I (C)(3), below.



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**C. Illegal Drugs**

1. Employees are prohibited from consuming, being under the influence of, subject to the effects of, or impaired by illegal drugs while performing City business, while driving a City vehicle or while on City property.
2. Employees are also prohibited from selling, purchasing, offering, transferring or possessing an illegal drug while performing City business, while driving a City vehicle or while on City property. There is one exception to this prohibition. An employee of the Classified Service of the Police and Fire Departments or the Denver Sheriff's Department may, as a part of his or her official duties, sell, purchase, transfer or possess illegal drugs in accordance with the employee's department procedures.
3. Although Colorado state law has de-criminalized the use, possession, sale and cultivation of recreational and medical marijuana by certain individuals subject to various limitations and restrictions, those laws do not require employers to accommodate or permit such use, possession, sale, etc., of marijuana in the workplace. In addition, marijuana currently remains an illegal drug under federal law. As such, for the purposes of this Executive Order, marijuana is still considered an “illegal drug,” even when used for medical purposes.
4. Prescription drugs obtained or used illegally constitute an “illegal drug” for the purposes of this Executive Order.
5. The illegal drug cut-off levels established by the DOT regulations, that may be amended from time to time, are adopted here for purposes of this executive order. Current illegal drug levels are contained in the Addendum to this Order. If there is a conflict between the illegal drug levels established by the DOT regulations, and those contained in the Addendum to this Order, the DOT regulations will control.

**II. DRUG AND ALCOHOL TESTING**

**A. Pre-Employment/Pre-Placement Testing**

1. The City may implement, with the City Attorney’s approval, pre-employment screening practices designed to prevent hiring or promoting individuals into job positions whose:
  - a. use of illegal drugs may affect the public health or safety; and

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- b. use of alcohol or legal drugs indicates a potential for impaired or unsafe job performance where the public health or safety may be affected.

The Civil Service Commission, Office of Human Resources, OHSC or interviewing agency shall inform a job applicant of these pre-employment screening practices prior to such screening.

- 2. At a minimum, testing for illegal drugs and controlled substances shall be conducted before any person hired for a position defined as safety-sensitive or requiring a CDL shall be allowed to perform the duties of such position. In addition, candidates or employees for such positions may be tested for alcohol.
- 3. Refusal by an applicant to submit to a pre-employment test shall result in denial of employment.
- 4. Pre-employment/Pre-placement test results:

- a. **Alcohol**

Where alcohol use is detected, employment may be denied.

- b. **Legal Drugs**

- i. Where use of a prescription drug is detected, applicants may be required to provide documentation confirming the drug has been prescribed by a physician for the applicant, and the amount detected is within the prescribed dosage. If the applicant is unable to provide such proof, employment may be denied.
- ii. Where the applicant’s future or continued use of the drug poses a potential safety risk or would impair job performance, employment may be denied in accordance with the applicable state and federal laws.

- c. **Illegal Drugs**

- i. Employment shall be denied when the presence of an illegal drug is detected.
- ii. Employment shall be denied when the presence of a known masking agent is detected.
- iii. A second direct observation urinalysis test may be required prior to offering

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employment to an applicant whose drug test evidences the urine sample has been diluted or is outside normal temperature ranges.

**B. Reasonable Suspicion Testing**

1. When a supervisor has reasonable suspicion that an employee is under the influence of, impaired by, or subject to the effects of alcohol, legal drugs or illegal drugs in violation of this Executive Order, after taking appropriate safety measures (e.g., removing the employee from any situation which may pose a safety risk to the employee, co-workers or the public), the supervisor shall immediately consult with the Agency’s Human Resources representative, Safety Officer or the Employment and Labor Law Section of the City Attorney’s Office to determine further actions. However, if immediate consultation is not possible, it is the responsibility of the supervisor to promptly initiate alcohol and/or drug testing. The supervisor shall initiate testing as follows:
  - a. Document in writing the specific reasons for the decision to initiate testing based on specific, contemporaneous, articulable observations of the employee's appearance, behavior, speech or body odors that support a reasonable suspicion of alcohol and/or drug use.
  - b. When possible, have a second supervisor confirm the specific, contemporaneous, articulable observations of the employee's appearance, behavior, speech or body odors, and document those observations in writing.
  - c. Advise the employee that the supervisor is ordering the employee to go to the testing site for testing.
  - d. Escort the employee to the testing site as soon as possible. If the supervisor is unable to escort the employee personally, the supervisor should have another individual escort the employee for testing. The individual selected to escort the employee shall be of a higher grade/rank than the employee being tested. Under no circumstances should the employee be allowed to drive themselves to the testing site.
  - e. Require the employee to bring a picture identification card and proof of the employee's Social Security or employee number to the testing site.
  - f. If the employee refuses to go to the testing site, or refuses to participate in the testing process, the supervisor or the escort should tell the employee that the testing request is a direct order and that refusal to comply with the direct order constitutes grounds for mandatory dismissal. If the employee continues to refuse to go to the

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testing site or to participate in the testing process, the supervisor should immediately place the employee on investigatory leave and make all reasonable efforts to ensure that the employee is transported home safely.

- g. After the initial test results are known, the supervisor should notify the appointing authority or designee of the results and obtain further guidance as needed.
  - h. If the initial test results indicate that the employee is under the influence of, impaired by, or subject to the effects of alcohol, unauthorized legal drugs or illegal drugs, the supervisor should notify the employee that s/he is being placed on paid investigatory leave and take appropriate steps to ensure that the employee is transported home safely.
  - i. If the initial test results are invalid or unavailable, or if the testing cannot be conducted for any reason, and the supervisor is reasonably concerned about the employee's ability to perform his or her duties in a satisfactory and safe manner, the supervisor should place the employee on investigatory leave pending results of testing or some other administrative determination, and take appropriate steps to ensure that the employee is transported home safely.
  - j. If an employee suspected of being impaired by, under the influence of, or subject to the effects of alcohol, unauthorized legal drugs or illegal drugs attempts to drive away from the testing site or worksite, the supervisor or escort should make all reasonable efforts, short of physical force, to prevent the employee from doing so. If the employee does drive away, the supervisor or escort should call 9-1-1 immediately to report the employee as an impaired (or potentially impaired) driver and provide pertinent information to assist police in identifying and locating the vehicle (e.g., make, model and color of the vehicle; license plate number; direction of travel; description of employee) and the reasons for suspecting that the employee is impaired (e.g., the initial test results or basis for reasonable suspicion alcohol and/or drug testing). The supervisor should not attempt to follow the employee’s vehicle.
2. During regular OHSC hours, the testing shall be conducted at one of the OHSC testing sites. After regular hours, the supervisor shall page the OHSC alcohol and drug testing personnel to arrange for immediate testing.
  3. Testing for alcohol should be administered within two (2) hours of making a reasonable suspicion determination. If this two (2) hour time frame is exceeded, the supervisor should document the reasons the test was not promptly administered. Testing outside of this time frame may only be conducted in consultation with the Employment and Labor Law Section

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of the City Attorney’s Office.

4. Testing for unauthorized legal drugs or illegal drugs should be administered within eight (8) hours of making a reasonable suspicion determination. If this eight (8) hour time frame is exceeded, the supervisor should document the reasons the test was not promptly administered. Testing outside of this time frame may only be conducted in consultation with the Employment and Labor Law Section of the City Attorney’s Office.
5. Supervisors and escorts shall keep the employee's name and identifying information restricted to persons who "need to know."
6. If a supervisor has reasonable suspicion that an employee is in possession of, selling or transferring illegal drugs in violation of this executive order, the supervisor shall contact the police prior to initiating any drug testing.
7. Supervisors who fail to perform their responsibilities under this Section II (B) may be subject to discipline, up to and including dismissal.

C. Post-Accident Testing

1. As soon as practicable following a driving or other workplace accident, the supervisor shall ensure that the involved employee is tested for alcohol and drugs when the accident:
  - a. may have been the fault of the employee **and** involves a fatality;
  - b. may have been the fault of the employee **and** any individual was injured seriously enough to require immediate medical treatment away from the scene of the accident;
  - c. may have been the fault of the employee **and** the accident resulted in disabling damage to any vehicle or any equipment; or
  - d. there is reasonable suspicion to test the employee.
2. "Disabling damage" for a vehicle accident is defined as damage that prevents the departure of the vehicle from the scene of an accident in its usual manner, or damage that renders the vehicle illegal to operate. Vehicle damage that can be remedied temporarily at the scene without special tools or parts, i.e., replacing a tire with the spare, taping over an otherwise operable headlight or taillight, or tying down the hood of a car, are not considered disabling. Nonetheless, towing of a vehicle is not required before a supervisor can deem a vehicle “disabled” for purposes of testing.

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3. "Disabling damage" for a workplace accident is defined as precluding the use of the equipment from its usual operation. Equipment that can be remedied temporarily at the scene without special tools or parts is not considered disabling.
4. The issuance of a traffic citation is not required before a supervisor can determine an employee “may have been at fault” in a vehicle accident. If a supervisor determines the employee’s actions may have contributed to the accident, or the employee **may** have been at fault, the “fault” requirement will have been met for purposes of testing.
5. During regular OHSC hours, the testing shall be conducted at one of the OHSC testing sites. After regular hours, the supervisor shall page the OHSC alcohol and drug testing personnel to arrange for immediate testing.
6. Post-accident alcohol and drug testing shall be initiated in accordance with the procedures set forth in Section II (B)(1)(c)-(i) of this Order. Post-accident alcohol and drug testing based solely on reasonable suspicion shall also comply with Section II (B)(1)(a)-(b).
7. Post-accident testing for alcohol should be administered within two (2) hours following the accident. If this two (2) hour time frame is exceeded, the supervisor should document the reasons the test was not promptly administered. Post-accident testing for unauthorized legal drugs and illegal drugs should be administered within eight (8) hours following the accident. Testing outside of these time frames may only be conducted in consultation with the Employment and Labor Law Section of the City Attorney’s Office.
8. Supervisors who fail to perform their responsibilities under this Section II (C), may be subject to discipline, up to and including dismissal.

**D. Return to Duty Testing**

Employees who have violated the prohibited conduct listed in Sections I (A) or I (C) of this Order shall not return to work unless they have been tested for alcohol and drugs at the OHSC and both tests have been verified as negative.

**E. Unannounced Testing**

If an employee has been placed on a Stipulation and Agreement in accordance with this executive order, as a part of that Stipulation and Agreement, the employee may be tested for alcohol and/or drugs by the agency without prior notice of the testing date or time for at least 36

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months from the last date in time that the stipulation and agreement is signed by the parties.

**F. Random Testing**

The City may implement, with the City Attorney's approval, random alcohol and drug testing for employees deemed to perform safety-sensitive functions for the City or any of its agencies.

**G. Commercial Driver’s License (CDL) Testing**

For those positions requiring a CDL, the City is required to implement alcohol and drug testing in accordance with applicable DOT regulations, as may be amended from time to time. Such testing is **in addition to** the testing described in Sections II (B) and (D) of this Order.

**1. Pre-Employment Testing**

Prior to the first time a driver performs safety-sensitive functions for the City or any of its agencies, the driver shall be tested for illegal drug usage in compliance with the DOT and state regulations, as may be amended from time to time.

**2. Reasonable Suspicion Testing**

The procedures described in Section II (B) of this Order shall be followed.

**3. Post-Accident Testing**

a. As soon as practicable following an accident, the supervisor shall ensure that the vehicle driver is tested for alcohol when:

- i. the accident involved the loss of human life;
- ii. the vehicle driver was cited for a moving violation arising from the accident within 8 hours of its occurrence **and** an individual was injured seriously enough to receive immediate medical treatment away from the scene of the accident;
- iii. the vehicle driver was cited for a moving violation arising from the accident within 8 hours of its occurrence **and** one or more of the vehicles involved in the accident sustained “disabling damage” as defined in Section II (C)(2) and (3) in this Order; **or**
- iv. there is reasonable suspicion to test the employee.

b. As soon as practicable following an accident, the supervisor shall ensure that

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the vehicle driver is tested for drugs when:

- i. the accident involved the loss of human life;
  - ii. the vehicle driver was cited for a moving violation arising from the accident within 32 hours of its occurrence **and** an individual was injured seriously enough to receive immediate medical treatment away from the scene of the accident;
  - iii. the vehicle driver was cited for a moving violation arising from the accident within 32 hours of its occurrence **and** one or more of the vehicles involved in the accident sustained “disabling damage” as defined in Section II (C)(2) and (3) in this Order; **or**
  - iv. there is reasonable suspicion to test the employee.
- c. Post-accident testing for alcohol should be administered within two (2) hours following the accident. If a required alcohol test is not administered within two (2) hours following the accident, the supervisor shall prepare and maintain on file a record stating the reasons the test was not promptly administered.
  - d. If the supervisor does not initiate alcohol testing within eight (8) hours of the accident or drug testing within thirty-two (32) hours of the accident, the supervisor shall cease attempts to administer the tests and shall prepare and maintain on file a record stating the reasons the test was not administered within these established time frames. Supervisors who do not perform their responsibilities under this Section II (G) (3) may be subject to discipline, up to and including dismissal.
  - e. If the supervisor does not initiate alcohol testing within eight (8) hours of the accident or drug testing within thirty-two (32) hours of the accident, the supervisor shall cease attempts to administer the tests and shall prepare and maintain on file a record stating the reasons the test was not administered within these established time frames. Supervisors who do not perform their responsibilities under this Section II (G) (3) may be subject to discipline, up to and including dismissal.

**4. Random Testing**

**a. Alcohol**

Pursuant to the DOT regulations, random alcohol testing shall be conducted



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annually on 25% of the average number of City commercial driver's license positions in existence. This percentage may be amended from time to time by the DOT. Alcohol testing shall be conducted on a random, unannounced basis just before, during or just after the employee performed safety-sensitive functions.

**b. Illegal Drugs**

Pursuant to the DOT regulations, random drug testing shall be conducted annually on 50% of the average number of City commercial driver's license positions in existence. This percentage may be amended from time to time by the DOT. Drug testing shall be conducted on a random, unannounced basis. There is no requirement that this testing be conducted in immediate time proximity to performing safety-sensitive functions.

**5. Return to Duty Testing**

**a. Alcohol**

If an employee has violated the prohibited conduct listed in Section I (A) of this Order, the employee shall not return to perform safety-sensitive duties unless the employee has completed a successful return to duty alcohol test.

**b. Illegal Drugs**

If an employee has violated the prohibited conduct listed in Section I (C) of this Order, the employee shall not return to perform safety-sensitive duties unless the employee has been cleared by a Substance Abuse Professional and has completed a successful return to duty drug test.

**6. Follow-Up Testing**

**a. Alcohol**

i. The number and frequency of the follow-up alcohol tests shall be directed by the Substance Abuse Professional and shall consist of at least six (6) tests in the first twelve (12) months following the employee's return to work.

ii. Follow-up testing shall be unannounced and shall be conducted just before, during or just after the employee performed safety-sensitive functions.

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**b. Illegal Drugs**

- i. The number and frequency of the follow-up drug tests shall be directed by the Substance Abuse Professional and shall consist of at least six (6) tests in the first (12) twelve months following the employee's return to work.
- ii. Follow-up testing shall be unannounced. There is no requirement that this testing be conducted in immediate time proximity to performing safety-sensitive functions.

**H. Members of the Classified Service of the Police and Fire Departments and Deputy Sheriffs Testing**

For those employees who are members of the Classified Service of the Police and Fire Departments or Deputy Sheriffs, the City may implement drug testing pursuant to their respective department procedures, as may be amended from time to time, in addition to the testing described in Sections II (A) through (G) of this Order.

**III. EXECUTIVE ORDER 94 TRAINING**

**A. All City Employees**

All new City employees (including fellows, interns, and on-call employees) should be trained on this executive order during their first year of employment. Training, at a minimum, should include study of the prohibitions contained in this executive order and instruction on the recognition of drug and alcohol impairment and use. Additionally, a copy of this executive order should be given to each employee with each employee acknowledging, in writing, receipt of the executive order and the training.

**B. All Employees with Supervisory Duties**

- 1. All employees with supervisory duties should be trained on this executive order during the first six (6) months following their hire or promotion. This training, at a minimum, should include instruction on the recognition of drug and alcohol impairment and use, the proper documentation of the supervisor's reasonable suspicion, and the supervisor's responsibility for escorting employees to the testing sites and through the testing process.

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DIRECTIVE

Topic No:	1022.00
Date:	05-02-2023
Approved:	KV
Review Date:	05-02-2026
Replaces:	Same, dated 11-17-2020

Topic: Executive Order 94 – City and County of Denver Employees’ Alcohol and Drug Policy

2. Supervisors shall ensure that all drug and alcohol tests are accomplished immediately after the justification for testing is established. Timeliness for testing is outlined in this executive order and its addendum. Further, once a supervisor has reasonable suspicion that an employee appears to be under the influence of alcohol or drugs, or is informed that the employee has initially tested positive for drugs and/or alcohol, the agency cannot condone the employee's driving of a motor vehicle. If the employee drives off in his/her own or a City vehicle, the Police Department must be notified immediately by a supervisor on duty, or a designee. Supervisors may designate another employee to escort an employee to testing or evaluation sites. The supervisor shall educate the individual on the duties of the escort as provided herein prior to allowing that individual to escort the employee.
3. Supervisors are subject to discipline for failing to fulfill the responsibilities set forth for supervisors in this Order, up to and including dismissal. Such failure by the supervisor does not, in any way, excuse the employee's violation of this executive order or mitigate the agency's disciplinary action against the employee.

**CAUTION:** No physical force may be used against an employee to enforce any direct order or requirement under this executive order. The employee must be advised that noncompliance with a supervisor's order will be viewed as refusal to obey the order of a supervisor and constitute grounds for mandatory dismissal.

**CAUTION:** Supervisors are to restrict communications concerning possible violations of this executive order to those persons who are participating in the evaluation, investigation or disciplinary action and who have a "need to know" about the details of the drug/alcohol evaluation, investigation and disciplinary action. This expectation of confidentiality includes not mentioning the names of employees who are suspected of, or disciplined for, violating this executive order.

**IV. DISCIPLINARY ACTIONS**

- A. If it is determined after the appropriate pre-disciplinary meeting that any of the following situations apply, the employee shall be dismissed even for a first-time violation of this executive order:
  1. Members of the Classified Service of the Police and Fire Departments or Deputy Sheriffs that violate their respective departments' prohibitions regarding illegal drugs and alcohol, except as follows:
    - a. Employees of the Classified Service, and Deputy Sheriffs who disclose prior on-duty alcohol use, or off-duty illegal drug use, as a means for seeking

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treatment may, at the discretion of the Executive Director of Safety or his/her designee, be suspended in lieu of termination and placed on a Stipulation and Agreement.

2. Safety-sensitive members of the Department of Aviation that violate their department's prohibitions regarding alcohol or drug use;
3. The employee has endangered the lives of others, or foreseeably could have endangered the lives of others;
4. The employee refuses to submit to any testing under this executive order including, but not limited to, pre-placement, reasonable suspicion, random, post-accident, return to duty, follow-up or unannounced testing;
5. The employee uses, or attempts to use, a masking agent to alter the sample and/or drug and/or alcohol test results, or uses or attempts to use any other deceptive means to alter the sample and/or drug and/or alcohol test results, including but not limited to, use or attempted use of another person’s urine;
6. The employee is required to have a CDL license and either drove/operated a City vehicle or equipment or was only prevented from driving/operating a City vehicle or equipment by the agency’s instruction to submit to testing under this executive order;
7. The employee's disciplinary history compels dismissal as a matter of progressive discipline;
8. The employee has refused to enter into a Stipulation and Agreement;
9. The employee has violated the Stipulation and Agreement;
10. The employee violates this executive order for the second time in the employee’s career with the City and County of Denver and/or its agencies.
11. The employee possesses and/or uses illegal drugs while on duty.

**B.** A first-time violation of the alcohol and drug prohibitions contained in Sections I (A) and I (C) of this executive order, which does not result in a dismissal pursuant to Section IV (A), shall result in a lesser disciplinary action in conjunction with a Stipulation and Agreement for treatment.

1. The presumptive disciplinary action shall be a suspension of 30 days in conjunction with a Stipulation and Agreement. No lesser or greater disciplinary action shall be imposed

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without the approval of the City Attorney’s Office.

- C. The level of discipline to be imposed on an employee for driving under the influence of or impaired by alcohol or drugs (DUI/DWAI) offenses not otherwise prohibited by this Executive Order shall be within the discretion of the appointing authority or designee, except that the minimum discipline imposed shall be above the level of a written reprimand. Factors to be considered in determining the level of discipline should include whether the employee has prior DUI/DWAI offenses; the circumstances surrounding the offense; any harm caused by the employee’s actions; whether the employee’s actions violated other rules, regulations, policies or laws; the nature of the employee’s position; and the employee’s work and disciplinary history. The appointing authority or designee may offer the employee lesser disciplinary action (above the level of written reprimand) in conjunction with a Stipulation and Agreement.
- D. The level of discipline to be imposed for any other violation of this executive order shall be within the discretion of the appointing authority or designee.
- E. Stipulation and Agreements
  - 1. Employee assistance counselors provided by the City and County of Denver, or such other substance abuse professional(s) as may be designated, shall conduct an evaluation of the employee and create a treatment plan.
  - 2. Each such agreement shall be in writing and approved by the City Attorney’s Office. The City shall offer no employee more than one such agreement during his or her employment with the City.
  - 3. Employees who participate in an inpatient treatment plan may be eligible for FMLA leave.
  - 4. Employees who participate in an inpatient treatment plan shall be allowed to use one (1) day per month of accrued paid leave, if any, to assure continued health coverage.

V. MISCELLANEOUS PROVISIONS

A. Driver’s License

It is the responsibility of employees required to drive as part of their assigned duties or job specifications to report to their appointing authority any loss of a driver's license or the restriction of driving privileges, no later than the beginning of the employee's next scheduled shift. Every employee who is required to drive, as part of their assigned duties or job specifications, shall certify that they have a current valid driver's license in accordance with Executive Order 25 as may be amended from time to time.

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**Topic: Executive Order 94 – City and County of Denver Employees’ Alcohol and Drug Policy**

**B. Searches**

1. Before any search is conducted, supervisors should contact the City Attorney's Office, Employment and Labor Law Section, for guidance.
2. Management has the right to search City-owned property utilized by employees, e.g., a desk, storage cabinet or City vehicle, when necessary for a non-investigatory work-related purpose such as retrieving a needed file. Additionally, management may search City-owned property utilized by employees, e.g., a desk, file cabinet, locker, or City vehicle, for investigatory purposes based on reasonable suspicion that evidence of misconduct will be found. Management may not search an employee's personal property, e.g., their personal vehicle parked on City property, lunch boxes, briefcases, purses, and backpacks, unless the employee voluntarily consents to such a search.

**C. Contracts**

1. The prohibitions and responsibilities contained in this Executive Order are applicable to contract personnel. Violation of these provisions or refusal to cooperate with implementation of the executive order can result in the City's barring contract personnel from City facilities or from participating in City operations.
2. All City contracts shall contain language informing contractors doing work for the City about this Executive Order.

**D. Employee Assistance and Department of Safety Psychologists**

The City maintains an Employee Assistance Program (EAP) and provides Department of Safety psychologists who offer help to employees who are coping with alcohol, or drug use, or other personal or emotional issues. It is the responsibility of each employee to seek help from the EAP, Department of Safety psychologist or other appropriate health care professionals before alcohol and drug use leads to disciplinary actions.

**E. Memorandum to this Order**

The City Attorney shall have the authority to amend definitions and drug testing cut-off levels contained in this executive order’s Memorandum, from time to time, not to be inconsistent with Colorado statutes and/or the DOT regulations, without obtaining signatures of the Mayor or City Council. For purposes of this executive order, all references to Agency head, Department head or appointing authority will also include the designee of the Agency head, Department head or appointing authority.

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<b>Replaces:</b>	<b>Same, dated 11-17-2020</b>

**Topic:** Executive Order 94 – City and County of Denver Employees’ Alcohol and Drug Policy

Executive Order No. 94 is:  
Approved for Legality:

\_\_\_\_\_  
Kristin M. Bronson Michael B. Hancock  
City Attorney MAYOR

\_\_\_\_\_  
Kim Day  
Executive Director of Aviation

\_\_\_\_\_  
Robert M. McDonald  
Executive Director of Public Health and Environment

\_\_\_\_\_  
Brandon Gainey  
Executive Director of General Services

\_\_\_\_\_  
Allegra “Happy” Haynes  
Executive Director of Parks & Recreation

\_\_\_\_\_  
Eulois Cleckley  
Executive Director of Department of Transportation and Infrastructure

\_\_\_\_\_  
Brendan J. Hanlon  
Chief Financial Officer

\_\_\_\_\_  
Murphy Robinson  
Executive Director of Safety

\_\_\_\_\_  
Don Mares  
Executive Director of Human Services

\_\_\_\_\_  
Laura E. Aldrete  
Executive Director of Community Planning and Development

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DIRECTIVE

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Topic: Executive Order 94 – City and County of Denver Employees’ Alcohol and Drug Policy

MEMORANDUM NO. 94A

TO: All Agencies Under the Mayor  
FROM: Mayor Michael B. Hancock  
DATE: June 1, 2020  
SUBJECT: STAUTORY PROVISIONS

This memorandum to Executive Order 94 was originally referred to as an addendum, effective April 10, 1989, amended April 13, 1999, January 10, 2000, March 1, 2000, March 15, 2001 and is hereby continued in effect as amended and retitled as a memorandum this June 1, 2020. This Memorandum No. 94A shall be attached to and become a part of Executive Order 94, dated, June 1, 2020, subject "City and County of Denver Employees' Alcohol and Drug Policy."

I. ALCOHOL PROVISIONS

- A. Under the Colorado statutes, as may be amended from time to time, "impaired by alcohol" is defined as having 0.05 grams of alcohol (per two hundred ten liters of breath or per one hundred milliliters of blood), but less than 0.08 grams of alcohol. Under the "influence of alcohol" is defined as having 0.08 or more grams of alcohol (per two hundred ten liters of breath or per one hundred milliliters of blood).
- B. Under the DOT regulations, as may be amended from time to time, "under the influence of alcohol" is defined as having 0.04 percent alcohol concentration, or more; as prescribed by state law; or in the event of refusal to undergo such testing as is required by the state or jurisdiction.

DOT regulations, as may be amended from time to time, state that post-accident alcohol testing should be administered within two (2) hours following the accident, but must be administered within eight (8) hours following the accident. **These DOT time frames shall also apply to testing under the Executive Order unless otherwise specified within this Order.**

II. ILLEGAL DRUG PROVISIONS

- A. Illegal drugs, include controlled substances, as defined in Colorado Revised Statutes, and under federal law.
- B. "Subject to the effects of an illegal drug" is to be determined consistent with the confirmation test levels established by the DOT regulations, 49 CFR Part 40 § 40.87, as may be amended from time to time:



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Marijuana metabolites.....	15	ng/ml
Cocaine metabolite.....	100	ng/ml
Opiates:		
Morphine.....	2,000	ng/ml
Codeine.....	2,000	ng/ml 6-
Acetylmorphine.....	- 10-----	ng/ml
Hydrocodone/Hydromorphone	- 100	ng/ml
Oxycodone/Oxymorphone -----	100	ng/ml
Phencyclidine.....	25	ng/ml
Amphetamines:		
Amphetamine.....	250	ng/ml
Methamphetamine.....	250	ng/ml
MDMA/MDA.....	250	mg/nl

DOT regulations, as may be amended from time to time, state that post-accident drug testing should be administered within eight (8) hours following the accident, but must be administered no later than thirty-two (32) hours after the accident. **These DOT time frames shall also apply to testing under this Executive Order unless otherwise specified within this Order.**

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<b>Topic No:</b>	<b>1023.00</b>
<b>Date:</b>	<b>05-14-2023</b>
<b>Approved:</b>	<i>KV</i>
<b>Review Date:</b>	<b>05-14-2026</b>
<b>Replaces:</b>	<b>Same, dated 01-06-2017</b>

**Topic:** Use of Department Psychologist by Fire Department Personnel for Problems of Drug and/or Alcohol Abuse

**PURPOSE:** To help guide members when seeking assistance from the Department Psychologist when experiencing drug/alcohol abuse.

**SCOPE:** Applies to all DFD members- Uniformed and Professional Staff

When a Fire Department member voluntarily seeks aid for a drug or alcohol problem from the Fire Department Psychologist, that transaction shall be deemed confidential. If the department member voluntarily enters appropriate treatment for drug/alcohol problems as recommended by the Department Psychologist or other appropriate professional health service provide, there shall be no action taken detrimental to the member's job by department management on that occasion.

This policy is intended to apply only to those situations where a member's conduct, due to drug or alcohol abuse, has not already become a problem for the Department. When the member's conduct has already become a problem, the Chief of Department must have his/her usual discretionary powers. Subsequent problems with drug/alcohol abuse by the same member shall be dealt with in the usual manner, namely, on a case-by-case basis at the discretion of the Chief of Department.

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**Policy Overview**

As an employer, the City is required to adhere to various federal, state, and local laws and regulations regarding alcohol or drug abuse. These laws are contained in the attached appendix.

The City also has a vital interest in maintaining safe, healthy, and efficient working conditions for its employees. Being under the influence of a drug or alcohol on the job may pose serious safety and health risks not only to the user but to all those who work with the user. The possession, use or sale of an illegal drug or use of alcohol in the workplace may also pose unacceptable risks for safe, healthful, and efficient operations.

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<b>Replaces:</b>	<b>Same, dated 01-06-2017</b>

**Topic: Use of Department Psychologist by Fire Department Personnel for Problems of Drug and/or Alcohol Abuse**

The City also maintains an Office of Employee Assistance and provides Department of Safety psychologists that offer help to employees who seek assistance for alcohol or drug abuse and other personal or emotional problems.

Within the legal framework and with these basic objectives in mind, the City has established the following policy with regard to use, possession or sale of alcohol or drugs.

**I. ON-THE-JOB USE, POSSESSION OR SALE OF DRUGS OR ALCOHOL**

**A. Alcohol**

Being under the influence or impaired by alcohol by any employee while performing City business or while in a City facility is prohibited. Consumption of alcohol in a City facility, in a City vehicle or on City premises is prohibited unless consumed at an officially sanctioned private function, e.g., an invitation only library reception.

**B. Legal Drugs**

It is the responsibility of the employee who works in a position operating a vehicle or dangerous equipment or affecting the public health or safety to advise management that he or she is taking a prescription drug which may affect performance. The use or being under the influence of any legally obtained drug by any employee while performing City business or while in a City facility may be prohibited if such use or influence may affect the safety of co-workers or members of the public, the employee's job performance, or the safe or efficient operation of the City facility. An employee may continue to work, even though under the influence of a legal drug, if the appointing authority or a designee has determined, after consulting with the Occupational Health and Safety Center that the employee does not pose a threat to his or her own safety or the safety of co-workers and that the employee's job performance is not significantly affected by the legal drug. Otherwise, the employee may be required to use sick leave or take a leave of absence or comply with other appropriate non-disciplinary action determined by the appointing authority or a designee.

**C. Illegal Drugs**

The use, sale, purchase, transfer or possession of an illegal drug by any employee while in a City facility or while performing City business is prohibited. For the

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**Topic: Use of Department Psychologist by Fire Department Personnel for Problems of Drug and/or Alcohol Abuse**

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classified service employees and the deputy sheriffs of the Department of Safety, the presence in any detectable amount of any illegal drug in an employee at any time is prohibited.

**Policy Implementation**

**II. PROCEDURES FOR MANAGEMENT AND SUPERVISORS**

When a supervisor has reasonable suspicion that an employee is in violation of this policy the supervisor should immediately consult with an appropriate member of the in-house personnel staff or with the City Attorney’s Office to determine further actions. However, if it is recognized that the employee appears to be under the influence of drugs or alcohol, or alcohol or drugs are in his or her possession, immediate action may be required.

Where this is the situation, the supervisor should do the following:

A. Under the Influence of Alcohol

The supervisor should confront the employee with the suspicion and order the employee to the Occupational Health and Safety Center (during work day hours). **If the clinic is closed, refer to Denver Health Psychiatric and Substance Abuse Emergency Room Service** or the Denver Police Department DUI facilities for an evaluation. Arrangements are to be made by the supervisor to provide transportation for the employee to the evaluation site. If the employee refuses to be evaluated, arrangements should be made for the employee to be transported home.

**\*Caution:** Once a supervisor has reasonable suspicion that an employee appears to be under the influence of alcohol and should the employee refuse an order to be evaluated and drives off in their own or a City vehicle, the police must be notified immediately.

B. Use, Possession, or Sale of Illicit Drugs

When a supervisor has reasonable suspicion that an employee appears to be using illicit drugs while on duty, the same procedure applies as when a supervisor has reasonable suspicion that an employee appears under the influence of alcohol.

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**Topic: Use of Department Psychologist by Fire Department Personnel for Problems of Drug and/or Alcohol Abuse**

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When a supervisor has reasonable suspicion that an employee appears to be in possession of or selling or transferring illicit drugs, the police are to be contacted. It is the policy of the Department of Safety for all classified service employees and deputy sheriffs that improper use or possession of controlled substances is grounds for immediate dismissal.

Management and supervisors are to restrict conversations concerning possible violations of this policy to those persons who are participating in the evaluation, investigation or disciplinary action and who have a need to know about the details of the drug/alcohol investigation. This includes not mentioning the name of the employee or employees suspected of violating this policy.

C. Drug and Alcohol Screening

Employees may be required to submit to blood, or urine, or other alcohol or drug screening where there is reasonable suspicion of illicit use or the employee is under the influence of or impaired by alcohol or drug. Drug and alcohol screening may also be justified where, even though the employee does not exhibit any observable symptoms of being under the influence, a workplace accident may have been caused by human error which could be drug or alcohol related. If any specimen obtained in a drug screening remains after supervisor authorized testing, the remaining specimen is to be retained until adjudication of disciplinary action is concluded. The Occupational Health and Safety Center shall ensure that appropriate chain of custody is maintained for all specimens.

D. Investigatory Leave

The supervisor is then to contact Internal Affairs for further guidance. In the absence of such consultation and if the supervisor has a reasonable doubt about the employee's ability to satisfactorily and safely meet job requirements, the supervisor shall place the employee on investigatory leave pending results of testing or other administrative determination.

**III. DUI/DWAI ON OR OFF THE JOB**

It is the responsibility of any employee who is required to drive as part of his or her assigned duties or job specification to report to his or her appointing authority any DUI or DWAI charge which results in the loss of a driver's license or the restriction of driving privileges. Every employee who is required to drive as part

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Topic: Use of Department Psychologist by Fire Department Personnel for Problems of Drug and/or Alcohol Abuse

of his or her assigned duties or job specification shall annually certify that he or she has a currently valid driver's license.

**IV. DISCIPLINARY ACTION**

Violation of this policy can result in a disciplinary action, up to and including dismissal, even for a first offense. The appointing authority or designee, in lieu of disciplinary action, may enter into an agreement with the employee after consultation with the city attorney's office, for assessment of the employee's alcohol or drug abuse problem and for any treatment suggested by the treatment plan developer. For Professional staff under Career Authority, the treatment plan developer is the Office of Employee Assistance and for classified service employees, the treatment plan developer is the department psychologist.

**V. FACILITY WORK RULES**

Nothing in this policy precludes the appointment authority of any City agency from establishing work rules, which cannot be less stringent than this policy, subject to approval of the City Attorney.

**VI. SEARCHES**

Searches of employees to investigate work-related misconduct may be conducted when there is reasonable suspicion to believe that the employees are in violation of this policy, and where the scope of the search is reasonably related to the objectives of the search and not excessively intrusive in light of the nature of the misconduct. Supervisors shall contact the Denver Police Department or City Attorney's office for guidance.

**VII. CONTRACT PERSONNEL**

These policy provisions are applicable to contract personnel. Violation of these provisions or refusal to cooperate with implementation of the policy can result in the City's barring contract personnel from City facilities or participating in City operations.

**VIII. POSTING NOTICES**

Clearly posted notices explaining the City's right to carry out search activities should be displayed in appropriate locations throughout the work area. Such

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**Topic: Use of Department Psychologist by Fire Department Personnel for Problems of Drug and/or Alcohol Abuse**

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postings should emphasize the City’s intention to maintain a safe and healthful working environment. In addition, a copy of the City’s Drug and Alcohol policy may be given to each employee with each employee acknowledging in writing receipt of the policy.

At a minimum, facility management is to inform all contractors doing work in the facility about the applicable policy provisions and provide a copy of this policy to such contractors. Certain other enforcement actions may be necessary.

**IX. DRUG AND ALCOHOL USE RELATIONSHIP TO THE OFFICE OF EMPLOYEE ASSISTANCE AND DEPARTMENT OF SAFETY PSYCHOLOGISTS**

The City and County of Denver maintains an Office of Employee Assistance and provides Department of Safety psychologists that offer help to employees who suffer from alcohol or drug abuse and other personal emotional problems. It is the responsibility of each employee to seek help from the Office of Employee Assistance or Department of Safety psychologist before alcohol and drug abuse problems lead to disciplinary problems. Once a violation of this policy occurs, subsequent use of the Office of Employee Assistance or Department of Safety psychologist may be part of a condition of continued employment.

**APPENDIX**

Federal Rehabilitation Act of 1973

For the purposes of the Rehabilitation Act of 1973, 29 U.S.C. §700, et seq.

“Individual with handicaps” means any person who has a physical or mental impairment which substantially limits one or more of such person’s major life activities, (ii) has a record of such impairment, or (iii) is regarded as having such an impairment. For purposes of sections 503 and 504 as such sections relate to employment, such term does not include any individual who is an alcoholic or drug abuser whose current use of alcohol or drugs prevents such individual from performing the duties of the job in question or whose employment, by reason of such current alcohol or drug abuse, would constitute a direct threat to property or the safety of others.”

Colorado Revised Statutes

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**Topic: Use of Department Psychologist by Fire Department Personnel for Problems of Drug and/or Alcohol Abuse**

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Under the Colorado Statutes, it is a discriminatory or unfair employment practice:

(a) For an employer to refuse to hire, to discharge, to promote or demote, or to discriminate in matters of compensation against any person otherwise qualified because of handicap, but, with regard to a handicap, it is not a discriminatory or unfair employment practice for an employer to act as provided in this paragraph (a) if there is no reasonable accommodation that the employer can make with regard to the handicap, the handicap actually disqualifies the person from the job, and the handicap has a significant impact on the job;

Career Service Authority

Under Career Service Authority regulations, it is a ground for immediate dismissal for an employee to:

(b) Be under the influence of alcohol while on duty (CSA 16-22(3)) or illegally (use) habit forming drugs or narcotics, or marijuana on City and County premises or while on duty; or illegally (introduce) or (possess) such substances on City and County premises while on duty. (CSA 16-22(1) or refuse to comply with orders of an authorized supervisor.)

Denver Fire Department

Under Denver Fire Department policy, using or being under the influence of alcohol while on duty, or use, possession or illegal activity involving drugs and controlled substances are major violations. Use or being under the influence of alcohol on duty is a major offense because the nature of the fire service requires quick, accurate, efficient judgments to be made. Alcohol may impair a member's ability to perform effectively, thereby endangering other members and the public. Any offense may result in discipline, up to and including dismissal

The Department's drug policy states that:

Members shall not use or possess any prescription drug, on or off duty, except as prescribed by and under the supervision of a licensed doctor or dentist. The use of any illegal drug, controlled substance, or other substance; the possession of any illegal drug or substance, or any participating activity involving illegal drugs or substances on or off duty, may subject member to discipline, up to and including dismissal.



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**DEPARTMENT DIRECTIVE**

<b>Topic No:</b>	<b>1024.00</b>
<b>Date:</b>	<b>03-04-2021</b>
<b>Approved:</b>	<i>JAV</i>
<b>Review Date:</b>	<b>03-04-2023</b>
<b>Replaces:</b>	<b>Same, dated 05-21-2020</b>

**Topic:** Grooming Standards

**PURPOSE:** To establish a policy outlining the grooming standards of the Denver Fire Department.

**SCOPE:** Applies to all members of the Denver Fire Department at all times they are in uniform.

The following hair, appearance, and grooming standards shall be adhered to by all members of the classified service in all Divisions of the Denver Fire Department. Each of these standards has been adopted for one or both of the following reasons:

- **SAFETY:** These are necessary to provide a safe work environment for all employees and are based upon current national and local standards. They are applicable to all employees equally.
- **APPEARANCE:** These standards are adopted to provide a uniform and professional work force. Some of these standards are gender-specific; that is, a different standard may be adopted for male and female members of the Department, depending upon the item at issue. Society in general accepts different standards for male and female appearance, and recent court rulings have upheld the adoption of such standards.

All members shall abide by the grooming standard outlined in this policy at all times while in uniform.

Supervisors will advise those within their command of the grooming standards and will assure conformity.

Any member refusing to comply with an immediate correction to the grooming standards outlined in this Directive, may be placed on Administrative Leave and may be subject to discipline pending the outcome of an investigation.

The Denver Fire Department will consider, and may approve, individual adjustments to these standards on a case-by-case basis<sup>1</sup>. Requests shall be made in writing through the chain of command to the Fire Chief. Members must conform to regular Department grooming standards unless they are granted a waiver. Medical waivers may be temporary, depending on the circumstances.

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<sup>1</sup> Requests for adjustments to these standards under the Americans with Disabilities Act, the CROWN Act, or any other reason should be made to the Division Chief of Administration.

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<b>Date:</b>	<b>03-04-2021</b>
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<b>Review Date:</b>	<b>03-04-2023</b>
<b>Replaces:</b>	<b>Same, dated 05-21-2020</b>

**Topic:** Grooming Standards

### GENERAL GROOMING STANDARDS

All uniforms shall be clean, pressed, and in good repair. Items that have holes, tears, or are faded shall not be permitted. Uniforms and other equipment shall be used as outlined in other Department Directives and shall be worn for the proper comfort, protection, and appearance of the member.

Hair shall be professional in appearance and shall not create an unsafe condition during performance of emergency and non-emergency operations. Hair shall not impede nor interfere with the proper wearing and/or use of all personal protective equipment. Hair shall be clean, well groomed, and shall not obstruct one's vision. Mohawks, shaved geometric patterns or letters, and faddish or unusual hair styles as determined by the Chief, Deputy Chief, or the member's respective Division Chief are not authorized. Accepted hair colors are those that are naturally occurring. Colors that are not allowed are those considered to be extreme in nature; examples include but are not limited to: blue, purple, gold, green, yellow, synthetic white (other than naturally occurring), orange, and neon red. A full spectrum color chart is housed in the Administration Division and should be utilized if questions arise. Final determination on acceptable hair colors will be made by the Division Chief of Administration.

**Cosmetics:** Cosmetics shall be conservative, professional, and blend with natural skin tone.

**Fingernails:** Fingernails shall be kept clean and allow for the safe and proper use of medical and firefighting gloves as determined by the District Chief or his/her designee.

**Jewelry:**

- Rings - Two rings per hand are permitted as long as they do not interfere with the quick donning of gloves or turnout coat. However, the wearing of rings is not recommended when responding to emergencies due to the potential for injury (e.g., electrical burns, crushing, entanglement). Rings with projections that compromise the integrity of EMS gloves are not permitted.
- Body Piercing - With the exception of earrings for women as outlined below, no other visible body piercing jewelry shall be worn while on duty. This includes, but is not limited to: nose rings or studs, tongue studs, eyebrow piercings, etc.
- Necklace – Only one is authorized and shall not be visible while in uniform.
- Watch/Bracelet – One close-fitting watch/ bracelet is permitted per arm.

**Sunglasses:** Sunglasses shall be conservative in design. Unless needed for a prescription or other medical purpose, sunglasses should not be worn while wearing the Class A uniform. If sunglasses are worn, they should be black and brown in color.

DENVER FIRE DEPARTMENT  
DEPARTMENT DIRECTIVE

<b>Topic No:</b>	<b>1024.00</b>
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<b>Replaces:</b>	<b>Same, dated 05-21-2020</b>

**Topic: Grooming Standards**

**Tattoos:** Tattoos which must be covered while on-duty include:

- Tattoos which are racist, sexist, offensive, or obscene
- Sexually explicit tattoos, or tattoos with offensive/vulgar language and/or illustrations
- Symbols used by known militant, racist, or hate groups
- Tattoos promoting, depicting, identifying, supporting any gang, gang affiliation or activity
- Tattoos which are visible on the face, neck, head, or hands (with the exception of tattoo rings on fingers, still limited to a *total* of two rings per hand)

**Intentional body modification, including but not limited to:** Split or forked tongue, foreign objects inserted under the skin to create an unnatural shape, design, or pattern, enlarged or stretched holes in earlobes are prohibited.

**Dental Veneers:** Dental veneers for the purpose of ornamentation, and dental adornments such as jewels, initials, designs, etc., are prohibited.

## MALE GROOMING STANDARDS

**Hair:** Hair shall not extend below the bottom of the uniform shirt collar or cover more than the upper half of the ear. Ponytails or hair accessories are not authorized while in uniform.

**Sideburns:** Shall be neatly trimmed and shall not interfere with the seal of the SCBA face piece. Sideburns shall not extend below the earlobe and no more than ½” in width.

**Facial Hair:** At the start of the work shift, all areas of the skin that are involved with the seal of the face piece shall be clean shaven. The sealing area of the face piece shall be defined as: all areas of the skin which contact the face or neck seal and the nose cup seal (NIOSH).

Authorized facial hair shall be clean and neatly trimmed. If a mustache is worn, it shall not extend past the jawline and not more than ½” wide. Handlebar/extended moustaches are not allowed. Any uneven growth or a “scrappy” look is not allowed. A single small patch of facial hair just below the lower lip and above the chin is not allowed.

When a member presents documentation to the Administration Division of a diagnosed medical condition such as Pseudofolliculitis Barbae (PFB), the Department will strive to be mindful of each member’s individual needs. Temporary, limited shaving waivers may be granted during treatment. An SCBA facepiece fit test must be passed regardless of a shaving waiver if there is danger of possible exposure to an IDLH environment. All documentation will be on file with the Administration Division if any verification is required.

No Facial hair is allowed, other than the authorized mustaches and sideburns. Final determination remains with the Division Chief of Administration.

DENVER FIRE DEPARTMENT  
DEPARTMENT DIRECTIVE

<b>Topic No:</b>	<b>1024.00</b>
<b>Date:</b>	<b>03-04-2021</b>
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**Topic:** Grooming Standards

**FEMALE GROOMING STANDARDS**

**Hair:** Hair shall be worn in a fashion so that the length does not exceed the bottom of the shoulder blades or be more than 4 inches in bulk (thickness) while in uniform. Hair shall not extend beyond the outside corners of the eyes so as not to obstruct vision, and hair that falls below the clavicle shall be drawn back and secured in a bun, braid, or ponytail for safety. Hair accessories shall be a solid color of navy, black, brown, or plain gold or silver to match the appropriate rank insignia. Hair length must be such that it may be managed and completely covered by a protective hood and must not interfere with donning an SCBA and wearing a facepiece.

**Female members in Class A uniforms:** Hair that falls below the bottom edge of the back of the shirt/coat collar shall be drawn back and secured up and off the shoulders. Hair shall not extend beyond the outside corners of the eyes so as not to obstruct vision. Hair accessories shall be a solid color of navy, black, brown, or plain gold or silver to match the appropriate rank insignia.

**Earrings:** Two ear posts are allowed per ear. The decorative front of the ear post shall not exceed ¼” in diameter. The ear post may be silver or gold in color, or may have a clear gemstone as the decorative front. Hoop or half hoops are not allowed.

**Nail Polish:** Colored polish is authorized except for the color black and neon colors. With the exception of a natural-colored French manicure, fingernails shall be solid in color and shall not be airbrushed or adorned. Patterns, chips, or sparkles are not authorized. Final determination on acceptable nail colors will be made by the Division Chief of Administration.

**DENVER FIRE DEPARTMENT**  
**DEPARTMENT DIRECTIVE**

<b>Topic No:</b>	<b>1026.00</b>
<b>Date:</b>	<b>10-18-2022</b>
<b>Approved:</b>	<i>KV</i>
<b>Review Date:</b>	<b>10-18-2025</b>
<b>Replaces:</b>	<b>Same, dated 05-21-12</b>
<b>Reference:</b>	<b>Local 858 CBA Article XVIII – Section 11</b>

**Topic: Bereavement Leave**

**PURPOSE:** To outline the conditions under which the Department will allow time for members to be with their families after the death of a member of their immediate family or household.

**SCOPE:** Applies to all uniformed members of the Denver Fire Department

Bereavement leave is granted under the following conditions and requirements:

- A. The member shall notify his/her supervisor and the Administration Division indicating who died, the deceased's relationship to the member, when and where the death occurred, and the anticipated duration of his/her absence. If circumstances arise, verification of the death may be required.
- B. Upon proper notification to the Department, a fire fighter shall be granted authorized absence from duty because of the death of a member of the fire fighter's immediate family, which includes the fire fighter's husband, wife, mother, father, mother-in-law, father-in-law, stepfather, stepmother, child, stepchild, brother, sister, brother-in-law, sister-in-law, grandparent, grandchild, spousal equivalent as defined by the City, or other person residing within the immediate household. Such absence shall not exceed five (5) consecutive calendar days unless the Chief or his/her designee grants additional leave. Authorized bereavement leave for an immediate family member will not be charged against the fire fighter's accumulated sick or vacation leave.
- C. Bereavement Leave must be utilized within one year (365 days) of the family members death.
- D. Upon proper notification to the Department, at the discretion of the Chief or his/her designee, a fire fighter may be granted authorized absence from duty because of the death of a relative other than an immediate family member. Such absence shall not exceed one (1) calendar day and may only be granted if staffing is available. Any granted leave should not have a negative financial or operational impact to the City.
- E. It is the member's responsibility to obtain approval from the Chief of the Department or his/her designee for any additional leave **prior** to being absent from duty beyond the calendar days permitted.
- F. All event details, special events, wildland, testing assignments, overtime or any other type of work outside of the regular schedule, in addition to time trades must be canceled by the requesting member prior to Bereavement Leave approval.
- G. When any member advises his/her supervisor of a death in the immediate family and they request to use their Bereavement Leave benefit, **the supervisor shall:**

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<b>Replaces:</b>	<b>Same, dated 05-21-12</b>
<b>Reference:</b>	<b>Local 858 CBA Article XVIII – Section 11</b>

**Topic: Bereavement Leave**

1. Notify the Administration Division and give all pertinent information, specifying the relationship of the deceased to the member.
2. Inform the member of Department resources available to assist her/him, i.e., Chaplain, Psychologist, Peer Support Group, HRB, etc.
3. Verify no event detail, special event, wildland, testing assignments, overtime or any other type of work outside of the regular schedule, in addition to time trades are scheduled during the bereavement time span, and properly enter the absence in TeleStaff.

DENVER FIRE DEPARTMENT  
DEPARTMENT DIRECTIVE

Topic No:	1027.00
Date:	01-24-2022
Approved:	JAV
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Replaces:	Same, dated 08-14-12

Topic: Court Leave / Jury Duty

## I. OVERVIEW

Any employee of the Fire Department who receives a summons or subpoena is required by law to appear as directed. This Directive details the responsibilities and obligations of the employee regarding leave, and the compensation for services performed as a witness or when required to report for jury duty.

The employee must ensure proper absence information has been entered into TeleStaff and, in all cases, make their supervisor aware of the pending absence and provide a copy of the jury summons or subpoena to the Administration Division prior to the appearance. Shift Commander, District Chief or DFD Administrative personnel may enter leave.

## II. MEMBER RESPONSIBILITIES AND COMPENSATION

- A. A Fire Department employee who is ordered to report for jury duty shall be granted court leave for such time as their service as a juror is required by the Jury Commissioner or Court.
- B. The employee shall receive their regular Fire Department salary when on jury duty during their scheduled work shift provided:
  1. The employee is excused by the Commissioner or the Court and returns to finish the remainder of their work shift.
  2. The employee is assigned to a trial that will be completed on the day the employee reports for jury service and the employee returns to finish the remainder of their work shift.
- C. If an employee is assigned to a trial that will last more than one day, the employee is NOT required to return to complete the work shift on the initial day of service, but IS required to finish the remainder of the work shift if the trial ends on a scheduled work shift.
- D. If an employee is assigned to a trial that is in recess for a weekend and the member is scheduled to work on Friday, they MUST work the remainder of the shift on Friday. If scheduled for Saturday, they must work the full shift. If the employee is scheduled to work on a Sunday and the trial will continue Monday, the employee MUST work on Sunday until 2000 hours.

DENVER FIRE DEPARTMENT

DEPARTMENT DIRECTIVE

Topic No:	1027.00
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Topic: Court Leave / Jury Duty

- E. Any jury fees (except mileage) received while serving as a juror during normally scheduled Fire Department work hours must be forwarded to the Fire Department Director of Finance. Checks are to be endorsed payable to the Manager of Revenue.
- F. A member performing jury service during non-duty hours shall be entitled to retain fees received for that service but is not entitled to overtime.
- G. An employee working overtime or who is assigned to act in a higher rank for an employee on court or jury leave will revert to their normal position when the serving member returns.

**III. COURT APPEARANCE**

- A. A member who is subpoenaed, ordered, or requested by the Chief of Department to appear as a participant in a case resulting directly from the discharge of their duties as a Department member, to appear as a witness in Department disciplinary proceedings, or for criminal or civil cases where they have no personal interest and are not a party litigant, shall be granted time away from Department duties/work shift to appear. However, the member must return to their assigned unit to complete the work shift when their services as a witness are no longer required. Members required by request or order of the Chief, or by subpoena, to appear on a non-workday will be compensated per the rules in effect at the time of the appearance.
- B. A member who is subpoenaed to appear in any administrative, civil, or criminal court proceeding where they are a party litigant or a member of a class or organization which is a party litigant (member is suing or being sued in non-Department/non-City matters) during their assigned work shift shall be allowed time to appear as required, but all time absent during duty hours shall be deducted from the member's accrued vacation or sick leave. Members will not be compensated for appearances in such matters on non-workdays.
- C. An employee who receives a subpoena to appear on their work shift shall immediately notify their supervisor to allow sufficient time for the Department to meet staffing needs.
- D. An employee who receives a subpoena is expected to appear as ordered. Leave and/or days off shall not relieve the employee of that responsibility.
- E. If an employee receives a subpoena and is notified that they are to be placed on-call, they must abide by the terms of the on-call status.



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<b>Topic No:</b>	<b>1027.00</b>
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<b>Approved:</b>	<i>JAV</i>
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<b>Replaces:</b>	<b>Same, dated 08-14-12</b>

**Topic: Court Leave / Jury Duty**

- F. Off-duty employees who are on-call shall not receive overtime or other compensation during the time they are on-call.
- G. A member subpoenaed to court on a City case must arrive at least 15 minutes prior to the time designated on the subpoena and notify the prosecuting attorney of their arrival.
- H. When subpoenaed to court on Department-related matters:
  - 1. Uniform personnel shall appear in Class-A uniform and shall meet all Department regulations regarding personal appearance.
  - 2. The employee may contact the Fire Investigation Division, if appropriate, and request non-legal guidance regarding the appearance and any information available concerning the case.
  - 3. The employee shall take steps to re-familiarize themselves with the incident prior to appearing in court.
  - 4. A member appearing in court for matters not related to their employment or City interests shall NOT appear wearing any part of the Fire Department uniform, even at the request of the attorney or entity who requested the subpoena.

DENVER FIRE DEPARTMENT

DIRECTIVE

Topic: Modified Duty Assignment Air/Light

Topic No:	1028.00
Date:	01-24-2022
Approved:	JAV
Review Date:	01-24-2024
Replaces:	Same, dated 06-22-17
Reference:	1010.01 Driver Safety Program and Operator Classifications 1028.00a Modified Duty Assignment Air/Light Driver Responsibility Signature Form 1028.00b Modified Duty Assignment Air/Light House Policy Signature Form 2111.11 SOG Firefighter Rehabilitation During Emergency Incidents

**PURPOSE:** To establish a procedure by which Fire Department members who are injured in the line of duty may be eligible for assignment to the Air/Light Apparatus and define the responsibilities of assigned members.

**SCOPE:** Applies only to members injured Line of Duty (LOD) with qualifying restrictions and who are in possession of either a DFD Class 2, Class 3 or Class 4 license with an unrestricted Colorado driver’s license. See 1010.01 Driver Safety Program and Operator Classifications.

**OVERVIEW**

1. The Air/Light is part of the Denver Fire Department Fleet and is **not** authorized for personal errands; members are authorized to attend medical appointments that have been set up through a worker’s compensation physician (COSH or Concentra) or DFD Physical Therapy.
2. Assignments to the Air/Light will be at the sole discretion of the Administration Division.
3. These assignments will be based upon seniority, relevant qualifications that can assist specific Divisions, and injury restrictions given by the individual’s physician.
4. Any driving restrictions will eliminate the individual from consideration.
5. The assigned individual will agree and verify, via signed document, that they will not violate stated injury restrictions under any circumstance.
6. Air/Light personnel cannot be “bumped” by future Modified Duty personnel regardless of seniority and/or rank.
7. Air/Light personnel will be available during working hours for special projects as determined by the Shift Commander, Operations Division Assistant Chief, Special Operations Assistant Chief, and the Administration Division unless dispatched **non-emergent** to an incident.
8. The Air/Light is housed at and responds from Station 16; assigned personnel will be supervised by the on-duty Truck 16 Company Officer.
9. Air/Light personnel will be required to adhere to the House Policy as determined by the House Captain of Station 16.

DENVER FIRE DEPARTMENT

DIRECTIVE

Topic: Modified Duty Assignment Air/Light

Topic No:	1028.00
Date:	01-24-2022
Approved:	JAV
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Replaces:	Same, dated 06-22-17
Reference:	1010.01 Driver Safety Program and Operator Classifications 1028.00a Modified Duty Assignment Air/Light Driver Responsibility Signature Form 1028.00b Modified Duty Assignment Air/Light House Policy Signature Form 2111.11 SOG Firefighter Rehabilitation During Emergency Incidents

**DRIVER'S RESPONSIBILITIES**

1. Member shall have all PPE available for use at all times.
2. Report to Officer on Truck 16 and the off-going Air/Light Driver for a debriefing at shift change. Shift Commander will contact Truck 16 Officer to assign special project assignments to Air/Light driver as needed.
3. Receive training on the all components of the Air/Light including the cascade filling process, bottle refilling process, use of the light towers, etc., from Station 16 personnel.
4. Become familiar with the Air/Light daily apparatus safety and maintenance requirements (per Station 16 inventory and maintenance check sheet).
5. Perform company level fire inspections as directed by the Operations Assistant Chief and/or the Special Operations Assistant Chief at the discretion of the Shift Commander.
6. The Air/Light will be responsible for annual mask fit testing of all members assigned to suppression. These responsibilities include:
  - a. Receiving mask fit training from the Repair Shop SCBA Technician
  - b. Maintaining a roster of all suppression members, including annual fit testing dates and mask details
7. Respond **non-emergent** when dispatched to assume the Rehab Group Supervisor role as directed by the Incident Commander.
8. Read SOG 2111.11 Firefighter Rehabilitation During Emergency Incidents.
9. Read and sign 1028.00a Modified Duty Assignment Air/Light Driver Responsibility Signature Form.
10. Read and sign 1028.00b Modified Duty Assignment Air/Light House Policy Signature Form.

Assignment of Modified Duty Personnel to the Air/Light shall in no way be cause for violation of work restrictions. **Members on Modified Duty that are assigned to the Air/Light and dispatched non-emergent to an incident are only permitted to drive the apparatus to the fire and/or refill location, operate the cascade system, and implement Rehab as directed by the Incident Commander. Modified Duty personnel shall inform the Incident Commander of any work restrictions that would prohibit them from completing an assigned task.**

DENVER FIRE DEPARTMENT

DIRECTIVE

Topic: **Modified Duty Assignment Air/Light  
Driver Responsibility Signature Form**

<b>Topic No:</b>	<b>1028.00a</b>
<b>Date:</b>	<b>01-24-2022</b>
<b>Approved:</b>	<i>JAV</i>
<b>Review Date:</b>	<b>01-24-2024</b>
<b>Replaces:</b>	<b>Same, dated 06-22-17</b>
<b>Reference:</b>	<b>1010.01 Driver Safety Program and Operator Classifications 1028.00 Modified Duty Assignment Air/Light 1028.00b Modified Duty Assignment Air/Light House Policy Signature Form 2111.11 SOG Firefighter Rehabilitation During Emergency Incidents</b>

**PURPOSE:** To establish a procedure by which Fire Department members who are injured in the line of duty may be eligible for assignment to the Air/Light Apparatus and define the responsibilities of assigned members.

**SCOPE:** Applies only to members injured in the Line of Duty (LOD) with qualifying restrictions and are in possession of either a DFD Class 2, Class 3 or Class 4 license with an unrestricted Colorado driver's license. See 1010.01 Driver Safety Program and Operator Classifications.

**OVERVIEW**

1. The Air/Light is part of the Denver Fire Department Fleet and is **not** authorized for personal errands; members are authorized to attend medical appointments that have been set up through a workers' compensation physician (COSH or Concentra) or DFD Physical Therapy.
2. Assignments to the Air/Light will be at the sole discretion of the Administration Division.
3. These assignments will be based upon seniority, relevant qualifications that can assist specific Divisions, and injury restrictions given by the individual's physician.
4. Any driving restrictions will eliminate the individual from consideration.
5. The assigned individual will agree and verify, via signed document, that they will not violate stated injury restrictions under any circumstance.
6. Air/Light personnel cannot be "bumped" by future Modified Duty personnel regardless of seniority.
7. Air/Light personnel will be available during working hours for special projects as determined by the Shift Commander, Operations Division Assistant Chief, Special Operations Assistant Chief, and the Administration Division unless dispatched **non-emergent** to an incident.
8. The Air/Light is housed at and responds from Station 16; assigned personnel will be supervised by the on-duty Truck 16 Company Officer.
9. Air/Light personnel will be required to adhere to the House Policy as determined by the House Captain of Station 16.

DENVER FIRE DEPARTMENT

DIRECTIVE

Topic: Modified Duty Assignment Air/Light Driver Responsibility Signature Form

Topic No:	1028.00a
Date:	01-24-2022
Approved:	JAV
Review Date:	01-24-2024
Replaces:	Same, dated 06-22-17
Reference:	1010.01 Driver Safety Program and Operator Classifications 1028.00 Modified Duty Assignment Air/Light 1028.00b Modified Duty Assignment Air/Light House Policy Signature Form 2111.11 SOG Firefighter Rehabilitation During Emergency Incidents

**DRIVER'S RESPONSIBILITIES**

1. Member shall have all PPE available for use at all times.
2. Report to Truck16's Officer and the off going Air/Light Driver for a debriefing at shift change. Shift Commander will contact Truck 16 Officer to assign special project assignments to Air/Light driver as needed.
3. Receive training on the all components of the Air/Light including the cascade filling process, bottle refilling process, use of the light towers, etc., from Station 16 personnel.
4. Become familiar with the Air/Light daily apparatus safety and maintenance requirements (per Station 16 inventory and maintenance check sheet).
5. Perform company level fire inspections as directed by the Operations Assistant Chief and/or the Special Operations Assistant Chief at the discretion of the Shift Commander.
6. The Air/Light will be responsible for annual mask fit testing of all members assigned to suppression. These responsibilities include:
  - a. Receiving mask fit training from the Repair Shop SCBA Technician.
  - b. Maintaining a roster of all suppression members including annual fit testing dates and mask details.
7. Respond **non-emergent** when dispatched to assume the Rehab Group Supervisor role as directed by the Incident Commander.
8. Read SOG 2111.11 Firefighter Rehabilitation During Emergency Incidents.

Assignment of Modified Duty Personnel to the Air/Light shall in no way be cause for violation of work restrictions. **Members on Modified Duty that are assigned to the Air/Light and dispatched non-emergent to an incident are only permitted to drive the apparatus to the fire and/or refill location, operate the cascade system, and implement Rehab as directed by the Incident Commander. Modified Duty personnel shall inform the Incident Commander of any work restrictions that would prohibit them from completing an assigned task.**

DENVER FIRE DEPARTMENT

DIRECTIVE

**Topic: Modified Duty Assignment Air/Light  
Driver Responsibility Signature Form**

<b>Topic No:</b>	<b>1028.00a</b>
<b>Date:</b>	<b>01-24-2022</b>
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<b>Review Date:</b>	<b>01-24-2024</b>
<b>Replaces:</b>	<b>Same, dated 06-22-17</b>
<b>Reference:</b>	1010.01 Driver Safety Program and Operator Classifications 1028.00 Modified Duty Assignment Air/Light 1028.00b Modified Duty Assignment Air/Light House Policy Signature Form 2111.11 SOG Firefighter Rehabilitation During Emergency Incidents

**MY SIGNATURE ON THIS DOCUMENT INDICATES THAT I AM AWARE OF AND HAVE AGREED TO ABIDE BY ALL TERMS WRITTEN HEREIN.**

**MEMBER'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**TRUCK 16 OFFICER SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SHIFT COMMANDER SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**DFD ADMINISTRATIVE SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

DENVER FIRE DEPARTMENT

DIRECTIVE

Topic: Modified Duty Assignment Air/Light House Policy Signature Form

Topic No:	1028.00b
Date:	01-24-2022
Approved:	JAV
Review Date:	01-24-2024
Replaces:	New
Reference:	1028.00 Modified Duty Assignment Air/Light 1028.00a Modified Duty Assignment Air/Light Driver Responsibility Signature Form 2111.11 SOG Firefighter Rehabilitation During Emergency Incidents

**PURPOSE:** House Policy for Air/Light apparatus.

**SCOPE:** Fire Station and personnel where Air / Light is assigned (currently Station 16).

**I. WELCOME**

- This Policy is put in place to establish the standards and responsibilities of the personnel assigned to the Air/Light.
- Members assigned to the Air/Light must possess either a DFD Class 2, Class 3, or Class 4 license with an unrestricted Colorado driver's license.
- Members assigned to the Air/Light are under the direct supervision of the Truck 16 Officer on their shift regardless of rank. The back-up officer to reporting will be the Engine 16 Officer on their shift.
- Personnel assigned to the Air/ Light will be regarded as a member of Station 16 although they are assigned to HRB on Modified Duty.
- Members assigned to the Air/Light are required to complete Denver Fire Department Directive attachment 1028.00a Modified Duty Assignment Air/Light Driver Responsibility Signature Form with the Officer on Truck 16 and take to the Shift Commander for approval. The signed form will be on file at HRB.

**II. AIR/LIGHT DUTIES**

- Personnel will be required to have **all PPE with them at all times** while assigned to the Air/Light. This will include bunking gear, helmet, station and work boots, safety glasses, and any other PPE that would be required when working in the Operations Division.
- On their first shift, members will be trained in the use of the cascade system and deployment of the lights on the apparatus by members of Station 16. They will also be trained in all operations concerning the apparatus to include driving the Air/Light and familiarize themselves with the apparatus. Any questions regarding the operation can be directed to the members of Station 16 at that time.
- Personnel will be required to follow the Station 16 Air/Light policy concerning daily maintenance and weekly rig day to include inventory of the apparatus. If any concerns arise, the member is expected to contact their immediate supervisor who is the Officer of Truck 16 on their shift.
- The use of the Air/Light for personnel errands is prohibited.

DENVER FIRE DEPARTMENT

DIRECTIVE

**Topic: Modified Duty Assignment Air/Light House Policy Signature Form**

<b>Topic No:</b>	<b>1028.00b</b>
<b>Date:</b>	<b>01-24-2022</b>
<b>Approved:</b>	<i>JAV</i>
<b>Review Date:</b>	<b>01-24-2024</b>
<b>Replaces:</b>	<b>New</b>
<b>Reference:</b>	<b>1028.00 Modified Duty Assignment Air/Light 1028.00a Modified Duty Assignment Air/Light Driver Responsibility Signature Form 2111.11 SOG Firefighter Rehabilitation During Emergency Incidents</b>

- Personnel are required to respond to both emergent and non-emergent operations. Code-10 responses are prohibited, and only Code-9 responses are acceptable. The emergency lights are for use only when arriving and operating at an emergency scene.

**III. STATION 16 HOUSE DUTIES**

- Personnel assigned to the Air/Light are required to adhere to all Station 16 policies and schedules.
- The Air/Light member is responsible for cleaning the Computer and Public restroom. This includes sweeping and wet mopping the floors as well as sink and toilet.
- Personnel are also required to assist members during weekly housework to include but not limited to Kitchen-day, Basement-day, and Shower-day.
- Personnel are expected to participate in the daily league and help with preparation and cleaning of the kitchen after each meal.
- Parking for members is available on the South & West side of the Firehouse.
- Members of the Air/Light will be given a bed and locker to use by the members of Station 16.
- Personnel are required to pay into the House Bill. The rate of participation will be \$2.00 a day or \$25.00 a month depending on the length of assignment. One month will be qualified as a 30-day period.

**IV. MEMBER RESPONSIBILITIES**

- Members assigned to the Air/Light are to observe the work hours in the Operations Division.
- Members will be expected to notify their supervising Officer immediately if any assigned task violates their work restrictions. HRB will be consulted to verify individual capabilities.
- Members will be required to complete any special projects assigned to them by their supervising Officer or HRB. This will include assisting Station 16 with their annual inspections and will work with the Officer of Truck 16 to accomplish this task.
- Members will notify and coordinate all appointments with their supervising Officer.
- Members shall monitor the radio when on the air and be able to respond to any incident upon request of the IC or Dispatch.
- Respond non-emergent when dispatched to assume the Rehab Group Supervisor role as directed by the Incident Commander.
- Read SOG 2111.11 Firefighter Rehabilitation During Emergency Incidents.



**DENVER FIRE DEPARTMENT**

**DIRECTIVE**

**Topic: Modified Duty Assignment Air/Light House Policy Signature Form**

<b>Topic No:</b>	<b>1028.00b</b>
<b>Date:</b>	<b>01-24-2022</b>
<b>Approved:</b>	<i>JAV</i>
<b>Review Date:</b>	<b>01-24-2024</b>
<b>Replaces:</b>	<b>New</b>
<b>Reference:</b>	<b>1028.00 Modified Duty Assignment Air/Light 1028.00a Modified Duty Assignment Air/Light Driver Responsibility Signature Form 2111.11 SOG Firefighter Rehabilitation During Emergency Incidents</b>

The Air/Light is an integral part of the Denver Fire Department, providing the necessary items to support an incident when needed. Along with the air and lights from the Air/Light, we also provide water and Gatorade to the members during rehab. By supporting this activity, we instill confidence in our members through support at an incident. We expect the same professionalism from you as you would exhibit as a member of the Denver Fire Department. We value and appreciate your commitment to excellence and look forward to success.

Station 16

\_\_\_\_\_  
Member Signature Date:

\_\_\_\_\_  
Truck 16 Officer Signature Date:

DENVER FIRE DEPARTMENT

DIRECTIVE

Topic: Modified Duty

Topic No:	1028.01
Date:	05-20-2022
Approved:	KV
Review Date:	05-20-2025
Replaces:	Same, dated 01-24-2022
Reference:	1054.00 Re-Kindle 1058.00 Performance Evaluation 1059.00 Firefighter Return to Active Suppression Program

**PURPOSE:** To define how a member is assigned to and released from a modified duty position.

**SCOPE:** Applies to all uniformed Denver Fire Department Personnel

**I. MODIFIED DUTY ASSIGNMENT**

Modified duty is a short term-term employment position available to members who have been injured in the line of duty. When a member has been placed on restrictions by a Workers' Compensation doctor that do not allow the member to work in suppression, that member shall report to the Administration Division for a modified duty assignment.

**II. CHAIN OF COMMAND**

The Administration Division will manage all modified duty positions. The modified duty member will be considered in the Administration Division's chain of command, even if the modified duty position and their direct supervisor are in another division.

**III. RIGHTS OF MANAGEMENT**

The modified duty assignment is considered a right of management and can be changed at any time based upon the needs of the Denver Fire Department.

**IV. SCHEDULE**

All modified duty schedules will be five (5) eight (8) hour days, Monday through Friday. Any deviation from this schedule will need the approval of the Chief of the Department or designee. A member is assigned to a forty-hour a week modified duty environment unless assigned to the Air/Light Apparatus. Air/Light will remain on a forty-eight-hour environment. With the exception of any conflicts with the use of FML, members are required to use all vacation time as previously scheduled by the vacation pick process while assigned to modified duty.

DENVER FIRE DEPARTMENT

DIRECTIVE

Topic: Modified Duty

Topic No:	1028.01
Date:	05-20-2022
Approved:	KV
Review Date:	05-20-2025
Replaces:	Same, dated 01-24-2022
Reference:	1054.00 Re-Kindle 1058.00 Performance Evaluation 1059.00 Firefighter Return to Active Suppression Program

**V. RETURN TO ACTIVE SUPPRESSION FROM MODIFIED DUTY**

When a member has been released from medical restrictions from a Workers' Compensation doctor and has been on modified duty for 180 days or less, they will return to their regularly scheduled shift immediately, even if this is the same day as being released.

When a member has been released from medical restrictions from a Workers' Compensation doctor and has been on modified duty in excess of 180 days, they shall complete the Re-Kindle process as outlined in Department Directive 1054.00 Re-Kindle, which includes passing the Performance Evaluation Test (PE), Department Directive 1058.00, prior to returning to active suppression.

When a member has been out of active suppression for 24 months or longer, prior to return to suppression they are required to complete items outlined in Department Directive 1059.00 Firefighter Return to Active Suppression Program.

In the event a member is unable to complete or pass the Physical Evaluation Test and has been released from medical restrictions by a Workers' Compensation doctor, they will not be allowed to return to active suppression. The member will be reassigned to the Training Division under the supervision of the Health and Wellness Coordinator (refer to Directive 1058.00, Evaluation Outcomes, Sections #2 and #3).

DENVER FIRE DEPARTMENT

DIRECTIVE

Topic: Maternity Policy

Topic No:	1033.00
Date:	05-06-19
Approved:	TAB
Review Date:	05-06-21
Replaces:	Same, dated 04-27-18

**PURPOSE:** To outline the resources available to members experiencing maternity

**SCOPE:** Applies to all applicable uniformed members

**PROCEDURE:**

There is no requirement to disclose a pregnancy.

Members are encouraged to contact the Administration Division at (720) 913-3545 at the onset of pregnancy to obtain a copy of the Family Medical Leave Act provisions and to obtain forms for requesting Family Medical Leave.

**I. TRANSFER DIRECTIVE ADDITION**

If a member wishes to request a transfer due to maternity, they will submit a written request through their chain of command to the Administration Division. The member must disclose any physical limitations or restrictions and list previous work history, skills, and preferences that may assist with making an appropriate assignment. The member can be immediately assigned to the Administration Division until a modified assignment can be determined. Transfers considered under this Policy shall supersede seniority requested transfers on file and transfer policy timelines shall be waived. The position vacated by the member that has been granted a maternity transfer shall be held for the member for up to one year. A member who has been accommodated due to maternity is not required to fulfill the support position transfer time commitments as outlined in the **Transfer Directive**. A member who has been accommodated due to maternity may request a transfer (through My DFD and an email to the Division Chief of Administration through the member's chain of command) to a suppression assignment when the requirements of the **Return to Active Suppression Directive** have been met (if the member has been out of active suppression for more than 24 months).

The Administration shall consider the following when placing a member who is requesting a transfer due to maternity:

1. An alternate duty position or support service position within the Denver Fire Department
2. Assignment to the Administration Division if no support assignments are available at the time of application

DENVER FIRE DEPARTMENT

DIRECTIVE

Topic: Maternity Policy

Topic No:	1033.00
Date:	05-06-19
Approved:	TAB
Review Date:	05-06-21
Replaces:	Same, dated 04-27-18

**II. UNIFORM DIRECTIVE ADDITION**

A member who is experiencing a pregnancy will receive an additional 50 points toward their uniform allotment when approved by the Division Chief of Administration.

Members who are experiencing a pregnancy or postpartum and are assigned to a support position are authorized to wear:

- Black socks
- Black shoes (shoes do not need to be leather nor need to have a safety toe)
- Navy blue pants (pants do not have to be issued by the Warehouse)
- A black belt is optional
- DFD T-shirt or Polo (shirts do not have to be tucked in)

Members who are experiencing a pregnancy and whose assignment does not interface with the public are authorized to wear civilian maternity clothing.

Members who are postpartum breastfeeding mothers are encouraged to request a meeting with the Division Chief of Administration, an Admin representative, Shift Commander, and District Chief to discuss support needs while assigned to Operations.

Members will be given a reasonable amount of time and occurrences during their shift to accommodate nursing/lactation support, regardless of the length of the shift. Any nursing employee will be provided a location, other than a bathroom, that is shielded from co-workers and free from intrusion by co-workers or the public, to express breast milk.

Members working in the Operations Division shall have the ability to go out of service or run short while a member is expressing breast milk and must coordinate through their Chain of Command to the District Chief.

**III. STATE and FEDERAL POLICY**

The Denver Fire Department shall follow:

29 U.S.C.207(r) of the Fair Labor Standards Act – Break Time for Nursing Mothers Provision;

CO Revised Statute 24-34-402.3 Prohibition of discrimination – pregnancy, childbirth, and related conditions – reasonable accommodations required – notice of rights – definitions; and

C.R.S. 8-13.5.101 et seq. – Workplace accommodations for nursing mothers.

**DENVER FIRE DEPARTMENT**  
**DEPARTMENT DIRECTIVE**

<b>Topic No:</b>	<b>1035.00</b>
<b>Date:</b>	<b>01-24-2022</b>
<b>Approved:</b>	<i>JAV</i>
<b>Review Date:</b>	<b>01-24-2024</b>
<b>Replaces:</b>	<b>Same, dated 05-06-15</b>

**Topic: Department Facility Visits**

**PURPOSE:** To explain the Department’s policy regarding visitors to Department stations and facilities.

**SCOPE:** Applies to all Denver Fire Department personnel

**INVITATIONS TO FIRE STATIONS AND DEPARTMENT FACILITIES**

Invitations for visits/meals:

- A. Will be monitored by Company Officer.
- B. Curfew will be 2200 hours; or may be sooner at the discretion of the Company Officer. For visits after 2200 to 0000 hours, the District/Assistant Chief must be notified.
- C. No civilian, unless approved by Operations Division per the Ride-Along Policy, will be allowed on apparatus responding to an incident or during day-to-day operations (i.e., shopping, inspections).
- D. No civilian overnights are allowed in any fire department facility. Exceptions will be given to civilians over 18 years of age participating in ride-alongs and only with the approval of the respective Division Chief or his/her designee. The District/Assistant Chief must be notified.
- E. All visitors to fire department facilities under 18 years of age must be accompanied by an adult if visiting a member on-duty.
- F. Parental custody exchanges will not be allowed to take place in any fire station or City property while on-duty.
- G. No Civilian visits allowed to fire stations at any time when dealing with a high number of illnesses in the community (Flu, COVID-19, etc.) as directed by the Public Health Order from the Denver Department of Public Health & Environment.

**DENVER FIRE DEPARTMENT**  
**DEPARTMENT DIRECTIVE**

<b>Topic No:</b>	<b>1036.00</b>
<b>Date:</b>	<b>11-17-2021</b>
<b>Approved:</b>	<i>JAV</i>
<b>Review Date:</b>	<b>11-17-2023</b>
<b>Replaces:</b>	<b>Same, dated 05-07-15</b>

**Topic: Political Activities While On-Duty**

**PURPOSE:** To explain the Department's policy regarding political activities while on-duty

**SCOPE:** Applies to all Denver Fire Department personnel

**OVERVIEW:**

The Denver Fire Department recognizes that employees may get involved in local, state, and national political activities. It is the policy of the Denver Fire Department not to interfere with political activities engaged in outside of work hours, and in a member's personal capacity. However, the DFD prohibits members from engaging in political activities while on-duty.

**POLICY:**

The Department prohibits the following practices on City premises during work hours:

- A. Soliciting monetary political contributions from any officer or employee;
- B. Soliciting any contribution of services or resources for political purposes from any officer or employee;
- C. Taking any personnel action or making any promise or threat of action with regard to any employee because of the giving or the withholding of a political contribution or service;
- D. Engaging in solicitation or politically motivated behavior that is harassing or discriminatory; or
- E. Using employer resources for political purposes.

Members are not permitted to spend work time involved in campaign activities. Members also are prohibited from using City facilities and/or resources in connection with any campaign or other political activities. City resources include, but are not limited to: telephones, email, fax machines, interoffice mail, voice mail, photocopiers, and office supplies. Members are not permitted to use DFD equipment, logos, badges, or other insignia in connection with any political campaign including, but not limited to: campaigns for elected positions, ballot issues, constitutional amendments, and proposed legislation.

**Questions concerning this policy may be directed to Safety HR or to the Division Chief of Administration.**

DENVER FIRE DEPARTMENT

DEPARTMENT DIRECTIVE

<b>Topic No:</b>	<b>1037.00</b>
<b>Date:</b>	<b>05-06-2021</b>
<b>Approved:</b>	<i>JAV</i>
<b>Review Date:</b>	<b>05-06-2021</b>
<b>Replaces:</b>	<b>Same, dated 07-10-2015 (was named DFD Hazing, Harassment, Retribution Policy)</b>

**Topic: DFD Discrimination, Hazing, Harassment, and Retaliation Policy**

**PURPOSE:** The Denver Fire Department is committed to maintaining a work environment free of discrimination, hazing, harassment, and retaliation. Behavior may violate this policy even if it would not constitute a violation of federal, state, and/or local law. This policy applies to all Department employees.

**SCOPE:** It is the shared obligation of all employees and employee organizations to act individually and jointly to prevent or defuse actual or implied destructive behavior at work. It is the goal of the Denver Fire Department to rid work sites of destructive behavior or the threat of such behavior.

For purposes of this policy, definitions are as follows:

**Appropriate Supervisor:** Can include immediate supervisor, anyone in the chain of command, or Administrative Division Chief. It is the responsibility of the “appropriate supervisor” to report the allegation immediately to the Administration Division at Denver Fire Department Headquarters.

**Cyberbullying:** 1) Harassment that takes place over digital devices like cell phones, computers, and tablets. 2) Includes sending, posting, or sharing negative, harmful, false, or misleading content about someone else. 3) Can include sharing personal or private information about someone else causing embarrassment or humiliation. 4) Can cross the line into unlawful or criminal behavior.

**Discrimination:** Discrimination occurs when an employee or appointee experiences an adverse work environment or adverse employment action based on one or more Protected Characteristics of the employee.

**Harassment:** Unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age, disability, or genetic information.

**Hazing:** 1) To persecute or harass with meaningless, difficult, or humiliating tasks. 2) To initiate, as into any group or organization, by exacting humiliating performances from, or playing rough practical jokes upon.

**Protected Characteristics:** Race, color, religion, creed, national origin/ancestry, sex, sexual orientation, transgender status, gender identity and expression, disability, genetic information, military status, age, marital status, political affiliation, pregnancy or related condition, or any other status protected under federal, state, and/or local law.

**Retaliation:** Retaliation is conduct taken against an employee because the employee has, in good faith, reported violations, assisted in any investigation, or otherwise engaged in any protected activity of this policy. Retaliation can include, but is not limited to, such acts as disciplining an employee, giving an employee a negative performance evaluation, refusing to recommend an individual for a position for which he or she qualifies, giving an employee a less desirable job assignment, spreading rumors about an individual, encouraging hostility from co-workers, and escalating harassment.



DENVER FIRE DEPARTMENT

DEPARTMENT DIRECTIVE

Topic: **DFD Discrimination, Hazing, Harassment, and Retaliation Policy**

Topic No:	1037.00
Date:	05-06-2021
Approved:	JAV
Review Date:	05-06-2021
Replaces:	Same, dated 07-10-2015 (was named DFD Hazing, Harassment, Retribution Policy)

**Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual or physical nature. **Refer to Department Directive 1021.00, Sexual Harassment Policy, for detailed information and procedures relating specifically to sexual harassment.**

### REPORTING DISCRIMINATION AND HARASSMENT

When an employee has a complaint or observes an act of **discrimination, hazing, harassment, or retaliation** at work, the employee shall, if they are comfortable doing so, make it clear to all involved persons that such behavior is offensive and should be discontinued. In addition, the employee shall bring the matter to the appropriate supervisor's attention. The supervisor shall investigate the complaint and immediately contact the Internal Affairs Bureau (IAB) for guidance and assistance. In the initial investigation the supervisor or other appropriate official shall look at the totality of the circumstances, such as the nature of the actions and the context in which the alleged incidents occurred. If **discrimination, hazing, harassment, or retaliation** are found to exist, appropriate management and supervisory personnel shall take prompt corrective action. Please refer to Department Directive 1056.00, Corrective Action Procedures, to ensure that the correct procedures are followed.

If the employee is uncomfortable reporting the complaint or if actions of the immediate supervisors do not effectively stop the **discrimination, hazing, harassment, or retaliation**, the affected individual shall contact any of the following: A) Any supervisor inside or outside the chain of command; B) The Internal Affairs Bureau; C) The Human Resources office of the Department Administration Division; D) An employee relations specialist with the Human Resources Division of the Department of Safety; E) The Career Service Authority Employee Relations Unit.

Nothing in this policy precludes an employee from contacting or filing a charge of discrimination or claim with an external agency such as the Equal Employment Opportunity Commission or the Colorado Civil Rights Division.

No employee acting in good faith who reports real or perceived behavior in violation of this policy will be subject to discipline. No employee acting in good faith who reports discrimination, hazing, or harassment, will be subject to retaliation, or harassment, based upon his or her report.

### MANAGEMENT'S RESPONSIBILITY

The Manager's foremost obligation is to ensure the safety of any employee who has been threatened or harmed. Managers are responsible for ensuring a prompt and adequate response to any incident of workplace **discrimination, hazing, harassment, or retaliation**.

Immediate supervisors shall investigate all complaints and/or incidents of workplace **discrimination, hazing, harassment, or retaliation** and take appropriate action.

DENVER FIRE DEPARTMENT

DEPARTMENT DIRECTIVE

Topic: **DFD Discrimination, Hazing, Harassment, and Retaliation Policy**

Topic No:	1037.00
Date:	05-06-2021
Approved:	JAV
Review Date:	05-06-2021
Replaces:	Same, dated 07-10-2015 <i>(was named DFD Hazing, Harassment, Retribution Policy)</i>

Officers shall contact the Internal Affairs Bureau (IAB) for guidance and assistance in all complaints falling under this policy prior to any action being taken. IAB will provide information on procedures and appropriate level of investigation for the nature of the complaint. Allegations of a continuing pattern of misconduct, that involve misconduct of a serious nature, or that involve possible law violations shall be conducted by IAB.

The investigation shall include, at a minimum, an interview of all persons involved, including any witnesses to obtain an accurate account of the incident. The statements of witnesses and others interviewed shall be documented in writing. Advice and assistance in this process will be provided by the Administration Division.

**EMPLOYEE RESPONSIBILITY**

Employees who feel they have been subjected to any of the behaviors listed above or have observed or have knowledge of any violation of this policy should report the incident as set forth above. However, if a situation presents an immediate life threat to the employee or others, the employee is advised to call the Denver Fire Department Dispatcher or Denver Police Department officials for assistance, if it is practical and safe to do so at the time.

**RETALIATION IS PROHIBITED**

No employee will experience any retribution for making a good-faith complaint or for participating in an investigation of an alleged act of discrimination or harassment. However, any employee making a knowingly false accusation may be subject to appropriate disciplinary action. Retaliation should be reported and investigated according to the procedures set forth above.

**DISCIPLINARY ACTION**

Any violation of this policy by employees, including a first offense, may result in disciplinary action, up to and including demotion or dismissal. **Willful failure of a supervisory employee to enforce this policy may result in disciplinary action against the supervisor, up to and including demotion or dismissal.**

DENVER FIRE DEPARTMENT

DIRECTIVE

Topic No:	1037.01
Date:	05-03-2021
Approved:	JAV
Review Date:	05-03-2023
Replaces:	Same, dated 09-16-2019

Topic: Equal Employment Opportunity Policy

**PURPOSE:** To establish the guidelines for Equal Employment Opportunity Policy and Prohibition of Harassment and Discrimination

**SCOPE:** The City and County of Denver is an Equal Employment Opportunity employer. This Department Directive applies to ALL members of the Denver Fire Department, both uniformed and non-uniformed.

It is the policy of the Department of Safety and the Denver Fire Department that its employees (both Civilian and Sworn), contract employees, temporary workers, and applicants for employment, have a right to be free of discrimination, harassment, and retaliation based upon actual or perceived:

- Race (to include hair texture, hair type, or protective hairstyle commonly or historically associated with race, such as braids, locs, twists, tight coils or curls, cornrows, Bantu knots, Afros, and headwraps)
- Color
- Creed
- National Origin
- Ancestry
- Sexual Orientation
- Physical or mental disability
- Age
- Gender/Sex (including pregnancy, childbirth, or caregiver status)
- Marital Status
- Military Status
- Religion
- Political Affiliation
- Or any other basis protected by federal, state, or local law or regulation

## DIRECTIVE

<b>Topic No:</b>	<b>1037.01</b>
<b>Date:</b>	<b>05-03-2021</b>
<b>Approved:</b>	<i>JAV</i>
<b>Review Date:</b>	<b>05-03-2023</b>
<b>Replaces:</b>	<b>Same, dated 09-16-2019</b>

**Topic: Equal Employment Opportunity Policy**

**DEPARTMENT OF SAFETY:**

**EQUAL EMPLOYMENT OPPORTUNITY POLICY AND PROHIBITION OF  
HARRASSMENT AND DISCRIMINATION**

It is the policy of the Department of Safety that its employees (both civilian and sworn), contract employees, temporary workers, and applicants for employment have a right to be free of discrimination, harassment, and retaliation based upon actual or perceived race (to include hair texture, hair type, or protective hairstyle commonly or historically associated with race, such as braids, locs, twists, tight coils or curls, cornrows, Bantu knots, Afros, and headwraps), color, creed, national origin, ancestry, sexual orientation, physical or mental disability, age, gender/sex (including pregnancy, childbirth, or caregiver status), marital status, military status, religion, political affiliation, or any other basis protected by federal, state, or local law or regulation.

- (1) Examples of on-duty or off-duty conduct that could violate this policy include but are not limited to:
  - A. Verbal conduct such as epithets, derogatory comments, slurs, unwanted sexual advances, invitations, or comments;
  - B. Visual conduct such as derogatory posters, photographs, cartoons, drawings, or gestures;
  - C. Physical conduct such as assault, unwanted touching, blocking normal movement, or interfering with work directed at a person because of a protected basis;
  - D. Threats or demands to submit to sexual requests in order to keep a job or avoid some other negative consequence, and offers of job benefits in return for sexual favors;
  - E. Basing an employment decision (such as hiring, promotion, discipline, pay increase, job assignment, or termination) on any of the protected categories identified above; and
  - F. Retaliation for good faith reporting, opposing, or otherwise participating in a complaint or investigation process concerning potential violations of this policy.
  
- (2) Individuals who believe they are being subjected to prohibited discrimination or harassment are strongly urged to make it clear to the offending employee that such behavior is offensive and should be discontinued unless the individual experiencing the alleged misconduct is uncomfortable communicating that to the offending employee.
  
- (3) All Department of Safety employees are required to promptly report potential violations of this policy so that appropriate actions may be taken, subject to the confidentiality requirements of agency peer support programs. Potential violations should be reported to any of the following:
  - A. Any supervisor in the reporting employee's or offending employee's agency or work unit, inside or outside the chain of command;
  - B. The Internal Affairs Bureau for the reporting employee's or offending employee's agency (available twenty-four hours per day, seven days per week);

DENVER FIRE DEPARTMENT

DIRECTIVE

Topic No:	1037.01
Date:	05-03-2021
Approved:	JAV
Review Date:	05-03-2023
Replaces:	Same, dated 09-16-2019

**Topic: Equal Employment Opportunity Policy**

- C. The Human Resources Bureau for the reporting employee's or offending employee's agency;
- D. The Manager of Safety's EEOC Coordinator; and/or
- E. The Career Service Authority Employee Relations Unit.

Nothing in this policy precludes an employee or applicant from contacting or filing a charge of discrimination or claim with an external agency such as the Equal Employment Opportunity Commission or the Colorado Civil Rights Division. Consultation with a peer support or employee group representative shall not constitute reporting of a potential policy violation, nor shall it be considered legal knowledge or notice to the City or Department of Safety.

A report or complaint of discrimination, harassment, and/or retaliation may be made verbally or in writing. Anonymous reports/complaints will also be accepted and evaluated for further investigation. Any person reporting a potential violation of this policy or otherwise participating in the complaint or investigation process should understand that confidentiality will be maintained to the extent possible but that absolute confidentiality and anonymity cannot be guaranteed.

- (4) Supervisors and managers who become aware, by any formal or informal means, of possible discrimination, harassment, or retaliation must take prompt, reasonable actions to stop the prohibited behavior. Additionally, supervisors and managers must promptly report any information concerning the possible prohibited behavior to the Manager of Safety's EEO Coordinator and their agency head. Supervisors or managers who serve as employee group representatives or peer support officers are subject to applicable confidentiality agreements and notice to such individuals while acting in their peer support capacity shall not constitute reporting or notice to the agency, Department of Safety, or City.
- (5) The Department of Safety maintains "zero tolerance" regarding violations of this policy, meaning the Department will not knowingly tolerate acts of discrimination, harassment, or retaliation. Allegations about potential violations of this policy will be taken seriously and the Department will promptly undertake reasonable steps to address all allegations of discrimination, harassment, or retaliation. If an investigation is deemed necessary, it will be conducted promptly, thoroughly, and impartially. Appropriate actions may include, but are not limited to, discipline (up to and including termination), training, mediation, or other effective remedial action commensurate with the severity of the offense and any such actions will occur as soon as practicable for even a single violation of the policy.
- (6) Retaliation is strictly prohibited against employees who have in good faith:
  - A. Opposed conduct that potentially violates this policy, including but not limited to making a complaint or protest on behalf of another individual;
  - B. Reported conduct that the employee experienced or observed and reasonably believes to constitute a potential violation of this policy; or

DENVER FIRE DEPARTMENT

DIRECTIVE

Topic No:	1037.01
Date:	05-03-2021
Approved:	JAV
Review Date:	05-03-2023
Replaces:	Same, dated 09-16-2019

Topic: Equal Employment Opportunity Policy

- C. Assisted or participated in an investigation, claim, lawsuit, or hearing concerning a complaint of discrimination, harassment, or retaliation. This includes but is not limited to making a report or complaint or providing a witness interview during an investigation.

Retaliation is conduct taken against an employee or applicant because the employee or applicant has engaged in any of the above-listed protected activities. Retaliation can include but is not limited to such acts as disciplining an employee, giving an employee a negative performance evaluation, refusing to recommend an individual for a benefit for which he or she qualifies, giving an employee a less desirable job assignment, spreading rumors about an individual, encouraging hostility from co-workers, and escalating harassment. Any Department of Safety employee engaging in or encouraging retaliation may be subject to appropriate actions, including but not limited to discipline (up to and including termination), mediation, or training, even for a single offense.

The intent of this policy is to ensure that the Department of Safety take immediate and proper action to eradicate harassing, discriminatory or retaliatory behavior regardless of whether the behavior violates federal or state law.

Murphy F. Robinson III, Executive Director of Public Safety

Updated: October 5, 2020

DENVER FIRE DEPARTMENT  
DEPARTMENT DIRECTIVE

<b>Topic No:</b>	<b>1038.00</b>
<b>Date:</b>	<b>12-21-2021</b>
<b>Approved:</b>	<b>JAV</b>
<b>Review Date:</b>	<b>12-21-2023</b>
<b>Replaces:</b>	<b>Same, dated 10-01-15</b>
<b>Reference:</b>	<b>1031.00 Mandatory Reporting 1085.01 Mental Health Center of Denver (MHCD) Co-Responder</b>

**Topic: Adult Protective Services Reporting**

**PURPOSE:** This policy covers Adult and Protective Services reporting where individuals are self-neglecting.

**SCOPE:** Applies to all DFD Uniformed Personnel

**ADULT PROTECTIVE SERVICES**

In cases where DFD members want to report individuals who are self-neglecting and/or continually utilizing the 911 system, the Department Co-Responder **and** Adult Protective Services (APS) should be contacted. Contacting both will potentially expedite the process.

Adult Protective Services (APS) requests that members contact their intake line at 720-944-2994. This line is available 24/7 for reporting. After 16:30, callers will be prompted and directed to contact the after-hours intake worker. When making the call, please be as detailed as possible. Include the following information:

- Name
- Address
- Date of Birth
- What prompted the initiation of the call
- Anything else pertinent to the situation

Once the report has been made, Adult Protective Services will initiate an investigation. Please understand that in cases where there is self-neglecting, but the individual is competent and refuses intervention, Adult Protective Services cannot always intervene.

Anytime a report has been made to the intake line, please follow up with an email to the Operations Division Assistant Chief and DFD's Co-Responder, Kate Pierce (MH32) for potential future reference. ([Kate.Pierce@mhcd.org](mailto:Kate.Pierce@mhcd.org) or call/text 720-653-8085) see Directive 1085.01 for Mental Health Center of Denver (MHCD) Co-Responder.

***This Directive does not apply to cases of Child Abuse or Neglect or Elder Abuse; see Department Directive 1031.00, Mandatory Reporting.***

Any suspicion of the following indicators for abuse of Children must be reported immediately: Physical Abuse; Sexual Abuse; Neglect; Exploitation; Untreated Developmental and/or Intellectual Disability or Delay. 1-844-CO-4-KIDS (1-844-264-5437)

DENVER FIRE DEPARTMENT

DIRECTIVE

Topic: Serving Subpoenas and Other Legal Documents

Topic No:	1040.00
Date:	01-24-2022
Approved:	JAV
Review Date:	01-24-2022
Replaces:	Same, dated 10-14-15
Reference	1039.00 Confidentiality of Department Personnel Information

**PURPOSE:** To explain the Department's procedure when encountering process servers.

**SCOPE:** Applies to all Denver Fire Department personnel

Denver Fire Department personnel will not assume responsibility to deliver or serve subpoenas or any other legal document to other Department members on behalf of other persons, agencies, or legal entities.

Process (subpoena) servers seeking information on the whereabouts of Department members may be referred to the offices of the Division Chief of Administration for assistance. In no case are Denver Fire Department personnel to offer the home address or telephone number of any other member without that member's permission.

*(Also reference Department Directive 1039.00 – Confidentiality of Department Personnel Information.)*



**DENVER FIRE DEPARTMENT**  
**DEPARTMENT DIRECTIVE**

**Topic: Infection Prevention and Control**

<b>Topic No:</b>	<b>1042.00</b>
<b>Date:</b>	<b>11-09-2022</b>
<b>Approved:</b>	<i>ECT</i>
<b>Review Date:</b>	<b>11-09-2025</b>
<b>Replaces:</b>	<b>Dept. Directives 1030.00 and unrevised 107.04 and 107.08; unrevised DOG 203.02; and OPs SOG 2106.07</b>

**PURPOSE:** To establish and define an infection control policy for the Denver Fire Department

**SCOPE:** Applies to all Denver Fire Department Personnel

## **I. OVERVIEW**

Denver Fire Department personnel may occasionally be exposed to a wide variety of communicable diseases during the course of their duties. The majority of responses are emergency medical in nature. In the emergency care setting, the infectious disease status of a patient is unknown by the responding emergency personnel. Universal precautions shall be taken by all personnel during patient contact to prevent exposure to blood, bodily fluids, aerosolized particles, and any other potentially infectious materials. This policy will provide a comprehensive framework for the Denver Fire Department's infection control policy.

## **II. DEFINITIONS**

**Body Fluids:** Fluids the body produces including, but not limited to: blood, semen, sputum, mucus, feces, urine, amniotic fluids, cerebrospinal fluid, synovial fluid, or any other substance that might contain pathogens

**CDC:** The Centers for Disease Control and Prevention; the U.S. agency charged with tracking and investigating public health trends

**Cleaning:** The physical removal of dirt or debris, which is generally accomplished with soap and water

**Communicable Disease:** Communicable diseases are infectious diseases caused by Blood Borne Pathogens (BBP), spread through contact with blood and other potentially infectious materials, Aerosol Transmissible Diseases (ATD) which are spread through respiratory secretions when exhaled or expelled through coughing, sneezing, etc., and other infectious diseases which are spread through body contact, contact with infected body fluids, or through other vectors and means.

**Contagious Disease:** An infectious disease communicable by contact with one who has it, with a bodily discharge of such a person, or with an object touched by such a person

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**Contaminated Sharps:** Any contaminated equipment that can penetrate the skin including, but not limited to: needles, lancets, scalpels, broken glass, jagged metal, or other debris

**Communicable diseases of concern:** This list is not all inclusive but contains the most common communicable diseases. Microorganisms transmitted by airborne and/or droplet transmissions, physical contact with an infected individual, or with contaminated surfaces include:

- Meningococcal Disease
- Covid 19
- Chickenpox (Varicella and Shingles)
- Influenza
- HIV
- Mumps, Measles, Rubella (German Measles)
- Pertussis (Whooping cough)
- SARS (Severe Acute Respiratory Syndrome)
- Tuberculosis
- HBV (Hep B&C)
- Bioterrorism (Anthrax, Smallpox)

**Disinfection:** The process used to inactivate virtually all recognized pathogenic microorganisms but not necessarily all microbial forms, such as bacterial endospores

**Exposure:** An exposure incident is a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials (OPIM), as defined in the standard that results from the performance of a worker's duties. Exposure to a patient of a communicable disease of concern as listed by this Directive or the CDC.

**Occupational Exposure:** Reasonably anticipated skin, eye, mucous membrane, or other contact with potentially infectious materials or individuals that may result from the performance of the employee's duties

**Personal Protective Equipment (PPE):** Specialized clothing or equipment worn by an individual for protection against a hazard. Examples might include face masks, disposable respiratory protection, eye protection, and non-latex gloves which will be provided by the Department.

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**Pathogens:** Microorganisms such as bacteria, a virus, or a fungus that is capable of causing disease.

- A. **Aerosolized Airborne Transmission:** Person-to-person transmission of an infectious agent by an aerosol of small particles able to remain airborne for long periods of time
- B. **Aerosolized Droplet Transmission:** Person-to-person transmission of an infectious agent by large particles able to remain airborne for short periods of time
- C. **Bioterrorism or Biologic Warfare Agents:** Biological agents and toxins that have the potential to pose a severe threat to human health and that can be used for or adapted for bioterrorist attack
- D. **Contact and Body Fluid Exposures:** Person-to-person transmission of an infectious agent through direct or indirect contact with an infected person's blood or other bodily fluids

**Post-Exposure Prophylaxis:** Administration of a medication to prevent development of an infectious disease following known or suspected exposure to that disease.

**Source Individual:** Any individual, living or dead, whose blood, bodily fluids, or other potentially infectious materials have been a source of occupational exposure to a member.

**Universal Precautions:** An approach to infection control in which human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other blood-borne pathogens.

**Vector-borne Transmission:** Indirect transmission of an infectious agent that occurs when a vector bites or touches a person.

### III. PROTECTION FOR EMS OPERATIONS

**All patient contact shall be considered as potentially infectious and BSI precautions shall be employed as deemed appropriate.**

- A. To minimize the risk of exposure to Department personnel, the Denver Fire Department has provided its members with the proper personal protective equipment which includes eye protection, non-latex disposable medical gloves, and disposable respirators. *Members shall wear the appropriate PPE when in contact with a patient during the course of operations.*

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- B. Prior to contact with patients, members shall cover all abraded, lacerated, chapped, irritated, or otherwise damaged skin with adhesive dressings.
- C. Any member who has skin or mucosal contact with body fluids shall thoroughly wash the exposed area immediately using water or saline on mucosal areas and running water on skin surfaces.
- D. Medical gloves shall be removed as soon as possible upon completion of medical care to avoid skin contact with the gloves' exterior surface.
- E. Appropriate respiratory protection shall be used during situations involving potential exposure to airborne pathogens, at any sign of a patient that exhibits any signs of droplet or airborne transmission.
- F. Structural firefighting gloves or approved equivalent shall be worn by members in any situation where sharp or rough surfaces are likely to be encountered, such as patient extrication. Medical gloves shall not be worn under firefighting gloves.
- G. Eye protection shall be used during a situation that could potentially pose a risk of splash or exposure to the eyes.

**At a minimum, all apparatus shall have waterless cleaners, alcohol wipes, or other skin cleaning agents.**

#### **IV. CLEANING, DISINFECTING, AND DISPOSAL**

##### **1. Skin Washing**

Hand hygiene has been cited by the CDC as the single most important practice for reducing the transmission of infectious agents.

- A. Hands shall be washed as follows:
  - 1. After each EMS incident
  - 2. As soon as possible after the removal of EMS gloves
  - 3. After the cleaning and disinfecting of EMS equipment
  - 4. After the cleaning of PPE
  - 5. After any station cleaning function

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6. After using the bathroom
7. Before and after cooking or handling food
8. After rig inventory and/or any other handling of EMS equipment

- B. Hands and contaminated skin shall be washed with non-abrasive soap and water by lathering and vigorously rubbing together the lathered surface for **at least twenty seconds**, followed by thorough rinsing under running water. Dry hands with single-use paper towels or a hand dryer. Avoid the use of cloth towels.
- C. When use of hand washing facilities is not feasible (i.e., while riding in apparatus), antiseptic towelettes or liquid hand cleanser shall be used.
- D. If antiseptic towelettes or liquid hand cleanser are used, hands shall be washed with soap and water as soon as possible.

**2. Disinfectants**

- A. All disinfectants shall be approved and registered as tuberculocidal by the EPA.
- B. Members shall follow manufacturers' instructions.
- C. Disinfectants shall only be used with proper ventilation and while wearing appropriate PPE, including but not limited to: gloves, face protection, aprons, and eye protection.
- D. Disinfecting shall take place only in the designated area. Each station shall designate a disinfecting area, not to be located in the fire station kitchen, living, sleeping, or personal hygiene areas.

**3. Emergency Medical Equipment**

- A. All potentially contaminated EMS equipment shall be decontaminated as soon as practical after the conclusion of on-scene operations. Prior to cleaning and disinfecting, contaminated EMS equipment shall be stored separately from clean EMS equipment.
- B. Damaged EMS equipment shall be decontaminated prior to being sent in for repairs.
- C. Dirty or contaminated EMS equipment shall not be cleaned or disinfected in the fire station kitchen, living, sleeping, or personal hygiene areas.

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- D. PPE shall be used whenever there is a potential for exposure to bodily fluids or infectious materials during the cleaning or disinfecting of EMS equipment.
- E. Disinfectants shall be used in accordance with the manufacturers' instructions.
- F. Contaminated run-off from the cleaning of EMS equipment shall be drained into the sewer system.
- G. Only disinfectants that are chemically compatible with the equipment shall be used.

**4. Clothing and Personal Protective Equipment**

- A. The Department shall clean, launder, and dispose of PPE at no cost to the member.
- B. The Department shall repair or replace PPE as needed at no cost to the member. Department members shall requisition replacement PPE through the appropriate chain of command.
- C. If a garment is penetrated by blood or other infectious material, the garment shall be removed immediately or as soon as feasible.
- D. Clothing that is contaminated with body fluids shall be placed in a leak-proof bag, sealed, and transported for cleaning or disposal.
- E. In the case of contaminated bunking gear, the Department member shall send the PPE to the Warehouse as outlined in Operations SOG 2106.08.
- F. The cleaning of contaminated PPE, including station/work uniforms and structural firefighting clothing, shall not be done at home.
- G. Chlorine bleach or cleaning agents containing chlorine bleach shall not be used to clean structural firefighting protective clothing.
- H. SCBA cleaning and maintenance shall be done in accordance with NFPA 1852.

**5. Disposal of Materials**

- A. All disposable contaminated items should be placed in the appropriate biohazard collection site on the ALS ambulance while on scene.
- B. Any material not disposed of at the scene shall be placed in a leak-proof bag, sealed, and disposed of as medical waste: disposable EMS supplies and equipment, contaminated disposable PPE, and contaminated medical waste.

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- C. Non-contaminated disposable medical equipment, PPE, and medical waste shall be collected in a closable waste container and disposed of. Medical waste containers shall not be located in the fire station kitchen, living, or sleeping areas.
- D. The Department shall not take into possession contaminated sharps or linens.

**6. Housekeeping**

- A. It is the responsibility of members of the Department to ensure the fire station is maintained in a clean and sanitary condition.
- B. A written schedule for cleaning shall be maintained.
- C. After contact with blood or infectious material, equipment and surfaces shall be cleaned and decontaminated as soon as feasible with an approved disinfecting agent or **1:10 bleach/water solution**.

**7. Labeling**

- A. Warning labels shall be affixed to containers of regulated waste used to store or transport materials contaminated with blood or infectious agents. The label shall contain the universal symbol for “Biohazard.”



- B. The label shall be fluorescent orange or orange-red with lettering or symbols in a contrasting color. The label shall be affixed so that it will not be lost or unintentionally removed.
- C. Red bags or red containers can be substituted for the use of labels. This is the preferred method for the Department.

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**V. ADMINISTRATION**

- A. The Infection Control Officer shall be the **EMS Assistant Chief**.
- B. The Infection Control Officer shall be responsible for maintaining a liaison with the **Department wellness physician**, the Center for Occupational Safety and Health Clinic (COSH), Concentra, the infection control representative at health care facilities, and other health care regulatory agencies.
- C. When notified of an infectious exposure, the Infection Control Officer shall ensure the following:
  - 1. Notification, verification, and assistance of members through the exposure process.
- D. The Infection Control Officer shall track pandemic and local disease issues and work with the Department wellness physician in dissemination of information.

If an exposure to blood or bodily fluids occurs and is verified by the receiving hospital or the OUCH line, the medical facility must notify the Denver Fire Department Infection Control Officer (**EMS Assistant Chief**) as soon as possible, but within a period not exceeding 48 hours. The DFD Exposure Officer and COSH will assist the exposed firefighter with obtaining blood samples and directing the firefighter to the best course of action. If possible, the Infection Control Officer will contact the Denver Health Paramedic Supervisor to begin the source testing procedures.

**All members need to be aware that even though every effort of assistance will be made, federal law does not authorize or require a medical facility to test any person suspected of being a source of exposure for any infectious disease, nor can this law construed to authorize any emergency response employee to fail to respond, or to deny services, to any victim of any emergency.**

**VI. INFECTIOUS EXPOSURES (see also Department Directive 1014.00)**

**1. For an Exposure**



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- A. When there is a suspected exposure to a Denver Fire Department member, members shall attempt to notify the ambulance crew on scene. Officers shall also attempt to get the ambulance number, attending name, and destination hospital.
- B. The OUCH Line (303-436-6824) must be notified with the suspected exposure, the address, and the type of exposure (blood borne or airborne).
- C. If the member is directed to be seen, they can go to the Concentra Clinic or the COSH Clinic during their work hours, or DHMC ER after hours.
- D. If the exposure occurred on an EMS incident, the exposure shall be documented in ESO with the associated patient care report. If the exposure did not occur on an EMS call, a new Incident number must be generated and include the exposed firefighter's information. Please include all facts relating to the nature of the exposure in the new NFIR.
- E. The Supervising Officer must go to Downloadable Forms (HRB) and complete the Supervisor's Report to be submitted to Risk Management and Administration Division with 72 hours. Please see the Supervisor Investigation-guidance attachment for assistance with this document.
- F. The Infection Control Officer (EMS Assistant Chief) or their designee must be notified. Have Dispatch page the Exposure Officer or contact them directly.

2. Multiple Exposures

In cases where there are two or more members exposed at the same incident, the reporting process will be categorized into two categories. If the members *do* require treatment, then the same individual procedure applies for exposure reporting. If the members *do not* require treatment, then the Operations Assistant Chief will file the exposure reporting.

**With treatment**

- A. The OUCH Line (303-436-6824) must be notified with the suspected exposure, the address, and the type of exposure (blood borne or airborne).

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- B. If the member is directed to be seen, they can go to the Concentra Clinic or the COSH Clinic during their work hours, or DHMC ER after hours.
- C. If the exposure occurred on an EMS incident, the exposure shall be documented in ESO with the associated patient care report. If the exposure did not occur on an EMS call, a new Incident number must be generated and include the exposed firefighter's information. Please include all facts relating to the nature of the exposure in the new NFIR.
- D. The Supervising Officer must go to Downloadable Forms (HRB) and complete the Supervisor's Report to be submitted to Risk Management and Administration Division within 72 hours.
- E. The Infection Control Officer (EMS Assistant Chief) or their designee must be notified. Have Dispatch page the Exposure Officer or contact them directly.

**Without treatment**

- A. The Infection Control Officer (EMS Assistant Chief) or their designee must be notified. Have Dispatch page the Exposure Officer or contact them directly.
- B. The Infection Control Officer will file the appropriate exposure documentation to Risk Management.

**Other Exposures (Chemical, Bio-Hazard, Nuclear, Particulate, etc.)**

- A. Call the OUCH Line (303-436-6824) immediately.
- B. Report the exposure to the Company Officer, and page the Infection Control Officer (EMS Assistant Chief) through Dispatch.
- C. The Supervising Officer must go to Downloadable Forms (HRB) and complete the Supervisor's Report to be submitted to Risk Management and Administration Division within 72 hours.

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**Note:** All members with LOD injuries **MUST** report by calling the OUCH Line. Then report to Concentra or COSH, when told to do so by the OUCH Line nurse, even if they have already been treated in the Emergency Department. Failure to comply may result in a denial of a Worker’s Compensation claim and may subject the member to disciplinary action.

**VII. TRAINING**

The Denver Health Paramedic Division EMS/CME Instructors will provide ongoing training topics with regard to infection control and communicable diseases to the Department membership, overseen by the DFD Infection Control Officer.

**VIII. IMMUNIZATIONS AND INFECTIOUS DISEASE SCREENING**

- A. All new recruits will be evaluated and vaccinated as necessary with regard to Hepatitis B prior to completion of Academy, according to CDC guidelines.
  
- C. It is highly recommended that members keep up with their annual flu vaccination and maintain up-to-date vaccinations for preventable diseases as recommended by the CDC.

**REFERENCE:** <http://www.cdc.gov/>

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<b>Replaces:</b>	<b>Same, dated 06-17-16</b>

**Topic: Social Media**

**PURPOSE:** To establish and define a social media policy for the Denver Fire Department

**SCOPE:** Applies to all Denver Fire Department Personnel

## **I. OVERVIEW**

The Denver Fire Department recognizes the significance and value of social media as a digital communication platform. This Directive establishes the Department’s position on the utilization of social media, including the management, administration, and oversight. This Directive is intended to address social media in general, not a particular form of social media.

Additionally, this Directive is intended to address concerns associated with an employee’s personal use of social media and to provide guidelines for the regulation and balancing of employee speech and expression with the legitimate needs of the Department. The Department recognizes the role social media can play in the personal lives of its employees and the effect it can have on their official capacity. Nothing in this Directive is intended to prohibit or infringe upon the employee’s speech or expression that has been clearly established as protected or privileged.

## **II. DEFINITIONS**

**Blog:** A self-published diary or commentary on a particular topic that may allow visitors to post responses, reactions, or comments. The term is short for “web log.”

**Page:** The specific portion of a social media website where content is displayed, and managed by an individual or individuals with administrator rights

**Post:** Content an individual shares on a social media site or the act of publishing content on a site.

**Social Media:** A category of internet-based platforms that integrate user-generated content and user participation. This includes but is not limited to: social networking sites (Facebook, Snapchat), micro blogging sites (Twitter, Nixle), photo and video sharing sites (Flickr, YouTube, Instagram, Tiktok), wikis (Wikipedia), blogs, and news sites (Digg, Reddit).

**Social Media Coordinator:** Assigned to the Public Information Officer or their designee. The Social Media Coordinator is responsible for providing general oversight and maintaining the integrity (in terms of content and authorized users) for each official Department social media account.

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**Speech and Expression:** The communication of thoughts or opinions in spoken words, in writing, by expressive conduct, symbolism, photographs, videotape, or related forms of communication.

### **III. POLICY**

The Denver Fire Department endorses the secure use of social media to enhance community engagement and as a catalyst for quickly disseminating information. Social media assists the Department in meeting community outreach objectives. Additionally, social media is a valuable tool when seeking evidence or information.

### **IV. OFFICIAL USE**

#### **A. Authorization**

1. All official Department social media sites, pages, or accounts must be approved by the Chief of the Department or his/her designee, prior to the utilization of such.
2. The Public Information Officer will maintain a list of all approved Department social media accounts. This list will identify each account, including a list of all authorized users and their level of administrative rights for that account.
3. The Public Information Officer will limit access to each social media account based on assignment and needs of the Department in order to maintain the integrity of the account. Unauthorized access to a Department social media account is prohibited.

#### **B. Account Standards**

1. Where possible, each social media page will include an introductory statement that clearly specifies the purpose and scope of the Department's presence on the website, which is to be aligned with the current mission, vision, and values of the Department.
2. Each account will clearly indicate that it is maintained by the Department and will have the appropriate contact information prominently displayed.
3. Where possible, the page should link to the Department's official website.
4. Where possible, social media pages should state that the opinions expressed by visitors to the page(s) do not reflect the opinions of this Department. Each account will clearly indicate that posted comments will be monitored and that this Department reserves the right to remove any content as identified below:
  - Advertisements of any kind.
  - Profane language or content.
  - Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to

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public assistance, national origin, physical or mental disability, sexual orientation, or transgender status, or any other status/class protected by federal, state, or local law or ordinance.

- Explicit or implied sexual content.
  - Conduct implying, promoting, or encouraging illegal activity.
  - Information that might compromise the safety or security of the public.
  - Any other posting that, by its nature or content, might harm the public's welfare
5. Social media content will adhere to all applicable laws, regulations, and policies, including all information technology and record management policies.
- Content is subject to public records laws. Content must be managed, stored, and retrievable in order to comply with open records laws, applicable records retention schedules, and e-discovery laws and policies.

C. Authorized Users

1. Department personnel authorized to represent the Department via social media will conduct themselves at all times as representatives of the Department, and accordingly will adhere to all City and Department policies and regulations regarding conduct.
2. Authorized users will observe and abide by all copyright, trademark, and service mark restrictions when posting these items to social media accounts.

**V. DEPARTMENT EMPLOYEE PERSONAL USE**

Public employees occupy a trusted position in the community, and thus their statements have the potential to contravene the policies and performance of this Department. Due to the nature of the work and influence associated with the fire service profession, it is necessary that employees of this Department be subject to certain reasonable limitations on their speech and expression. To achieve its mission and efficiently provide service to the public, the Denver Fire Department will carefully balance the individual employee's rights against the Departments needs and interests when exercising a reasonable degree of control over its employees' speech and expression.

Department personnel should always be aware that privacy settings and social media sites are constantly in flux, and that they should never assume that personal information posted on such sites is protected. Department personnel should always carefully consider the implications of their speech and any other form of expression when using social media. Finally, Department personnel forfeit any expectation of privacy with regard to anything published or maintained through file-sharing software or any internet site open to public view.

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**Topic: Social Media**

**A. Precautions and Prohibitions**

1. Department personnel are free to express themselves as private citizens on social media sites to the degree that their speech and expression does not impair working relationships of this Department for which loyalty and confidentiality are important, impede the performance of duties, impair harmony among coworkers, adversely impact the disciplinary process, or negatively affect the public perception of the Department, or any other City agency.
2. As public employees, Department personnel are cautioned that speech, on or off duty, made pursuant to their official duties – that is, that owes its existence to the employee’s professional duties and responsibilities – is not protected speech under the First Amendment and may form the basis for discipline, if deemed detrimental to the Department. Department personnel should assume that their speech and expression, and related activity on social media sites, may reflect upon their official capacity and this Department.
3. Non-department issued recording devices are not authorized for use. Furthermore, any photos, videos, or other electronic gathering of data obtained in the course and scope of employment are not authorized for personal use and are considered property of the City and County of Denver and the Denver Fire Department. All such information captured must be submitted to the Public Information Officer. Only authorized Denver Fire Department employees may post or otherwise convey such information as deemed necessary for the benefit of the Department. Department personnel will not post, transmit, or otherwise disseminate any information to which they have access to as a result of their employment, or publish materials that could reasonably be considered to represent the views or the positions of this Department without written permission from the Chief of the Department. This includes but is not limited to, information related to or photographs of any fire incident, medical call, or incident occurring within the fire house.
4. When using social media, Department personnel should be mindful that their speech and expression becomes part of the worldwide electronic domain. Department personnel should expect that any information created, transmitted, downloaded, exchanged, or discussed in a public online forum may be accessed by the general public, including the Department, at any time, without prior notice. Therefore, adherence to any applicable City or Department policy regarding code of conduct is required when engaging in the personal use of social media. In particular Department personnel are prohibited from the following:
  - Speech and expression containing obscene or sexually explicit language, images, or acts and statements or other forms of speech that ridicule, malign, disparage, or otherwise express bias against any race, any religion, or any protected class of individuals.

**DENVER FIRE DEPARTMENT**  
**DEPARTMENT DIRECTIVE**

<b>Topic No:</b>	<b>1043.00</b>
<b>Date:</b>	<b>05-12-2023</b>
<b>Approved:</b>	<i>KV</i>
<b>Review Date:</b>	<b>05-12-2026</b>
<b>Replaces:</b>	<b>Same, dated 06-17-16</b>

**Topic: Social Media**

- Speech and expression involving themselves or other Department personnel reflecting behavior that would reasonably be considered reckless or irresponsible.
  - Speech or expression of any form that could reasonably be foreseen as creating a negative impact on the safety of Department personnel.
  - Posting information pertaining to any other employee of the Department without their permission.
5. Engaging in prohibited speech and expression may also provide grounds for undermining or impeaching a Department member’s testimony in criminal proceedings. For example, posting statements or expressions to a website that glorifies or endorses dishonesty, unlawful discrimination, or illegal behavior.
6. Cautionary Note: For safety and security reasons, Department personnel are advised to use caution when disclosing their employment with this Department. As such, Department personnel should use caution when:
- Displaying Department logos, uniforms, or similar identifying items on personal web pages.
  - Posting personal photographs or providing similar means of personal recognition that may cause them to be identified as a member of this Department.

**D. Reporting Violations**

Any employee becoming aware of or having knowledge of a post or of any website or page in violation of this Directive will immediately notify their supervisor. The supervisor will take appropriate action as outlined in the Department’s current Directives, Standard Operating Guidelines, and/or Career Service Rules.

**REFERENCE:** Denver Police Department Operations Manual, Social Media Policy 110.06



DENVER FIRE DEPARTMENT

DIRECTIVE

Topic: Photos at Incidents and Media Interaction

Topic No:	1043.01
Date:	05-13-2023
Approved:	KV
Review Date:	05-13-2026
Replaces:	Same, date 10-05-2017 (Unrevised) DOG 115.17 dated 12-08-99

**PURPOSE:** To outline the procedures for all photos at incidents and media interaction

**SCOPE:** Applies to all DFD members

Should Denver Fire Department members be contacted by any media representative for information, or should the media request an interview regarding Denver Fire Department related activities, that DFD member shall obtain contact information from the requesting media representative(s) and then provide that contact information to the Denver Fire Department Public Information Officer (P.I.O.) or his/her designee. No interview should be provided, or any information released to the media, until the P.I.O. office is advised, and any requested information has been vetted and approved for release. The exception to this is, if there is a request from the media to interview during an incident, the Shift Commander or Incident commander can make limited statements.

The PIO occasionally receives requests from entities that want to video or take pictures at DFD facilities. With permission from the PIO or Chief of the Department, it will be granted, however, the PIO will view what can be released. An example of this would be media ride-a-longs on DFD apparatus.

When/if members take pictures or video of any incident or community event, to be posted on social media, all pictures or video **must** be sent to the PIO or the Outreach program manager. They will vet the information and if approved, post on our social media platforms.

Unapproved use of photos or video may result in disciplinary action.

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<b>Topic No:</b>	<b>1045.00</b>
<b>Date:</b>	<b>06-27-2022</b>
<b>Approved:</b>	<i>KV</i>
<b>Review Date:</b>	<b>06-27-2025</b>
<b>Replaces:</b>	<b>Old Dept. Dir. 104.01 (12-15-06) Rev. 06-13-18</b>

**Topic:     Collective Bargaining Contract**

**SCOPE:**     Applies to all Denver Fire Department Personnel

All employees of the Denver Fire Department shall read, and be familiar with, the current contract between the City and County of Denver and Denver Firefighters Local 858.

**REFERENCE:**

Current Fire Fighters Agreement

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<b>Topic No:</b>	<b>1046.00</b>
<b>Date:</b>	<b>06-30-2022</b>
<b>Approved:</b>	<i>KV</i>
<b>Review Date:</b>	<b>06-30-2025</b>
<b>Replaces:</b>	<b>Same, dated 06-13-16</b>

**Topic: Administrative Grievance Procedures**

**SCOPE:** Applies to all Denver Fire Department Personnel

**OVERVIEW**

Only an aggrieved member may initiate an Administrative Grievance.

The aggrieved employee must enter the grievance and all supporting information in writing, and present the written, signed, and dated grievance to their immediate supervisor within ten (10) calendar days after the member knew, or should have known, the facts which gave rise to the Administrative Grievance.

An Administrative Grievance shall be addressed through the employee's chain of command UNLESS the grievance involves sexual harassment, Equal Employment Opportunity issues, workplace violence, hostile work environment, or issues involving illegal acts. In such situations, the grievance shall be immediately brought to the attention of the Division Chief of Administration and/or the Deputy Chief of the Department.

**RESOLUTION OF GRIEVANCES**

It is desirable that Administrative Grievances be resolved at the lowest level-possible. In cases in which the grounds for the grievance exceeds the scope of the supervisory level, the officer will forward the grievance, in writing, to the next level supervisor within the chain of command.

1. Any officer of the Department who receives a properly submitted grievance from a subordinate should reply in writing within ten (10) calendar days after receiving the grievance.
2. If an employee receives an unsatisfactory reply from the immediate supervisor, they may forward the grievance to the next level in the chain of command. An Administrative Grievance may be carried as far as the office of the Executive Director of Safety, provided that each succeeding level of command has had the opportunity to resolve the grievance. If a grievance is not answered in writing within ten (10) calendar days, at any level, it is to be considered 'denied' and the employee may move to the next level.
3. An Administrative Grievance shall not be directed to any office outside of the Department of Safety without written permission of the Department Chief and the Executive Director of Safety.

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<b>Date:</b>	<b>06-30-2022</b>
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<b>Replaces:</b>	<b>Same, dated 06-13-16</b>

**Topic: Administrative Grievance Procedures**

4. No part of the procedure listed above is to be used for Contract Grievances (issues directly related to the *Fire Fighters Agreement* between Local 858 and the City and County of Denver). The procedure for filing a Contract Grievance is found in Article XV of the Agreement.

DENVER FIRE DEPARTMENT

DEPARTMENT DIRECTIVE

Topic: DFD Critical Incident Stress Management Policy (CISM Team)

Topic No:	1052.00
Date:	11-21-2022
Approved:	KV
Review Date:	11-21-2025
Replaces:	N/A

**PURPOSE:** The objective of this policy is to assure that appropriate interventions are instituted immediately following critical incidents in order to minimize stress-related injury to Fire Department personnel. This policy is also in place to provide the members of the Denver Fire Department and their families with support and resources on both a personal and professional level in accordance with the DFD Wellness Program and the National Fallen Firefighters Initiative #13.

**SCOPE:** Applies to all members of the Denver Fire Department. Department members and their spouses have access to the Department Psychologist for individual consultations or counseling. Members of the Peer Support Team are available at any time for individual consultations for Department members. Any time a defusing or debriefing is utilized, it is important that only the members that were *involved in the incident* are present and participate.

**I. BACKGROUND**

- A. **Critical Incidents:** Those incidents with an unusually strong emotional impact that may leave many emergency services personnel with stress-related symptoms including:
  - 1. **Physical Reactions:** Fatigue, insomnia, nightmares, hyperactivity, exaggerated startle reactions, lethargy, psychosomatic problems (e.g., headaches or digestive problems)
  - 2. **Cognitive Reactions:** Concentration and problem-solving difficulties, “flashbacks” (a dissociative state during which aspects of the traumatic event are re-experienced as though they are occurring at that moment), indecisiveness, memory disturbances, preoccupation with the incident.
  - 3. **Emotional Reactions:** Anxiety and fear, depression, emotional numbing, guilt, over-sensitivity, irritability, feelings of helplessness.
  - 4. **Behavioral Reactions:** Isolation, detachment, poor coping, interpersonal conflict, alcohol abuse.
- B. Usually these symptoms are transient (lasting a few days or weeks) and interfere minimally with the individual’s performance; however, the symptoms may persist for longer periods and may have a more disruptive impact.
- C. Studies have determined that appropriate critical incident stress management (CISM) interventions can reduce the likelihood that symptoms experienced in reaction to critical incidents will persist and have a significantly disruptive impact.
  - 1. Statistics have shown one in six firefighters will experience symptoms persistent and severe enough to significantly disrupt their functioning at some point in their career.

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2. 99 to 100% of firefighters are likely to experience Post Traumatic Stress (PTS) symptoms at some point in their career, including trouble sleeping and distressing memories of difficult incidents

## II. THE CRITICAL INCIDENT STRESS MANAGEMENT (CISM) TEAM

A. The DFD's CISM Team is composed of the Department Psychologist and the members of the Peer Support Team.

1. All CISM members have undergone a minimum of 20 hours of basic CISM training (Peer Support Academy) and,
2. The Peer Support Team meets/trains **once a month.**

## III. TYPES OF CISM INTERVENTIONS – CALL OUT (ACTIVATION) OF THE CISM TEAM

A. When to utilize the CISM Team:

1. At any point in time, any member of the department may visit the Peer Support portion of the DFD intranet and contact any member of the team for any personal or job-related reason (these contacts will remain confidential unless they involve the circumstances listed in Directive 1071).
2. The CISM Team may be requested by a Company Officer, Assistant Chief, Incident Commander, or Safety Officer for a Defusing/Debriefing when deemed necessary by those individuals by contacting Dispatch or a member of the Peer Support Team. This is highly recommended when there is any event where Company Officers or District Chiefs become concerned about the emotional/psychological reactions of firefighters.
3. In the event of one of the following circumstances, dispatch **shall** be notified to initiate the CISM process:
  - a. A death or severe injury to a firefighter (on duty or off)
  - b. A death or severe injury to a child
  - c. A scene where there are multiple deaths or mutilations
  - d. Lengthy exposure to scenes with multiple victims, or where firefighters are exposed to serious threats to their own lives or safety
4. Dispatch will have a call list for on-call members of Peer Support in the event of an activation of the CISM Team

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Replaces:	N/A

B. On Scene Support

1. Members of the CISM Team will report to major critical incident scenes when requested by the Incident Commander or Safety Officer by contacting DFD Dispatch.
2. The Team should be stationed at the rehab area to provide support for firefighters on rest breaks and help monitor crews on scene for signs of stress reactions.
3. This will also be the time when the CISM Team will provide/arrange support services for individuals and crews and begin planning for defusing and debriefings.
4. In the event of a large-scale incident where many members may require on-scene support, defusing, or debriefings, the Mayflower Crisis Intervention Support Team may be called in for assistance and to help coordinate with the DFD CISM Team.

C. Individual Consultations

1. These are the most used CISM interventions, and any member of the Department may request one with a Peer Support member or the Department Psychologist after exposure to a critical incident or regarding a personal matter.
2. If an individual is affected by a critical incident, the member has two options:
  - a. Contact their officer and request a defusing and/or debriefing
  - b. Contact a member of the CISM Team for assistance
3. A roster of the CISM Team is on the intranet under the Wellness tab.

D. Defusing – Occurs the same day as the incident and is utilized more often than debriefings

1. The Company Officer should notify Dispatch that a defusing is needed for a particular incident and remain out of service until the defusing has concluded.
2. The defusing will be conducted by two members of the Peer Support Team; this is not a critique of the incident, but a small group discussion that should last no longer than one hour.
3. The defusing should take place in a secluded room with only those involved who were at the scene.
4. Information discussed in the defusing is **confidential and may not** be shared with non-participants.

E. Debriefings – Occur one to five days following the incident

1. The Company Officer should notify Dispatch that a debriefing is needed for a particular incident and remain out of service until the debriefing has concluded.
  - a. A debriefing may occur without a defusing, but the Peer Support Team may strongly recommend a debriefing to take place if a defusing has taken place.
2. A debriefing is a more formal, structured discussion that will be conducted by two members of the Peer Support Team (the same two if a defusing has taken

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place); and this is also conducted with the understanding that it is not a critique of the incident.

- a. This formal discussion should be expected to last one-to three hours.
3. The debriefing should take place in a secluded room with only those involved who were at the scene but may also include Dispatchers and support personnel who were actively involved.
4. Any information discussed during a debriefing is **confidential and may not be shared with non-participants.**

**IV. OVERVIEW**

A. Peer Support Roles/Expectations

1. Peer Support members will maintain a confidential and safe environment for formal and informal discussions.
2. Act as facilitators to promote discussion and provide the necessary resources available for the members' specific needs.
3. **Peer support team members who were involved in the critical incident may not be part of the defusing or debriefing team.**

B. Members' Roles/Expectations

1. There is no rank structure in a defusing and/or debriefing; therefore, they should be looked at as a constructive discussion to assist all members involved in a critical incident.
2. Although it is not mandatory to participate in any type of CISM intervention, it is highly recommended for every member involved in the incident to participate to maintain crew integrity and offer a specific, personal insight which may assist other members involved in the discussion and help them cope with the critical incident on a different level.
3. Any individual who is present for a defusing/debriefing that was not actively involved in the incident will be politely asked to leave by the CISM Team.



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Topic: Mentor Program

**PURPOSE:** The objective is to provide mentorship and a support system for Denver Fire Department recruit firefighters. The program shall support each recruit or probationary for approximately 15 (fifteen) months. Each recruit firefighter will be paired with a volunteer mentor two weeks after the start of the Denver Fire Academy and continue throughout probation, plus an additional 2 (two) months following the completion of the probationary exam. The Mentor Program will provide new members with constructive, *confidential* guidance and access to mental, emotional, and any necessary training support to assist them in becoming successful members of the Denver Fire Department.

**SCOPE:** Applies to all new recruit or probationary members of the Denver Fire Department

**I. MENTORSHIP ROLES/EXPECTATIONS**

- A. Confidentiality is imperative between mentors and recruit/probationary members.
- B. Pair one active volunteer member to each recruit/probationary.
- C. Volunteers may be assigned more than one recruit/probationary; however, they will not be assigned more than two.
- D. Exchange contact information between mentor and recruit/probationary.
- E. Each mentor shall contact the recruit or probationary at least once monthly for a period of up to 15 (fifteen) months, or until recruit/probationary and the mentor agree that mentorship is no longer necessary.
- F. One in-person meeting is highly suggested within the first 60 days; initial communication efforts should take consideration for availability with fire academy demands.
- G. Mentor agrees to provide support in the following areas:
  1. Mental
  2. Emotional
  3. Training or learning by facilitating training opportunities as needed
  4. Assisting with arrangement of training or extra help as needed or requested
  5. Constructive, *confidential* guidance
- H. Maintain and submit proper documentation to Program Coordinators utilizing the Mentor Program Google Forms:
  1. Confidentiality Agreement
  2. New Mentor Application
  3. Current Mentor Interest Form
- I. Attend the "Train the Mentor" class.
- J. F.I.R.E volunteer members shall receive hour-for-hour volunteer hours to be credited to their annual volunteer hours. It is the responsibility of the

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Topic: Mentor Program

F.I.R.E volunteer mentor to accurately log and report all volunteer hours according to current F.I.R.E logging requirements. The log sheet shall be submitted to the FIRE Community Service Director.

II. **ELIGIBILITY FOR MENTORSHIP PROGRAM**

- A. Any recruit who has received their acceptance letter **or** is a Denver Fire Department member with less than 15 (fifteen) months on the Denver Fire Department.
- B. The selection of Mentors will be based upon:
  - 1. Application
  - 2. Background Check
  - 3. Committee Review
    - i. Discipline as defined by the Corrective Action Procedures 1056.00 and or the Discipline Matrix 1057.00 within the **past five years** may be a grounds for disqualification from selection.

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<b>Topic No:</b>	<b>1056.00</b>
<b>Date:</b>	<b>05-04-2023</b>
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<b>Review Date:</b>	<b>05-04-2026</b>
<b>Replaces:</b>	<b>Same, dated 11-08-2022</b>

**Topic: Corrective Action Procedures**

**PURPOSE:** The purpose of the DFD Corrective Actions Procedures is to establish a recognized method for handling allegations of misconduct, violations of standards, and/or issues involving substandard performance based upon the expectations, directives, guidelines, and policies of the Denver Fire Department, the Department of Safety, and the City and County of Denver.

**SCOPE:** All Uniformed Members

**I. Non-Disciplinary Modification Process**

The intent of the non-disciplinary modification process is to provide a method of corrective action for issues of substandard performance or questionable behavior that have not yet risen to a level requiring formal discipline, yet still require official attention and documentation. These processes allow the development of an action plan aimed towards improving performance and/or mitigating questionable behaviors through clearly defined expectations. There are two official non-disciplinary processes utilized on the DFD: the first is a **documented** *Coaching and Counseling* session, and the second is a formalized *Performance Improvement Plan (PIP)*. It is extremely important for supervisors to understand that these processes are **not** meant as a substitute for normal supervisory interactions. Supervisors are expected to meet their managerial obligations by conducting regular interactions with their personnel to address minor issues, outline general expectations, conduct training, etc. These daily management activities are not the primary concern of the Administration Division and are appropriately handled at the lowest supervisory level with no documentation relevant to this policy<sup>1</sup>. However, as a condition or concern escalates and is not being resolved by such lower-level interactions, the supervisor will reach a point where formal documentation of the issue may be required. When this occurs, it is crucial that the Administration Division become involved; while the corrective process will be carried out at the supervisory level, the issue will now require different handling where assistance from the Administration Division is required to ensure consistency across the Department; correct handling, proper format and content, and the appropriate procedures necessary to meet Administrative and legal guidelines. All such documentation will be maintained by the Administration Division in a central area of the Department.

<sup>1</sup> While documentation relevant to this policy may not be required at this level, supervisors are encouraged to keep notes (or have the supervisor send a confirming email to the member regarding the supervisor and member interaction for confirmation) on any performance or conduct related coaching given to personnel.

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Topic: Corrective Action Procedures

**A. Coaching and Counseling**

A formal *Coaching and Counseling* process may be one of the first steps utilized to improve a member's performance. Coaching and Counseling is intended to bring issues to a member's attention when they are minor, and to correct the problem(s) before disciplinary action is required. Coaching and Counseling is a straightforward process during which a supervisor meets with a member regarding a substandard performance issue and/or inappropriate workplace behavior(s). The goal will be to determine an action plan which will assist in correcting the questionable behavior/performance. Whatever the cause of the behavioral/performance issue(s), the supervisor shall clarify the expectations placed upon the member by the Department and shall provide follow-up oversight for the issues and plans discussed. It must be stressed that the Coaching and Counseling process is not punitive; rather, it is a non-disciplinary method used to correct substandard performance and/or behaviors that are not meeting standards/expectation of the Denver Fire Department, Department of Safety, and/or the City and County of Denver. Disciplinary action might result should the member be unable or unwilling to change their unacceptable behaviors and/or improve their performance. Documentation of a Coaching and Counseling session is mandatory and may be accomplished via designated form. Such documentation will be confidentially maintained by the Administration Division's Internal Affairs Bureau (IAB) and the information **shall** not be authorized to be kept in any other location.

**B. Performance Improvement Plan (PIP)**

A *Performance Improvement Plan (PIP)* is a formal process used to: 1) identify performance deficiencies and/or certain behavioral issues that need to be corrected, and 2) create an action plan to facilitate the necessary changes. A PIP may be implemented when it becomes necessary to help a member improve his or her performance and/or behaviors/issues. *Performance* deficiencies are typically associated with a lack of the proper knowledge or skill set necessary to effectively perform the member's job responsibilities (i.e. failure to complete assignments/tasks, low quality of work product, etc.) or lack of continued skill retention. *Behavioral* issues generally relate to a member's conduct, including but not limited to, violations of standards based upon the expectations, directives, guidelines, and policies of the Denver Fire Department, the Department of Safety, and the City and County of Denver. Behavioral issues of a serious nature are best handled within the formal disciplinary framework; only **certain** behavioral issues of a less serious nature will be appropriately addressed within a PIP, as

## DIRECTIVE

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**Topic: Corrective Action Procedures**

determined by the Command Staff, IAB, and the representative(s) of the City Attorney's Office (CAO). Once it has been determined that a PIP would be an appropriate adjunct for managing a member, the supervisor will develop the PIP under the direct guidance of IAB. IAB's guidance helps to ensure consistency in investigations and documentation across all areas of the Department. PIPs must be **specific** and **measurable**, with definitive **time** frames for compliance.

1. **Specific:** The supervisor must specifically identify the performance to be improved or the behavior to be corrected, including but not limited to:
  - a. Which skills need improvement
  - b. Which behaviors need modification
2. **Measurable:**
  - a. Identify the standards, directives, policies, procedures, etc. against which the performance will be measured and provide clear expectations about the items that must change.
  - b. State the expected level of performance and timeline for improvements.
  - c. Compare actual performance against the standards and note if expectations were met or were not met.
3. **Time:**
  - a. Establish periodic review dates to assess the member's progress and to provide continued feedback for the duration of the PIP (i.e. every week/month/etc.).
  - b. Establish a timeline for the length of time the PIP will be in place (i.e. 60/90/120/365 days).
  - c. Document all meetings with the member reviewing progress under the PIP.
4. **Other:**
  - a. Where possible and appropriate, identify any additional resources available to assist the member in achieving the desired improvements (i.e. Directives, Guidelines, City resources, etc.).
  - b. Acknowledge potential consequences should the action plan outlined in the PIP not be satisfactorily completed (i.e. change in work assignment, discipline, etc.).

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All PIPs shall be submitted to IAB for guidance, review, and consultation with the City Attorney's Office prior to approval for implementation.

**II. Discipline Process**

The discipline process may be initiated at any supervisory level. In the case of possible misconduct by a member's supervisor, the alleged misconduct should be reported to the next level of supervision and the Administration Division Chief, or designee, notified through the chain of command. Once an officer/acting officer has reason to believe that departmental directives, guidelines, policies, or other conduct standards have been violated, the officer/acting officer shall contact IAB for 1) guidance, 2) to determine if disciplinary action is warranted, and/or 3) to determine an appropriate fact-finding process. If, in the officers' opinion, the concern may be of a disciplinary nature, he/she **shall** inform their chain of command and contact the IAB for advice, guidance, and disciplinary history before initiating a more in-depth investigation into the facts and circumstances surrounding the conduct at issue<sup>2</sup>. The length and depth of any investigation will depend upon the facts of each case, taking into consideration the nature and severity of the alleged infraction, the number of potential rule violations, the complexity of the factual situation, the number of potential witnesses, the level of contemplated disciplinary options, and any other circumstances unique to the alleged misconduct or performance problems as determined by the Administrative Division Chief, or designee, along with IAB.

Truthfulness and cooperation are vital to the investigatory process; they are expected and demanded of all members involved in an investigatory process or those who have information pertaining to an investigation of misconduct. No member shall knowingly engage in conduct interfering with an investigation or have contact (direct or indirect) with any witness, complainant, or investigator which is intended to, or results in, the obstruction, compromise, or interference with an Internal Investigation.

Following any investigation, the Chief of the Department, or designee, will determine whether the recommended disciplinary action is appropriate. Should the recommended discipline be found inappropriate, an amended recommendation will be made for the level of discipline that is believed more suitable. If it is determined that the facts of the case might warrant a discipline greater than a Written Reprimand, an intake meeting with the Conduct Review Board (CRB) will be scheduled. At intake, the CRB group will be comprised of the Deputy Director of Safety/designee, the Administration Division Chief/designee, the Division Chief/designee of the involved member, a member of the

<sup>2</sup> As discussed more fully below, IAB may take over the investigation at this point.

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same rank, and a member of one rank above. This group will determine whether or not the IA Case will move forward to a Contemplation of Disciplinary Action (CODA) and Pre-Disciplinary meeting with the Chief of the Department/designee. All discipline greater than a written reprimand will be forwarded to the Executive Director of Safety's Office for final discipline determination.

After consultation with IAB, any discipline that is issued will include notification of the appropriate chain of command. All documentation **shall** be sent to IAB for final review, approval, and placement in the members' discipline file. The member and their supervisor will be notified of the final approval.

Confidentiality shall be maintained regarding information within the file including written and verbal statements, videos, and other documents. Information contained in the file may be released on a need-to-know basis as determined by the Chief of the Department or the Deputy Director of Safety. Conduct Review Board members shall maintain confidentiality of any discussions related to discipline cases.

**A. Contacting the Internal Affairs Bureau (IAB)**

The Internal Affairs Bureau is a resource to guide officers through the investigation and disciplinary process. Officers **shall** contact IAB for guidance and assistance in **all** disciplinary matters prior to any action being taken. IAB will provide information on procedures, the appropriate level of investigation, potential discipline, similar cases, prior discipline, and commendations. It is the intent of the Department that disciplinary actions be handled at the lowest appropriate level, with input and guidance from IA personnel; however, investigations involving allegations of a continuing pattern of misconduct, that involve misconduct of a serious nature, or that involve possible law violations **shall** be conducted by the IAB. Officers of the IAB shall have full authority, pursuant to the command of the Chief of the Department, to conduct an investigation without interference from any officer.

The Internal Affairs Bureau is available 24 hours a day for consultations, investigations, and/or response when appropriate. After hours IA response may occur for cases that are criminal in nature, when the circumstances are severe enough to require immediate action, or if the circumstances involve sexual harassment or discrimination.

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**B. Disciplinary Considerations**

The purposes to be achieved by the imposition of discipline in a particular case are dependent on all the facts and circumstances of that case. Those purposes may vary based upon a consideration of numerous factors including, but not limited to, the nature and seriousness of the misconduct, the circumstances under which the misconduct was committed, the harm or prejudice arising from the misconduct, and the existence of any relevant mitigating or aggravating circumstances.

1. Among the primary purposes of disciplinary sanctions are the following:
  - To modify/correct conduct.
  - To impose an appropriate penalty.
  - To address/reflect the harm or risk of harm arising from the misconduct and the effects of the misconduct both inside and outside of the Department.
  - To provide notice of the consequences of misconduct to all members of the Department and to deter future misconduct by all members.
  - Ensuring the orderly functioning and operation of the Department and adherence to its established standards of conduct.
  - Reinforcing Department values.
  - Reinforcing training.
  - Effectively managing risk and potential civil liability for members, the Department, and the City.
  - Establishing trust in and respect for the discipline system and the Department, both internally and in the community.
  
2. It is important for all members of the Department to understand that the goals and purposes of the discipline system are different from those of the criminal justice and civil law systems. While some of the factors taken into consideration in the civil and criminal systems may overlap with factors considered in the discipline system, it must be remembered that the purposes of disciplinary sanctions are different from the purposes of civil and criminal law sanctions. Additionally, it is not the function of the prosecutor's office, through the criminal justice system, to enforce the rules, regulations, and policies of the Department. Nor is it necessary that a member be criminally



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convicted in order for the Department to discipline the member for misconduct which is prohibited by law.

3. Any measure or level of discipline may be used in any given situation as deemed appropriate by the officer, or acting officer, and with concurrence from IAB. Under certain circumstances, immediate dismissal may be warranted. Failure to correct behavior, or the commission of additional violations after discipline has been taken, may subject the member to further disciplinary action, up to and including dismissal. Prior disciplinary actions may be taken into consideration for current disciplinary purposes, regardless of when they occurred. The member's past discipline record along with the nature and severity of the offense will be weighed when determining the appropriate level of discipline. Where possible, the determination of the appropriate level of discipline will be consistent with discipline given to other members who engaged in similar conduct under similar circumstances. This comparative discipline does **not** preclude the implementation of more severe discipline for repeat behavior. Reference the **Denver Fire Department Discipline Handbook** for any needed clarification or answers to specific questions.

**C. Disciplinary Options**

Potential types of discipline will be explained in detail later in this document. Such discipline may include, but is not limited to, the following:

1. Verbal Reprimand
2. Written Reprimand
3. Fines
4. Suspension
5. Involuntary Demotion
6. Dismissal

**D. Review of Discipline**

**All** recommendations for discipline shall be reviewed by the Chief of the Department, or designee. The Chief of the Department reserves the right to change the recommended discipline as believed appropriate, even if the disciplined member has agreed to a level of discipline recommended by the disciplining officer. No discipline will be final until reviewed by the Chief of the Department or designee; no disciplinary action greater than a Written Reprimand

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will be final until reviewed by both the Chief of the Department **and** the Executive Director of Safety, or their designees. Disciplinary actions greater than a Written Reprimand will be imposed by the Executive Director of Safety as required by Denver City Charter § 9.4.14.

**E. Disciplinary Actions which may be Appealed**

A Verbal Reprimand and a Written Reprimand may be appealed to the next level of supervision only; reference Discipline Flowchart. All discipline greater than written reprimands may be appealed to the Civil Service Commission pursuant to Denver City Charter § 9.4.15 and Civil Service Commission Rule 12.

**F. Disciplinary Actions**

**1. Verbal Reprimand**

The Verbal Reprimand is often an effective tool for use by a supervising officer in correcting behavior that involves minor misconduct. Minor misconduct is viewed as a violation of policy or procedure that has a minimal adverse impact on the operation or integrity of the Department. Through the use of this tool, the problem issue is clearly identified and expected changes should be clearly stated. When an incident occurs in which the officer determines from the relevant facts that a Verbal Reprimand is appropriate, the officer **shall** notify their appropriate chain of command and contact the IAB for assistance. The “Summary of Events” section of the Verbal Reprimand form must be reviewed and approved by IAB, and it must be completed with sufficient detail to give notice and allow the member to correct the misconduct or performance issue. The sections of the form entitled, “Previous Discipline” and “Commendations” shall be verified through IAB.

Because a Verbal Reprimand is a formal disciplinary action, it must be documented. Once presented to the member, the officer will have the member sign the designated form confirming that the Verbal Reprimand has been given. The member **shall** sign the form. The member’s signature is not a statement of agreement or disagreement, it signifies only that the member is in receipt of the document.

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If the member is in agreement with the reprimand and recommended action, the member will check and initial the box marked, “Agree” on the form. The Verbal Reprimand will then be sent through the

appropriate chain of command to IAB for review by the Deputy Chief of the Department or designee. If the Verbal Reprimand is finalized by the Deputy Chief’s review, the original Verbal Reprimand document will be filed in the Department discipline files. A copy will be sent to the member through the chain of command.

a. **Appealing a Verbal Reprimand**

If the member does not agree with the Verbal Reprimand, the member will check and initial the box marked “Disagree” on the form. The documentation shall then be forwarded to the next level of supervision.

The officer at the next level of supervision shall review the case and may interview the member and the original disciplining officer and make a recommendation to uphold or change the Verbal Reprimand. If the Verbal Reprimand is upheld or reduced, no further appeal is permitted. The discipline will then be sent through the appropriate chain of command to IAB to be reviewed by the Deputy Chief of the Department, or designee.

If the recommended discipline is increased one step, a Written Reprimand will be initiated. If the recommendation of discipline is greater than a Written Reprimand, a Pre- Disciplinary meeting will be scheduled with the Chief of the Department. A written command by the Chief of the Department for discipline greater than a Written Reprimand will be sent to the Executive Director of Safety, or designee, for final review.

If the Verbal Reprimand is finalized after the Deputy Chief’s review, the original Verbal Reprimand will be filed in the Department discipline files and the member will receive a copy through the chain of command.

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## 2. Written Reprimand

When the disciplining officer believes, due to the nature and severity of the infraction and/or the member's past disciplinary history, that correcting the behavior under investigation requires more than a Verbal Reprimand, a Written Reprimand may be issued. The officer **shall** inform their appropriate chain of command and contact the IAB for assistance. The "Summary of Events" section of the Written Reprimand form must be reviewed and approved by IAB, and it must be completed with sufficient detail to allow the member to correct the misconduct and/or provide a defense for the allegations against him/her. The sections of the form entitled "Previous Discipline" and "Commendations" shall be verified through IAB.

Following approval of the Written Reprimand, the disciplining officer will meet with the member. This meeting will permit the member to provide an answer to the charge(s) and tell his/her side of the events. If the officer determines that a Written Reprimand is still justified, the officer will issue the approved document. During the meeting, the officer will also instruct the member as to how his/her behavior or performance can be improved.

At the conclusion of the meeting the member **shall** sign the form. If the member is in agreement with the reprimand and recommended action, the member will check and initial the box marked, "Agree" on the form. The Written Reprimand will then be sent through the appropriate chain of command to IAB for review by the Deputy Chief of the Department or designee. If the Written Reprimand is finalized by the Deputy Chief's review, the original Written Reprimand document will be filed in the Department discipline files. A copy will be sent to the member through the chain of command. If the Written Reprimand is not approved by the Deputy Chief/designee, a Pre-Disciplinary meeting with the Chief of the Department will be set.

### a. Appealing a Written Reprimand

If the member does not agree with the Written Reprimand, the member will check and initial the box marked "Disagree" on the form. The documentation shall then be forwarded to the next level of supervision.

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The officer at the next level of supervision shall review the case and may interview the member and the original disciplining officer and make a recommendation to uphold or change the Written Reprimand. If the Written Reprimand is upheld or reduced, no further appeal is permitted. The discipline will then be sent through the appropriate chain of command to IAB to be reviewed by the Deputy Chief of the Department, or designee.

If the recommended discipline is increased, a Pre-Disciplinary meeting will be scheduled with the Chief of the Department. A written command by the Chief of the Department for discipline greater than a Written Reprimand will be sent to the Executive Director of Safety or designee for final review.

If the reprimand is finalized after the Chief's review, the original Written Reprimand will be filed in the Department discipline files and the member will receive a copy through the chain of command.

**3. Conduct Review Board (CRB)**

If it is determined that the facts of the case might warrant a discipline greater than a Written Reprimand, an intake meeting with the Conduct Review Board (CRB) will be scheduled. Specific exceptions to this step are listed in the Discipline Handbook Section 18 and 19. At intake, the CRB group will be comprised of the Deputy Director of Safety/designee, the Administration Division Chief/designee, the Division Chief/designee of the involved member, a member of the same rank, and a member of one rank above. This group will determine whether or not the IA Case will move forward to a CODA and Pre-Disciplinary meeting with the Chief of the Department/designee. All discipline greater than a written reprimand will be forwarded to the Executive Director of Safety's Office for final discipline determination.

**4. Notice of Contemplation of Disciplinary Action and Pre-Disciplinary Meeting**

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A *Contemplation of Disciplinary Action* form must be used whenever a disciplinary action greater than a Written Reprimand is being considered (e.g., suspension, involuntary demotion, fines, or dismissal). The “*Summary of Events*” section of the form will contain sufficient detail regarding the allegation of misconduct so as to allow the member to provide a defense of any allegations. IAB will conduct all investigations in which discipline greater than a Written Reprimand is considered.

After the investigation is completed and the CRB has made the recommendation to move forward with a Pre-Disciplinary Meeting, the *Contemplation of Disciplinary Action* form will be sent to the City Attorney’s Office for review. The subject member will be served with a copy of the “Contemplation of Disciplinary Action” form, which will detail the time and place of the Pre-Disciplinary meeting with the Chief of the Department or designee. The Chief will make a written command regarding discipline. Any written command by the Chief greater than a written reprimand will be sent to the Executive Director of Safety, or designee, for final review. Any discipline imposed by the Executive Director of Safety will be issued by Departmental Order.

The *Departmental Order of Disciplinary Action* will be served upon the member in person with a certificate of hand delivery or by certified mail. The original will be filed in the Department disciplinary file.

#### **5. Suspension, Involuntary Demotion, Fines, or Dismissal**

Before a member is suspended, involuntarily demoted, subjected to fines, or dismissed, the Chief of the Department, or designee, shall hold a Pre-Disciplinary meeting. A Pre-Disciplinary meeting is not required for Verbal and Written Reprimands.

The purpose of the Pre-Disciplinary meeting includes the following:

- a. To allow the member to correct any errors in the Department’s information or facts upon which the Department proposes to take disciplinary action.
- b. To allow the member, in a non-adversarial setting, to tell his or her side of the story and present any mitigating information as to why the disciplinary action should not be taken.

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A member is allowed to have an attorney or union representative present during the meeting. The member is not compelled to make a statement and their participation in the meeting is voluntary.

Suspension without pay exceeding 30 days may require an adjustment to a member's overall longevity calculation.

**III. Appealing Suspension, Involuntary Demotion, Fines, or Dismissal**

The member, or the member's designated representative, may file an appeal for hearing with the Civil Service Commission in all disciplinary matters, except those involving reprimands, within ten (10) calendar days from the date of service of a *Departmental Order of Disciplinary Action*. Members should review the requirements of Civil Service Commission Rule 12 to ensure compliance with appeal procedures.

**IV. Possible Causes for Dismissal**

Some actions may be cause for dismissal; however, a lesser discipline may be imposed where circumstances warrant. It is impossible to identify all conduct which may be cause for dismissal. Therefore, the rules and regulations found in the **Denver Fire Department Discipline Handbook** and **Matrix** should not be deemed an exclusive list. For a list of rules and regulations, as well as presumptive disciplinary outcomes, the **Denver Fire Department Discipline Handbook** and **Matrix** should be consulted.

**V. Resignation/Retirement Prior to IAB Investigation/Discipline Process Completion**

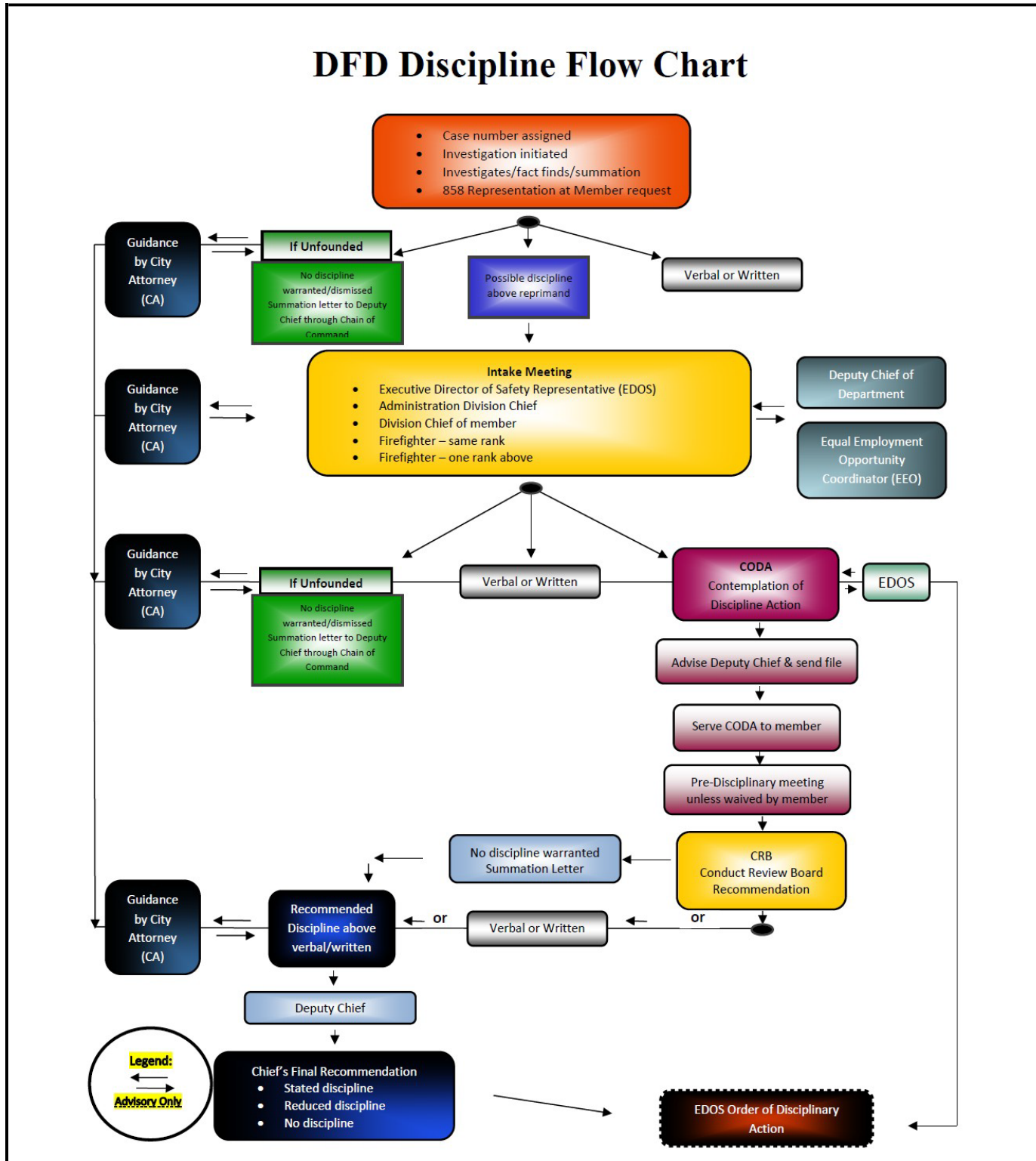
Active Internal Affairs cases either under investigation or within the discipline process in which the subject member separates from the department will be fully completed with findings made. Following separation, the case file will be placed in the member's Personnel File and Internal Affairs Master File. Should the subject member request reemployment, the Internal Affairs case will be available for review during the reemployment process.

**DFD DISCIPLINE FLOW CHART ATTACHED TO THIS DOCUMENT**

**PLEASE CONTACT IAB FOR CORRECTIVE ACTION TEMPLATES TO INCLUDE: PIPs, VERBAL REPRIMANDS, OR WRITTEN REPRIMANDS.**

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**By order of the Chief of the Denver Fire Department and approval of the Executive Director of Safety, this handbook shall apply to all violations occurring on or after January 1, 2017.**

**PURPOSE:** An effective discipline system is one that is fair, rational, efficient, consistent, transparent and which reflects the mission, vision, and guiding principles of the Denver Fire Department. It must foster respect, trust, and confidence among all Department personnel as well as between the Department and the community it serves.

**SCOPE:** Applies to all Denver Fire Department uniformed personnel

The purpose of this Discipline Handbook is to provide sworn members of the Denver Fire Department with notice of the principles and guidelines which shall be employed by the Department in making disciplinary decisions. This Handbook should be reviewed and considered in conjunction with revisions to Department Rules and Regulations, all other Department policies and procedures related to discipline, and all Civil Service Commission rules regarding appeals. This Handbook does not create any contractual rights between or among the City and County of Denver, the Civil Service Commission, the Denver Fire Department, the Department of Safety, and any employee or applicant for employment with the Department of Safety.

The Denver Fire Department is dedicated to providing quality, timely, and professional emergency services to those who live in, work in, and visit the City and County of Denver and the communities we serve.

All members of the Denver Fire Department are expected to conduct themselves in a self-disciplined and professional manner. They should project a positive, productive, and mature demeanor, while performing their duties with honesty, integrity, and pride.

The following list of guidelines represents the conduct standards for members of the Denver Fire Department.

**EVERY MEMBER SHALL:**

1. Comply with the Guidelines of their respective Divisions and written Directives of both the Denver Fire Department and the City of Denver.
2. Use their training and capabilities to protect the public at all times.
3. Work to the level of expertise in their position so as to enable all Department programs and functions to operate effectively.
4. Always conduct themselves to reflect credit on the Department and the City of Denver.
5. Supervisors will manage in an effective, considerate, and fair manner. Subordinates will follow instructions in a positive, cooperative manner.
6. Always conduct themselves in a manner that creates good order inside the Department.
7. Keep themselves informed to enhance their awareness and efficiency concerning their positions.
8. Be concerned and protective of each member's welfare.
9. Operate safely.

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10. Use good judgment.
11. Keep themselves physically fit.
12. Observe the work hours of their position.
13. Obey the law.
14. Be responsible and maintain any/all Department equipment and property at an efficient and usable level.

**MEMBERS SHALL NOT:**

15. Engage in activity that is detrimental to the Department.
16. Engage in a conflict of interest to the Department or use their position with the Department for personal gain or influence.
17. Use alcoholic beverages, debilitating drugs, or any substance which impairs their physical or mental capacities while on duty, or when susceptible to emergency recall.
18. Engage in intimidating, threatening, or hostile behaviors, physical assault, or other acts of this nature.
19. Engage in any sexual activity while on duty.
20. Abuse their Sick Leave.
21. Steal.
22. Depart from the truth.

**Sec. 1 General Principles**

- 1.1 The discipline system must be fairly, efficiently, and consistently administered so as to promote and maintain a culture of public accountability, individual responsibility, and maintenance of the highest standards of professionalism.
- 1.2 Discipline should be based upon reasonable notice of the standards by which conduct will be judged and the likely consequences of the failure to adhere to Department rules and policies.
- 1.3 The investigation of allegations of misconduct must be fair, thorough, conducted with full regard for the rights of members, and designed to develop all relevant facts necessary for the fair determination of the issue in question.
- 1.4 Truthfulness is vital to the investigation and review process and shall be expected and demanded of all subject members, witnesses, complainants, and all persons involved in the investigation and review of allegations of misconduct.
- 1.5 The determination of whether an allegation of misconduct should be sustained must be based upon the application of Department-wide standards and the fair consideration of only those facts relevant to that determination.

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1.6 The administration of the discipline process shall not discriminate against anyone on the actual or perceived basis of race, color, creed, national origin, ancestry, gender, sexual orientation, age, religion, political affiliation, physical or mental disability, military status, marital status, or other basis protected by Federal, State, or local law or regulation.

1.7 No rule or policy shall be created, interpreted, or applied so as to lead to a result which is unjust, unreasonable, or unconscionable, and contrary to the goals and purposes of these Disciplinary Guidelines.

**Sec. 2 Practices in Support of the Disciplinary System**

2.1 Practices such as mediation, early intervention, remedial training, mentoring, and the like are means to affect the performance and conduct of members apart from the imposition of disciplinary sanctions and to improve the efficiency and effectiveness of the disciplinary system. However, none of these practices are intended to relieve members of responsibility for their misconduct. The failure of the Department to provide any of the above or the failure to apply any of the programs or practices to a particular member or case does not create a defense to misconduct or constitute a mitigating circumstance.

**Sec. 3 Ancillary Consequences of the Disciplinary System**

3.1 The disciplinary penalties that may be imposed on Department members are reprimand, dismissal, fined days, suspension without pay, and involuntary demotion with a reduction in pay. The Executive Director of Safety or her/his designee is responsible for imposing all disciplinary penalties, except for reprimands, which may be issued by the Chief.

3.2 The Chief may establish practices, make decisions, and enter orders with regard to matters not directly related but ancillary to the imposition of discipline. These can include, but are not limited to, no-contact orders, temporary or permanent re-assignments, regulating on-duty work hours and responsibilities, regulating secondary employment privileges, ordering psychological or other work-related examinations, determining necessary remedial training or entering any other order, restriction, or condition deemed appropriate under the circumstances. These practices do not constitute the imposition of discipline and are not regarded as a part of any disciplinary sanction. The imposition of any of the above orders, conditions, or restrictions may not be considered in determining whether a violation should be sustained and, if so, what the appropriate penalty should be.

3.3 The imposition of disciplinary sanctions may have an impact on future status and benefits including, but not limited to, assignments, promotions or appointments. The Executive Director of Safety, the Chief, or the Denver Civil Service Commission may establish policies and practices with regard to any of these. These practices do not constitute the imposition of discipline and should not be regarded as a part of any disciplinary sanction. The future impact of the imposition of disciplinary sanctions may not be

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considered in determining whether or not a violation should be sustained and, if so, what the appropriate penalty should be.

3.4 The imposition of disciplinary sanctions will no doubt have a personal and financial impact on the member who is disciplined. Understandably, that impact will vary from member to member based upon his/her personal circumstances. It should not be expected that a system of consistent discipline should reasonably take these kinds of differences into account. Therefore, these types of variables may not be considered in determining whether a violation should be sustained and, if so, what the appropriate penalty should be.

**Sec. 4 Determining the Facts: Internal Investigations**

4.1 The integrity of the internal investigation process is essential to the fair administration of discipline. No system of discipline can be effective without investigations that can be considered unbiased and trustworthy by members of the Department as well as the general public.

4.2 Investigations must be fair, thorough, timely and in accordance with accepted Department policies and procedures. Investigations must be conducted with full regard for the member's rights and the rights and respect due to fellow members, non-sworn members of the Department, complainants, witnesses, and other members of the public. Investigations shall not discriminate against anyone on the basis of actual or perceived race, color, creed, national origin, ancestry, gender, sexual orientation, age, religion, political affiliation, physical or mental disability, military status, marital status, or other basis protected by Federal, State, or local law or regulation.

4.3 Truthfulness is vital in an internal investigation. It must be expected and demanded. Department personnel are required to cooperate and be completely truthful or face disciplinary sanctions. Non-Departmental personnel must also be truthful.

4.4 Any attempt to improperly dissuade, discourage, prevent, or interfere with any internal affairs investigation is subject to discipline.

4.5 Any member who knowingly, intentionally, or willfully makes a false report, intentionally omits a material fact, or otherwise departs from the truth in any investigation, including any internal affairs investigation, administrative or judicial proceeding, is subject to discipline.

4.6 It is important to note that the primary role of Internal Affairs (IA) is that of investigation and fact-finding. IA conducts the investigation<sup>1</sup> and prepares the investigative file for review by the Conduct

<sup>1</sup> This section is not intended to limit who can investigate any given matter. At times, it may be appropriate to have police, outside investigators, house Captains, or another person not affiliated with IAB to conduct an investigation. While generally IAB will conduct investigations, the Director and Chief have the discretion to assign investigations to a party outside of IAB.

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Review Board. IA does not make disciplinary recommendations or determine disciplinary sanctions above the level of a Written Reprimand.

**Sec. 5 Determining Whether a Violation Has Been Proven**

- 5.1 In determining whether a violation of any Departmental rule, regulation, policy, procedure, or Directive has been proven, the reviewer (including, but not limited to, the Director or designee, the Chief, and members of the Conduct Review Board) must act as a finder of fact. This process is separate and distinct from any consideration of what disciplinary sanction, if any, is appropriate if it is decided that a violation has been proven.
- 5.2 As a finder of fact, the reviewer must rely only upon the evidence in the case, which must be thoroughly reviewed. The reviewer must consider only the evidence that is contained in the investigative file and any reasonable inferences to be drawn from that evidence. The reviewer is expected to use common sense and life experiences when acting as a finder of fact. However, he/she is not to base any conclusions on information known to him/her regarding the matter or the persons involved in the matter if that information is not part of the investigative file.
- 5.3 As the finder of fact, the reviewer must judge the credibility of witnesses and the weight to be given their statements. In doing so, he/she should take into consideration the witnesses' means of knowledge, strength of memory, and opportunities for observation; the reasonableness or unreasonableness of their statements; the consistency or lack of consistency in their statements; motives; whether their statement has been contradicted or supported by other evidence; any bias, prejudice, or interest; their manner or demeanor while making statements; and all other facts and circumstances shown by the evidence which affect the credibility of the witnesses. Based on all of these stated considerations and all the facts, circumstances, and evidence in the case, the reviewer may believe all, part, or none of any witnesses' statements. He/she may also determine what weight, if any, to give to any witnesses' statements.
- 5.4 The reviewer must thoroughly review the policy, procedure, rule, regulation, or Directive alleged to be violated and apply it to the facts as he/she determines them. The reviewer must do so without regard for whether he/she personally agrees with the particular policy, procedure, rule, regulation, or Directive or whether he/she believes it should be amended or repealed.
- 5.5 In determining whether there is sufficient evidence to establish that a violation has occurred, the reviewer must apply the standard of proof known as the "preponderance of the evidence." To prove something by a "preponderance of the evidence" means to prove that it is more likely than not. In determining whether the burden of proof of "preponderance of the evidence" has been met, reasonable care and caution should be used to consider all the evidence in the case and the weight that evidence should be afforded. The quantum of evidence that constitutes a preponderance must be sufficient to lead to the reasonable conclusion that the accused member committed the violation which is being considered. A suspicion, belief, or opinion not supported by the weight of the evidence is not sufficient.

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5.6 After thoroughly reviewing all the evidence and after determining formal findings are necessary, the reviewer must make one of the following findings for each of the specifications considered:

5.6.1 Unfounded: The investigation indicates that the subject's alleged actions relating to the Department policy, procedure, rule, regulation, or Directive in question did not occur.

5.6.2 Exonerated: The investigation indicates that the alleged actions of the subject were within the policies, procedures, rules, regulations, and Directives of the Department.

5.6.3 Not Sustained: There was insufficient evidence to either prove or disprove the allegation.

5.6.4 Sustained: The subject's actions were found by a preponderance of the evidence to have been in violation of the Department policy, procedure, rule, regulation, or Directive in question.

5.6.5 Not Considered: In cases when the Rule and Regulation to be considered has been determined to be redundant to another sustained violation.

5.7 Each specification of an alleged violation should be considered separately, and a separate decision reached as to whether there is a preponderance of evidence establishing that the alleged violation occurred. The sustaining of any one specification does not compel the sustaining of other specifications.

5.8 As a finder of fact, the reviewer may be participating in an official disciplinary proceeding such as a Conduct Review Board (CRB) or Pre-Disciplinary meeting where information in addition to the investigative file, such as a statement by the subject member, is presented for consideration. The reviewer may properly consider that additional information, assess its credibility, and afford it whatever weight he/she deems appropriate.

## Sec. 6 Determining Appropriate Discipline

6.1 The purposes to be achieved by the imposition of discipline in a particular case are dependent on all the facts and circumstances of that case. Those purposes may vary based upon a consideration of numerous factors including, but not limited to, the nature and seriousness of the misconduct, the circumstances under which the misconduct was committed, the harm or prejudice arising from the misconduct, and the existence of any relevant mitigating or aggravating circumstances.

6.2 Among the primary purposes of disciplinary sanctions are the following:

- To modify/correct conduct.
- To impose an appropriate penalty.
- To address/reflect the harm or risk of harm arising from the misconduct and the effects of the misconduct both inside and outside of the Department.

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- To provide notice of the consequences of misconduct to all members of the Department and to deter future misconduct by all members. Ensuring the orderly functioning and operation of the Department and adherence to its established standards of conduct.
- Reinforcing Department values.
- Reinforcing training.
- Effectively managing risk and potential civil liability for members, the Department, and the City.
- Establishing trust in and respect for the discipline system and the Department, both internally and in the community.

6.3 It is important for all members of the Department to understand that the goals and purposes of the discipline system are different from those of the criminal justice and civil law systems. While some of the factors taken into consideration in the civil and criminal systems may overlap with factors considered in the discipline system, it must be remembered that the purposes of disciplinary sanctions are different from the purposes of civil and criminal law sanctions. Additionally, it is not the function of the prosecutor's office, through the criminal justice system, to enforce the rules, regulations, and policies of the Department. Nor is it necessary that a member be criminally convicted in order for the Department to discipline the member for misconduct which is prohibited by law.

**Sec. 7 Categories of Conduct**

7.1 There are six categories of conduct in the matrix. Categories range from the least serious to most serious with regard to the nature of the conduct and its harm/impact on the Department and community. While the language of the conduct categories may seem similar, each category is intended to reflect the increased seriousness of the misconduct. Reasonable reviewers may disagree on the appropriate conduct category for a violation. Such disagreement does not necessarily mean that the reviewer, or the final decision maker, is wrong.

**Sec. 8 Assigning Conduct Categories to Specific Rules and Regulations**

8.1 Although the pre-determined categories contained in the matrix will likely cover the vast majority of disciplinary violations, several issues of importance are noted:

- 8.1.1 The individual rules and regulations have been placed into particular conduct categories based upon the nature and type of misconduct. However, the unique factual circumstances of a given case may justify the application of a different conduct category than that previously assigned to the particular violation in the matrix. As such, command officers, the Chief (or designee), the Executive Director of Safety (or designee), the Hearing Officers, and the Civil Service Commission can and may determine that a previously assigned conduct category is not appropriate under the unique factual circumstances of the case. In this situation, a deviation from the matrix is allowed. Any such deviation must be reasonable under the circumstances and be justified by the facts of the case.

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8.1.2 A limited number of rules and regulations could fit into any or all of the conduct categories based upon the nature of the conduct being addressed. Anyone reviewing such a case should consider the factors outlined in Section 9 below as well as the various facts presented in order to determine the most appropriate conduct category.

8.1.3 Certain rules and regulations could fit more than one but not all conduct categories. Anyone reviewing such a case should consider the various factors outlined in Section 9 below in order to determine the appropriate conduct category.

8.1.4 No attempt has been made to categorize all sources of rules which may apply to alleged misconduct by fire fighters. Clearly, the Department rules and regulations govern fire fighter conduct but there are other rules and orders that might apply to misconduct. These include such things as Mayor's Executive Orders, other policies and procedures, Directives, special orders, training bulletins, or the like. Anyone reviewing misconduct based upon any of these types of violations should consider the factors outlined below in order to determine the appropriate conduct category.

### Sec. 9 Determining Appropriate Conduct Categories - Analysis

9.1 Situations will arise where personnel charged with the responsibility of recommending or ordering disciplinary sanctions will have to determine the appropriate conduct category into which the misconduct falls and whether the alleged misconduct satisfies the definition of a particular category. This is a necessary first step in determining the appropriate sanction. In analyzing the misconduct, the following questions, among others, should be considered:

9.1.1 What is the general nature of the misconduct?

9.1.2 How does the misconduct relate to the stated mission, vision, and guiding principles of the Department?

9.1.3 How does the misconduct impact the operations and image of the Department and its relationship with other agencies or the community?

9.1.4 What is the actual and demonstrable harm or risk of harm involved?

9.1.5 Does the misconduct involve an actual and demonstrable impact on fire fighter, employee, or public safety, or a demonstrable serious risk to fire fighter, employee, or public safety?

9.1.6 Did the violation result in actual injury to a fire fighter, employee, or a member of the public? If so, what is the extent of the injury?



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- 9.1.7 Does the misconduct involve unethical behavior or a serious abuse or misuse of authority?
- 9.1.8 Did the misconduct foreseeably result in death or serious bodily injury?
- 9.1.9 Does the misconduct constitute a failure to adhere to any condition of employment required by contract or mandated by law?

9.2 In determining the conduct category, the definition of the category and the analysis described in this section should control the determination of what category applies to the violation in question.

**Sec. 10 Brief Description of Matrix Tables**

10.1 The disciplinary matrix has two primary tables: The Categories, Violations and Discipline Level Assignments Table and the Penalty Table.

10.2 The Categories, Violations and Discipline Level Assignments Table identifies:

- 10.2.1 The definitions of each Conduct Category (A through F);
- 10.2.2 Example violations in the form of Rules and Regulations (RRs) that are found within each of these conduct categories; and
- 10.2.3 The discipline level assigned to each conduct category based, in part, on the number of offenses of an equal or greater conduct category that have occurred during the specific time periods assigned to that conduct category. This table also shows how the discipline level (levels 1 through 8) increases by one level for each repeated violation of an RR of an equal or greater conduct category during the specified time period.

10.3 The Penalty Table identifies: Eight discipline levels (1 through 8) ranging from least serious to most serious; and the penalties associated with that discipline level with specification of the presumptive penalty and the mitigated and aggravated penalty ranges.

**Sec. 11 Establishing Presumptive Penalties**

11.1 The Penalty Table identifies a “presumptive penalty” for each conduct violation.

11.2 To achieve consistency, presumptive penalties are presumed to be the reasonable and appropriate penalties that should be given. However, when mitigating or aggravating factors are established, a departure from the presumptive penalty may be justified. Even then, the penalty will remain within the penalty ranges established for that particular discipline level unless “special circumstances,” as explained below (Section 12), exist.

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11.3 The “presumptive penalty” may also increase if a member has prior sustained violations of the same or higher conduct category.

11.4 The factors or circumstances relied upon to find mitigation, aggravation, or “special circumstances,” must be articulated and justified in writing.

**Sec. 12 Special Circumstances**

12.1 It should be recognized that any discipline system can only be designed for the large majority of cases and that on limited occasions, there will be extraordinary circumstances which would justify a penalty less than or greater than that allowed under the matrix. This is what is generally referred to as “going outside the matrix.” The authority to do so is within the sound discretion of the Chief and the Executive Director of Safety or his/her designee and is reasonable and necessary to avoid injustice. A properly functioning matrix system cannot be so rigidly applied as to mandate a certain sanction or limit a certain sanction where doing so would lead to an unjust result or fail to reflect the totality of the particular circumstances.

12.2 These issues will generally arise when there is extraordinary mitigation, extraordinary aggravation, questions of reduction in rank or grade, extended suspensions, or cases involving termination where termination is not the presumptive or aggravated penalty indicated by the matrix.

12.3 The reasons<sup>2</sup> for departing upward or downward from the maximum or minimum penalty called for in the matrix as well as the basis for determining the particular penalty must be documented and explained.

**Sec. 13 Disciplinary Recommendations made to the Executive Director of Safety or his/her Designee**

13.1 The Executive Director of Safety or his/her designee is charged with the responsibility of ordering all discipline issued to uniformed members of the Denver Fire Department greater than a reprimand. All input into the issue of whether or not a member has violated a Departmental rule or policy and, if so,

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<sup>2</sup> Factors to consider in determining whether extraordinary aggravation exists include, but are not limited to: Commission of acts which demonstrate a continued inability or unwillingness to conform to expected standards of conduct; Commission of an act which causes a continuing, disruptive effect on the efficient and/or safe operations of the Department or clearly constitute a substantial risk to public safety; Commission of an act which calls into serious question the member's trustworthiness and/or integrity so as to interfere with the continued performance of his/her assigned duties and responsibilities, or which demonstrate a serious lack of the ethics, character or judgment necessary to hold the position of firefighter; Commission of an act which has had or may be reasonably demonstrated to have, an appreciable negative effect on the general public's confidence and/or trust in the operations of the Department; or Creation of a serious legal or financial risk for the Department or the City arising from the misconduct of a member or the retention of that member.

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what the appropriate sanction should be are in the form of recommendations to the Executive Director of Safety or his/her designee.

- 13.2 The Executive Director of Safety or his/her designee considers recommendations but is not bound by them. The Director may approve, modify, or disapprove any recommendation made to him/her. No provision of the City Charter or Civil Service Rules requires the Director to follow the recommendations.
- 13.3 Disciplinary recommendations and their underlying rationale are considered part of the Executive Director of Safety’s deliberative process. Therefore, the Department may develop policies and procedures to limit access to, keep confidential, or otherwise protect recommendations / rationales from public disclosure except as required by law or to the extent necessary to facilitate decision-making at various stages of the disciplinary process.

**Sec. 14 Role of the Chief in the Disciplinary Process**

- 14.1 It is the responsibility of the Chief or his/her designee to initiate disciplinary action against members of the Fire Department by a written order submitted to the Executive Director of Safety for approval.
- 14.2 Prior to submitting that order, the Chief must provide written notice to the subject member advising him/her of the charges, an explanation of the evidence supporting those charges (generally in the form of a CODA) and an opportunity to respond to the charges at a pre-disciplinary meeting.
- 14.3 In reviewing disciplinary recommendations made to him/her and in making any recommendation to the Director of Safety or his/her designee, the Chief is guided by the provisions of the Charter, the Civil Service Rules, the Rules and Regulations and policies and procedures of the Department, and all other laws relevant to the imposition of discipline.
- 14.4 The Chief shall make findings as to each allegation considered and shall determine the discipline he/she believes to be appropriate by applying the principles, guidelines and procedures detailed herein. The recommendation shall contain a written summary of his/her findings, the basis for any disciplinary sanction recommended, and an explanation of how the sanction was determined. This summary shall also include the findings as to each allegation, relevant commendatory and/or disciplinary history, any mitigating or aggravating circumstances considered, and any factors which justify the decision to impose a penalty other than the presumptive or a penalty “outside the matrix” as a result of special circumstances.

**Sec. 15 Role of the Executive Director of Safety in Imposing Discipline**

- 15.1 The Executive Director of Safety or his/her designee is responsible for ordering all discipline, with the exception of reprimands, in the Denver Fire Department. In doing so, the Director of Safety is guided

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by the provisions of the Charter, the Civil Service Rules, the Rules and Regulations and policies and procedures of the Denver Fire Department, applicable policies of the City and County of Denver and all other laws relevant to the imposition of discipline.

15.2 The Director of Safety is also empowered with reasonable discretion in exercising his/her authority to administer the Department of Safety.

15.3 The Director of Safety or his/her designee shall review the entire investigative file, the pre-disciplinary letter containing a summary of the facts, the disciplinary and commendation history, the audio recording of the pre-disciplinary hearing held by the Chief, and a listing of the violations considered. The recommended finding as to each violation is listed along with the recommended penalty as to each. The Director or his/her designee shall consider the recommendation of the Chief but is not bound by it.

15.4 If the Director of Safety or his/her designee finds that there are insufficient facts or information to make a final determination of appropriate discipline, the Director of Safety or his/her designee may return the case for further investigation or otherwise order that the facts or information be provided.

15.5 In sustaining any violations or determining the appropriate discipline, the Director of Safety or his/her designee must follow the same rules, principles and guidelines, including the matrix, followed by other reviewers. The Director or his/her designee must determine the conduct category, the discipline level and the presumptive penalty for each violation. He/she must consider whether any relevant disciplinary history justifies an increase in the discipline level and the corresponding presumptive penalty; whether there are any mitigating or aggravating circumstances that justify the imposition of a penalty in the mitigated or aggravated ranges for the appropriate discipline level; and whether there are any special circumstances such as extraordinary mitigation or extraordinary aggravation that would justify a lesser or greater penalty than that allowed by the matrix. He/she shall also consider whether there are any special circumstances that justify reduction in rank or termination, where termination is not the presumptive or aggravated penalty listed by the matrix.

15.6 The Executive Director of Safety or his/her designee may impose a penalty greater or less than that provided for in the matrix when the conduct taken as a whole justifies a finding of special circumstances. If special circumstances are found, the Director of Safety or his/her designee may impose a penalty less than that provided for by the matrix, a reduction in rank, or termination.

**Sec. 16 Negotiated Settlement of Disciplinary Actions**

16.1 The Department and the Executive Director of Safety recognize that, notwithstanding the consistency which is to be achieved by the application of the disciplinary matrix, circumstances may arise which necessitate meaningful settlement discussions between the member, the Department, and the Director of Safety. Therefore, the Director of Safety or his/her designee or the Chief or his/her designee with the approval of the Director of Safety or his/her designee, may engage in settlement discussions with the subject member. These discussions may focus either on the specific violation(s) to be charged and/or

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the discipline to be imposed. Nonetheless, members should understand that settlement negotiations are not a matter of right and refusal by the Department or the Director of Safety or his/her designee to enter into settlement discussions or to reach a settlement agreement cannot be a basis of any claim of inconsistent treatment.

16.2 Settlement, while encouraged in appropriate cases, should occur only for legitimate purposes and not in an effort to circumvent the application of the matrix or the purposes and goals of these Conduct Principles and Disciplinary Guidelines. All settlement agreements must be approved by the Director of Safety or his/her designee.

**Sec. 17 Confidentiality in the Discipline Process**

17.1 All persons who are involved in the investigation and the review of misconduct, recommend disciplinary findings or sanctions, make decisions at any stage in the disciplinary process, or otherwise participate in the administration of the disciplinary process, as well as their legal or Department representatives, are obligated to keep disciplinary deliberations, recommendations, and rationales confidential except where:

- 1.) Disclosure is necessary for the administration of the disciplinary process;
- 2.) Approved by the Chief or the Executive Director of Safety;
- 3.) In accordance with established Department policy and procedure; or
- 4.) Required by the rules of the Civil Service Commission, the ordinances of the City and County of Denver, or any applicable state or federal laws.

**Sec. 18 Conduct Prohibited by Law Involving Driving Under the Influence and Driving While Ability Impaired**

As first responders, the Department recognizes the serious public safety issues involved when persons who have consumed alcohol and/or drugs operate motor vehicles. The Department has a significant interest in deterring such misconduct by its members. Therefore, a violation of any rule related to off duty, misdemeanor violations of law involving driving while under the influence or impaired should generally be presumed to merit a suspension equal to three (3) 24-hour shifts (72 hours) or more. Law violations under this section will by-pass the Conduct Review Board and the member will be issued a Contemplation of Discipline notice and answer directly to the Chief or his/her designee.

While the penalty of 3 shifts is considered presumptive for any off duty, misdemeanor offense, driving while under the influence or impaired is considered a greater safety violation, especially for first responders. As such, higher discipline may be warranted. See Rule and Regulation number 33.

Other factors may be considered which can also increase the disciplinary penalty. These factors include, but are not limited to:

- (a) Driving resulting in death or physical injury;

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- (b) Driving resulting in property damage;
- (c) Reckless driving or excessive speeding (20 mph or more over the speed limit);
- (d) Threatening, discourteous, abusive, disrespectful, or unprofessional conduct toward investigating law enforcement officers;
- (e) Attempts to elude apprehension;
- (f) Resisting detention or arrest;
- (g) Carrying a firearm on your person or displaying a firearm;
  
- (h) Attempting to improperly influence the investigation by use of the member's position in the Department;
- (i) Leaving the scene, tampering with or altering evidence, making false statements to investigators, or other attempts to avoid detection or responsibility;
- (j) Prior alcohol related law violations or Department violations;
- (k) The loss of or restrictions to driving privileges; and
- (l) A blood alcohol level of .15 or greater.

**Sec. 19 Depletion of Accumulated Sick Leave (ASL) Resulting in a Negative Balance**

When a Non-Line-of Duty absence results in a member exhausting their ASL and being Absent-Without-Leave (AWOL), it will generally be a presumed Category C rule violation and a presumptive fine/suspension of one (1) 24-hour shift or more. Violations under this section will by-pass the Conduct Review Board and the member will be issued a Contemplation of Discipline notice and answer directly to the Chief or his/her designee.

**Sec. 20 Soliciting Preferential Treatment (i.e., Badging)**

Rule & Regulation 13 is the Department's rules, prohibiting members from "using official position or authority for personal profit or advantage, including kickbacks."

While this can encompass a range of potential misconduct, this rule is most often seen when members attempt to use their position as Department members (i.e., displaying a badge or identifying themselves as fire fighters) to solicit preferential treatment not extended to the general public, such as during a traffic stop.

All members of the Department should understand that the inappropriate use of their position as a member of the Department to solicit any preferential treatment or benefit to which they would not otherwise be entitled is considered highly objectionable and, if proven, will be disciplined accordingly. It is vital to the reputation of the Department that all members conduct themselves in a manner that does not create the perception that members have an expectation of being treated differently, believe they are entitled to benefits others would not be entitled to, or should not be held as accountable for their actions as others would be.

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Factors which should be considered by the reviewer include, but are not limited to, the intent of the offending member, the type of preferential treatment or benefit being solicited, the person or entity being solicited, and the manner in which the solicitation is carried out or attempted.

One factual situation of note is the circumstance of a member interacting with law enforcement, i.e., in a domestic dispute, or when stopped for a traffic violation. While no member should have the expectation that he/she is entitled to be treated differently from the general public; nor should the member attempt to dissuade the officer from carrying out his/her duties based upon the fact that he/she is a fellow civil servant, nonetheless, there are times when identifying oneself as a firefighter may be necessary for safety reasons. For example, if an arson investigator who is carrying a concealed weapon is contacted by law enforcement, safety considerations may mandate that the member immediately inform the contacting officer that he or she is in possession of a weapon. Reviewers should carefully consider the circumstances when a member identifies themselves as a fire fighter for safety reasons, in response to a legitimate law enforcement inquiry, or for any other reason that is not in furtherance of seeking personal advantage. Violations of RR – 13 should only be sustained when the member is seeking preferential treatment or some other personal advantage.

However, under no circumstances should a member attempt to obtain preferential treatment based on his or her employment status.

**Sec. 21 Investigation of Complaints Made Against the Fire Chief, Deputy Fire Chief, Division Chiefs, Members Assigned to the DFD Internal Affairs Bureau (IAB), and Fire Investigation.**

It is the policy of the DFD and the Department of Safety to ensure complaints and/or allegations against high level individuals, including allegations of misconduct, law violations, discrimination, harassment, performance of duties, whether occurring off- or on-duty are investigated. Investigations must be conducted in an objective and professional manner and must be transparent and avoid the appearance of conflicts of interest or bias.

The Executive Director of Safety (EDOS) has delegated the Public Integrity Division's (PID) Administrative Investigations Unit (AIU) to conduct investigations into allegations and complaints made against high level individuals. Nothing in this policy prohibits the EDOS or designee from delegating this responsibility to another law enforcement agency, outside investigator, or another individual, as deemed appropriate. High level individuals include the Fire Chief, Deputy Chief, Division Chiefs, and firefighters assigned to DFD IAB.

The Office of the Independent Monitor (OIM) shall be responsible for actively monitoring and participating in certain investigations of uniformed personnel assigned to the Fire Investigation Unit. The nature of this mandatory oversight is defined in relevant Sections of the Denver City Charter, Denver Revised Municipal Code, and internal OIM documents that establish the OIM's jurisdiction and internal policies. When any non-subject member of IAB is aware the PID is investigating a DFD case involving members of the Fire Investigation Unit, IAB will inform the PID that the OIM should be notified of the investigation.

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When investigating allegations made against any Fire Department employee, AIU personnel act directly under the authority of the EDOS and have the authority to require any member of the Department, regardless of rank, to make a full and complete disclosure pertaining to the commission or omission of acts under investigation.

After the investigation is complete, the review of the investigation, including whether to empanel a Conduct Review Board, or personnel in attendance at a Contemplation of Discipline meeting, will be at the discretion of the EDOS. The EDOS may consider rank of the subject member, sensitivity of the allegations, disruption to the Department, or any other relevant factor when determining review of the investigation and recommendations for possible disciplinary findings.

This policy may also apply to any other investigation where the Executive Director of Safety or designee determines it is in the best interest of the City or Department for the investigation to be conducted outside DFD Internal Affairs.

**ATTACHMENTS TO THIS DIRECTIVE:**

- DFD – Discipline Matrix (Categories – Violations and Discipline Level Assignments Table)**
- DFD - Rules and Regulations**
- DFD – Penalty Table**



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# DENVER FIRE DEPARTMENT DISCIPLINE MATRIX

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Violations and Discipline Level Assignments Table

**Denver Fire Department Discipline Matrix**  
Violations and Discipline Level Assignments Table

Definitions of Conduct Categories A- F

- A. Conduct that has a minimal negative impact on the operations or professional image of the Department.
- B. Conduct that has more than a minimal negative impact on the operations or professional image of the Department; or negatively impacts relationships with other firefighters, employees or agencies, or the public.
- C. Conduct that has a pronounced negative impact on the operations or professional image of the Department; or on relationships with other firefighters, employees, agencies, or the public.
- D. Conduct that is substantially contrary to the guiding principles of the Department or that substantially interferes with its operations or professional image; or that involves a demonstrable serious risk to firefighter, employee or public.
- E. Conduct that involves the serious abuse or misuse of authority, unethical behavior, or an act that results in an actual serious and adverse impact on the Department's mission; or on firefighter, employee or public safety; or to the professionalism of the Department.
- F. Any violation of law, rule or policy which: foreseeably results in death or serious bodily injury; or regardless of the resulting injury, constitutes a willful and wanton disregard of department guiding principles or its mission; or involves any act which demonstrates a serious lack of the integrity, ethics or character related to a firefighter's fitness to hold his or her position; or which involve serious or abusive conduct, including abuse of authority; or involves any conduct which constitutes the failure to adhere to any condition of employment required by contract or mandated by law.

**Denver Fire Department Discipline Matrix**  
Violations and Discipline Level Assignments Table

<b>Category A:</b> <b>Conduct that has a minimal negative impact on the operations or professional image of the Department.</b>			
<b>1<sup>st</sup> Violation in 3 Years Penalty Level 1</b>		<b>2<sup>nd</sup> Violation in 3 Years Penalty Level 2</b>	
<u>Examples include, but are not limited to:</u>			
RR-1	Non-exempt employees shall not perform unauthorized work outside of their established work schedule. (A-B)		
RR-2	Members shall not neglect their duties. This includes failure to file required reports. (A-C)		
RR-5	Members shall observe written departmental or agency regulations, policies or rules. (A-F)		
RR-8	Members shall not be careless in performance of duties and responsibilities... (A-F)		
RR-24	Members shall maintain satisfactory working relationships with co-workers, other City employees, and the public. (A-C)		
RR-25	Members shall follow department training protocols. (A-C)		
RR-29	Members shall report charges or conviction of crimes. This provision does not apply to zero-point traffic offenses. (A-F)		
RR-31	Members shall not engage in conduct which violates DFD's Department Directives, the City Charter, the Denver Revised Municipal Code, Executive Orders, or any other applicable legal authority. (A-F)		
RR-39	Member shall not engage in: a. conduct prejudicial to the good order and effectiveness of the department or agency or conduct that brings disrepute on or compromises the integrity of the City. (B-F) b. insubordination. (B-F)		

**Violations and Discipline Level Assignments Table Category A:**

- Any prior sustained violation in a category greater than or equal to the current violation shall increase the penalty level by 1. The prior Violation must be within the specified time frame of the current violation.

- Any prior sustained violation within the specified time frame, in a category lower than the current violation, may be considered as an aggravating factor.

\* Violations that appear in multiple categories will require the Department to compare the underlying conduct to the definitions contained in each category to identify the appropriate category for the violation.

\*\* The 4<sup>th</sup> or subsequent sustained violation of the same RR, within the specified time frame, may result in more severe disciplinary recommendations.

The language of some of the rules in this chart has been modified or shortened in the interest of space. Please see the rule itself for complete language.

**Denver Fire Department Discipline Matrix**  
Violations and Discipline Level Assignments Table

<b>Category B:</b> <b>Conduct that has more than a minimal negative impact on the operations or professional image of the Department; or that negatively impacts relationships with other firefighters, employees, agencies or the public.</b>			
<b>1<sup>st</sup> Violation in 4 Years Penalty Level 2</b>		<b>2<sup>nd</sup> Violation in 4 Years Penalty Level 3</b>	
		<b>3<sup>rd</sup> Violation in 4 Years Penalty Level 4</b>	
<u>Examples include, but are not limited to:</u>			
RR-1	Non-exempt employees shall not perform unauthorized work outside of their established work schedule. (A-B)	RR-10	Members shall use City resources in compliance with all rules and policies... (B-D)
RR-2	Members shall not neglect their duties. This includes failure to file required reports. (A-C)	RR-14	Members shall not accept a gratuity/favor for services required on the job. (B-D)
RR-3	Members shall not report to work after the scheduled start time of the shift. (B-C)	RR-17	Members shall not lie to superiors, provide materially misleading statements, omit facts in order to mislead, or alter or falsify records. (Includes, but not limited to: duties, official documents, Internal Affairs investigations, disciplinary actions, workers compensation claims, police or third party investigations, or work hours.) (B-F)
RR-4	Members shall not be absent from work without authorization, or abuse paid sick time off, sick leave or other types of leave or deplete their accumulated sick leave bank resulting in a negative balance. (B-D) (Presumptive Conduct Category C for going below accumulated sick leave balances, no Conduct Review Board intake but member will still receive a contemplation of discipline meeting.)	RR-19	Members shall not: a. possess any alcoholic beverage while on duty. (B- F) b. consume any intoxicating substance while off duty to an extent that results in the commission of an act that brings discredit upon the Department. (B-F)
RR-5	Members shall observe written departmental or agency regulations, policies or rules. (A-F)	RR-23	Members shall not possess a weapon on City property or a work location without written permission of the Fire Chief or designee. (B-D)
RR-6	Members shall meet established standards of performance including either qualitative or quantitative standards. (B-F)	RR-24	Members shall maintain satisfactory working relationships with co-workers, other City employees, and the public. (A-C)
RR-7	Members shall do assigned work the member is capable of doing. (B-F)	RR-25	Members shall follow department training protocols. (A-C)
RR-8	Members shall not be careless in performance of duties and responsibilities. (A-F)	RR-26	Members shall use safety devices and observe safety regulations... (B-F)
RR-9	Members shall comply with the lawful orders of an authorized supervisor. (B-D)	RR-29	Members shall report police contact in which the member could be considered a subject, receives criminal charges or is convicted of a crime... (B-F)

**Denver Fire Department Discipline Matrix**  
Violations and Discipline Level Assignments Table

<b>Category B, continued:</b> <b>Conduct that has a minimal negative impact on the operations or professional image of the Department.</b>			
<b>1<sup>st</sup> Violation in 4 Years Penalty Level 2</b>		<b>2<sup>nd</sup> Violation in 4 Years Penalty Level 3</b>	
		<b>3<sup>rd</sup> Violation in 4 Years Penalty Level 4</b>	
<u>Examples include, but are not limited to:</u>			
RR-31	Members shall not engage in conduct which violates DFD's Department Directives, the City Charter, the Denver Revised Municipal Code, Executive Orders, or any other applicable legal authority. (A-F)		
RR-39	Member shall not engage in: a. conduct prejudicial to the good order and effectiveness of the department or agency or conduct that brings disrepute on or compromises the integrity of the City. (B-F) b. insubordination. (B-F)		

**Violations and Discipline Level Assignments Table Category B:**

- Any prior sustained violation in a category greater than or equal to the current violation shall increase the penalty level by 1. The prior Violation must be within the specified time frame of the current violation.
  - Any prior sustained violation within the specified time frame, in a category lower than the current violation, may be considered as an aggravating factor.
  - \* Violations that appear in multiple categories will require the Department to compare the underlying conduct to the definitions contained in each category to identify the appropriate category for the violation.
  - \*\* The 4<sup>th</sup> or subsequent sustained violation of the same RR, within the specified time frame, may result in more severe disciplinary recommendations.
- The language of some of the rules in this chart has been modified or shortened in the interest of space. Please see the rule itself for complete language

**Denver Fire Department Discipline Matrix**  
Violations and Discipline Level Assignments Table

<b>Category C:</b>			
<b>Conduct that has a pronounced negative impact on the operations or professional image of the Department; or on relationships with other firefighters, employees, agencies or the public.</b>			
<b>1<sup>st</sup> Violation in 5 Years Penalty Level 3</b>		<b>2<sup>nd</sup> Violation in 5 Years Penalty Level 4</b>	
		<b>3<sup>rd</sup> Violation in 5 Years Penalty Level 5</b>	
<u>Examples include, but are not limited to:</u>			
RR-2	Members shall not neglect their duties. This includes failure to file required reports. (A-C)	RR-11	Members shall not engage in theft, destruction, or neglect in the use of City property or property of any agency or entity having a contract with the City. (C-F)
RR-3	Members shall not report to work after the scheduled start time of the shift. (B-C)	RR-12	Members shall not destroy City records/property without authorization. (C-D)
RR-4	Members shall not be absent from work without authorization, or abuse paid sick time off, sick leave or other types of leave or deplete their accumulated sick leave bank resulting in a negative balance. (B-D) (Presumptive Conduct Category C for going below accumulated sick leave balances, no Conduct Review Board intake but member will still receive a contemplation of discipline meeting.)	RR-13	Members shall not use their official position or authority for personal profit or advantage, including kickbacks. (C-F)
RR-5	Members shall observe written departmental or agency regulations, policies or rules. (A-F)	RR-14	Members shall not inappropriately accept a gratuity/favor for services required on the job. (B-D)
RR-6	Members shall meet established standards of performance including either qualitative or quantitative standards. (B-F)	RR-15	Members shall not accept, solicit, or pay a bribe. (C-F)
RR-7	Members shall do assigned work the member is capable of doing. (B-F)	RR-16	Members shall not engage in theft of property or materials of any other person on or off duty. (C-F)
RR-8	Members shall not be careless in performance of duties and responsibilities. (A-F)	RR-17	Members shall not lie to superiors, provide materially misleading statements, omit facts in order to mislead, or alter or falsify records. (Includes, but not limited to: duties, official documents, Internal Affairs investigations, disciplinary actions, workers compensation claims, police or third party investigations, or work hours.) (B-F)
RR-9	Members shall comply with the lawful orders of an authorized supervisor. (B-D)	RR-19	Members shall not: a. possess any alcoholic beverage while on duty. (B-F) b. consume any intoxicating substance while off duty to an extent that results in the commission of an act that brings discredit upon the Department. (B-F)
RR-10	Members shall use City resources in compliance with all rules and policies... (B-D)	RR-20	Members shall not knowingly be present where illegal narcotics/drugs are being used. (C-F)

**Denver Fire Department Discipline Matrix**  
Violations and Discipline Level Assignments Table

<b>Category C, continued:</b>			
<b>Conduct that has a pronounced negative impact on the operations or professional image of the Department; or on relationships with other firefighters, employees, agencies or the public.</b>			
<b>1<sup>st</sup> Violation in 5 Years Penalty Level 3</b>		<b>2<sup>nd</sup> Violation in 5 Years Penalty Level 4</b>	
		<b>3<sup>rd</sup> Violation in 5 Years Penalty Level 5</b>	
<u>Examples include, but are not limited to:</u>			
RR-23	Members shall not possess a weapon on City property or a work location without written permission of the Fire Chief or designee. (B-D)	RR-34	Members shall not discriminate or harass any employee or officer of the City because of protected status. (C-F)
RR-24	Members shall maintain satisfactory working relationships with co-workers, other City employees, and the public. (A-C)	RR-36	Members shall not divulge confidential or otherwise sensitive information to unauthorized individuals. (C-D)
RR-25	Members shall follow department training protocols. (A-C)	RR-37	Members shall not fail to appear in court. (C)
RR-26	Members shall use safety devices and observe safety regulations. (B-F)	RR-38	Members shall not fail to appear for jury duty. (C)
RR-29	Members shall report police contact in which the member could be considered a subject, receives criminal charges or is convicted of a crime... (B-F)	RR-39	Member shall not engage in: a. conduct prejudicial to the good order and effectiveness of the department or agency or conduct that brings disrepute on or compromises the integrity of the City. (B-F) b. insubordination. (B-F)
RR-30	Members shall take appropriate action to correct and eliminate sexual harassment from the workplace. (C-E)		
RR-31	Members shall not engage in conduct which violates DFD's Department Directives, the City Charter, the Denver Revised Municipal Code, Executive Orders, or any other applicable legal authority. (A-F)		
RR-32	Members shall not use derogatory terms toward others, as defined by DFD/City EEO policies. (B-F)		
RR-33	Members shall not: a. be charged with or convicted of a crime, on or off duty. (C-F) b. be charged with driving under the influence of alcohol and/or drugs. Presumptive Conduct Category D as defined in Directive 1057.00 Sec. 18, no Conduct Review Board.		

**Violations and Discipline Level Assignments Table Category C:**

- Any prior sustained violation in a category greater than or equal to the current violation shall increase the penalty level by 1. The prior Violation must be within the specified time frame of the current violation.
  - Any prior sustained violation within the specified time frame, in a category lower than the current violation, may be considered as an aggravating factor.
  - \* Violations that appear in multiple categories will require the Department to compare the underlying conduct to the definitions contained in each category to identify the appropriate category for the violation.
  - \*\* The 4<sup>th</sup> or subsequent sustained violation of the same RR, within the specified time frame, may result in more severe disciplinary recommendations.
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**Denver Fire Department Discipline Matrix**  
Violations and Discipline Level Assignments Table

<b>Category D:</b> <b>Conduct that is substantially contrary to the guiding principles of the department or that substantially interferes with its operations or professional image; or that involves a demonstrable serious risk to firefighter, employee or public safety.</b>					
<b>1<sup>st</sup> Violation in 7 Years</b> <b>Penalty Level 5</b>		<b>2<sup>nd</sup> Violation in 7 Years</b> <b>Penalty Level 6</b>		<b>3<sup>rd</sup> Violation in 7 Years</b> <b>Penalty Level 7</b>	
<u>Examples include, but are not limited to:</u>					
RR-4	Members shall not be absent from work without authorization, or abuse paid sick time off, sick leave or other types of leave or deplete their accumulated sick leave bank resulting in a negative balance. (B-D) (Presumptive Conduct Category C for going below accumulated sick leave balances, no Conduct Review Board intake but member will still receive a contemplation of discipline meeting)	RR-12	Members shall not destroy City records/property without authorization. (C-D)		
RR-5	Members shall observe written departmental or agency regulations, policies or rules. (A-F)	RR-13	Members shall not use their official position or authority for personal profit or advantage, including kickbacks. (C-F)		
RR-6	Members shall meet established standards of performance including either qualitative or quantitative standards. (B-F)	RR-14	Members shall not accept a gratuity/favor for services required on the job. (B-D)		
RR-7	Members shall do assigned work the member is capable of doing. (B-F)	RR-15	Members shall not accept, solicit, or pay a bribe. (C-F)		
RR-8	Members shall not be careless in performance of duties and responsibilities. (A-F)	RR-16	Members shall not engage in theft of property or materials of any other person on or off duty. (C-F)		
RR-9	Members shall comply with the lawful orders of an authorized supervisor. (B-D)	RR-17	Members shall not lie to superiors, provide materially misleading statements, omit facts in order to mislead, or alter or falsify records. (Includes, but not limited to: duties, official documents, Internal Affairs investigations, disciplinary actions, workers compensation claims, police or third party investigations, or work hours.) (B-F)		
RR-10	Use of City resources for personal use. (B-D)	RR-19	Members shall not: a. possess any alcoholic beverage while on duty. (B-F) b. consume any intoxicating substance while off duty to an extent that results in the commission of an act that brings discredit upon the Department. (B-F)		
RR-11	Members shall not engage in theft, destruction, or neglect in the use of City property or property of any agency or entity having a contract with the City. (C-F)	RR-20	Members shall not knowingly be present where illegal narcotics/drugs are being used. (C-F)		



**Denver Fire Department Discipline Matrix**  
Violations and Discipline Level Assignments Table

<b>Category D:</b> <b>Conduct that is substantially contrary to the guiding principles of the department or that substantially interferes with its operations or professional image; or that involves a demonstrable serious risk to firefighter, employee or public safety.</b>			
<b>1<sup>st</sup> Violation in 7 Years</b> <b>Penalty Level 5</b>		<b>2<sup>nd</sup> Violation in 7 Years</b> <b>Penalty Level 6</b>	
		<b>3<sup>rd</sup> Violation in 7 Years</b> <b>Penalty Level 7</b>	
<u>Examples include, but are not limited to:</u>			
RR-23	Members shall not possess a weapon on City property or a work location without written permission of the Fire Chief or designee. (B-D)	RR-34	Members shall not discriminate or harass any employee or officer of the City because of protected status... (C-F)
RR-26	Members shall use safety devices and observe safety regulations. (B-F)	RR-36	Members shall not divulge confidential or otherwise sensitive information to unauthorized individuals. (C-D)
RR-27	Members shall not threaten, fight with, intimidate, use physical force, or abuse employees or officers of the City, or any other member of the public, on or off duty, for any reason other than the use of physical force necessary in the authorized performance of their duties.	RR-39	Member shall not engage in: a. conduct prejudicial to the good order and effectiveness of the department or agency or conduct that brings disrepute on or compromises the integrity of the City. (B-F) b. insubordination. (B-F)
RR-29	Members shall report police contact in which the member could be considered a subject, receives criminal charges or is convicted of a crime... (B-F)	RR-40	Members shall not engage in a strike, sabotage, or work slowdown. (D-F)
RR-30	Members shall take appropriate action to correct and eliminate sexual harassment from the workplace. (C-E)		
RR-31	Members shall not engage in conduct which violates DFD's Department Directives, the City Charter, the Denver Revised Municipal Code, Executive Orders, or any other applicable legal authority. (A-F)		
RR-32	Members shall not use derogatory terms toward others, as defined by DFD/City EEO policies. (B-F)		
RR-33	Members shall not: a .be charged with or convicted of a crime, on or off duty. (C-F) b. be charged with driving under the influence of alcohol and/or drugs. Presumptive Conduct Category D as defined in Directive 1057.00 Sec. 18, no Conduct Review Board.		

**Violations and Discipline Level Assignments Table Category D:**

- Any prior sustained violation in a category greater than or equal to the current violation shall increase the penalty level by 1. The prior Violation must be within the specified time frame of the current violation.
  - Any prior sustained violation within the specified time frame, in a category lower than the current violation, may be considered as an aggravating factor.
  - \* Violations that appear in multiple categories will require the Department to compare the underlying conduct to the definitions contained in each category to identify the appropriate category for the violation.
  - \*\* The 4<sup>th</sup> or subsequent sustained violation of the same RR, within the specified time frame, may result in more severe disciplinary recommendations.
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**Denver Fire Department Discipline Matrix**  
Violations and Discipline Level Assignments Table

<b>Category E:</b>			
<b>Conduct that involves the serious abuse or misuse of authority, unethical behavior, or an act that results in an actual serious and adverse impact on the Department’s mission; or on firefighter, employee or public safety; or to the professionalism of the Department.</b>			
<b>1<sup>st</sup> Violation – No Time Limit Penalty Level 6</b>		<b>2<sup>nd</sup> Violation – No Time Limit Penalty Level 7</b>	
<b>3<sup>rd</sup> Violation – No Time Limit Penalty Level 8</b>			
<u>Examples include, but are not limited to:</u>			
RR-5	Members shall observe written departmental or agency regulations, policies, or rules. (A-F)	RR-16	Members shall not engage in theft of property or materials of any other person on or off duty. (C-F)
RR-6	Members shall meet established standards of performance including either qualitative or quantitative standards. (B-F)	RR-17	Members shall not lie to superiors, provide materially misleading statements, omit facts in order to mislead, or alter or falsify records. (Includes, but not limited to: duties, official documents, Internal Affairs investigations, disciplinary actions, workers compensation claims, police or third-party investigations, or work hours.) (B-F)
RR-7	Members shall do assigned work the member is capable of doing. (B-F)	RR-19	Members shall not: a. possess any alcoholic beverage while on duty. (B-F) b. consume any intoxicating substance while off duty to an extent that results in the commission of an act that brings discredit upon the Department. (B-F)
RR-8	Members shall not be careless in performance of duties and responsibilities. (A-F)	RR-20	Members shall not knowingly be present where illegal narcotics/drugs are being used. (C-F)
RR-11	Members shall not engage in theft, destruction, or neglect in the use of City property or property of any agency or entity having a contract with the City. (C-F)	RR-26	Members shall use safety devices and observe safety regulations. (B-F)
RR-13	Members shall not use their official position or authority for personal profit or advantage, including kickbacks. (C-F)	RR-27	Members shall not threaten, fight with, intimidate, use physical force, or abuse employees or officers of the City, or any other member of the public, on or off duty, for any reason other than the use of physical force necessary in the authorized performance of their duties.
RR-15	Members shall not accept, solicit, or pay a bribe. (C-F)	RR-28	Members shall not intimidate or retaliate against an individual who has been identified as a witness, party, or representative of any party to any hearing or investigation relating to any disciplinary procedure, or any violation of a city, state, or federal rule, regulation or law, or against an employee who has used a dispute resolution process in good faith. (E-F)

**Denver Fire Department Discipline Matrix**  
Violations and Discipline Level Assignments Table

<b>Category E continued:</b> <b>Conduct that is substantially contrary to the guiding principles of the department or that substantially interferes with its operations or professional image; or that involves a demonstrable serious risk to firefighter, employee or public safety.</b>			
<b>1<sup>st</sup> Violation – No Time Limit Penalty Level 6</b>		<b>2<sup>nd</sup> Violation – No Time Limit Penalty Level 7</b>	
		<b>3<sup>rd</sup> Violation – No Time Limit Penalty Level 8</b>	
<b>Examples include, but are not limited to:</b>			
RR- 29	Members shall report police contact in which the member could be considered a subject, receives criminal charges or is convicted of a crime... (B-F)		
RR- 30	Members shall take appropriate action to correct and eliminate sexual harassment from the workplace. (C-E)		
RR- 31	Members shall not engage in conduct which violates DFD's Department Directives, the City Charter, the Denver Revised Municipal Code, Executive Orders, or any other applicable legal authority. (A-F)		
RR- 32	Members shall not use derogatory terms toward others, as defined by DFD/City EEO policies. (C-F)		
RR-33	Members shall not: a .be charged with or convicted of a crime, on or off duty. (C-F) b. be charged with driving under the influence of alcohol and/or drugs. Presumptive Conduct Category D as defined in Directive 1057.00 Sec. 18, no Conduct Review Board		
RR-34	Members shall not discriminate or harass any employee or officer of the City because of protected status... (C-F)		
RR-35	Members shall not engage in unwelcome acts of a sexual nature on or off duty. (D-F)		
RR-39	Member shall not engage in: a. conduct prejudicial to the good order and effectiveness of the department or agency or conduct that brings disrepute on or compromises the integrity of the City. (B-F) b. insubordination. (B-F)		
RR-40	Members shall not engage in a strike, sabotage, or work slowdown. (D-F)		

**Violations and Discipline Level Assignments Table Category E:**

- Any prior sustained violation in a category greater than or equal to the current violation shall increase the penalty level by 1. The prior Violation must be within the specified time frame of the current violation.
  - Any prior sustained violation within the specified time frame, in a category lower than the current violation, may be considered as an aggravating factor.
  - \* Violations that appear in multiple categories will require the Department to compare the underlying conduct to the definitions contained in each category to identify the appropriate category for the violation.
  - \*\* The 4<sup>th</sup> or subsequent sustained violation of the same RR, within the specified time frame, may result in more severe disciplinary recommendations.
- The language of some of the rules in this chart has been modified or shortened in the interest of space. Please see the rule itself for complete language.

**Denver Fire Department Discipline Matrix**  
Violations and Discipline Level Assignments Table

<b>Category F:</b>			
Any violation of law, rule or policy which: foreseeably results in death or serious bodily injury; or regardless of the resulting injury, constitutes a willful and wanton disregard of department guiding principles or its mission; or involves any act which demonstrates a serious lack of the integrity, ethics or character related to a firefighter's fitness to hold his or her position; or which involves serious or abusive conduct, including abuse of authority; or involves any conduct which constitutes the failure to adhere to any condition of employment required by contract or mandated by law.			
<b>1<sup>st</sup> Violation – No Time Limit Penalty Level 8</b>			
<u>Examples include, but are not limited to:</u>			
RR-5	Members shall observe written departmental or agency regulations, policies or rules. (A-F)	RR-16	Members shall not engage in theft of property or materials of any other person on or off duty. (C- F)
RR-6	Members shall meet established standards of performance including either qualitative or quantitative standards. (B-F)	RR-17	Members shall not lie to superiors, provide materially misleading statements, omit facts in order to mislead, or alter or falsify records. (Includes, but not limited to: duties, official documents, Internal Affairs investigations, disciplinary actions, workers compensation claims, police or third party investigations, or work hours.) (B-F)
RR-7	Members shall do assigned work the member is capable of doing. (B-F)	RR- 19	Members shall not: a. possess any alcoholic beverage while on duty. (B-F) b. consume any intoxicating substance while off duty to an extent that results in the commission of an act that brings discredit upon the Department. (B-F)
RR-8	Members shall not be careless in performance of duties and responsibilities. (A-F)	RR- 18	Making false statements while under oath. (F)
RR-11	Members shall not engage in theft, destruction, or neglect in the use of City property or property of any agency or entity having a contract with the City. (C-F)	RR- 20	Member shall not knowingly present where illegal narcotics/drugs are being used. (C-F)
RR-13	Members shall not use their official position or authority for personal profit or advantage, including kickbacks. (C-F)	RR- 21	Members shall not consume, be under the influence, subject to the effects of, impaired by alcohol, an illegal drug or a legal drug being used improperly; while on duty; while performing city business; while in a city facility; or while operating a city vehicle or other equipment... (F)
RR-15	Members shall not accept, solicit, or pay a bribe. (C-F)	RR- 22	Members shall not sell, purchase, transfer or possess an illegal drug or a legal drug improperly: while on or off duty. (F)

**Denver Fire Department Discipline Matrix**  
Violations and Discipline Level Assignments Table

<b>Category F, continued:</b>			
<b>Any violation of law, rule or policy which: foreseeably results in death or serious bodily injury; or regardless of the resulting injury, constitutes a willful and wanton disregard of department guiding principles or its mission; or involves any act which demonstrates a serious lack of the integrity, ethics or character related to a firefighter's fitness to hold his or her position; or which involves serious or abusive conduct, including abuse of authority; or involves any conduct which constitutes the failure to adhere to any condition of employment required by contract or mandated by law.</b>			
<b>1<sup>st</sup> Violation – No Time Limit Penalty Level 8</b>			
<u>Examples include, but are not limited to:</u>			
RR- 26	Members shall use safety devices and observe safety regulations. (B-F)	RR-33	Members shall not: a. be charged with or convicted of a crime, on or off duty. (C-F) b. be charged with driving under the influence of alcohol and/or drugs. (Presumptive Conduct Category D as defined in Directive 1057.00 Sec. 18, no Conduct Review Board).
RR- 27	Members shall not threaten, fight with, intimidate, use physical force, or abuse employees or officers of the City, or any other member of the public, on or off duty, for any reason other than the use of physical force necessary in the authorized performance of their duties.	RR-34	Members shall not discriminate or harass any employee or officer of the City because of protected status... (C-F)
RR- 28	Members shall not intimidate or retaliate against an individual who has been identified as a witness, party, or representative of any party to any hearing or investigation relating to any disciplinary procedure, or any violation of a city, state, or federal rule, regulation or law, or against an employee who has used a dispute resolution process in good faith. (E-F)	RR-35	Members shall not engage in unwelcome acts of a sexual nature on or off duty. (D-F)
RR-29	Members shall report police contact in which the member could be considered a subject, receives criminal charges or is convicted of a crime... (B-F)	RR-39	Member shall not engage in: a. conduct prejudicial to the good order and effectiveness of the department or agency. (B-F) b. insubordination. (B-F)
RR-31	Members shall not engage in conduct which violates DFD's Department Directives, the City Charter, the Denver Revised Municipal Code, Executive Orders, or any other applicable legal authority. (A-F)	RR-40	Members shall not engage in a strike, sabotage, or work slowdown. (D-F)
RR-32	Members shall not use derogatory terms toward others, as defined by DFD/City EEO policies. (C-F)		

**Violations and Discipline Level Assignments Table Category F:**

- Any prior sustained violation in a category greater than or equal to the current violation shall increase the penalty level by 1. The prior Violation must be within the specified time frame of the current violation.

- Any prior sustained violation within the specified time frame, in a category lower than the current violation, may be considered as an aggravating factor.

\* Violations that appear in multiple categories will require the Department to compare the underlying conduct to the definitions contained in each category to identify the appropriate category for the violation.

\*\* The 4<sup>th</sup> or subsequent sustained violation of the same RR, within the specified time frame, may result in more severe disciplinary recommendations.

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## DENVER FIRE DEPARTMENT RULES AND REGULATIONS

Conduct Category	Rule Number	ACTS OF MISCONDUCT
		<b>PERFORMANCE</b>
A-B	1.	Non-exempt employees shall not perform unauthorized work outside of their established work schedule.
A-C	2.	Members shall not neglect their duties. This includes failure to file required reports.
B-C	3.	Members shall not report to work after the scheduled start time of the shift.
B-D	4.	Members shall not be absent from work without authorization, abuse paid sick time off, sick leave or other types of leave, or deplete their accumulated sick leave bank resulting in a negative balance.  (Presumptive Conduct Category C for going below accumulated sick leave balances, no Conduct Review Board but member will still receive a contemplation of discipline meeting.)
A-F	5.	Members shall observe written departmental or agency regulations, policies or rules.
B-F	6.	Members shall meet established standards of performance including either qualitative or quantitative standards.
B-F	7.	Members shall do assigned work the member is capable of doing.
A-F	8.	Members shall not be careless in performance of duties and responsibilities.
B-D	9.	Members shall comply with the lawful orders of an authorized supervisor.
		<b>ETHICS</b>
B-D	10.	Members shall use City resources in compliance with all rules and policies. (includes, but not limited to, not engaging in unauthorized use of the internet, email, telephone, or other electronic devices for personal use.)
C-F	11.	Members shall not engage in theft, destruction, or neglect in the use of City property or property of any agency or entity having a contract with the City.
C-D	12.	Members shall not destroy City records/property without authorization.
C-F	13.	Members shall not use their official position or authority for personal profit or advantage, including kickbacks.
B-D	14.	Members shall not inappropriately accept a gratuity/favor for services required on the job.
C-F	15.	Members shall not accept, solicit, or pay a bribe.

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C-F	16	Members shall not engage in theft of property or materials of any other person on or off duty.
B-F	17.	Members shall not lie to superiors, provide materially misleading statements, omit facts in order to mislead, or alter or falsify records. (Includes, but not limited to: duties, official documents, Internal Affairs investigations, disciplinary actions, workers compensation claims, police or third party investigations, or work hours.)
F	18.	Members shall not make false statements while under oath.
<b>ALCOHOL/NARCOTICS &amp; DRUG USE</b>		
B-F	19.	Members shall not: a. possess any alcoholic beverage while on duty.  b. consume any intoxicating substance while off duty to an extent that results in the commission of an act that brings discredit upon the Department.
C-F	20.	Members shall not knowingly be present where illegal narcotics/drugs are being used.
F	21.	Members shall not consume, be under the influence, subject to the effects of, or impaired by alcohol, an illegal drug or a legal drug being used improperly; while on duty; while performing city business; while in a city facility; while representing themselves as a member of the Department; or while operating a City vehicle or other equipment. The consumption of alcohol by an off-duty employee that does not violate Executive Order 94, is not a violation of this rule.
F	22.	Members shall not sell, purchase, transfer or possess an illegal drug or a legal drug improperly: while on or off duty.
<b>Conduct Category</b>	<b>Rule Number</b>	<b>ACTS OF MISCONDUCT</b>
<b>WORKPLACE SAFETY</b>		
B-D	23.	Members shall not possess a weapon on City property or a work location without written permission of the Fire Chief or designee.
A-C	24.	Members shall maintain satisfactory working relationships with co-workers, other City employees, and the public.
A-C	25.	Members shall follow department training protocols.

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B-F	26.	Members shall use safety devices and observe safety regulations. i.e. When failure to use safety devices results in injury to self or others; jeopardizes the safety of self or others; or results in damage or destruction of City property.
D-F	27.	Members shall not threaten, fight with, intimidate, use physical force, or abuse employees or officers of the City, or any other member of the public, on or off duty, for any reason other than the use of physical force necessary in the authorized performance of their duties.
E-F	28.	Members shall not intimidate or retaliate against an individual who has been identified as a witness, party, or representative of any party to any hearing or investigation relating to any disciplinary procedure, or any violation of a city, state, or federal rule, regulation or law, or against an employee who has used a dispute resolution process in good faith.
<b>LEGAL COMPLIANCE</b>		
B-F	29.	Members shall report police contact in which the member could be considered a subject, receives criminal charges or is convicted of a crime. This provision does not apply to zero-point traffic offenses.
C-E	30.	Members shall take appropriate action to correct and eliminate sexual harassment from the workplace.
A-F	31.	Members shall not engage in conduct which violates DFD's Department Directives, the City Charter, the Denver Revised Municipal Code, Executive Orders, or any other applicable legal authority.
B-F	32.	Members shall not use derogatory terms toward others, as defined by DFD/City EEO policies.
C-F	33.	Members shall not: a. be charged with or convicted of a crime, on or off duty. b. be charged with driving under the influence of alcohol and/or drugs. (Presumptive Conduct Category D as defined in Directive 1057.00 Sec. 18, no Conduct Review Board.)
C-F	34.	Members shall not discriminate or harass any employee or officer of the City because of race, color, creed, religion, national origin, gender, sexual orientation, marital status, military status, age, disability, or political affiliation, or any other status protected by federal, state, or local laws. This includes making derogatory statements based on race, color, creed, religion, national origin, gender, sexual orientation, marital status, military status, age, disability, or political affiliation, or any other status protected by federal, state, or local laws. Discipline for this prohibited conduct does not have to rise to the level of violation of any relevant state or federal law before an employee may be disciplined and the imposition of such discipline does not constitute an admission that the City violated any law.
D-F	35.	Members shall not engage in unwelcome acts of a sexual nature on or off duty.
<b>CONDUCT UNBECOMING</b>		



## DENVER FIRE DEPARTMENT RULES AND REGULATIONS

C-D	36.	Members shall not divulge confidential or otherwise sensitive information to unauthorized individuals.
C	37.	Members shall not fail to appear in court.
C	38.	Members shall not fail to appear for jury duty.
B-F	39.	Member shall not engage in: a. conduct prejudicial to the good order and effectiveness of the department or agency or conduct that brings disrepute on or compromises the integrity of the City. b. insubordination.
D-F	40.	Members shall not engage in a strike, sabotage, or work slowdown.

# Denver Fire Department

## Penalty Table

Discipline Level	Mitigated Penalty	Presumptive Penalty	Aggravated Penalty
<b>1</b>		<b>Non-Disciplinary Corrective Action</b>	<b>Reprimand</b>
<b>2</b>	<b>Non-Disciplinary Corrective Action</b>	<b>Reprimand</b>	<b>8-16 Hour Fine/Suspension</b>
<b>3</b>	<b>Reprimand</b>	<b>1 Day Fine/Suspension* (24 hours)</b>	<b>1-2 Day Fine/Suspension (24-48 hours)</b>
<b>4</b>	<b>1 Day Fine/Suspension (24 hours)</b>	<b>2 Day Fine/Suspension (48 hours)</b>	<b>2-3 Day Fine/Suspension (48-72 hours)</b>
<b>5</b>	<b>1-2 Day Fine/ Suspension (24-48 hours)</b>	<b>3 Day Fine/Suspension (72 hours)</b>	<b>4-5 Day Fine/Suspension (96-120 hours)</b>
<b>6</b>	<b>6-7 Day Fine/ Suspension (144-168 hours)</b>	<b>10 Day Fine/Suspension (240 hours)</b>	<b>12-14 Day Fine/Suspension (288-336 hours)</b>
<b>7</b>	<b>15-18 Day Fine/ Suspension (360-432 hours)</b>	<b>20 Day Fine/Suspension (480 hours)</b>	<b>Termination</b>
<b>8</b>	<b>30 Day Fine/Suspension (720 hours)</b>	<b>Termination</b>	

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\* As noted in the Disciplinary Handbook, suspended/fined days are calculated using a 24-hour shift. Employees facing suspension who are assigned regular shifts that are under 24 hours, will have any suspension/fined time adjusted as necessary so that suspended hours will be the same regardless of shift length. Fined time is time that will be taken from a member's accrued leave banks. Suspended time may be made up of time off duty or time removed from accrued leave banks or both. **Whether suspended time is served as time off and/or by removal of accrued leave from a member's bank is at the discretion of the Chief (or his/her designee).**

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**Topic: Performance Evaluation**

**PURPOSE:** The Performance Evaluation (PE) is a measure of an individual’s ability to physically perform essential functions required in the occupation of firefighting. The Denver Fire Department has established a minimum level of acceptable performance that protects the safety of the firefighter and provides for the appropriate delivery of fire suppression and rescue services for the citizens and visitors of the City and County of Denver. This Department Directive shall serve as a guideline for the administration of the PE and corrective procedures for members failing to meet acceptable performance levels.

**SCOPE:** Annually, the following personnel shall be required to perform a Performance Evaluation:

- A. All members assigned to fire suppression duties, Operations, and Denver International Airport (DIA).
- B. Any members transferring from a Subdivision to Operations who have not completed the PE within the last calendar year.
- C. Members returning to duty from any absence that exceeds 180 days.

Only members in the final year of the DROP are excused from participating. All other individuals contemplating retirement are still required to participate in the evaluation.

**Performance Evaluation (PE)**

The Performance Evaluation (PE) is a test of an individual’s ability to physically perform essential functions of firefighting. After Year 3, the Department has established a minimum acceptable time performance level. This level of performance protects the safety of the firefighter and will provide for the appropriate delivery of fire suppression and rescue services. The established minimum acceptable time performance is 10:47. For continuity, legitimacy, and impartiality, all PE’s will be administered by a member of the Peer Fitness Team.

Prior to beginning any portion of the PE, resting vitals will be taken for each firefighter. The measurement of resting vitals can be obtained in one of three ways. They may be taken on-site by a Peer Fitness Trainer. They may be assessed by a member of the testing member’s crew at the station the same day as the Performance Evaluation prior to your arrival. Or, the member may receive clearance from their Primary Care Physician prior to their scheduled PE. Members wishing to have vitals assessed by a crew member or clearance from their doctor shall utilize the appropriate forms which are attached, i.e., Crew Integrity Vitals Assessment Form or Performance Evaluation Physician Clearance Form.

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Vitals will no longer be documented as specific to each member but noted instead as a pass/fail based on the Department's physician approved standard.

Prior to beginning any portion of the PE, resting vitals will be taken for each firefighter. In order to proceed with the PE, the participants must have a blood pressure lower than 160/100 and a pulse of less than 110 beats per minute. The diastolic number must be under /100 no matter the systolic number in order to proceed with testing.

All personnel are required to be dressed in a complete NFPA approved personal protective clothing ensemble to participate in the PE. This ensemble includes helmet with ear flaps, Nomex hood, coat, bunker pants, boots, fire gloves, SCBA and face piece.

Event 1 is timed separately from the rest of the PE and does not count in the final time. PE evaluation time will begin once the firefighter begins Event #2 and will not stop until Event #10 is completed. During the course of this test, individuals **WILL BE ALLOWED TO RUN ONLY DURING EVENT 5.**

The 10 events of the PE are:

**Event 1: Timed Protective Equipment Donning**

This event allows the firefighter to safely don his/her complete set of personal protective equipment in a timely manner. Firefighter is given 2 minutes to don full personal protective equipment (boots, pants, coat, hood, helmet, gloves, SCBA and face piece) and demonstrate the ability to properly 'go on air.' Firefighters will begin this evolution in either their Class B, C, or workout apparel. Participants have the option of starting with or without their footwear on. Time will begin when the firefighter first touches their PPE and will end when they clap their gloved hands together. Failure to completely don in under 2 minutes will be something for the individual's company officer to address and follow up on as this is a CMCB standard.

**NOTE: FIREFIGHTER WILL BE ON AIR FOR THE REST OF THE PE AND THEIR EVALUATION TIME WILL BEGIN WHEN THE FIREFIGHTER TOUCHES THE LADDER.**

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**Event 2: Ladder Lift, Carry, Raise and Extension**

This event simulates the firefighter's ability to place a ladder in service. Firefighter is to move to a position that places them at the proper lifting point of the 24' ladder, perform a one-person lift; carry the ladder 75 feet to a "marked" raising area, raise the ladder, properly brace the ladder against the wall, extend the ladder three rungs, then position the ladder for the proper climbing angle. Firefighters do not need to secure the halyard during this evolution.

MOVE TO THE NEXT EVENT.

**Event 3: Forcible Entry**

This event simulates the firefighter's ability to gain entry into a locked structure. Firefighter is to walk 75 feet to the forcible entry machine, position to either side of the machine, pick up the sledgehammer and repeatedly strike until the buzzer sounds. For this evolution, the forcible entry machine will be set for 850 lb of force.

MOVE TO THE NEXT EVENT.

**Event 4: High Rise Pack**

This event simulates the firefighter's ability to carry a high-rise pack to an upper story location. Firefighter is to walk 75 feet to the high rise pack, the high rise pack will be placed onto the firefighters shoulder or their SCBA bottle, carry the high rise pack 30 feet to the simulated stair platform; simulate climbing 3 floors (completely stepping up and down = 1 step) for a total of 30 steps, carry the high rise pack 30 feet back to the marked area, the high-rise pack will be removed from their shoulder or SCBA bottle. For this evolution, the high-rise pack will be comprised of a 50ft section of 2 in hose and nozzle.

MOVE TO THE NEXT EVENT.

**Event 5 and 6: Hand Line Advancement and Pull**

These events simulate the firefighter's ability to advance and re-position a charged hand line. Firefighter is to walk 75 feet to the 1 3/4" hose line. Move to a position that places them at the proper lifting point of the charged hand line, pick up hand line, advance hand line 75 feet, get into kneeling position; crawl back 50 feet on hands and knees, keeping one hand in constant touch with the hose line until you

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reach the first coupling. In a kneeling or sitting position, pull back 50 feet of hose until you reach the nozzle; lower nozzle to ground.

MOVE TO NEXT EVENT.

**Event 7: Overhaul**

This event simulates the firefighter's ability to pull ceilings and/or remove debris from above the shoulder level. Firefighter is to walk 75 feet to a position that places them at the proper lifting point of the pike pole, pick up manufactured weighted pike pole and then raise the pike pole 30 times, fully extending and dropping the head of the pole. Both hands must be below the mark on the pike pole. After 30 complete repetitions with arms fully extended, place the pike pole into the marked area.

MOVE TO THE NEXT EVENT.

**Event 8: Equipment Carry**

This event simulates the firefighter's ability to carry equipment from point to point. Firefighter is to walk 75 feet to a position that places them at the proper lifting point of the equipment to be moved, pick up item(s), carry item(s) 75 feet to the marked area, set equipment in marked area, lift and carry the second item(s) 75 feet back to the first marked starting area, set equipment in marked area. For this evolution, the first carry will involve a dual item carry involving both a medical kit and an O2 kit at the same time, weighted at 15 lb each. The second carry involves a single item carry of a humat hydrant adaptor.

MOVE TO NEXT EVENT.

**Event 9: Ventilation**

This event simulates the firefighter's ability to create an opening for ventilation. Firefighter is to walk 75 feet to a position that places them at the proper lifting point of the equipment hammer, pick up the equipment hammer, walk and position himself/herself on the Keiser Sled, repeatedly strike the I-beam (striking point) of the Keiser Sled until it moves a distance of 3 feet (repositioning feet when necessary), dismount the Keiser Sled.

MOVE TO NEXT EVENT.

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Event 10: Victim Rescue

This event simulates the firefighter's ability to perform a victim rescue. Firefighter is to walk 75 feet to a position that places them at the proper lifting point of the 165 lb rescue mannequin, lift and move the rescue mannequin a distance of 75 feet total (traveling 37.5 feet going around the cone and returning 37.5 feet) and return to the starting point. Once the mannequin's feet cross the line, time is stopped, and the firefighter goes off air.

At the conclusion of the test, firefighters will be sent to a rehab station to rehydrate.

**EVALUATION OUTCOMES**

There are 5 possible outcomes for members taking the PE. They are:

1. Successful completion of the PE in the allotted time frame. Concluding the test at or under the prescribed time will demonstrate that the firefighter is physically prepared to perform the essential functions of firefighting. As such, no further action will be needed.
2. Inability to complete the PE within the allotted time.
  - A. Notification of Shift Commander and/or District Chief, Wellness Coordinator, and Immediate Supervisor.
  - B. Within 7 days, member will receive mentoring for improvement and programs that the Denver Fire Department has in place to assist them with successfully improving their time. This meeting will be attended by the Wellness Coordinator, the individual, and the individual's immediate supervisor. Following this meeting, members will be required to sign a form acknowledging their mentoring session and acknowledging whether they plan to take advantage of department resources to improve their time. If the member wants to utilize a Peer Fitness Trainer, one will be assigned to contact them; the member is not required to use Department resources at this time. The member will remain on active duty and retest within 14 days.
  - C. If member successfully completes the PE retest in the allotted time, no further action will be taken.
  - D. If a member fails to complete the PE retest in the allotted time, they will have another meeting. Attending will be their Shift Commander and/or District Chief, the Wellness Coordinator, and Immediate Supervisor. The expectations of the Department will be reiterated and the programs in place to assist the

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individual will be offered again. At this time, PARTICIPATION IN DEPARTMENT PROGRAMS WILL BE MANDATORY UNTIL SUCH TIME THAT THE FIREFIGHTER SHOWS SIGNIFICANT SIGNS OF IMPROVEMENT. Member will remain on active duty and be retested in 30 days.

- E. If a member fails to complete the second PE retest in the allotted time, they will be placed on modified duty and assigned to the Safety and Training Division for 30 days. Their focus will be preparing for successful completion of the PE.
- F. If a member has not shown signs of significant improvement after their 3<sup>rd</sup> retest, member will be deemed unable to safely work in Operations or at DIA and will be reassigned to the Administration Division. Requests for accommodation to a non-suppression assignment may be considered. The member will still have the availability of department programs but will not be able to return to work in Operations or at DIA until they have successfully completed the PE in the allotted time.

3. Failure to complete the PE due to injury or illness.

- A. Notification of Shift Commander and/or District Chief, Wellness Coordinator, and Immediate Supervisor.
- B. Refusal to perform PE secondary to illness or injury constitutes acknowledgment of inability to perform basic job functions and should be considered a failure. Member will be offered department resources. Members will be required to sign a form acknowledging they have been offered department resources to improve their performance. If the member wants to utilize a Peer Fitness Trainer, one will be assigned to contact them. Member will remain on active duty if appropriate and retest within 14 days.
- C. If injury/illness is work-related and not yet reported, the Ouch Line shall be contacted, and the situation must be reported. If required, the member will be transported for treatment at COSH or Concentra. At that point, the Department's modified duty procedure will be followed. Members are expected to adhere to any work restrictions placed upon them.
- D. As their restrictions allow, individuals are expected to work with the Department's Physical Therapist and Peer Fitness Trainers to prepare for the PE.
- E. As a condition of returning to full duty, the firefighter must take/retake the PE. If they successfully complete the evaluation in under 10:47, no further action will be necessary, and they will return to the fire house.



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F. If a member completes the PE, but fails to finish in under 10:47, the Shift Commander and/or District Chief, Wellness Coordinator, and Immediate Supervisor will be immediately notified. The member **WILL** be returned to active duty status and follow the matrix starting with **EVALUATION OUTCOMES #2** Section D. (pgs. 5,6)

4. Refusal of Vital Assessment/Physician Form

A. Failure to complete the PE due to refusal of vitals by PFT, crew member or neglecting to bring physician's clearance form prior to time of testing will be considered a failure. The member will remain on active duty and be required to return for testing within 14 days.

B. If the member fails to return for the retest with the appropriate documentation, the member will be referred to the Administration Division to be scheduled for a Fitness for Duty Evaluation.

5. Members not performing PE due to elevated pretest vitals.

If a firefighter's BP/HR is greater than 160/100 for BPM pulse rate or 110 for their heart rate, they will be instructed to sit, and they will be given at least five minutes to rest before they are retested. If their vitals are still 160/100 or still have a diastolic reading of 100 or greater, they will be placed on Administrative Leave and referred to the Administration Division for a Fit for Duty Evaluation or seek clearance from their Primary Care Physician. These individuals will be required to take the test at a later date.

**SAFETY PRECAUTIONS DURING THE PERFORMANCE EVALUATION**

Firefighter safety is the top priority during the administration of the PE. As such, firefighters and the conditions under which they are performing the evaluation shall be monitored at all times.

A. Environment

The assessment will not be administered at times when environmental conditions, such as extreme temperatures or moisture are present. Firefighters must not be tested in an environment where the temperature is below 45 degrees Fahrenheit, the Apparent Heat Index (temperature and humidity) is greater than 95 degrees Fahrenheit, sustained wind is greater than 20mph, or there is a measurable amount of rain (light drizzle only if working surfaces are safe to

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walk on and props, tools, and test equipment can be kept dry). Standing water on the course must also be dried before beginning the test.

**B. Personnel**

Due to the strenuous nature of the assessment, personnel performing the evaluation shall be monitored at all times. This monitoring shall begin upon the arrival of the testing member and end after the firefighter is released from the rehab station. If an evaluator observes that a participant is physically struggling to complete the assessment, the PE will be terminated, and the individual will be checked to ensure they can return to work. This will be counted as a failure to complete the test and the participant will be subject to the procedure for a participant that fails to complete the PE due to an injury/illness.

If an unsafe act is observed at any time, the PE will be stopped, the participant will be counseled on the safety concern and the evaluation will be restarted (from the beginning) at a later time. Unsafe acts include but are not limited to: improper lifting and carrying techniques and improper striking techniques.

**C. Equipment**

All equipment shall be maintained in proper working order to ensure that each firefighter is tested under the same general conditions. However, in some instances, it will be necessary to use props. All props shall be periodically checked throughout the course of a test day to ensure they are properly calibrated.

The required equipment for the PE shall include:

1. 24 ft Extension Ladder
2. 165 lb Rescue Mannequin
3. Forcible Entry Machine/Prop w/ Sledgehammer
4. Keiser Sled w/ Special Hammer
5. 50 ft of 2" Hose Assembled as a High Rise Pack
6. Weighted 6' Pike Pole
7. O2 Bag (with an O2 cylinder inside)
8. 1 Medical Bag (approximately 15 lb of weight inside)
9. Humat
10. 100' 1 ¾ "simulated" Charged Hand Line with Nozzle
11. 4 Cones
12. 8" Step Box for high-rise pack evolution

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**PREPARATION FOR PERFORMANCE EVALUATION**

Prior to taking the Work Performance Evaluation, personnel are advised to view the Department video demonstrating each station of the PE. As part of the video, suggested exercises will be demonstrated to assist firefighters in preparing for the assessment.

Members are reminded that while these tasks may not be difficult by themselves, the cumulative assessment can be strenuous. Personnel are advised to engage in a physical fitness program to help prepare for the evaluation. The Denver Fire Department has Peer Fitness Trainers and Physical Therapists that can assist with developing plans or addressing any physical issues that may result from preparing for the PE.

On the day of the Performance Evaluation (PE), it is strongly recommended that personnel refrain from drinking energy drinks and/or consuming large amounts of caffeine (coffee, sodas, etc.). Consuming these drinks can affect your vitals and potentially affect your evaluation.

It is important to fully hydrate 24 hours before the test and up to the actual performance of the evaluation.

**Denver Fire Department  
Crew Integrity Vitals Assessment Form**

I do hereby agree that I performed a thorough and accurate assessment of vitals on:

\_\_\_\_\_ at \_\_\_\_\_ hours.

I found the vitals to be within the range designated by the Denver Fire Department and COSH physician and validated by the City Attorney's Office of Denver.

I \_\_\_\_\_ do hereby agree that my vitals were assessed by the above crew member and fell within the range designated by the Denver Fire Department and COSH physician and validated by the City Attorney's Office of Denver.

Vitals Assessor Signature: \_\_\_\_\_

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

Member Performing PE Signature: \_\_\_\_\_

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

Department Directive 1058.00 states:

**EVALUATION OUTCOMES #5**

*“If a firefighter’s BP/HR is greater than 160/100 for BPM pulse rate or 110 for their heart rate, they will be instructed to sit and they will be given at least five minutes to rest before they are retested. If their vitals are still 160/100 or still have a diastolic reading of 100 or greater, they will be placed on Administrative Leave and referred to the Administrative Division for a Fit for Duty Examination or seek clearance from their Primary Care Physician. These individuals will be required to take the test at a later date.”*

## Denver Fire Department Performance Evaluation Physician Clearance Form

Annually, each member assigned to fire suppression duties, in the Operations Division or at Denver International Airport, are required to take the Performance Evaluation.

Directive 1058.00 **EVALUATION OUCOMES #5** *“If a firefighter’s BP/HR is greater than 160/100 for BPM pulse rate or 110 for their heart rate, they will be instructed to sit and they will be given at least five minutes to rest before they are retested. If their vitals are still 160/100 or still have a diastolic reading of 100 or greater, they will be placed on Administrative Leave and referred to the Administrative Division for a Fit for Duty Examination or seek clearance from their Primary Care Physician. These individuals will be required to take the test at a later date.”*

The physician should be aware that Performance Evaluation (PE) is a test of an individual’s ability to perform essential functions of firefighting. This level of performance protects the safety of the firefighter and provides for the appropriate delivery of fire suppression and rescue services. The PE includes daily basic job functions.

These functions include:

- Donning of full bunker gear, SCBA, and going “on air”
- Carry and deploy a 24’ extension ladder and adjusting to proper climbing angle
- Forcible entry to include exerting force to move 850 lb of pressure
- Carry an 18 lb hose pack 30 feet and then simulate climbing three floors (10 steps per floor) and then return pack to storage location
- Extend and advance charged 1¾ hose line a minimum of 50’, then crawl back and pull the 50’ back to your location
- Overhead ceiling breach with pike pole weighing 16 lb
- Equipment carry of two items (medical bags) weighing 15 lb each 75’
- Equipment carry of single item (Humat Hydrant Adaptor) weighing 33 lb 75’
- Roof ventilation simulation with dead blow hammer to move 150 lb object no less than 3’
- Victim rescue simulation of 165 lb dummy 75’

Please provide a medical release of liability within 30 days.

Physician Signature \_\_\_\_\_ Date \_\_\_\_\_

Member Signature \_\_\_\_\_ Date \_\_\_\_\_

**DENVER FIRE DEPARTMENT**

**DEPARTMENT DIRECTIVE**

<b>Topic No:</b>	<b>1059.00</b>
<b>Date:</b>	<b>11-09-17</b>
<b>Approved:</b>	<b>TAB</b>
<b>Review Date:</b>	<b>11-09-19</b>
<b>Replaces:</b>	<b>Same, dated 02-17-17</b>

**Topic: Firefighter Return to Active Suppression Program**

**PURPOSE:** Firefighter Return to Active Suppression Program.

**SCOPE:** This policy is designed to help firefighters who have been out of active suppression for more than 24 months re-assimilate into the suppression environment safely. These steps must be completed prior to reentry into active suppression. There are several steps and it is the responsibility of the returning firefighter to work with the specified divisions to ensure all steps have been completed.

Members may initiate the return to suppression program up to 8 weeks prior to their anticipated transfer date. At a minimum, members shall initiate the program 21 days prior to their anticipated transfer date. Should the transfer date fall within the 21 days before a transfer, the member shall initiate the program as soon as they become aware or should have been aware of the transfer.

**PHYSICAL EVALUATION TEST**

COMPLETE THE PERFORMANCE EVALUATION TEST - Firefighters returning to the Operations Division are required to complete the physical evaluation test. If this test was successfully completed within the last calendar year, it will not be required. This test will be performed at the Safety and Training Division by the Health and Wellness staff.

**PERSONAL PROTECTIVE EQUIPMENT**

1. **INSPECTION OF PPE** - Firefighters will be required to have all of their personal protective equipment inspected by the Safety and Training Division. Members shall bring their helmet, gloves, hood, and turnout gear for inspection. Staff of the Safety and Training Division will inspect all PPE to ensure that it is safe to return to suppression and that all safety equipment is within specified dates. PPE that is determined to be unserviceable shall be replaced prior to reassignment to the Operations Division.
2. **SCBA FIT TEST/ SAFETY INSPECTION** - Firefighters shall report to Fleet Management for fit testing and safety inspection of their SCBA mask.
3. **HOOD REPLACEMENT PROCEDURES** - Firefighters returning to active suppression should be aware that in an effort to prevent cancer and exposure to toxins, they are required to exchange hoods used during fire suppression with clean hoods. These hoods are available from the Assistant Chief at the fire scene.

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**Topic: Firefighter Return to Active Suppression Program**

**SCBA OPERATIONS**

Members shall review the operating procedures of the SCBA. The staff of the Safety and Training Division will work with the firefighter to ensure that they understand and can safely perform the following, prior to being assigned to suppression:

1. Operation of the SCBA
2. Safe filling procedures of the SCBA bottles
3. Proper donning technique
4. Use of the Buddy Breather system

**REVIEW SOGs AND DEPARTMENT DIRECTIVES**

REVIEW PERTINENT SOGs AND DEPARTMENT DIRECTIVES - Firefighters shall review and be familiar with all SOGs and Department Directives that apply to operating within active suppression. These SOGs and Department Directives will be provided to the firefighter by the Administration Division. It is the responsibility of the returning firefighter to be familiar with and understand specified SOGs and Department Directives.

**SUPPRESSION EVOLUTIONS**

FAMILIARIZATION AND THE COMPLETION OF SUPPRESSION EVOLUTIONS – It is of critical importance that firefighters returning to suppression are able to safely function and perform the basic tasks and evolutions needed on the fire ground. Firefighters shall report to the Safety and Training Division and review the proper procedures, and successfully perform the following evolutions:

1. Secure the water supply using a Humat valve
2. Force a door using a forcible entry prop
3. Start a saw and perform a roof ventilation
4. Review search and rescue
5. Review RIT procedures

**INCIDENT COMMAND AND RADIO**

1. INCIDENT COMMAND - Firefighters shall work with the Shift Commander/Red Chief to review and understand the Incident Command System.
2. RADIO PROCEDURES - Firefighters shall work with the Shift Commander/Red Chief to review and understand radio procedures. Firefighters shall be familiar with the following:

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**Topic: Firefighter Return to Active Suppression Program**

- a. The radio channel lineup
- b. Use of the radio
- c. How to perform a Mayday

**TECHNOLOGY REVIEW**

**FAMILIARIZATION WITH TECHNOLOGY** - Firefighters shall work with Shift Commander/Red Chief to ensure they are familiar with procedures commonly used in the firehouse to be effective when they return to active suppression. Firefighters shall be familiar with and understand the following:

1. Know all pertinent passwords
2. Know how to access Department email
3. Know how to access and use TeleStaff
4. Know how to access and use Kronos
5. Review procedures on completing NFIRS

**OFFICER RESPONSIBILITY REVIEW**

**MOBILE DATA TERMINAL** - Officers shall work with the Shift Commander/Red Chief to review and understand the proper operation of the Mobile Data Terminal (MDT).

1. **BASIC OFFICER RESPONSIBILITY** - Officers shall work with the Shift Commander/Red Chief to understand their work expectations and responsibilities.
2. **SIZE UP/ COMMAND** - Officers shall work with the Shift Commander/Red Chief to understand how to properly size up an emergency incident and assume command. Officers shall be able to demonstrate proficiency in this area to the Shift Commander/Red Chief.

**ENGINEERS/ACTING ENGINEERS RESPONSIBILITY REVIEW**

1. **56-POINT CHECK** - Engineers/Acting Engineers shall work with the Department Driving Coordinator to review the proper procedures in completing a 56-point check. Engineers shall also be familiar with the proper procedures in entering the check on the Department computer.
2. **ENGINE OPERATIONS** - Engineers/Acting Engineers shall work with the Department Driving Coordinator to demonstrate proficiency in engine operations. This shall include following:



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**Topic: Firefighter Return to Active Suppression Program**

- a. Securing a water supply
  - b. Performing 2 hydraulic problems
  - c. Proficiently executing pump operations
3. **AERIAL OPERATIONS** - Engineers/Acting Engineers shall work with the Department Driving Coordinator to demonstrate proficiency in aerial operations. This shall include the following:
- a. Safely spotting the aerial apparatus
  - b. Deploying the aerial apparatus
  - c. Proficiently executing operations to a roof
  - d. Proficiently executing operations to a window

**SUCCESSFUL COMPLETION**

**SUCCESSFUL COMPLETION** - Upon the successful completion of the program, firefighters shall deliver the completed sign off sheet to the Administration Division to be included as part of their permanent work record. The Administration Division shall notify the firefighter and Shift Commander/Red Chief of successful completion of the program and approval to return to suppression.

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<b>Topic No:</b>	<b>1060.00</b>
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<b>Replaces:</b>	<b>Same, dated 05-26-2021</b>

**Topic: Citizen Compliments and Complaints**

**PURPOSE:** To define a consistent method for receiving, reviewing, and resolving citizen compliments, complaints, and concerns.

**SCOPE:** Applies to all members of the Denver Fire Department

**POLICY:** Upon learning that a citizen wishes to express a compliment, complaint, or concern, the steps below shall be followed.

**Step 1** – Ask the citizen to visit the Denver Fire Department website and click on the DFD Compliments and Complaints link.

**Denver Fire Department Home Page**

**<https://www.denvergov.org/Government/Departments/Fire-Department>**

**Or use the QR code located on the exterior door at all DFD buildings.**

**Step 2** – If the citizen is unable or averse to filing a complaint online, the following information surrounding the compliment/complaint shall be gathered:

- A. The nature and description of the incident.
- B. The location of incident.
- C. The date and time of the incident.
- D. The name of the reporting party and the name(s) of any witness(es).
- E. The contact information of the reporting party and any witnesses, including: phone number, email address, and physical address of the citizen expressing the concern.
- F. The names of employee(s) or unit(s) involved.
- G. The action desired by the citizen to resolve the complaint or concern.
- H. The name of the member taking the complaint/compliment.
- I. Any actions taken to resolve the complaint or concern.

**Step 3** - The preceding information shall be documented in the electronic complaint form, located on the Denver Fire Department website as listed above, and submitted to the Administration Division within three (3) days.

**Step 4** - Upon receipt of the complaint, the Division Chief of Administration or Designee will determine if the complaint warrants a supervisory review or a formal investigation, as indicated through the Discipline Matrix. If a supervisory review is indicated, the Division Chief of Administration shall forward the complaint to the Division Chief in the affected division. If a formal investigation is warranted, the Division Chief of Administration or Designee will forward

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**Topic: Citizen Compliments and Complaints**

a copy of the complaint to the Deputy Fire Chief and to the Internal Affairs Bureau (IAB). Compliments will be recorded by IAB and forwarded to the member via their chain of command.

**Step 5** - In the case of a supervisory review, the Division Chief of the affected division or their designee shall contact the citizen and notify them of receipt of their complaint. In the case of a formal investigation, the Administration Division Chief or Designee shall contact the citizen to acknowledge receipt of their complaint.

**Step 6** - In the case of a supervisory review, the Department will strive to resolve the complaint or concern within seven (7) business days of receipt of the concern or complaint. In cases of a formal investigation, the complaint will be resolved upon completion of a thorough investigation.

**Step 7** - The findings of a formal investigation will be documented and forwarded to the Division Chief of Administration by the Internal Affairs Bureau. The findings of a supervisory review will be documented by the affected Division Chief or their designee and forwarded to IAB within seven (7) days of receiving notice of the complaint.

**Step 8** - Once the complaint is resolved, the citizen(s) and the member(s) will be notified of the findings of the complaint by the reviewing supervisor or by IAB. In the case of a sustained allegation, the complaint may be placed in the member's personnel file along with any associated discipline.

**DEFINITIONS:**

**As defined by the DFD Discipline Handbook, Directive 1057.00:**

**Exonerated:** The alleged actions occurred, but the actions of the member(s) were justified, lawful, and proper. The member(s) acted in compliance with rules, regulations, policies, and procedures.

**Formal Investigation:** A formal investigation will result from a complaint where the complainant makes an allegation of a serious breach of the DFD Code of Conduct or an allegation of behavior which could result in the filing of criminal charges. A formal investigation is conducted by the Internal Affairs Bureau under the supervision of the Division Chief of Administration.

**Supervisory Review:** A supervisory review will result from a complaint in which the complainant makes an allegation of minor misconduct or inappropriate behavior. A supervisory review is generally conducted by the Division Chief or their designee. At a minimum, a supervisory review shall be conducted by a supervisor one level of supervision above the subject(s) of the complaint.

**Sustained Allegation:** An allegation that is supported by sufficient evidence to justify the conclusion that the action(s) which occurred were a violation of Department policies or procedures.

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**Unfounded Allegation:** The allegation(s) are false, did not occur, or are not supported by the facts. The allegation(s) were without merit and did not occur.

**Not Sustained Allegation:** A case in which insufficient evidence exists to prove or disprove the allegation(s). The allegation(s) appeared to have merit; however, there was insufficient evidence to prove or disprove the allegations.

**QR Code:**

## Denver Fire Department Compliments and Complaints



DIRECTIVE

Topic No:	1061.00
Date:	08-23-2022
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**Topic: Reasonable Accommodations for Individuals with Disabilities and the Interactive Process**

**PURPOSE:** To explain reasonable accommodations for individuals with disabilities and the interactive process.

**SCOPE:** Applies to all Uniformed Members. Civilian employees are covered under Career Service Rule 12.

**I. DISABILITY DISCRIMINATION**

It is the policy of the City to provide equal employment opportunity to qualified individuals with disabilities. This rule is intended to comply with and be interpreted consistently with the Americans with Disabilities Act of 1990 ("ADA"), as amended. In case of a conflict between this rule and the ADA (and its corresponding regulations), the ADA will control. Additional information about the ADA may be found on the Equal Employment Opportunity Commission's website, [www.eeoc.gov](http://www.eeoc.gov).

No appointing authority, official, supervisor, or employee shall discriminate against a qualified individual based on disability with regard to job advancement, discharge, employee compensation, job training, or any terms, conditions, or privileges of employment<sup>1</sup>.

**II. THE AMERICANS WITH DISABILITIES ACT (as AMENDED)**

The ADA prohibits employers from discriminating against “a qualified individual on the basis of disability” and requires employers to determine, if an employee is a qualified individual with a disability, can they perform the essential functions of their position with or without a reasonable accommodation. As such, the Department shall provide a reasonable accommodation to the known physical or mental impairment of an otherwise qualified employee with a disability, unless it can be demonstrated that the accommodation would impose an undue hardship on the operation of the Department or the employee would continue to pose a direct threat to the health and/or safety of themselves, their co-workers, or the public.

**This Order is intended to clarify the specific terms and requirements of the ADA.**

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<sup>1</sup> While the ADA also prohibits discrimination in the hiring process, as that process is handled by the Civil Service Commission, it will not be discussed in this Order. The process for accommodating applicants can be found in Civil Service Commission Rule 3 RECRUITMENT AND SELECTION.

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Topic: Reasonable Accommodations for Individuals with Disabilities and the Interactive Process

**A. Qualified Individual/Employee:**

A qualified employee:

1. Satisfies the required skill, experience, education, and other job-related requirements of the position; and
2. Can perform the *essential functions* of the position with or without reasonable accommodation.

**B. With a Disability**

A disabled individual is an individual who has:

1. A physical or mental impairment that *substantially limits* one or more of the individual's *major life activities*;
2. A record of such impairment; or
3. Been regarded as having such an impairment.

In short, a qualified individual with a disability is an individual 1) with a disability, 2) who can perform the essential functions of the position they hold, or to which they seek assignment or reassignment, 3) with or without reasonable accommodation.

*Essential functions* are included in the job descriptions for the Classified Service positions within the Department and may be further defined by each Division Chief.

*Substantially Limits:* An impairment is substantially limiting if a person is unable to perform an activity as compared to an average person in the general population. An impairment that is episodic or in remission is a disability if it would substantially limit a major life activity when active. The determination of whether an impairment substantially limits a major life activity is made without regard to the ameliorative effects of mitigating measures, such as medications, assistive technology, hearing aids, etc. (with the exception of eyeglasses or contact lenses).

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**Topic: Reasonable Accommodations for Individuals with Disabilities and the Interactive Process**

*Major Life Activity:* Under the ADA, “major life activities” include “major bodily functions.” The following non-exhaustive list of major life activities, and major bodily functions includes many that are currently listed in the ADA and are provided solely for the purposes of example:

- Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.
- Major Bodily Functions include, but are not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

### C. Undue Hardship and Direct Threat

The Department is not required to provide an accommodation that is unreasonable or would cause an undue hardship to the DFD. Undue hardship is based on an individualized assessment of current circumstances that show that a specific accommodation would cause significant difficulty or expense. A determination of undue hardship is based on several factors, including, but not limited to, the nature and cost of the accommodation needed; the effect on expenses and resources of the Department; the impact of the accommodation on DFD operations.

Additionally, it is not a violation of this policy for the Department to apply qualification standards, tests, or selection criteria that screen out, or tend to screen out or otherwise deny a job or benefit, to an individual with a disability if such standards, tests, or selection criteria have been shown to be job-related and consistent with business necessity, and such performance cannot be accomplished by reasonable accommodation. Qualification standards may include a requirement that an individual shall not pose a direct threat to the health or safety of the individual or other individuals in the workplace.

Direct threat means a significant risk to the health or safety of the individual or others that cannot be eliminated by a reasonable accommodation.

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**Topic: Reasonable Accommodations for Individuals with Disabilities and the Interactive Process**

### III. INTERACTIVE PROCESS (IAP)

The Denver Fire Department shall provide a reasonable accommodation to the known physical or mental limitations of an otherwise qualified Firefighter or employee with a disability, unless it can be demonstrated that the accommodation would impose an undue hardship on the operation of the Department or the employee would pose a direct threat to any person. These determinations shall be made through the IAP.

**A. The Department shall initiate an IAP when:**

1. A Firefighter or employee provides notice that they need a reasonable accommodation to perform the essential functions of their position; or
2. The Department has actual or constructive notice that an employee may have a disability for which the employee needs reasonable accommodation.
3. A Firefighter or employee does not have leave available under the Family Medical Leave Act and the Department has actual or constructive notice that the Firefighter or employee may need additional time off.

**B. The IAP shall be a flexible, informal process.** This process involves the Department or agency, the employee, and the Safety HR leave team, and requires the good faith participation of all parties. The leave team may terminate the IAP if the employee fails to cooperate in the process.

**C. The purpose of the IAP shall be to determine if:**

1. The employee has a disability within the meaning of the ADA;
2. If so, whether the employee can perform the essential functions of their position, with or without a reasonable accommodation;
3. If so, whether the employee can be reasonably accommodated.
4. If not, if the employee can be reassigned to an available position where the employee may be able to perform the essential functions of the position with or without a reasonable accommodation.

Any superior officer, supervisor, or manager who received notice of a request for reasonable accommodation shall contact Administration immediately upon receipt of such notice.



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**Topic: Reasonable Accommodations for Individuals with Disabilities and the Interactive Process**

**IV. DISABILITY DETERMINATION**

- A.** In order to make this determination, the Safety HR leave team may request and review medical records and other documentation in the possession, custody, or control of the employee's health care providers. The leave team may also obtain an independent medical evaluation for gathering information needed to make this determination.
- B.** If the employee is determined to have a disability as defined in the ADA, the leave team, department or agency, the employee, and potentially the employee's medical provider shall endeavor to identify any reasonable accommodations the employee may need to be able to perform the essential functions of their position. The preferred option generally shall be a reasonable accommodation that allows the employee to remain in their existing job.
- C.** If the employee is determined not to have a disability as defined in the ADA, or it is determined that the employee cannot be reasonably accommodated, or reassigned, the leave team will end the IAP and the matter will be referred back to the agency. The agency may initiate disqualification proceedings if the employee remains unable to perform the essential functions of their position.

**V. RE-ASSIGNMENT**

- A.** Classified Service employees with a disability are eligible to seek re-assignment to vacant Career Service positions as a form of accommodation if they cannot be reasonably accommodated in their Classified Service position. Should a Classified Service employee with a disability be re-assigned to a vacant Career Service position as a form of accommodation, the employee will no longer be a Classified Service employee, but instead will be a new Career Service employee.
- B.** Under this circumstance, the employee will be entitled to the pension given to Career Service employees after the appropriate number of years of service for vesting within the Career Service system. The employee is not entitled to retroactive vesting for this pension for their years of service as a Classified Service employee. This rule does not prohibit the employee from purchasing service credits subject to procedures established by the Denver Employees Retirement Plan.

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C. The employee's sick and vacation days that they accrued as a Classified Service employee will not be carried over to the new Career Service position; however, the employee will be given monetary payment for such leave upon separating from the Classified Service, in accordance with the Fire Department's rules and regulations and collective bargaining agreement then in effect. The employee shall accrue paid time off as a new Career Service employee.

**VI. RE-ASSIGNMENT IS NOT AVAILABLE**

Re-assignment is not available to a position that constitutes a promotion. This does not preclude an employee from applying for promotional positions within the Career Service.

The leave team's priority is to identify vacant positions that are equivalent to the employee's current position in terms of pay and benefits, first in the employee's department or agency, and then in other departments or agencies.

If no equivalent positions exist, the leave team's next priority is to identify vacant positions of lower pay and benefits, first in the employee's department or agency, and then in other departments or agencies.

Generally, the reassignment period will last ninety (90) days. If no vacant positions become available during the re-assignment period, or the employee declines positions offered during the reassignment period, the leave team will terminate the IAP and will refer the matter back to the employee's department or agency.

If the firefighter is reassigned to a vacant position, the firefighter shall be provided any reasonable accommodation, as required by the ADA, necessary for the firefighter to perform the essential functions of the reassignment position.

An employee with a disability may decline a re-assignment appointment and request that the leave team continue looking for vacant positions within the reassignment period. However, if an employee declines an offer of reassignment, the employee should do so with the understanding that the leave team may not be able to find another position for the employee during the reassignment period. If another position does not become available during the reassignment period, the leave team may terminate the IAP and refer the matter back to the employee's department or agency, and disqualification proceedings may be initiated.

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**Topic: Reasonable Accommodations for Individuals with Disabilities and the Interactive Process**

The Office of Human Resources is not required to reassign a firefighter to a vacant position if the firefighter does not have a disability within the meaning of the ADA. The Office of Human Resources is not required to reassign a firefighter, who is totally disabled and unable to perform the essential functions, with or without reasonable accommodation, of any position in the Career Service, or is unable to work in any capacity.

The Office of Human Resources is not required to create new positions for reassigning an individual with a disability. Reassignment is limited to existing positions or to positions that become vacant in the Career Service within the reassignment period.

If a firefighter is reassigned to an equivalent or demoted position, the reassigned member shall be paid at the step closest to the one they earned in the Classified Service position.

Additional information related to the reassignment process and reassignment to a Career Service position can be found in Career Service Rule 12.

**VII. LEAVE WITHOUT PAY DURING THE INTERACTIVE PROCESS**

During the interactive process, if a disabled firefighter/employee is unable to perform their existing job, the employee may use any available sick leave, donated sick leave, vacation leave, or compensatory leave authorized by the Collective Bargaining Agreement. If no such paid leave is available, they shall be provided with authorized leave without pay during the interactive process. This policy does not grant any additional sick leave or other paid or unpaid leave beyond what a firefighter would ordinarily be entitled to under the Charter, the Collective Bargaining Agreement in effect, or any other personnel rule.

**VIII. RETALIATION AND COERCION**

**A.** It is a violation of this Directive to discriminate against any individual because that individual has opposed any act or practice prohibited by this Directive or because that individual filed a grievance or appeal, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing to enforce any provision contained in this Directive.

**B.** It is a violation of this Directive to coerce, intimidate, threaten, harass, or interfere with any individual in the exercise or enjoyment of, or because that individual

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aided or encouraged any other individual in the exercise of, any right granted or protected by this Directive (including, but not limited to, making a request for a reasonable accommodation).

**IX. CONFIDENTIALITY AND RECORD KEEPING**

Information obtained during the interactive process regarding the medical history of an employee shall be collected and maintained on separate forms and in separate files and be treated as confidential, except that:

- A. Supervisors, managers, human resources personnel, and other City employees involved in the interactive process may obtain access to such information on a need-to-know basis.
- B. Supervisors, managers, human resources personnel, and other appropriate City employees may be informed regarding necessary restrictions on the work or duties of an employee and necessary accommodations.
- D. Emergency medical care and safety personnel may be informed, when appropriate, if the disability might require emergency treatment.
- E. Information may be given to the state worker's compensation offices, and state second injury funds, in accordance the State of Colorado's worker compensation laws.

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**Topic:** Family Medical Leave Policy

**PURPOSE:** The Family Medical Leave Act of 1993 provides eligible employees up to 12 weeks of unpaid job-protected leave every 12 months for their own medical condition, to care for a newborn; an adopted child or foster care child; or for a spouse, child or parent with a serious health condition.

**SCOPE:** Applies to all uniformed and non-uniformed members within the Denver Fire Department.

**FAMILY MEDICAL LEAVE SHALL BE AVAILABLE FOR:**

- For the birth of a son or daughter, and to bond with the newborn child within one year of birth;
- For the placement with the employee of a child for adoption or foster care and to bond with that child within one year of placement;
- To care for an immediate family member, spouse, child, or parent (not a parent “in law”) with a serious health condition;
- To take medical leave when the employee is unable to work because of a serious health condition, or unable to perform the essential functions of their job;
- For qualifying exigencies arising out of the fact that the employee’s spouse, son, daughter, or parent is a covered active duty or call to covered active duty status as a member of the National Guard, Reserves, or Regular Armed Forces.

The FMLA also allows eligible employees to take up to 26 weeks of unpaid leave during a “single 12-month period” to care for a covered service member with a serious injury or illness

**SERIOUS HEALTH CONDITION**

Conditions requiring an overnight stay in a hospital or other medical care facility; conditions that incapacitate you or a family member, (for example, unable to work or attend school) for more than three consecutive days, and have ongoing medical treatment (either multiple appointments with a health care provider, or a single appointment and follow up care such as prescription medication); or chronic conditions that cause occasional periods when you or your family member are incapacitated and require treatment by a health care provider at least twice a year; and pregnancy (including prenatal medical appointments, incapacity due to morning sickness, and medically required bed rest).

**DENVER FIRE DEPARTMENT**  
**DEPARTMENT DIRECTIVE**

<b>Topic No:</b>	<b>1065.00</b>
<b>Date:</b>	<b>06-30-2022</b>
<b>Approved:</b>	<i>KV</i>
<b>Review Date:</b>	<b>06-30-2025</b>
<b>Replaces:</b>	<b>Same, dated 08-17-17</b>

**Topic: Family Medical Leave Policy**

This Policy would not change any current sick, maternity, or parental leave that is already in place, except when the Family and Medical Leave Act is more generous. If this Policy conflicts with Federal or State law, the Federal or State law is controlling.

**ELIGIBILITY**

Any employee who has been employed for at least 12 months and has worked at least 1250 hours in the 12-month period preceding the beginning of the leave shall be eligible to use family and medical leave.

For more information: <https://www.dol.gov/whd/fmla/fmla-faqs.htm>

**Contact the Safety HR Leave Team for additional information:  
Safety HR Leave Team – 720.913.6764**

DENVER FIRE DEPARTMENT

DIRECTIVE

Topic No:	1069.00
Date:	01-24-2022
Approved:	JAV
Review Date:	01-24-2024
Replaces:	Same, dated 08-18-17

Topic: Contract Grievance Procedure

**PURPOSE:** To inform all uniformed members of the correct contract grievance procedure.

**SCOPE:** All uniformed members of the DFD

**GRIEVANCE PROCEDURES**

All grievances must be settled in accordance with the spirit and intent of the current Collective Bargaining Agreement/Contract between Denver Firefighters – Local 858 and the City and County of Denver. The following procedures will be adhered to in the processing of all *contract* grievances in the Denver Fire Department:

1. Immediately upon a grievance being filed with a Division Chief, a copy of the grievance **must** be forwarded to the Administration Division Chief.
2. The grievance shall be handled in accordance with Article XV, Section 3, Steps 1 & 2 of the current bargaining agreement between Denver Firefighters Local 858, IAFF, AFL-CIO and the City & County of Denver.
3. In the event that a grievance reaches Step 2, the following members of the City’s negotiating team shall be notified:
  - a. Mayor of Denver  
1437 Bannock Street, Rm 350  
Denver, CO 80202
  - b. Chief of Fire Department  
745 West Colfax Avenue  
Denver, CO 80204
  - c. Safety HR  
1331 Cherokee  
Denver, CO 80202
  - d. Staff Director, Denver City Council  
1437 Bannock, Rm 451  
Denver, CO 80202
  - e. Executive Director of Safety  
1331 Cherokee Street, Rm 302  
Denver, CO 80204
  - f. Denver Chief Finance Officer  
201 West Colfax Avenue, Dept 1010  
Denver, CO 80202
  - g. Employee Relations, Career Service Authority  
201 West Colfax Avenue  
Denver, CO 80202
  - h. City Attorney  
201 West Colfax Avenue, Dept 1207  
Denver, CO 80202

**REFERENCES:** DENVER FIREFIGHTERS COLLECTIVE BARGAINING AGREEMENT - LOCAL 858 and CITY & COUNTY OF DENVER

**DENVER FIRE DEPARTMENT**

**DIRECTIVE**

<b>Topic No:</b>	<b>1073.00</b>
<b>Date:</b>	<b>01-24-2022</b>
<b>Approved:</b>	<i>JAV</i>
<b>Review Date:</b>	<b>01-24-2024</b>
<b>Replaces:</b>	<b>Same, dated 09-01-17</b> <i>(was named Department Safety Concerns)</i>

**Topic: Documenting Safety Concerns in ESO**

**PURPOSE:** To document safety concerns in ESO.

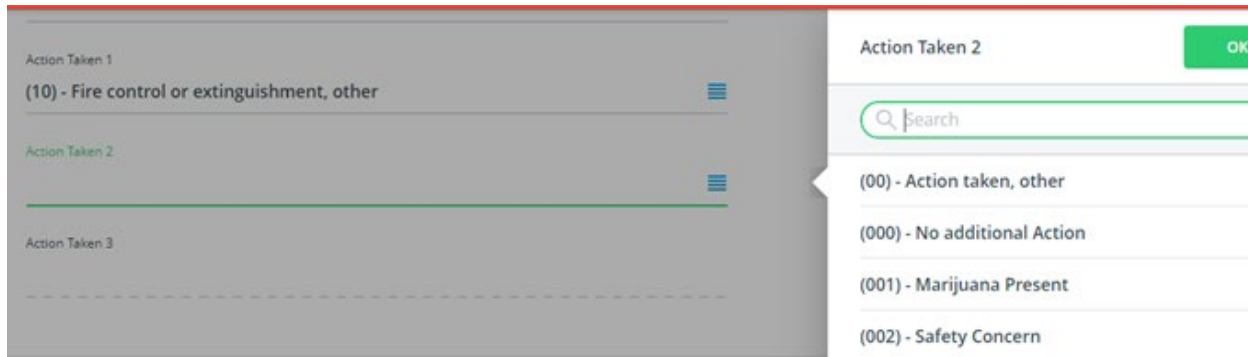
**SCOPE:** Applies to all Denver Fire Department personnel

With the goal of continually reducing the number of preventable injuries and potential fatalities, this memo serves as a reminder to all members to document safety concerns when completing an NFIR or Patient Care Report in ESO. The intent of the Safety Concern tab is to raise awareness of issues that may be relevant to all our members.

The identification of a safety concern and the appropriate documentation of these considerations in the NFIR narrative is extremely important to allow access to a specific field to query and to relay accurate safety information job wide.

How to document Safety Concerns:

1. NFIR > Action Taken 2 > Safety Concern (002)



2. Document your Safety Concern separately in the incident narrative by separating your main narrative from the safety concern:

Main Narrative....

**SAFETY CONCERN:**

Document concern

The documentation of safety concerns of this nature is designed to increase awareness and action so that safety and health remains a top priority throughout the Denver Fire Department.



DENVER FIRE DEPARTMENT

DEPARTMENT DIRECTIVE

Topic: Theft and Vandalism to Fire Department Property

Topic No:	1077.00
Date:	05-12-2023
Approved:	KV
Review Date:	05-12-2026
Replaces:	Same, date 09-01-2017 (Unrevised) DOG 113.03, dated 03-10-99

**PURPOSE:** To ensure fiscal accountability for equipment that has been purchased while providing accountability for loss of Fire Department property.

**SCOPE:** Applies to all members of the Denver Fire Department.

- I. Any time a theft, presumed theft, or vandalism to any Fire Department property, including Department Vehicles occurs, it is the duty of the officer in charge to notify:
  - A. The Denver Police Department
  - B. The District Chief
  
- II. It is imperative that the theft or vandalism be reported as soon as possible. Due to the costs being incurred from the loss or destruction of Fire Department equipment, vehicles and supplies, the following policies are effective immediately:
  - A. Company Captains will be held responsible for their apparatus and apparatus inventory.
  - B. House Captains will be held responsible for their station and station inventory.
  - C. Members will be held responsible for their personal protective equipment and clothing.
  - D. Any member assigned a department vehicle, is responsible for its overall maintenance and for reporting any damage to their officer.
  
- III. Company Captains shall institute policies for members to follow while inventorying and caring for equipment. Consider the following:
  - A. Daily inventory conducted by the entire crew. Responsibility assigned to each member for specific tools and equipment. All initialed by the on-duty Officer for accountability.
  - B. Officers shall stop apparatus immediately, including during emergency responses, to retrieve lost equipment.
  - C. Any members found **negligent** in the loss or destruction of Department equipment and vehicles, will be held responsible for that loss and may be subject to discipline.

All lost, stolen, or abused Fire Department property must be documented in the form of an internal correspondence to the Fire Chief through the chain of command listing the missing equipment and explaining the actions they have taken to prevent it from reoccurring.

DENVER FIRE DEPARTMENT

DIRECTIVE

Topic No:	1080.00
Date:	07-27-2021
Approved:	JAV
Review Date:	07-27-2023
Replaces:	Same, dated 11-09-2017

Topic: DFD Petty Cash Disbursement Policy

**PURPOSE:** To instruct DFD members on petty cash procedures

**SCOPE:** Applies to all DFD Personnel

Petty cash shall be used for payment of incidental expenses or refunds of a **nominal amount** in the regular course of City business, including minor **emergency** repairs that are designed to avoid costly major projects if the situation is left unattended.

**I.** Petty cash funds shall not:

- A. Be advanced in anticipation of an approved purchase.
- B. Exceed \$125 per purchase, including tax.
- C. Be utilized for:
  - 1. Non-emergency repairs, remodeling, or facility projects.
  - 2. Employee appreciation and functions, NO cash or gift cards.
  - 3. Travel expenses

**II.** Reimbursement Procedures:

- A. The individual requesting reimbursement of a qualifying petty cash expense must complete a “Denver Fire Department Petty Cash Reimbursement Form” which can be found in Target Solutions, or a copy may be picked up at Finance Office/Headquarters, or electronically forwarded via email request. All requests must be reviewed and approved by the requester’s Division Chief or designee.
- B. Provide proof of purchase (original receipt), not to exceed \$125, including tax.
  - a. All petty cash requests for food purchases must include an Official Function Form.
- C. Immediately forward the above documents to the respective Division Chief, who will forward to the Petty Cash Processor.
- D. Multiple minor facility repairs or projects performed during the normal course of business shall be pre-approved through the Technical Services Division. This will allow proper accounting of facility issues which may alleviate future significant maintenance problems.
- E. Petty Cash reimbursement payments will be processed through Workday Expense Report process.
  - a. Upon receipt of the Petty Cash Reimbursement Form, Finance will enter the expense in Workday.
  - b. Member will receive an email advising that an expense report is awaiting approval.

**DENVER FIRE DEPARTMENT**

**DIRECTIVE**

<b>Topic No:</b>	<b>1080.00</b>
<b>Date:</b>	<b>07-27-2021</b>
<b>Approved:</b>	<i>JAV</i>
<b>Review Date:</b>	<b>07-27-2023</b>
<b>Replaces:</b>	<b>Same, dated 11-09-2017</b>

**Topic: DFD Petty Cash Disbursement Policy**

- c. All payments will be paid via the payment elections in Workday as determined by the employee. Expense payments will NOT be included in paychecks but as a separate payment via the elected payment method.
  - i. Direct deposit payments will be made to the designated account.
  - ii. Checks will be mailed to the address designated in Workday.
  - iii. Petty Cash Expense status can be checked in Workday.

All Petty Cash Processors are responsible for reviewing the Department's handling procedures for disbursing and reimbursing funds and audit/control procedures.

DENVER FIRE DEPARTMENT

DIRECTIVE

Topic No:	1082.00
Date:	01-26-2021
Approved:	JAV
Review Date:	01-26-2023
Replaces:	Same, dated 12-13-17

Topic: Outside Employment or Business Activity

**PURPOSE:** To outline the responsibility of all members to avoid potential conflicts of interest regarding employment or business activity away from the Denver Fire Department

**SCOPE:** Applies to all Denver Fire Department personnel

*The Denver Code of Ethics (March 6, 2017, as amended) addresses outside employment or business activity in Sections 2-61(g) and 2-63. All DFD members who engage in outside employment or business activity shall read and understand the provisions of these Sections, which are outlined on the Report of Outside Employment or Business Activity and Request Form to be submitted.*

**PROCEDURES FOR EMPLOYEES:**

1. All employees desiring to engage in outside employment or outside business activity must complete and submit a Report of Outside Employment or Business Activity and Request for Approval form for the current year, through chain of command (outlined on the form), to the Deputy Chief of Department ***prior to*** engaging in the activity. The Deputy Chief will review the request and give final approval.
2. A new request form shall be filed by the end of January in each year in which the employee works or intends to work, or when the nature of the outside work changes.
3. A request form shall be submitted at any time during the year when the employee desires to engage in an activity for which a request has not been previously made.
4. Requests will be reviewed by the Deputy Chief and emailed to the employee with approval or disapproval. Copies of the form will be scanned to the employee's electronic personnel file.

**CRITERIA FOR EVALUATING OFF DUTY EMPLOYMENT OR BUSINESS:**

- Any activities directly or indirectly connected with any off-duty work shall not interfere with Fire Department duties or responsibilities.
- Work hours of the off-duty employment or activity shall not interfere with the employee's Fire Department work schedule and shall not compromise the employee's performance.
- Off-duty business or employment shall not result in a conflict of interest as defined by the *Denver Code of Ethics*, Sections 2-61(g) and 2-63.

**DENVER FIRE DEPARTMENT**

**DIRECTIVE**

<b>Topic No:</b>	<b>1082.00</b>
<b>Date:</b>	<b>01-26-2021</b>
<b>Approved:</b>	<i>JAV</i>
<b>Review Date:</b>	<b>01-26-2023</b>
<b>Replaces:</b>	<b>Same, dated 12-13-17</b>

**Topic: Outside Employment or Business Activity**

- Off-duty business or employment shall not constitute a threat to the status or integrity of the Denver Fire Department, including employment dealing with adult entertainment, pornography, or gambling not exempted by law.



DENVER  
THE MILE HIGH CITY

2022 CITY AND COUNTY OF DENVER / DENVER FIRE DEPARTMENT  
REPORT OF OUTSIDE EMPLOYMENT OR BUSINESS ACTIVITY AND REQUEST FOR APPROVAL

To: Deputy Chief, Denver Fire Department(Appointing Authority)

Through: \_\_\_\_\_  
(Asst. Chief, Div. Chief, or CSA Supervisor – **Obtain Signature before sending to Deputy Chief!!**)

From: \_\_\_\_\_ Date: \_\_\_\_\_  
(Employee) (F# or A# for CSA)

I have read and understand the provisions of Sections 2-61(g) and 2-63 of the Denver Code of Ethics (text provided on back of form):

1. I hereby request permission to (please check one):

- engage in new outside employment or business activity
- change the nature or terms of my existing outside employment or business activity
- continue my previously approved outside employment or business activity under the same terms and conditions as last year (if so, describe briefly in #2 below.)
- engage in new additional Denver City employment with a different department or agency (needs to be approved by both departments.)

2. Description of the outside employment or business activity I wish to engage in:

Name and type of employment or business \_\_\_\_\_

Title or position \_\_\_\_\_

Description of my duties (or change in my duties, if applicable)  
\_\_\_\_\_

Outside employment supervisor's name and number: \_\_\_\_\_

Number of hours per week I expect to work: \_\_\_\_\_

Expected schedule: \_\_\_ Mon \_\_\_ Tues \_\_\_ Wed \_\_\_ Thur \_\_\_ Fri \_\_\_ Sat \_\_\_ Sun

3. Description of any actual or potential conflict of interest between my responsibilities for the City and my proposed outside employment or business activity (if none, please write "none"):

\_\_\_\_\_

Employee's signature: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_  
(Appointing Authority/Deputy Chief of Dept.)

Date of Review: \_\_\_\_\_ [NOTE: Report must be renewed annually]

Comments or conditions: \_\_\_\_\_

**Portions of Denver Code of Ethics relating to outside employment**  
**(as amended by City Council on March 6, 2017)**

**Sec. 2-61. Conflict of Interest**

2-61(g) No officer, employee or official may have any other employment or position which is incompatible with his or her duties or that adversely affect the interests of the City.

**Sec. 2-63. Outside employment or business activity.**

The purpose of this section is to avoid possible conflicts of interest and time conflicts between city jobs and outside employment or business activity.

(a) All officers other than elective officers and all employees shall report existing or proposed outside employment (excluding unpaid volunteer activity) or other outside business activity **annually** in writing to their appointing authorities and obtain his or her appointing authority's approval thereof prior to accepting initial employment or outside business activity. All officials shall immediately report any change in employment status to their appointing authorities which could give rise to a conflict of interest.

(b) If the appointing authority or the officer, official or employee believes that there is a potential conflict of interest between the person's public responsibility and his or her possible outside employment or outside business activity, he, she or they are encouraged to consult the board of ethics.

(c) An officer or employee who has received the written permission of the appointing authority may engage in outside employment or other outside business activity. If, however, the board has rendered an advisory opinion to an officer, employee or official and/or an appointing authority and the board has reason to believe that the officer, employee or official has not complied with the opinion, the board shall notify the appointing authority and the appointing authority shall report to the board in executive session regarding the action, if any, taken with respect to the person.

(d) Copies of documents arising from this section shall be placed in each officer's or employee's departmental personnel file.

(e) City resources may not be used for any outside employment or outside business activity.

**DENVER FIRE DEPARTMENT**  
**DEPARTMENT DIRECTIVE**

**Topic:     Planned Department / Community  
              Events Coordination**

<b>Topic No:</b>	<b>1084.00</b>
<b>Date:</b>	<b>12-21-2021</b>
<b>Approved:</b>	<i>JAV</i>
<b>Review Date:</b>	<b>12-21-2023</b>
<b>Replaces:</b>	<b>Same, dated 07-10-18</b>

**PURPOSE:** To enhance our community involvement and outreach opportunities with the City and County of Denver and other communities that we serve.

**SCOPE:** Applies to all members of the Denver Fire Department with the expressed purpose of enhancing our community’s interactions with the Denver Fire Department and its personnel.

**DEFINITIONS:**

**Community Event** – A crew and apparatus visit is an event where the crew gives informal rig tours and has conversations with event attendees. The crew attends in or out of service dependent on the priority of event.

**Fire Station Tour** – A small group visits the crew in the station and the crew gives an informal educational presentation.

**Public Education Request** – A crew and apparatus visit to a community group, such as a school, and the crew gives an informal educational presentation.

**Recruiting Event** – A member from the DFD recruitment team staff a table at a job fair and/or gives a formal presentation about insight to firefighting careers.

**Time of Appearance** – This is when we have scheduled a rig to attend an event. The event might start earlier or end later than the time of appearance, but this is the time they expect to see a fire department resource at this event.

**Time of Event** – This is the total time that the event is scheduled for its purpose.

**CRITERIA THE DENVER FIRE DEPARTMENT USES TO EVALUATE REQUESTS**

1. Is the event or requesting group located in the City and County of Denver or the areas we serve: Glendale, Sheridan, Englewood, or Skyline Fire Protection District?
2. Is the event for a nonprofit group, a neighborhood association, or a school?
3. Is there an educational or recruiting purpose? Can we teach about fire safety and/or about DFD? Can we teach kids that firefighters are there to help?



**DENVER FIRE DEPARTMENT**  
**DEPARTMENT DIRECTIVE**

**Topic:     Planned Department / Community  
              Events Coordination**

<b>Topic No:</b>	<b>1084.00</b>
<b>Date:</b>	<b>12-21-2021</b>
<b>Approved:</b>	<i>JAV</i>
<b>Review Date:</b>	<b>12-21-2023</b>
<b>Replaces:</b>	<b>Same, dated 07-10-18</b>

4. Is the event at least three weeks in the future? We aim to provide adequate notice to all crews regarding inspections, trainings, fitness, station maintenance, and other responsibilities.

**OTHER CONSIDERATIONS**

- We do NOT send crews to private birthday parties or host private birthday parties in a fire station.
- We do NOT participate in block parties except during Denver Days when the City waives permit fees and asks that City resources get out and engage with the community. This is usually in August every year.
- If Denver Water has implemented watering restrictions, we are unable to perform hose sprays. [www.DenverWater.org](http://www.DenverWater.org)
- Community Events/Firehouse Tours can be postponed at any time when dealing with a high number of illnesses in the community (Flu, COVID-19, etc.) When appropriate, this will be indicated on the Community Event website.
- On a case by case basis, with approval of the Chief of the Department or designee, the Department may provide silent auction items in which a nonprofit raises money by auctioning a lunch at a fire station or other DFD experience.

**STATUS/PRIORITY**

**Priority 1** = Out of Service, attend for entire scheduled time of appearance. The Rig attending must go out of service and is unavailable to respond to emergency incidents due to the nature of the event (i.e., parade where apparatus is driving in the parade).

**Priority 2** = In Service, attend for the entire scheduled time of appearance. The Rig attending is available for emergency incidents and must return to the event once complete with the emergency if the event is still going on. Rigs can choose to go “out of service” if needed for safety reasons or to provide a short, informal presentation if approved through their District Chief/Shift Commander and after notifying Dispatch. (Example of these events that depend on us, such as fire station tours, safety talks, and other high-priority events for partners such as other City agencies, the DFD Museum, Friends of the Denver Fire Department, or Carson J. Spencer Foundation)

**Priority 3** = In Service, attend at a time that is scheduled by the Company Officer. The Rig is available to respond to emergency incidents but does not need to return to the community event for the entire scheduled time of the event if called out on an emergency. A priority 3 event is initiated by the rig attending the event.

**DENVER FIRE DEPARTMENT**  
**DEPARTMENT DIRECTIVE**

**Topic:     Planned Department / Community  
              Events Coordination**

<b>Topic No:</b>	<b>1084.00</b>
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<b>Replaces:</b>	<b>Same, dated 07-10-18</b>

**PLANNED DEPARTMENT/COMMUNITY EVENT GUIDELINES**

To help us meet the “working together to maintain the highest standards of mitigation, preparedness, prevention, and community engagement” piece of our mission, the Denver Fire Department participates in these types of apparatus requests: Formal and non-formal community events, fire station tours, public education events, etc. It is imperative that we track all requests to monitor, evaluate, and improve our program. If a citizen comes to a firehouse to schedule an event, we ask that either you enter the information on the “community request form” on the Denvergov.org website link or you direct them to the website to enter it themselves.

We track requests to monitor, evaluate, and improve our program. We collect data to:

- Provide firefighters giving the presentation with detailed information about the group making the request.
- Avoid double-booking a crew.
- Evenly distribute work among crews, when possible.
- Report on our activities and community impact to the City’s budget office, elected officials, and the public.
- Apply for grants and other funds to support our mission.

**PROCEDURE FOR SCHEDULING A COMMUNITY EVENT/OUTREACH OPPORTUNITY**

**All community events will be scheduled through [www.denvergov.org/DFDcommunity](http://www.denvergov.org/DFDcommunity).**

- Provide the crew or member with detailed information about the group making the request.
- Avoid double-booking a crew or member.
- Evenly distribute workload.
- Report on our activities and community impact to the Executive Director of Safety, Budget and Management Office, elected officials, and the public.

Any issues with entering Community Outreach events should be directed by email to [DFDOperations@denvergov.org](mailto:DFDOperations@denvergov.org). Please contact Operations at 720-913-3438 with any questions.

Denver Fire Department officers will document the event by obtaining an incident number and complete an incident report listing Community Engagement.

# DENVER FIRE DEPARTMENT

## DIRECTIVE

<b>Topic No:</b>	<b>1087.00</b>
<b>Date:</b>	<b>02-21-23</b>
<b>Approved:</b>	<b>KV</b>
<b>Review Date:</b>	<b>02-06-26</b>
<b>Replaces:</b>	<b>Same, dated 04-06-22</b>

**Topic:** Wildland Operating Procedures

**PURPOSE:** To provide the procedural overview of the Denver Fire Department Wildland Team policies and participation procedures.

**SCOPE:** Applies to all Denver Fire Department Personnel

### I. OVERVIEW

The Denver Fire Department (DFD) Wildland Team is composed of Denver Firefighters committed to serving in national, regional, and local wildland fire response and support roles. Members must fulfill the Team's training and participation requirements, agree to follow Department Directives and those contained within national interagency guidance in terms of conduct, PPE/equipment, deployment, finances, and documentation. Wildland Team members will be able to deploy year-round, though most wildland deployment opportunities typically occur between June and October. The total number of deployed personnel and equipment at any one time will be at the discretion of the Fire Chief or their designee. If for any reason the staffing needs of the Department are not being met, deployments across all divisions can and will be temporally halted until further notice.

### II. MEMBERSHIP REQUIREMENTS

Membership on the Denver Fire Department Wildland Team is open to all uniformed members of the Department except for probationary Firefighters, Firefighters 3<sup>rd</sup> Grade, and Medical Unit EMTs. The number of open positions on the Team will be determined by the Division Chiefs and as approved by the Chief of the Department.

#### A. RETURNING TEAM MEMBERS:

For issuance of a qualifications card, each returning member must renew and maintain active status with the Wildland Team annually by meeting the following minimum requirements:

1. Attending the RT-130, Annual Fireline Safety and Admin Refreshers
2. Firefighters 2<sup>nd</sup> Grade and higher (1<sup>st</sup> grade and Technicians) must be certified as an Acting Engineer at the time of their first deployment or currently enrolled in the driver orientation process.
3. Completing a Work Capacity Test (Pack Test) at the Arduous Level

DENVER FIRE DEPARTMENT

DIRECTIVE

Topic No:	1087.00
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Review Date:	02-06-26
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Topic: Wildland Operating Procedures

4. Have a current EMT Basic certification
5. Be up to date with the City's Defensive Driving 3-year training requirement.

**B. FIRST TIME TEAM MEMBERS**

Department personnel wanting to become a member of the Wildland Team and be eligible for participation must meet the following eligibility requirements:

**Required Training:** The training requirements for eligibility will vary by type of position and are defined in the most current version of the National Wildfire Coordinating Group (NWCG) *PMS 310-1 National Incident Management System (NIMS): Wildland Fire Qualification System Guide* and the *Federal Wildland Qualifications Supplement*.

**1. MINIMUM PREREQUISITES (All Positions):**

- a. FEMA On-Line IS/ICS Courses- 100, 200, 700, and 800
- b. City of Denver Defensive Driving Course (online and required every 3 years)
- c. Current EMT-Basic Certification

**2. MINIMUM WILDLAND OPERATIONS TRAINING (All Positions):**

Successful completion of:

- a. S-110, Basic Wildland Fire Orientation (NWCG online)
- b. S-130 Firefighting Training (NWCG Blended online or classroom)\*  
*\*A S-130/190 practical field day is required for those completing the online course delivery*
- c. S-190 Introduction to Wildland Fire Behavior (NWCG online)
- d. L-180 Human Factors in the Wildland Fire Service (NWCG online)
- e. RT-130 Annual Fireline Safety Refresher concurrent with the Wildland

**DENVER FIRE DEPARTMENT**

**DIRECTIVE**

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<b>Replaces:</b>	<b>Same, dated 04-06-22</b>

**Topic: Wildland Operating Procedures**

Administration Refresher

- f. Completion of the Arduous Work Capacity Test (Pack test)

If new members have completed the above training prior to joining the DFD, copies of all certificates or an IQS/IQCS Master Record must be provided to the Coordinator, or courses must be retaken.

**3. WILDFIRE POSITIONS – OTHER**

Depending on personal interest, additional training, taskbooks, and trainee assignments are generally available for most all wildland functional areas. The Coordinator can be contacted for specific information and requirements.

**4. DISCONTINUED WILDLAND TEAM PARTICIPATION**

A member can request at any time to be removed from the Wildland Team. Removal requests can be submitted through email to the Coordinator. After two successive years of non-participation, the member’s IQS profile will be removed from the Department’s IQS Data Base and archived, and their name will be removed from all Wildland Team related contact lists.

**III. STANDARDS FOR DEPLOYMENT**

All Vector Solutions and other mandated policy requirements, including ESO/EHR reports completed and EMS certifications, and required courses must be current.

Members having discipline equal to or greater than a verbal reprimand in the last 12 months or currently fulfilling a Performance Improvement Plan or Stipulation Agreement will be ineligible for a wildland deployment until the provisions of such agreements are successfully completed. The date on which a member is served their discipline by the Administration Division shall serve as the effective date on which the member is ineligible to deploy on any wildland assignment for 12 months.

**A. MEMBERS ASSIGNED TO DEN**

Mandatory trainings and required assignments are platforms of the Department, Division, Airport, and external agencies, including the Federal Aviation Administration (FAA).

**DENVER FIRE DEPARTMENT**

**DIRECTIVE**

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<b>Replaces:</b>	<b>Same, dated 04-06-22</b>

**Topic: Wildland Operating Procedures**

- Members who have stasured as “available” in IROC for deployment must ensure there are no upcoming mandatory items of the Department, Division, or Airport. This includes ensuring that no items are on the calendar for the entire deployment period, including travel dates and potential extension periods.
- If a member has committed to pre-existing training (such as required burns) or mandatory items (such as badging or completion of movement certifications), the member’s first obligations are the requirements of the Department, Division, and Airport. Members who opt to deploy instead of fulfilling their mandatory obligations may be subject to disciplinary action, including removal from the Airport Division.

**B. STRIKE TEAM DEPLOYMENTS**

The readiness standards and deployment procedures for Type 1 Engine Strike Team Deployments, including surges, are outlined in the department’s Strike Team Standard Operating Procedures (SOP) document.

**C. ANNUAL DEPLOYMENT LIMITATIONS**

To ensure that Department leadership and staffing needs are met, the following deployment schedules regarding duty days will apply. A duty day counts as “*any amount of time that a fire incident is paying backfill for their deployment*” and includes work-rest days. No Chief Officer, Captain, or Lieutenant can exceed the following without permission from their respective Division Chief, vetted through the Coordinator.

- Chief Officers and Captains will be limited to deploy for a total of 10 duty days, including extensions.
- Lieutenants will be limited to deploy for a total of 15 duty days, including extensions.
- Back-to-back deployments will not be allowed for Captains or Lieutenants. Both must return to their DFD assignment for a minimum of two (2) Straight Pay (SP) duty days before any redeployment.

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- Any member holding the rank of Firefighter 1<sup>st</sup> Grade, Technician, or Engineer will be limited to deploy for a total of 20 duty days, including extensions.
- Any member holding the rank of Firefighter 2<sup>nd</sup> Grade will be limited to deploy for a total of 10 duty days, including extensions.

**D. IROC AND AVAILABILITY STATUS REQUIREMENTS**

It is the personal responsibility of each Team member to:

- Be aware of their current Interagency Resource Ordering Capability (IROC) status at all times, and request it be updated if personal availability circumstances change.
- Each member can only make themselves “available” or “unavailable” for deployment by following the steps below. All requests must be made using a city e-mail address.
- All IROC status requests will only be made by sending an email to [WildlandDFD@denvergov.org](mailto:WildlandDFD@denvergov.org) or [James.Krugman@denvergov.org](mailto:James.Krugman@denvergov.org).
- No status changes will be made if requests are made by text or phone or by leaving a phone message.
- All e-mails to the wildland inbox or Coordinator requesting to be stasured available (or unavailable) for deployment in IROC must include a “cc” to the member’s immediate supervisor, or a Red Chief if at DEN. The e-mail must specify the type of availability per the following IROC Status Definitions.

*Note:* If a member’s immediate supervisor is on leave or deployed, the availability email should be sent to the designated Acting or next individual in the chain of command.

**IROC Status Definitions:**

- LOCAL** - Subordinate order on a crew, IMT, engine, or name request\*
- STATE** - Available only in the State of Colorado or within Pueblo Zone
- GACC** - Available in the GACC (CO, WY, KS, SD, SD) or available as a Priority Trainee
- NATIONAL** - Available throughout the USA, GACC, and Pueblo Zone

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\*The use of name requests for single resource assignments will be limited in 2023 per national dispatching direction. Members should expect to be placed available National to address fire prioritization needs in relation to National Planning Levels.

- Members may only request to be statused available in IROC or change status weekly from Monday through 1700 hrs each Thursday. Any availability requests received after 1700 hrs on Thursdays will not be entered in IROC until after 0700 hrs the following Monday.
- Exceptions will be considered in the event of significant fire occurrences locally or within the state. In these cases, the Coordinator will consult with the on-duty Shift Commander and/or Red Chief to determine the needs of the incident(s) and what resources the DFD can deploy.
- Requests to “*inactivate/hide*” or to “*activate*” qualifications in IROC must be received by 1700 hrs on a Monday and can only be changed every 2 weeks.
- If a member is notified of a pending resource order arriving for a Friday, Saturday, or Sunday deployment and did not status as available by Thursday at 1700 hrs, the member will notify Pueblo Dispatch that they cannot travel until the following Monday or decline the order.
- To assure staffing levels are met prior to and throughout the designated holiday weekends for Memorial Day, 4<sup>th</sup> of July, and Labor Day, no statusing as “available” in IROC will be permitted after 1200 hrs on the **Monday** prior to the holiday. Availability requests in IROC will resume beginning on the first workday following the holiday.

**E. LENGTH OF DEPLOYMENTS AND EXTENSIONS**

1. No initial deployment requests exceeding 14 days, plus travel, will be considered or approved.
2. Extension requests while on assignment will be approved on an individual case-by-case basis. Members requested to extend by the incident will fully complete and have the incident first sign an official Extension Request Form. Extension requests should not be made until the 2<sup>nd</sup> week of the assignment.



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The signed form should be sent as an email attachment to the Wildland Coordinator at least two (2) days prior to the beginning of the extension period. The Wildland Coordinator will forward the request to the Shift Commander, DEN Red Chief, or the respective Division Chief for approval/non-approval. If approved, a copy of the signed Extension Form will be emailed to the member. The member will also be notified if the extension is not approved. Use of the fillable PDF Extension Form is recommended for faster approval and return.

3. This extension policy applies to any position or incident re-assignments the member chooses to accept.
4. The maximum approved extension will not exceed 7 days and days extended will count toward the member's pre-determined duty day limit. Any requests for extensions beyond 7 days will be on a case-by-case basis.
5. In the rare case an extension beyond 7 days is approved, it is the member's responsibility to coordinate the mandatory 2 days off prior to beginning the 2<sup>nd</sup> 14 days with the incident. It is essential that these 2 days be reflected as days off when time is submitted upon return.

**F. INCIDENT REASSIGNMENTS**

- Members receiving notification that they are being reassigned to a different incident should immediately notify the Coordinator of the request by email. A change in position on the current assignment is not considered a re-assignment, and no notification is needed.
- The member will not initiate travel to the new assignment until they have received an official resource order and it has been forwarded to the Coordinator.
- A reassignment is a continuation of the member's original deployment and not the beginning of a new 14-day deployment. Any request to extend on the new assignment will follow the guidelines in Section D above.

**G. CITY OVERTIME OBLIGATION**

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**Members who are statused “Available” in IROC for wildland deployment are considered available for overtime (OT) in the City.** This is referenced in part

within *DFD Department Directive 1003.00 Overtime Procedures, Additional Considerations:*

*“Prior to requiring mandatory recall, Shift Commanders will identify if any Wildland Team member is signed up and/or available to deploy. If available, those members will be offered the opportunity, and if none accept, the member with the least seniority of the affected rank shall be required to report to duty.”*

In the case of a refusal, inability to work, or a no-contact, the applicable hours will be logged into the member’s overtime bucket. If the above happens for the second time in the same calendar year, the member will be removed from the wildland team for the remainder of the year.

The names of all members statused available are provided to the Shift Commanders and DEN Red Chiefs by the Wildland Coordinator every Friday morning.

**H. DEPLOYMENT**

Members are only available for and allowed to deploy for those positions currently identified in the IQS and on their Red Card, including those shown as “Trainee.” If an order is received for a position the member is not currently qualified for in IQS, the order will be declined. The steps for deployment are:

1. An IROC Resource Order (RO) for an assignment will be sent electronically from the Pueblo Dispatch Center directly to the member. Prior to notifying the Coordinator, the member will first confirm that all information in Block 12 is complete, including the departure date and time. If the RO specifies that backfill is NOT approved, the assignment must be declined. If any information is missing, the member will contact Pueblo Dispatch and request a fully completed copy of the RO before sending an electronic copy to the Coordinator.
2. Personal notification of the assignment must then be conveyed to the Coordinator by phone, and the member will then forward the electronic copy of the RO to [WildlandDFD@denvergov.org](mailto:WildlandDFD@denvergov.org) or to [James.Krugman@denvergov.org](mailto:James.Krugman@denvergov.org). **Phone pictures or a scan of ROs will not be accepted.**

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3. When stasured available, members should be prepared daily with their equipment and kits to deploy **within two (2) hours** of accepting an assignment, even when on-duty. Time to travel to a residence to pick up equipment is not approved or compensated. If the member accepts an assignment and is “*on-duty*,” that member must wait until they are relieved prior to deploying or coordinate an early departure with Shift Commander or Red Chief, Company Officer, or with the approval of their respective District Chief.

4. A member **will not begin travel** until they have received a fully complete electronic copy of their RO (name, departure date/time, any special needs requirements); and a copy has been forwarded and received by the Coordinator or Designee.

Those deploying to the JEFFCO or Colorado Springs ATBs may deploy after notifying the Coordinator by phone and forwarding the RO once received at the assignment.

5. Members are expected to travel and report to the accepted assignment destination while adhering to the established national travel standards below:

a. Air travel will be required if the projected travel by vehicle is expected to exceed 1½ days.

b. No member will drive more than 10 hours (behind the wheel) within any given travel day (NWCG PMS-902). Timesheets that reflect more than 10 hours (+/- 30 min) on any travel day will be referred to the respective Division Chief for review and potential action.

c. Multiple drivers in a single vehicle may drive up to the duty day limitation provided no driver exceeds the individual driving (behind the wheel) time limitation of 10 hours.

d. It is the responsibility of each member to gauge their travel time and closest destination to avoid exceeding the 10-hour rule when driving.

6. At the time of deployment, each member is personally responsible to have a copy of their Resource Order, their current IQS card, and, if a Trainee, their original Position Task Book(s) with them **before** departure. The Department

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can offer no assurances that duplicate copies can or will be provided electronically once a member is in travel status or reports to their assigned incident.

7. In addition to those items in (6) above, each member will have with them the following:
  - a. Driver's license and proof of insurance
  - b. Copy of current CRRF agreement for Department vehicles and BLS kits
  - c. Copy of EMT certification
  - d. Appropriate PPE, equipment, and kits
  - e. Cash or Credit card(s) for deployment costs
8. Certain situations may arise where the Pueblo Dispatch Center contacts the Coordinator directly regarding the availability of critically needed resources. The Coordinator will facilitate a general outreach to the membership to determine interest and availability and coordinate with the Shift Commanders and/or Red Chiefs.

**I. DEMOBILIZATION FROM THE INCIDENT**

When a member receives notification at the incident that they are to be demobilized, they will immediately notify the Coordinator by e-mail, text or phone of the demobilization date, time, method of travel, and estimated arrival back to their home unit. Typically, initial notification at the incident is 24-hours in advance of travel.

Upon return, members will notify the Coordinator of their arrival time, who will then notify the Shift Commander or Red Chief.

Members should then notify Pueblo Dispatch that they have returned to their home unit and then notify the Coordinator of their current availability status. Pueblo Dispatch does not status members unavailable after return.

**If a member is demobilized, returns on a Duty Day, and has not completed a full assignment (14-days, not including travel), the member will report to their**

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**respective Station to complete their shift. The Coordinator should be notified as to the expected time they will be back at their station so the Shift Commander or Red Chief can be notified.**

**J. WORK-REST DAYS**

The Coordinator will determine if a member is eligible for a designated work-rest day and if the member wishes not to take the work-rest day before updating Telestaff as taking a work-rest day is optional. When members contact the Coordinator of their demobilization, it is their responsibility to also inform the Coordinator of the number of travel days and/or any work-rest days given to the member during an assignment. Failure to do so can result in suspension from the program.

All travel days, including partial days, must be deducted from the total deployment days to meet the 14 consecutive working days to receive work-rest upon their return if the member chooses to take it. Therefore, all travel days at the beginning or end of a deployment period must be deducted.

Any work-rest days given during a deployment resets the calendar. If a member is given a day off, the calendar resets to zero. This includes split days off.

Examples:

1. A member works 5 days, and the incident gives them day 6 off, day 7 is now considered day 1 of the deployment. The member must now work 14 consecutive days, less travel, to be eligible for a work-rest day upon their return.
2. A member works 10 days and is given day 11 and day 13 as work rest, day 14 is now considered day 1 of the deployment. The member must now work 14 consecutive days, less travel, to be eligible for a work rest day upon their return.
3. A member is released from the incident on Friday, but their flight is scheduled for Sunday, Saturday is considered a work- rest day and resets the calendar. The member is NOT eligible for work-rest day upon their return.

***If a member is in question of their time, they should contact the Wildland Accountant or Wildland Coordinator to determine work-rest eligibility.***

**K. WILDLAND TEAM CLOTHING AND PPE REQUIREMENTS**

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- Members of the Department participating in the wildland program are expected to always present a professional appearance when traveling or while deployed.

Available wildland team-specific clothing components are encouraged.

- As the initial work assignment may change during deployment, or re-assignment, each member should travel with the following:
  - Boots meeting approved standards (8" leather, lace, lug-sole)
  - Fire Shelter (M-2002 or newer)
  - Helmets (hardhats) will be black
  - Yellow Nomex fire resistant brush shirts (6 oz. Nomex) are required for all fireline assignments
  - Wildland Nomex fabric brush pants, NFPA 1977 compliant (6 oz. Nomex minimum) are required. Any commercially available colors are approved.
  - Line Pack
  - Leather gloves
  - Headlamp
  - A list of additional recommended wildland pack equipment is available from the Coordinator.

### IV. DOCUMENTATION PROCEDURES

A. Documentation of the Resource Order, hours worked, equipment used, equipment lost/damaged, per diem costs, travel expenses, etc., is the personal responsibility of the deployed member.

1. Lack of proper documentation will prevent the City and the Department from receiving reimbursement for costs incurred by the member's deployment.
2. The individual member will not receive overtime pay or per diem reimbursement until proper documentation has been signed and properly submitted.
3. **It is required that all paperwork be submitted in person to the Wildland Processing Accountant within 72 hours of return from deployment as all paperwork must be finalized and submitted to Finance within 15 days of return from the deployment.**

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- B. Members deployed on Wildland Team assignments will be compensated at overtime rates for actual hours worked beyond their normal work schedule as outlined in the Collective Bargaining Agreement.
- C. Deployment time must be documented on the Emergency Firefighter Time Report (OF288) and return travel time will be documented on the Crew Time Report (SF261). This information will then be entered in TeleStaff by the Wildland Coordinator. Time to be entered in TeleStaff should be clearly coded, described, and documented under “Notes” (i.e., wildland fire, incident name, and incident number).
- D. Due to the *2016-2017 Colorado Cooperator Incident Reimbursement Guidelines*, when a member travels home from an assignment that lasts less than 14 days on their normally assigned duty shift, they shall return to duty to complete their normal assigned shift, regardless of the time of day.
- E. Deployed team members who work on a Department recognized holiday will receive holiday pay for the actual hours they worked.
- F. ***Meals not provided at the incident:*** To simplify the reimbursement process, per diem expenses for any deployment location will be calculated using the “standard” CONUS (U.S. General Services Administration for the Continental United States) destination rate for meals for the State of Colorado. However, for extenuating circumstances whereby the member paid a significant amount for meals and incidental expenses above the standard rates (as determined by the Operations Division Chief or designee), such expenditures shall be justified with supporting original receipts.
- G. ***Meals provided at the incident:*** There are no reimbursements when meals are provided at an incident. However, when meals were provided at the incident, and it was impossible to receive meals provided, the member may be reimbursed with a signed general message from the incident and original receipts.
- H. Meals on travel days will be paid at 75% per diem rate for the first and last days of travel utilizing the following times:

Breakfast: 0630 – 0900 hrs  
Lunch: 1100 – 1400 hrs  
Dinner: 1600 – 1900 hrs

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- I. All reconciliation/checklists, travel, and other required forms and receipts must be submitted through the Wildland Processing Accountant prior to processing reimbursement paperwork by the Fire Department Finance team.
- J. Personal damage/loss claims must be submitted to the Incident Finance Section **while still deployed at the incident** to receive reimbursement. A copy of a paid invoice for replacement or repair must be submitted with reimbursement documentation.
- K. Copies of supply orders for resupply or replacement of consumables, lost, or damaged items may be required to complete incident documentation.
- L. If requesting reimbursement for personal cell phone charges, an “*S-number*” authorizing cell phone use must be obtained from the Incident or host agency. The S-number and copies of an itemized personal cell phone bill must be submitted with the reimbursement request. Receipts for any additional expenses must also be included in the reimbursement request.
- M. The Denver Fire Department will provide workers compensation for a line-of-duty injury per the Collective Bargaining Agreement for Wildland Team members while deployed to a Wildland fire assignment.
- N. The Denver Fire Department will provide workers compensation for a line-of-duty injury per the State Annual Operating Plan for Wildland Team members while deployed to a Wildland fire assignment.
- O. Wildland Team members will be paid by the Denver Fire Department for time worked on their normal bi-weekly paycheck. Reimbursements for other items (per diem, lodging, and mileage) will be paid by separate check through the City’s voucher system and deposited to the member’s designated account.

**V. REIMBURSEMENT**

The following original documents should be submitted to the Wildland Processing Accountant when requesting reimbursement and/or personnel pay.

**A. Personnel Costs**

- 1. Wildland Reconciliation/Checklist Form



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2. Copies of Daily Crew Time Reports (CTR-SF261)
3. Incident Time Reports (OF288) documenting time periods on-shift
4. Resource Order for the incident
5. Travel request reimbursement for per diem, mileage, lodging, airport parking, rental vehicles, etc., including original receipts
6. Damage/loss documentation for repair/replacement of lost/damaged items

**B. Equipment**

1. Copy of CRRF with reimbursable resource highlighted
2. Original Emergency Equipment Use invoice if no other expenses are claimed
3. Original Emergency Equipment Shift Tickets documenting time periods on shift
4. Resource Order for first incident
5. Fuel receipts if fuel not supplied at incident
6. Emergency Firefighter Time Sheets, if firefighters are paid separate from equipment
7. Per diem and lodging receipts for crew, if applicable
8. Supply Order numbers for supply/replacement, if necessary
9. Damage/loss documentation for repair/replacement, if necessary
10. Additional reimbursement expenses (airport parking, rental vehicles, shuttle, taxi, etc.)

The Wildland Processing Accountant will submit reimbursement requests to the City Controller's office upon finalization and submittal of the wildland reimbursement packet to the DFPC office.

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VI. OTHER MEMBERSHIP RESPONSIBILITIES

A. WILDLAND PROGRAM COMMUNICATIONS

Most, if not all, aspects of the wildland program during the pre-season and typical deployment months require daily monitoring of a member’s City e-mail and responding timely (within 24 hours) to any requests received.

Per Department Directive 1006.00, all DFD members (not just wildland) are required to check their City/Department email (name@denvergov.org or name@flydenver.com) as a part of their daily job duties.

Wildland participation requires that team members shall check their personal City e-mail multiple times daily on their days off throughout the wildland fire season. For documentation purposes, official communication for the wildland program will only be conducted via the member’s City e-mail and not from personal email accounts or by text.

Station computer accounts (i.e., DFD180 @ denvergov.org) should not be used to send documents or emails. The lack of timely responses to wildland requests may result in discontinued participation.

**Members should ensure that a city e-mail application is installed on their personal devices. In addition, it is the responsibility of all members to ensure that their password is current and that their account is functional at all times.**

B. WILDLAND EQUIPMENT ACCOUNTABILITY

All equipment purchased for the wildland program, including hand-held radios, is considered accountable property. When issued to personnel or included in the inventory for each of the wildland engines, all equipment will be accounted for at all times. Radios, if issued to a member, will be returned to the Coordinator when requested, when no longer needed, or after each season if it has been assigned.

All damaged, broken, or lost wildland equipment will be reported to the Coordinator immediately so that repairs and/or replacements can be made.

C. TRADES

It is a member’s responsibility to make sure that the Department does not incur any

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costs for trades when they have been deployed. Members cannot have trades in TeleStaff while on a deployment assignment. During any period, a member has made themselves available for deployments, that member is responsible for

clearing all trades, both owed and owing, that fall within the deployment period prior to leaving on deployment. If a member has been pre-hired for Overtime and the Overtime falls within the accepted deployment, the member will notify the Coordinator, or on-duty Shift Commander, so the Overtime can be canceled and rehired.

**D. TRAINING - SUPPLEMENTAL TRAINING**

1. Wildland training courses, both required and recommended are generally available to members throughout the year to diversify a member's wildland skills and as prerequisites for advancement in the wildland profession. Members should contact the Coordinator regarding supplemental training and available training venues. On a case-by-case basis, the Department may support the tuition costs of wildland training with prior approval.
2. To the extent possible, in-house training or workshops sponsored by the Department will be arranged so that on-duty personnel may attend. In situations where classes cover several consecutive days, members will be expected to attend on their off-duty days without compensation or pay.
3. All completion certificates received for training courses are recorded and uploaded to each member's IQS record. It is the member's responsibility to provide a copy (electronic preferred though no pictures) to the Coordinator.
4. Members should contact the Coordinator regarding information on training, qualifications, and position task books.

**E. PRESCRIBED BURNING**

1. Local and interagency opportunities to participate on external prescribed burning projects are generally available in the spring and fall months. When known, the Coordinator will outreach to members regarding interest. Because these are projects, no funding is available for compensation or backfill. Members wishing to participate must do so on personal time. The use of department equipment and apparatus will be approved by the Division Chief of Operations

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**F. ILLNESS/INJURY**

1. A traumatic injury, as defined in the PMS-902, *NWCG Standards for Interagency Incident Business Management (4/2018)* is a wound or other condition to the body caused by external force, including stress or strain, and which occurs during one work shift or one calendar day. If this situation occurs, the injured party shall fill out the front side of a CA-1 Notice of Traumatic Injury report and their on-scene supervisor shall complete the reverse side.
2. The PMS-902 also recognizes the classification of occupational disease. This is defined as a disease that is produced by systemic infections, continued or repeated stress or strain, exposure to toxins, poisons, or fumes, or other continued or repeated exposure to conditions of work environment over a period of at least two days. In this situation, the injured party shall fill out the front side of a CA-2 and their supervisor shall fill out the reverse side.
3. Denver Fire Department Dispatch shall be contacted in the case of any serious injuries at 720-913-2400. Dispatch will make the call list, so all the appropriate individuals will be notified.
4. As soon as reasonably possible, the injured member must call the OUCH Line 303-436-OUCH (6824) and inform the call taker that you are reporting a Wildland related injury.
5. Workers Compensation requires notification of the member's direct supervisor within 48 hours of the incident. Copies of the CA-1 or CA-2 must be filled out on scene.

**G. CONDUCT**

1. Possession of alcoholic beverages while traveling, at the incident, or in other government facilities is prohibited. Possessing, selling, distributing, transporting, or personally using controlled substances (unless prescribed by a physician) is illegal.
2. While on deployment, all Denver Fire Department Directives, rules and regulations, and discipline guidelines shall apply.

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3. Members who are sent home from an incident for conduct unbecoming **shall** be subjected to discipline by the Denver Fire Department.

**H. USE OF DEPARTMENT VEHICLES**

1. When needed, Department vehicles are approved for official use in traveling to and from wildland incidents, as well as for official travel while assigned.
2. When a Department vehicle is used, members are responsible for completing a daily OF-297 Emergency Equipment Shift Ticket and obtaining a final OF-286 Emergency Equipment-Use Invoice Form from the incident before demobilization. Copies should be submitted with a member's wildland package.
3. Department-issued fuel card is allowed for fuel purchases only.
4. Upon return from any assignment where a Department vehicle is used, the Team member(s) will immediately be responsible for assuring the following:
  - a. Returning the vehicle and keys to its original parked location.
  - b. All trash and personal equipment/items are removed from the vehicle.
  - c. The vehicle's exterior is washed.
  - d. The vehicle's interior will be thoroughly vacuumed including the trunk.
  - e. The vehicle will be fully fueled.
  - f. Any damage, mechanical or safety needs (headlights, tire wear, etc.) are documented and reported.
  - g. Requirements specific to the engines and crew vehicles are specified in the Department's Wildland Apparatus SOG 2117.03.

**VII. DIRECTIVE EFFECTIVENESS**

The effectiveness of this Directive will be evaluated on an ongoing basis and revisions will be implemented as needed. The Division Chief of Operations and DEN or their

**DENVER FIRE DEPARTMENT**

**DIRECTIVE**

<b>Topic No:</b>	<b>1087.00</b>
<b>Date:</b>	<b>02-21-23</b>
<b>Approved:</b>	<b>KV</b>
<b>Review Date:</b>	<b>02-06-26</b>
<b>Replaces:</b>	<b>Same, dated 04-06-22</b>

**Topic: Wildland Operating Procedures**

designee are authorized to deviate from this Directive if, by their discretion, it is in the best interest of the Department, Divisions impacted, and all stakeholders.

**DENVER FIRE DEPARTMENT**  
**DEPARTMENT DIRECTIVE**

**Topic: NLOD REPORTING PROCEDURES**

<b>Topic No:</b>	<b>1088.00</b>
<b>Date:</b>	<b>12-21-2021</b>
<b>Approved:</b>	<i>JAV</i>
<b>Review Date:</b>	<b>12-21-2023</b>
<b>Replaces:</b>	<b>Same, dated 04-22-2020</b>

**PURPOSE: To establish NLOD reporting procedures for personnel.**

The purpose of this policy is to allow firefighters, in connection with sickness or injury, to achieve a balance between family responsibilities and work demands. Each member must recognize that the responsibility of the Denver Fire Department is to provide a continuously high level of service to the public and as such we have a responsibility to maintain staffing levels to support our critical mission.

**SCOPE: Applies to all Personnel.**

The following procedures shall be followed when a member is utilizing sick leave for an NLOD absence.

1. All members across all divisions that are considering using Non-Line of Duty (NLOD) Leave must telephone their respective on-duty District Chief (Assistant Chief in a Support Service assignment) to have the leave entered into TeleStaff. Leaving a voice mail message, text message, or email indicating the need to use NLOD will not be accepted. Members will need to speak directly with a Chief Officer indicating their desire to use NLOD for any amount of time during a work shift. This action will need to be completed by a Chief Officer.
2. In the Operations Division, if a member is unable to contact a District Chief, then a call to the on-duty Shift Commander must be completed. Calling a Division Chief in a Support Service assignment is acceptable if members are unable to reach the Assistant Chief. Within the Airport Division, if a member is unable to contact the Red Chief, they may contact the Division Chief.
3. Assistant Chiefs in Operations are asked to speak with the on-duty Shift Commander if calling in NLOD and a Division Chief if using NLOD in a support service assignment.
4. All members are to report their NLOD status in Telestaff by 0645.
5. Assistant Chiefs are to report their NLOD status in Telestaff by 0600.
6. The respective District Chief will notify the on-duty Shift Commander of the reported absence to ensure that proper staffing levels are maintained.

DENVER FIRE DEPARTMENT

DIRECTIVE

Topic No:	1089.00
Date:	12-10-2020
Approved:	DGF
Review Date:	12-10-2022
Replaces:	NEW

Topic: Department of Public Safety  
Fraternization Policy

**PURPOSE:** The City and County of Denver strongly believes that a work environment where employees maintain clear boundaries between employee personal and business interactions is necessary for effective business operations. Although this policy does not prevent the development of friendships or romantic relationships between co-workers, it does establish boundaries as to how relationships are conducted during working hours and within the working environment.

**SCOPE:** Per the City and County of Denver Code of Ethics, individuals in supervisory or managerial roles and those with authority over others' terms and conditions of employment are subject to more stringent requirements due to their status as role models, their access to sensitive information, and their ability to affect the employment of individuals in subordinate positions.

This policy does not preclude or interfere with the rights of employees protected by any applicable statute concerning the employment relationship.

Procedures

1. During working time and in working areas, employees are expected to conduct themselves in an appropriate workplace manner that does not interfere with others or with overall productivity.
2. During nonworking time, such as lunches, breaks, and before and after work periods, employees engaging in personal exchanges in nonwork areas should observe an appropriate workplace manner to avoid offending other workers or putting others in an uncomfortable position.
3. Employees are strictly prohibited from engaging in physical contact that would in any way be deemed inappropriate in the workplace by a reasonable person while anywhere on city premises, whether during working hours or not.
4. Employees who allow personal relationships with co-workers to adversely affect the work environment may be subject to The City and County of Denver's disciplinary policy. Failure to change behavior and maintain expected work responsibilities may be viewed as a serious disciplinary matter.
5. Employee off-duty conduct is generally regarded as private, as long as such conduct does not create problems within the workplace. An exception to this principle, however, is romantic or sexual relationships between supervisors and subordinates are prohibited.



DENVER FIRE DEPARTMENT

DIRECTIVE

Topic No:	1089.00
Date:	12-10-2020
Approved:	DGF
Review Date:	12-10-2022
Replaces:	NEW

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Fraternization Policy

6. Any supervisor, manager, executive or other city official in a sensitive or influential position with The City and County of Denver must disclose the existence of a romantic or sexual relationship with another co-worker. Disclosure may be made to the individual's immediate supervisor or Human Resources. The City and County of Denver leadership will review the circumstances to determine whether any conflict of interest exists. If an employee is unsure if/he is in a position requiring disclosure of such a relationship, the employee should contact Human Resources.
7. When a conflict-of-interest or potential risk is identified due to a city official's relationship with a co-worker, The City and County of Denver will work with the parties involved to consider options for resolving the problem. The initial solution may be to make sure the parties no longer work together on matters where one is able to influence the other or take action for the other. Matters such as hiring, firing, promotions, performance management, compensation decisions and financial transactions are examples of situations that may require reallocation of duties to avoid any actual or perceived reward or disadvantage. In some cases, other measures may be necessary, such as transfer of one or both parties to other positions or departments.
8. Failure to cooperate with The City and County of Denver to resolve a conflict or problem caused by a romantic or sexual relationship between co-workers or among managers, supervisors or others in positions of authority in a mutually agreeable fashion may be deemed insubordination and result in disciplinary action up to and including termination.
9. The provisions of this policy apply regardless of the sexual orientation of the parties involved.
10. Where doubts exist as to the specific meaning of the terms used above, employees should make judgments based on the overall spirit and intent of this policy.
11. Any concerns about the administration of this policy should be addressed to the Director of HR and/or the CAO.

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DIRECTIVE

Topic No:	1089.00
Date:	12-10-2020
Approved:	DGF
Review Date:	12-10-2022
Replaces:	NEW

Topic: Department of Public Safety  
Fraternization Policy

CONSENSUAL RELATIONSHIP AGREEMENT

[Employee A Name], employed by The City and County of Denver as a Uob title], and [Employee B Name], employed by The City and County of Denver as a Uob title], hereby notify The City and County of Denver that we have entered into a voluntary and mutual consensual social relationship.

In entering into this relationship, we both understand and agree to the following:

- Our personal relationship is voluntary and consensual.
- We are both free to end the relationship at any time.
- If the social relationship should end, we both agree that we shall not allow the end of this relationship to negatively impact our job performance.
- We will act professionally in the workplace without public display of affection.
- We have received and reviewed The City and County of Denver]'s sexual-harassment policy.
- We acknowledge that the social relationship between us does not violate The City and County of Denver's policies and that entering into the social relationship has not been made a condition or term of employment

Employee A:

Employee B:

\_\_\_\_\_  
Print

\_\_\_\_\_  
Print

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Department of Public Safety  
1331Cherokee St. #302 | Denver, CO 80204  
www.denvergov.org/safety  
p. 120.913.5020 | f. 720-913-7028

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DENVER FIRE DEPARTMENT

DIRECTIVE

<b>Topic No:</b>	<b>1090.00</b>
<b>Date:</b>	<b>08-03-2021</b>
<b>Approved:</b>	<i>JAV</i>
<b>Review Date:</b>	<b>08-03-2022</b>
<b>Replaces:</b>	<b>New</b>

**Topic: Resilience Education and Coordination to Establish a Support System (R.E.C.E.S.S.)**

**PURPOSE:** The objective of this policy is to outline the DFD Tactical RECESS Program. The program is designed to allow members to take an intentional and temporary pause or cessation from their everyday work or duty assignment. A member taking an intentional RECESS allows for structured time and purposeful activities for the nervous system to reset after a Critical Incident, Traumatic Experience, or Extreme Life Events. This program can be classified and utilized as “Full” or “Partial” RECESS. The reasons members may choose to use this volunteer program are specific to each individual.

**SCOPE:** Any active member of the Denver Fire Department can request RECESS

**I. BACKGROUND**

- A.** The fire service culture has unintentionally created an environment that does not always support or encourage firefighters to take care of their overall well-being regarding the job stressors coupled with inevitable life stressors. The “suck it up” mentality has created a culture of isolation, fear of gaining needed support, and a stigma of “weakness” in asking for help. This stigma causes people to not seek support until their situations are out of control, dire, or compounded. The stigma is unnecessary, unacceptable, and counterproductive to overall wellness and living a full, balanced life while serving the City and County of Denver citizens. The goal of RECESS is to reduce stigma and foster a sense of control, encourage self-reflection, and allow for time to rest and reset.
- B.** RECESS focuses on the member’s overall wellness and shall be tailored to fit each member’s unique needs through a combination of self-assessments and meetings with the DFD Wellness Team. Each RECESS participant’s resilience and wellness will be defined and self-assessed keeping eight (8) areas of wellness in mind:
- **Emotional / Mental Health** – managing stress, sufficient sleep, supportive relationships, seeking therapy when needed, etc.
  - **Environmental Health** – caring for your surroundings, avoiding clutter, recycling, and volunteering for environmental initiatives, etc.
  - **Financial Health** – planning for current and future situations, living within financial means, creating a budget, etc.
  - **Intellectual Health** – expanding knowledge or skills, reading, joining clubs, enhancing intellectual interests, recognizing creative abilities, etc.
  - **Occupational Health** – enjoying and finding meaning in your work, appreciating your contributions and personal satisfaction, etc.

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<b>Replaces:</b>	<b>New</b>

**Topic: Resilience Education and Coordination to Establish a Support System (R.E.C.E.S.S.)**

- **Physical Health** – sufficient exercise, balanced nutrition, increased hydration, preventative medical care, etc.
- **Social Health** – a sense of connection and belonging, social network offering guidance and support, quality time with friends/family, volunteering, etc.
- **Spiritual Health** – introspection, understanding the beliefs and values that shape who you are and guide your life, expanding our sense of purpose and meaning, etc.

C. RECESS is structured to move incrementally through stages to prepare the member’s mind and body for their eventual return to full duty.

**II. REFERRAL SOURCES**

- A. Self-referral
- B. Peer referral
- C. Supervisor referral
- D. Administrative referral

**III. BROAD CRITERIA FOR REFERRAL**

- A. **DEFINED**
  - 1. Critical Incident Exposure
  - 2. Overwhelming life circumstances impacting one or more areas of a member’s life
  - 3. Reintegration to assignment from an approved treatment program or extended leave

**IV. BROAD CRITERIA FOR ACCEPTANCE**

- A. **DEFINED**
  - 1. Voluntary email request from the applicant to the Resilience Wellness Coordinator or any person in the member’s chain of command
  - 2. Recommendation from Wellness Coordinator – Resilience
  - 3. Approval from Training Division Chief
  - 4. Approval from Division Chief of the member’s assignment
  - 5. Approval from the Chief of the Department or a Designee

DENVER FIRE DEPARTMENT

DIRECTIVE

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<b>Approved:</b>	<i>JAV</i>
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<b>Replaces:</b>	<b>New</b>

**Topic: Resilience Education and Coordination to Establish a Support System (R.E.C.E.S.S.)**

**V. MODELS OF DELIVERY**

- A.** Each participant in the RECESS Program will automatically receive planning regarding:
  - 1.** Exercise
  - 2.** Nutrition
  - 3.** Social Connection / Support / Services
  - 4.** Sleep Hygiene
  - 5.** Resilience and Wellness Support and Planning
    - a. Full:**
      - 1.** Assignment to the Safety and Training Division. Transfer date and schedule coordinated with changes from Operations 48-hour work environment as necessary
        - i.** Report to DFD Training Academy; 40-hour work week
        - ii.** 80-120 hours total program time
        - iii.** Member shall invest half of their own time through NLOD, trades, and vacation. FMLA is encouraged as its approval would allow for reassignment of vacation hours.
      - 2.** Two or three-week options
    - b. Partial:**
      - 1.** Complete RECESS while in current duty assignment.
        - i.** Self-paced and coordination as needed
        - ii.** Possible delivery utilizing approved administrative leave while on-duty
        - iii.** Program delivery during off-duty day
        - iv.** Program delivered in the fire house to the crew(s)
      - 2.** Length of program determined by the member(s) and Wellness Coordinator

**VI. RETURN TO ASSIGNMENT**

- A.** Each member will return to work after the completion of:
  - 1.** RECESS Program assessment/survey
  - 2.** Self-assessment survey

DENVER FIRE DEPARTMENT

DIRECTIVE

Topic No:	1091.00
Date:	01-26-23
Approved:	KV
Review Date:	01-26-26
Replaces:	Same, dated 09-28-21

Topic: Reporting Procedures for Dispatch Concerns

**PURPOSE:** To provide a consistent reporting mechanism to address concerns, complaints, and/or issues regarding Fire Dispatch

**SCOPE:** Applies to all Operations Personnel

If **complaints** arise regarding Fire Dispatch, members shall adhere to the following reporting procedures:

- Officer shall file complaint in writing to their respective District Chief.
- District Chief shall evaluate complaint and, if deemed legitimate, forward the complaint to their respective Shift Commander.
- Shift Commander will liaison to the Fire Dispatch Captain and the Technical Services Assistant Chief to address complaint/concern. Shift Commanders shall be the **only** point of contact to Fire Dispatch regarding complaints.
- Members other than Shift Commanders are not allowed to call Fire Dispatch with complaints. Chain of command will be utilized for any complaints.
  - Often, a comprehensive review of the incident in question will take time and cannot always be accomplished over the phone.
- Shift Commander will disseminate outcome and follow up with the District Chief/Company Officer, in writing, regarding the issue.

The Technical Services Division recognizes the fact that time-sensitive issues may arise that affect the day-to-day operational needs of the Districts. The expectation is District Chiefs should be able to manage their respective Districts. Therefore, District Chiefs shall be able to contact Dispatch to manage the Operational needs of their districts. When contacting Dispatch in these instances, please attempt to request the on-duty dispatch supervisor.

**DENVER FIRE DEPARTMENT**  
**DEPARTMENT DIRECTIVE**

<b>Topic No:</b>	<b>1092.00</b>
<b>Date:</b>	<b>09-15-2023</b>
<b>Approved:</b>	<i>KV</i>
<b>Review Date:</b>	<b>09-15-2026</b>
<b>Replaces:</b>	<b>Revised Same, dated 11-10-2021</b>

**Topic: DFD Annual Review**

**PURPOSE:** To provide an annual assessment of employee performance

**SCOPE:** Applies to all sworn Denver Fire Department personnel

**POLICY:**

All sworn DFD employees will complete a self-assessment of their work performance in Workday on an annual basis. The primary assessment categories include job knowledge, situational skills, community/customer relations, leadership/followership, ethical actions, emotional intelligence, and strengths/weaknesses. Members shall add descriptive and detailed answers in the comment box under each category.

Supervisors will review self-assessments for personnel assigned to them and provide responses as it relates to the assessment categories.

After supervisors submit their review responses, the second level supervisor will evaluate the annual reviews to verify that all the submissions are properly documented.

The review is completed when the supervisor has confirmed in Workday that they had a face-to-face meeting with the member and has provided the member a written copy.

**PROCEDURE:**

**Refer to the Vector Solutions video training aid for instructions.**

Once per year, members will receive a task in Workday to complete the Annual Review self-evaluation within the assigned time range.

Supervisors complete evaluations of their assigned personnel.

**Operations:**

- Firefighters and Engineers will submit their self-assessment to their assigned Lieutenant or Captain and assigned District Chiefs will complete second level reviews.
- Lieutenants and Captains, including roving officers, will submit their self-assessment to their assigned District Chief and Shift Commanders on the corresponding shift will complete second level reviews.
- District Chiefs will submit their self-assessment to Shift Commanders on the corresponding shift and the Operations Division Chief will complete the second level review.

**DENVER FIRE DEPARTMENT**  
**DEPARTMENT DIRECTIVE**

<b>Topic No:</b>	<b>1092.00</b>
<b>Date:</b>	<b>09-15-2023</b>
<b>Approved:</b>	<i>KV</i>
<b>Review Date:</b>	<b>09-15-2026</b>
<b>Replaces:</b>	<b>Revised Same, dated 11-10-2021</b>

**Topic: DFD Annual Review**

- Shift Commanders will submit their self-assessment to the Operations Division Chief and the Deputy Chief of the Department will complete the second level review.

**DEN:**

- Firefighters and Engineers will submit their self-assessment to their assigned Lieutenant or Captain and the assigned Red Chief will complete second level reviews.
- Lieutenants and Captains, including roving officers, will submit their self-assessment to their assigned Red Chief and the DEN Division Chief will complete the second level review.
- Red Chiefs will submit their self-assessment to the DEN Division Chief and the Deputy Chief of the Department will complete the second level review.

**Support Members:**

- Firefighters/Technicians will submit their self-assessment to their assigned Lieutenant with Captains providing second level manager review.
- Lieutenants will submit their self-assessment to Captains with Assistant Chiefs providing second level manager review.
- Captains will submit their self-assessment to their assigned Assistant Chief with their Division Chief providing second level manager review.
- Assistant Chiefs will submit their self-assessment to Division Chiefs with the Deputy Chief of the Department providing second level manager review.

Technical Services:

1. Line Shop:

- Fire Service Technical Specialists (FSTS) self-assessments will be submitted to and reviewed by their assigned supervisor (either the Superintendent of Fire Alarm or Assistant Superintendent of Fire Alarm).
- Second level manager reviews will be completed by either the Superintendent of Fire Alarm or Division Chief of Technical Services.
- The Assistant Superintendent of Fire Alarm will submit self-assessments to the Superintendent of Fire Alarm, with second level manager reviews by the Division Chief of Technical Services.
- The Superintendent of Fire Alarm will submit a self-assessment to the Division Chief of Technical Services with a second level manager review by the Deputy Chief of the Department.

2. Repair Shop:

- Mechanic self-assessments will be submitted to the Assistant Master Mechanic, with second level manager reviews completed by the Master Mechanic.
- The Assistant Master Mechanic self-assessment will be submitted to the Master Mechanic with the second level manager review completed by the Division Chief of Technical Services.



**DENVER FIRE DEPARTMENT**  
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<b>Replaces:</b>	<b>Revised Same, dated 11-10-2021</b>

**Topic: DFD Annual Review**

- The Master Mechanic self-assessment will be submitted to the Division Chief of Technical Services with the second level manager review completed by the Deputy Chief of the Department.

Within Workday, members and their direct supervisors have the ability to attach journal entries throughout the year, which may be used as supporting information during the annual review season. This can include completed education, certificates, commendations, complaints and/or incident summaries.

Supervisors may refer to Transfer of Supervision reports to review members who have been assigned to their team/crew for less than one year. This information can be located on the DFD Web under Transfer of Supervision. Historical ToS reports can be accessed under the member's name.

Members wishing to appeal their Annual Review should send a request via email to [DFDAdmin@denvergov.org](mailto:DFDAdmin@denvergov.org).

Members and/or supervisors who fail to complete the assessment and responses within the assigned Workday timeline may be subject to disciplinary action.

DENVER FIRE DEPARTMENT

DIRECTIVE

Topic: Uniformed Formation for Ceremonies, Funerals, and Other Events

Topic No:	1097.00
Date:	03-18-2022
Approved:	KV
Review Date:	03-18-2024
Replaces:	205.02, dated 07-23-04
Reference:	1093.00b United States Flag Code

OVERVIEW

There are many occasions when Denver Firefighters will take part in ceremonies, funerals, and/or “formation” events. The purpose of this directive is to establish Department procedures for these occasions that are consistent with Department Directives, accepted practices regarding uniforms, saluting and the 1093.00b – United States Flag Code, etc. The main intent is for the group, as a whole, to perform whatever command is given in a professional and proficient manner.

I. UNIFORM

It is expected that all members taking part in a funeral or formation where “Class A” uniforms (including service cap) are appropriate, will reflect the solemnity of the occasion and pride in our Department by adhering to the highest possible standards of dress and personal appearance. Non-issue articles of clothing or insignia, including patterned/non-standard neckties, white or non-standard socks, unapproved pins, non-regulation belts and buckles, etc., are unacceptable. All pens, knife clips, key chains, or other non-uniform items should be hidden from sight. Sunglasses if worn while members are in formation, shall be black or dark brown in color. Members found to be “out of uniform” will not be permitted to participate in the formation.

The service cap should be worn while outdoors at all times unless members are specifically directed otherwise. In most instances, the cap should be removed on entering a building and carried facing forward between the left arm and the body. When seated, members may place the cap on their lap or under their seat.

II. FORMATION

When members are in active formation, they should remain in an “At Ease” position until called to “Attention” by the formation leader. “At Ease” means the member is facing forward, back straight, hands clasped behind the back, with the feet slightly separated. The “Attention” position is standing upright, back straight, facing forward with arms parallel to the trouser seam with fingers curled slightly as if holding a roll of coins. The feet are together, parallel, and facing forward.

- Marching in Formation – Marching in formation always begins with the left foot. After the command, “Forward, March,” begin with the left foot. When there is music or a drumbeat, the left foot strikes the ground on the principal (loudest) beat. The command “Detail/Company/Formation, Halt” should be given so the word “Halt” comes as the left foot strikes the ground. Marchers take one more step with the right foot and bring the left foot down next to it on the next beat, completing a crisp stop.

DENVER FIRE DEPARTMENT

DIRECTIVE

Topic: Uniformed Formation for Ceremonies, Funerals, and Other Events

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- Turning in Formation – The command “Detail, Right, Face” should be given with a pause between the words “Right” and “Face.” On the word “Right,” the member pivots right with the weight on the right heel and left toe. On the word “Face,” the member completes the turn by bringing the left foot parallel to the right foot. “Left, Face” is just the opposite.

III. SALUTING

Saluting is usually done “under cover” (with the service cap on) and only from the “Attention position whether indoors or outdoors. A formation “At Ease” will be brought to attention before the command to salute is given. The command “Hand, Salute” will be given with a pause. The word “Hand” is the preparation. On the word “Salute,” the right hand is brought to the brim of the cap crisply, with the fingertips just touching the brim with the hand and fingers straight. The hand and fingers should be at about a 45-degree angle to the face. The command, “Order, Arms,” is also given with a pause. On the word “Arms,” the right hand and arm return smartly to the “Attention” position.

In a funeral or memorial ceremony, the salute begins at the same speed (to the hat brim); but on the return, the arm and hand return to the “Attention” position at ¼ speed.

There are times when colors are posted **indoors** and the order “Hand, Salute” is given. A salute may be given indoors, without cover, as long as the individual or formation is in uniform and at attention. In situations where a salute will be given by all uniformed personnel indoors, the formation will be called to attention, with the command “Hand...Salute” to follow; given by either the formation leader or the Honor Guard leader. The decision as to whether hats will be worn indoors or not will be decided before the ceremony. If hats are not to be worn for an indoor salute, they will be either carried between the left arm and the body with the brim facing forward next to the body or left on/under chairs while the formation is at “Attention.”

NOTE: The Department baseball cap is not part of the Class A uniform and when wearing that or other headwear a “salute” is properly made by removing the headwear and placing the right hand over the heart. It is also considered proper to stand respectfully with the arms at one’s side.

IV. UNIFORMED ATTENDANCE – FUNERAL SERVICES

Information on the wearing of Class A uniform, staging/arrival time, seating arrangements, and whether uniformed personnel will serve in some capacity during the funeral/memorial service will be disseminated prior to the ceremony by normal Department communication channels.

DENVER FIRE DEPARTMENT

DIRECTIVE

Topic: Uniformed Formation for Ceremonies,  
Funerals, and Other Events

Topic No:	1097.00
Date:	03-18-2022
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Replaces:	205.02, dated 07-23-04
Reference:	1093.00b United States Flag Code

Uniformed personnel involved in the ceremony will receive all their instructions through the Funeral IC or designee.

The Funeral IC will designate a member to oversee the formation of uniformed members.

Drill movements may include the following:

- A. **FALL IN** – “FALL IN” is used to assemble a formation. Upon the command “FALL IN,” uniformed personnel assemble at a previously designated location, falling in to the left of the personnel already assembled or to the left of the members designated as base members. Assume the position of “Attention” upon falling in.
- B. **POSITION OF ATTENTION** - Assume the Position of “Attention” on the command “FALL IN” or the command “Uniformed Personnel, ATTENTION.” To assume this position, bring the heels together sharply on-line, with the toes pointing out equally, forming a 45-degree angle. Rest the weight of the body evenly on the heels and balls of both feet. Keep the legs straight without locking the knees. Hold the body erect with the hips level, chest lifted and arched, and the shoulders square. Keep the head erect and face straight to the front with the chin drawn in so that alignment of the head and neck is vertical. Let the arms hang straight without stiffness. Curl the fingers so that the tips of the thumbs are alongside and touching the first joint of the forefingers. Keep the thumbs straight along the seams of the trouser leg with the first joint of the fingers touching the trousers. Remain silent and do not move unless otherwise directed.
- C. **PARADE REST** – “Parade Rest” is commanded only from the position of “Attention.” The command for this movement is “Parade, REST.” On the command of execution, “REST,” move the left foot about 10 inches to the left of the right foot. Keep the legs straight without locking the knees, resting the weight of the body equally on the heels and balls of the feet. Simultaneously place the hands at the small of the back and centered on the belt. Keep the fingers of both hands extended and joined, interlocking the thumbs so that the palm of the right hand is outward. Keep the head and eyes as in the position of “Attention.” Remain silent and do not move unless otherwise directed.
- D. **AT EASE** - The command for this movement is “AT EASE.” On the command “AT EASE,” the firefighter may move; however, they must remain standing and silent with the right foot in place.

DENVER FIRE DEPARTMENT

DIRECTIVE

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V. FLAG PROTOCOL

Department members will adhere to United States Flag protocol and procedure, in accordance with 1093.00b United States Code.

**FLYING OF THE UNITED STATES FLAG AT HALF STAFF:** U.S. Flags will be flown at half-staff upon notification from the Mayor's Office in remembrance of the deceased. Notification to lower flags to half-staff will be made through normal Department communication channels.

The flag will be flown at half-staff for the period described below (if not described, the period of time will be on a case-by-case basis as directed by Chief of Department or designee):

- A. DFD Line of Duty Death (emergency scene): From time of Department notification of death until conclusion of the funeral service.
- B. DFD Other than Line of Duty Death: Commencing at 0730 hours on the day of the funeral service, until the conclusion of the service at the discretion of the Chief.
- C. DFD/DPD/DSD/Denver Paramedic Line of Duty Death: As directed by the Chief of Department or designee.
- D. All other public safety and law enforcement not specifically mentioned will be as directed by the Chief or designee.

VI. WEARING OF BADGE SHROUDS

The wearing of badge shrouds is customary, but is not mandatory, except when attending a Firefighter funeral/memorial service. Notification of the wearing of badge shrouds will be made through normal Department communication channels. Shrouds are to be horizontal in the center of the badge.

Shrouds will be worn for the period described below (if not described, the period of time will be on a case-by-case basis as directed by Chief of Department):

- A. DFD/DPD/DSD/Denver Paramedic Line of Duty Death: From time of Department notification of death until conclusion of the funeral service.
- B. DFD/DPD/DSD/Denver Paramedic Line of Duty Death Due to Line of Duty Illness and Retired Line of Duty Illness: Commencing at 0730 hours on the day of the funeral service, until the conclusion of the service.
- C. CO State Firefighter Line of Duty Death (emergency scene): Commencing at 0730 hours on the day of the funeral service, until the conclusion of the service.

**DENVER FIRE DEPARTMENT**

**DIRECTIVE**

**Topic: Uniformed Formation for Ceremonies,  
Funerals, and Other Events**

<b>Topic No:</b>	<b>1097.00</b>
<b>Date:</b>	<b>03-18-2022</b>
<b>Approved:</b>	<b><i>KV</i></b>
<b>Review Date:</b>	<b>03-18-2024</b>
<b>Replaces:</b>	<b>205.02, dated 07-23-04</b>
<b>Reference:</b>	<b>1093.00b United States Flag Code</b>

**D.** All other public safety and law enforcement not specifically mentioned will be as directed by the Chief.

REFERENCE: Seattle Fire Department Operating Guideline 3010, Rev. 3/26/15  
CPFF LODD Guidebook

DENVER FIRE DEPARTMENT

DIRECTIVE

Topic No:	1098.00
Date:	10-18-2022
Approved:	KV
Review Date:	10-18-2025
Replaces:	New

Topic: EMT Requirement

**PURPOSE:** To define Emergency Medical Technician (EMT) requirements for the Denver Fire Department (DFD).

**SCOPE:** Applies to all Denver Fire Department Personnel.

**I. EMT CERTIFICATION**

- A. Per the City and County of Denver Civil Service Commission, all members are required to obtain and maintain a State of Colorado EMT-Basic certification. Renewal training and testing is mandatory to ensure compliance.
- B. Members hired on/after March 7, 2022, are required to attain, and maintain a State of Colorado IV/IO certification. Members that already possess a valid IV certification shall submit a copy of their certificate and shall attend a refresher course to be considered certified. All other members will be offered the full course through EMS education.
- C. It is the individual responsibility of every member to ensure that their certification is up to date. The Department assigns bi-annual EMT certification checks to assist every member in maintaining their State of Colorado EMT certification.
- D. To check accuracy of certification expiration, use the following steps
  - 1. Check your credential on the State of Colorado Website: <https://colorado.emsbridge.com/licensure/public/colorado/portal#/lookup>
- E. Through their chain of command, DFD members are responsible for notifying the Operations Division EMS Chief and EMS education staff in a timely manner, before their certification expires, and their needs for continuing medical education toward their EMT certification and recertification process.
- F. Members must also possess a valid and current CPR card to maintain an EMT certification.

**II. CERTIFICATION LAPSE**

- A. Once a member's EMT certification expires, the member is not allowed to perform any services, or any authorized acts permitted by the rules pertaining to EMS practice and medical director oversight until the member's EMT certification is reinstated.
- B. If a member's EMT certification lapses, one opportunity will be granted to complete the recertification process.

**DENVER FIRE DEPARTMENT**

**DIRECTIVE**

<b>Topic No:</b>	<b>1098.00</b>
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**Topic: EMT Requirement**

1. As maintaining an EMT certification is a mandatory condition of employment, any member who fails to maintain the certification shall be subject to disqualification under Civil Service Rule 12.
- C. EMTs whose certification lapse is within 6 months of their expiration date are eligible to apply for renewal EMS certification using the state renewal method. The state renewal method requires EMTs to:
  1. Obtain the required amount of continuing education (CE) for their practice level.
  2. Demonstrate skills competency which will be verified by the education program.
  3. Apply for renewal certification through the state application tracking hub specifying a Colorado recognized EMS education program to verify CE and skills competency.
- D. EMS providers whose certification has lapsed more than 6 months are considered reinstatement applicants.
  1. Reinstatement applicants must complete the entire Colorado initial certification/license application process.

**III. FAILURE TO COMPLY**

- A. The disposition of a member, relative to any discipline, reassignment, separation, or disqualification for failure to comply with the stipulations discussed above, shall be in accordance with the Denver Fire Department discipline matrix, the Rules of the Denver Civil Service Commission and the Colorado Department of Public Health and Environment, Health Facilities and Emergency Medical Services Division.



DENVER FIRE DEPARTMENT

DIRECTIVE

Topic No:	1099.00
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Approved:	KV
Review Date:	12-01-25
Replaces:	New

Topic: Knox Box Keys

**PURPOSE:** To maintain the security and accountability of Knox Box Keys

**SCOPE:** Applies to all Members

**Considerations for Operations Members**

Chiefs and Company Officers shall ensure the security and accountability of all Knox Box keys assigned to them at all times while on duty.

Knox Box keys are not to be left unattended in the apparatus or Chief’s car unless it is securely parked inside of a firehouse. Company Officers and Assistant Chiefs will have Knox Box keys in their possession any time they are out of the firehouse.

**Broken Keys**

Officers shall submit a letter, through their chain of command, to include the Division Chief of Fire Prevention, to the Chief of Department documenting the specifics of broken keys. Broken keys shall be returned to Fire Prevention.

**Lost or Stolen Keys**

In addition to submitting a letter, through your chain of command, to include the Division Chief of Fire Prevention, to the Chief of Department documenting the specifics of the lost or stolen keys, members will refer to Department Directive 1077.00 which states:

Any time a theft, presumed theft, or vandalism of Fire Department property occurs, it shall be the duty of the officer in charge of said property to notify:

1. The Denver Police Department
2. The District Chief
3. The Fire Prevention Bureau

It is imperative that the theft or vandalism be reported as soon as possible.

**Issuance and tracking of keys are managed by the Fire Prevention Division.**

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**Topic: DFD Body Worn Camera Policies and Procedures**

**PURPOSE:** To provide policies and procedures for the use, inventory, storage, etc. of department issued body-worn cameras utilized by the Fire Investigation Unit (FIU).

**SCOPE:** Applies to any member of the FIU who is issued a body-worn camera by the Denver Fire Department.

### **Sec. 1 General Principles**

The body-worn camera (BWC) is an “on-the-body” audio and video recording system assigned to FIU members as an additional means of documenting specific incidents in the field. The purpose of this policy is to establish procedures related to the use, management, storage, and retrieval of the data stored on department issued BWCs. Specific uses of the BWC are:

- a. To capture evidence related to crimes being investigated and maintain this evidence for presentation in court.
- b. To document initial FIU investigator response, when appropriate, including the actions taken pursuant to an investigation and the preservation of evidence.
- c. To document suspect or witness interviews (when appropriate) pursuant to an investigation
- d. To mitigate potentially confrontational interactions with members of the public through the presence of the BWC.
- e. To prevent and resolve complaints made against FIU investigators during the course of their duties.
- f. To serve in training, performance feedback, and ensuring professionalism.

### **Sec. 2 Definitions**

- a. **Contact:** Means an in-person interaction with an individual, initiated by an FIU investigator, whether consensual or nonconsensual, for the purpose of enforcing the law or investigating possible violations of the law.

The term “contact” does not include routine interactions with the public at the point of entry to exit from a controlled area (including scenes secured for the purpose of investigations), a non-investigatory and consensual interaction with a member of the public, initiated by a member of the public, unless and until the interaction progresses into an investigation of a possible law violation.

Interactions with individuals reporting a law violation or assisting with an investigation, who are not subjects of the investigation, do not constitute a contact.

- b. **BWC System Administrator:** The Arson Captain or their designee will be the BWC system administrator. The BWC System Administrator is responsible for maintaining the integrity and efficiency of the data management and file retention systems for the Denver Fire Department.

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**Topic: DFD Body Worn Camera Policies and Procedures**

- c. FIU investigators/members: For purposes of this policy, the terms FIU investigators or FIU members includes arson investigators and any other DFD members who have a department issued BWC and enforce the Colorado Revised Statutes pertaining to criminal law, the Denver Fire Code, and Sections of the City and County of Denver Revised Municipal Code as they pertain to fire investigation and related offenses.
- d. EVENT Mode: Once activated by pressing the EVENT button, the BWC saves the recorded buffered video and audio and continues to record.
- e. Evidence Transfer Manager (ETM): Docking unit used to recharge and upload previously recorded audio and video (stored media) from the BWC. The ETM automatically transfers all stored media to evidence.com.
- f. Evidence.com: An online, cloud-based digital media storage repository. All media is stored in a highly secure environment, accessible only by authorized personnel.

### Sec. 3 Policy

There are many situations where the activation of the department issued BWC will be appropriate and/or required. This policy is not intended to describe every possible circumstance. It is understood, not all situations will clearly start out as necessitating documentation by the BWC nor will all recorded events have a clear ending for when the BWC use is no longer required. FIU members who have a department issued BWC are expected to follow departmental policy and procedure, utilizing ethical and legal discretion as well as good judgment when activating and deactivating the BWC.

All FIU members who fall within this policy will receive a department issued BWC and are required to wear and activate the BWC system in accordance with the policies of the Denver Fire Department. **No outside BWCs or other types of recording equipment which are not provided by the Denver Fire Department are authorized for member use.**

#### a. Required Activation

1. All FIU investigators will place the BWC into EVENT mode after being dispatched and prior to making contact (as defined by this policy) with any individual.
  - i. A BWC does not need to be activated when enroute to a location but should be turned on shortly before arrival at the intended location if an FIU investigator will be contacting any individual who is present.
  - ii. The BWC shall remain activated until the contact ends, including through any arrest and transfer of custody to law enforcement.
2. In addition, all FIU investigators will place the BWC into EVENT mode during the following circumstances:

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- i. When entering any building, residence, structure, vehicle, or premise for the purpose of investigating and enforcing the law. **Note: FIU investigators do not need to activate their BWCs if the scene has been secured prior to their arrival.**
  - ii. Any encounter that becomes adversarial.
  - iii. To assist in documenting an investigation and conducting interviews of a suspect or suspects.
  - iv. To conduct interviews of witnesses (when appropriate and with consent of the witness).
  - v. To assist in documenting warrantless or consensual searches of individuals, or of vehicles, buildings, and other places.
    - The BWC should be utilized to record requests to search and consent to search. Recording is intended to enhance a documented consent; it is not intended to replace the use of a Consent to Search form.
    - The existence of the recorded request will be documented in the FIU investigator's statement.
    - The BWC should also be used to record the search.
  - vi. To assist in documenting an individual's arrest and Miranda Advisement.
    - The BWC must be utilized to record the advisement and the subject's responses. This recording is intended to enhance a documented consent. It is not intended to replace an advisement form.
    - The existence of a recorded advisement will be documented in the FIU investigator's statement.
  - vii. To assist in documenting the handling and inventory of currency.
  - viii. Any situation where the FIU investigator believes that the use of the BWC would provide valuable documentation if not already activated per policy, including, depending upon the circumstances, when an FIU member arrives on-scene and law enforcement or another first responder is present and still performing their duties.
- b. Uses of Event / Buffering mode: Once placed in EVENT mode, the BWC shall remain on and not be turned off unless the initial incident has completely resolved and the call is completed; the investigation (including gathering of evidence or interviewing potential suspects or witnesses) has concluded, or as otherwise ordered by a supervisor.
1. An FIU investigator may switch the body worn camera to BUFFERING mode to avoid recording personal information that is not related to the investigation; when there is a long break in the incident; and during administrative, tactical, or management discussions when

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members of the public are not present. As soon as the unrelated personal information issue or administrative, tactical, or management discussions where the public is not present have concluded, the BWC shall be switched back to EVENT mode.

2. FIU investigators are required to document the reason why they deactivated their BWC in the form of a recorded announcement on the BWC prior to deactivation (such as, "I am deactivating my BWC for an administrative discussion).
3. The Denver Fire Department recognizes there may be rare circumstances where FIU investigators may, suddenly and unexpectedly, encounter a situation requiring immediate action and are unable to immediately activate their BWC. If such a situation should occur, FIU investigators must activate their BWC as soon as reasonably possible, unless doing so places themselves or others at risk of serious bodily injury or death. Under such circumstances, the FIU investigator shall activate their BWC at the first available opportunity after the immediate threat has been addressed.

c. Restricted use of the BWC system and/or stored media

1. All members of the Denver Fire Department, including FIU investigators, are only authorized to use a BWC that has been approved and issued by the Denver Fire Department.
2. The use of personal video and/or audio recorders is prohibited.
3. All audio, images and media associated with the BWC are the property of the Denver Fire Department and these items are not to be copied, released, or disseminated in any form or manner outside the parameters of this policy without the expressed written consent of the Fire Chief or designee.
4. Under no circumstances will any member of the Denver Fire Department make a personal copy of any recorded event without the written consent of the Fire Chief or their designee (e.g., using a cellular telephone or other recording device to record BWC media).
5. When necessary, and with supervisor approval, a secondary copy of a BWC recording may be made for the purpose of an official investigation. The supervisor authorizing the secondary copy is responsible for ensuring that the copy of the video remains attached to the case file.
6. Under no circumstance, except those instances involving an authorized investigation of department personnel, will a conversation between department members be recorded without all parties to the conversation knowing it is being recorded.
7. Conversations that are not required to be captured as evidence in the furtherance of completing a report and/or subsequent investigation will not be recorded unless the interaction constitutes a contact as defined by this policy.
8. FIU members are not authorized to playback BWC recorded media for members of the community to view.
9. No personal use of any BWC media is allowed under any circumstances.

d. FIU member responsibilities

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1. FIU members will not use the BWC system or Evidence.com until they have successfully completed the required training.
2. At the beginning of each shift, FIU investigators who have received a department issued BWC should ensure that their BWC is properly functioning. To do this, at the beginning of every shift, FIU investigators should conduct a function test of their BWC by:
  - Pressing the power button to power on the camera. A short vibration, followed by two short audible tones, confirms that the camera is powered on and operational.
  - Opening the Axon View mobile application on your department-issued mobile device. Axon View will connect to the Axon camera.
  - Tapping the view live in the top right of the mobile application. This will ensure that your camera is not obstructed and properly connected to your mobile device.
  - Creating a test video by double-pressing the EVENT button on the camera. Two short vibrations, followed by two short audible tones, confirms the camera is recording correctly.
    - To end the test video, press and hold the EVENT button for approximately four (4) seconds. Exit out of the live view window within the Axon View mobile application.
    - In the Axon View mobile application home screen, the test video that was just created should appear. The test video should be tagged with the word “Test” appearing in the I.D., category, and titles sections.

Upon completion of these steps, the functions test of the BWC is completed.

3. In accordance with this policy, FIU investigators who have received a department issued BWC are not permitted to work without a properly functioning BWC and are responsible for the care and maintenance of the BWC assigned to them.
  - i. The BWC is to be operated and maintained per the manufacturer’s instructions and recommendations and pursuant to the requirements of this policy.
  - ii. FIU members who have BWCs that are not functioning properly, appear to be broken, are missing, etc., shall immediately notify a supervisor for direction. The supervisor shall be responsible for ensuring the FIU investigator is issued an operational BWC and contacting the Arson Captain or their designee for immediate repair/replacement of the BWC.
  - iii. All FIU members who are assigned a BWC are responsible for ensuring their BWC is properly affixed upon their uniform in accordance with departmental regulations and manufacturer’s guidelines. The camera will only be mounted on uniforms with

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- the department-approved mounts. Any modification to the BWC unit or mounting is prohibited.
- iv. Each FIU member is responsible for ensuring that their assigned camera is positioned correctly and verify the camera position by use of the viewer. The BWC must be readily available for the entire shift. When an FIU investigator is not at the station, the BWC shall be on their person so that it is readily accessible, if necessary.
  - v. Under normal operation, the BWC's audible alert signal must remain in the ON position.
  - vi. To record all situations required by this policy, FIU investigators must maintain the BWC in a state of operational readiness when they are responding to a call. Operational readiness means that the BWC has adequate battery life/available storage, is properly affixed to their uniform prior to use and is set to BUFFERING mode.
  - vii. When not wearing the BWC system, FIU members will ensure that their BWC is stored in a secure location and is appropriately charged.
4. FIU members will not intentionally obstruct their BWC and FIU investigators will document the use of their BWC within all relevant written reports.
  5. When contacts are made, FIU investigators are encouraged to notify the public their BWC is activated and recording. Under most circumstances, notification has shown to diffuse incidents. However, there may be times this is impractical or the notification could diminish lines of communication. FIU investigators should exercise their discretion regarding when to provide such notification, generally favoring notification, when reasonably possible, over non-notification.
    - i. FIU investigators should notify crime victims and persons wanting to anonymously report a crime they are being recorded as soon as it is safe to do so.
    - ii. Unless use of the BWC is necessary for the FIU investigator's safety, the safety of others, or to ensure an accurate account of an event, when a person wants to anonymously report a crime or assist in an ongoing investigation and is not the subject of a potential law violation, the FIU investigator should:
      - ask the person if they want the use of the BWC to be discontinued and if the person states yes, the FIU investigator should immediately announce the reason for the stopping the recording and turn off the BWC.
      - However, if the subject of a potential law violation is present, or if the interaction results into an investigation of a possible law violation, the BWC must be turned back to EVENT mode.
    - iii. When persons who are recorded request anonymity, FIU investigators shall note the request in any written reports and make a verbal statement for the BWC.
  6. FIU members are authorized to review BWC recordings when preparing official written documentation of a specific event.

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7. FIU investigators are responsible for uploading and appropriately tagging each recorded video from their BWC prior to the end of their shift. Tagging shall include the following:
  - i. I.D. section: Enter the CAD number.
  - ii. Category section: The FIU investigator should select the most appropriate category from the drop-down menu.
    - Death Investigation: Arson Investigation resulting in death. This category includes the attempt of any of the listed crimes.
    - Felony – Other: Arson not resulting in death.
    - GO Created: Any misdemeanor crime, any time a GO report is created, a citation is issued, or an arrest occurs that does not fit under any other listed category. This category includes state misdemeanors and municipal violations.
    - Private – This is a secondary category to be used in conjunction with any of the other listed categories. This category should only be added at the direction of a supervisor. .
    - Non-Event – All Other: All contacts that do not result in an arrest or citation being issued, does not result in a report, and does not fit any other listed category.
  - iii. Title section: The location of the incident, suspect’s name, if known, and, if arrest occurred, the FIU investigator should also enter “ARST”.
  
8. Uploading of BWC media to the Evidence Transfer Manager (ETM):
  - i. Regular on-duty assignment: Immediately following an on-duty assignment, FIU investigators shall upload their BWC data by placing the BWC into the department ETM at their work assignment, or, if approved by a supervisor, at their residence (within two hours) using the department issued docking station.
  - ii. Once placed into an ETM, the BWC should not be removed until the media has been fully uploaded.
  - iii. If evidentiary media exists on the BWC and there will be a significant delay of more than two hours to upload the media from the BWC to an ETM, FIU investigators should notify an on-duty supervisor and work with the supervisor to ensure their BWC video is uploaded as soon as reasonably possible—not to exceed 72 hours.
  
- e. FIU investigative responsibilities
  1. When assigned a case for investigation, the assigned investigator will:
    - i. Determine the identity of all involved FIU investigators.



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- ii. Search evidence.com for any associated BWC media, using multiple search parameters to verify that they have located all relevant files.
- iii. Create a digital media file “folder” within evidence.com. The investigator will add all relevant/associated BWC media into the folder.
- iv. Verify the accuracy of the category section. If the category section is incorrect, the investigator is responsible for entering the correct category (see section (4) f).
- v. View all of the applicable BWC media and will notate in their supplemental report that BWC media does exist.

f. Supervisor responsibilities

1. Supervisors will not use the BWC system or Evidence.com until they have successfully completed the required training.
2. When an incident arises that requires the immediate retrieval of BWC media for chain of custody purposes (including, but not limited to: serious crime scenes, critical incidents or other incidents as determined by policy/supervision) a supervisor will respond to the scene and ensure the BWC remains affixed to the FIU investigator in the manner it was found and that the BWC data remains uncompromised. Through direct and uninterrupted supervision, the supervisor is responsible for the care and custody of the BWC until it has been removed and secured by the lead investigator.
3. Supervisors are required to review BWC media under the following circumstances:
  - i. The supervisor is investigating a specific act of a FIU member’s conduct.
  - ii. The FIU member has been placed on a performance improvement plan to address identified behavioral or performance deficiencies. Requests to review BWC recordings outside of these parameters must be made to and approved by the Arson Captain or above.
  - iii. The aforementioned is not meant to limit or restrict the Department’s review as part of an official investigation.
  - iv. To determine whether an FIU member activated their BWC in compliance with this policy
4. BWC media may be reviewed by supervisors for the purpose of commending and counseling FIU members.
5. Documentation:
  - i. When applicable DFD reports are generated, documentation will include whether the BWC media was reviewed and a synopsis of what is contained in the recording, if determined appropriate. If an incident did not generate any BWC media or if the BWC media has no value, supervisors will document why and the circumstances.
  - ii. In circumstances where a DFD report is not generated, supervisors may document the review and synopsis of BWC media with a journal entry.
6. When a supervisor is notified of a malfunctioning BWC camera, the supervisor will ensure that the camera is repaired and fully operational prior to re-deploying the camera.

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7. All FIU members and the Fire Chief or their designee will have access to view BWC media in Evidence.com, unless the case has restricted access. When access to BWC video needs to be restricted, only the BWC Administrator, lead investigator and Fire Chief will be authorized to access such media.
8. All viewing of BWC media in evidence.com is documented in an online audit trail.

g. BWC System Administrator Responsibilities:

As the BWC System Administrator, the Arson Captain or their designee is responsible for:

1. Ensuring that FIU members who are issued a BWC are trained in the use of the BWC system and equipment prior to issuance, including the use of Evidence.com.
2. Ensuring that the BWC equipment meets the standards and requirements of the Denver Fire Department.
3. Providing administrative support regarding the BWC system.
4. Assigning personnel for the purpose of “sharing” BWC digital media evidence with both the District Attorney’s and the City Attorney’s Office, as necessary. All requests for evidence will be in writing from the respective agency.
5. Requests for documents/evidence:
  - i. Requests from the District Attorney’s Office:
    - All BWC digital media evidence will be shared with the District Attorney’s Office once cases have been accepted for filing in court. This includes privatized and restricted access video.
    - The Arson Captain or their designee will locate the BWC digital case folder that was created by the investigator in evidence.com and “share” the BWC digital case folder with the currently approved District Attorney’s Office user group identified within Evidence.com.
    - Any subsequent BWC digital media evidence will be added to the case folder and shared with the District Attorney’s Office.
  - ii. Requests from the City Attorney’s Office
    - As noted above, a BWC digital media folder will be created.
    - Upon written request from the City Attorney’s Office, the BWC media should be added by the Arson Captain or their designee to the digital media case folder and then “shared” with the currently approved City Attorney’s Office user group identified within Evidence.com or IA Pro.
  - iii. Requests from Denver Police Department or other involved law enforcement agency

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- All BWC digital media evidence will be shared with the Denver Police Department or other law enforcement agencies (as applicable) upon request. The preferred method of sharing such evidence shall be determined by the Arson Captain or designee.
  - iv. Requests for BWC footage from the media or the public under the Colorado Open Records Act or Colorado Criminal Justice Records Act
    - All requests for BWC footage received from the media or from the public pursuant to CORA or the CCJRA should be immediately forwarded to the Records Administrator for the Department of Public Safety or their designee.
    - The Department of Public Safety Records Administrator shall be responsible for ensuring the request is timely and appropriately responded to and that the response is forwarded to the Arson Captain or designee and, when appropriate, the PIOs for the Denver Fire Department.
  - v. Any request for BWC media made from outside the Denver Fire Department, including other law enforcement agencies, the District or City Attorney’s Office, and/or any city agency must comply with both the records disclosure and records management policies of the Denver Fire Department, the Department of Safety and the City and County of Denver.
- 6. Assisting in data collection reporting as requested. Such reporting may include monthly usage audits, video storage audits, viewing audits and other audits as requested.
- 7. Providing technical support for malfunctioning BWC equipment and facilitating all warranty repairs with the vendor.
- h. Data Management and File Retention: All recorded BWC media will be uploaded and retained in Evidence.com in accordance with the current retention schedule. The retention of all BWC media will comply with all applicable State of Colorado statutory requirements regarding criminal justice record management and evidence retention and will be based upon the current City and County of Denver General Records Retention Schedule. All BWC media will be purged from the system in accordance with the current retention schedule
- i. Authorized Review and Disclosure:
  - 1. Access to all BWC stored media will be restricted to authorized users and the viewing of any BWC footage will be restricted to legitimate law enforcement or administrative purposes.

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<b>Replaces:</b>	<b>NEW</b>

**Topic: DFD Body Worn Camera Policies and Procedures**

2. All FIU members are accountable for each BWC video/audio review and may be required to justify the reason for accessing the recording.

3. BWC recordings will not be accessed for personal gain or entertainment.

j. After Event Training Value: As determined appropriate by the Arson Captain and approved by the Fire Chief, after a criminal investigation has concluded (or any related administrative investigation), BWC footage may be used for training of the FIU investigators.

k. Violations:

Failure to adhere to the recording requirements of this policy will result in the following:

1. 1st violation in a 12-month period: (Category A or B/RR-5): non-disciplinary documented coaching and counselling session, including mandated FIU member review of BWC policy and follow up meeting with supervisor to discuss key points.
2. 2nd violation in a 12-month period: (Category A or B/RR-5): Written reprimand.
  - i. Concurrent with the second violation, an in-depth audit of the member's data usage will be conducted.
  - ii. If the audit identifies other potential violations, it may result in an additional investigation, discipline, and/or corrective training.
3. 3rd Violation in a 12-month period: (Category B/RR-5): 1 fined day
4. Purposeful, flagrant, or repeated violations will result in more severe disciplinary action. At any time during review, if deemed necessary, violations can be removed from the scheduled discipline above and transitioned to a formal investigation governed by the discipline matrix.

# Section C

Denver Fire Department  
Standard Operating Guidelines

**DENVER FIRE DEPARTMENT**

**STANDARD OPERATING GUIDELINE**

**Section: OPERATIONS: RANK**

**Topic: Rank Structure**

<b>Topic No:</b>	<b>2101.01</b>
<b>Date:</b>	<b>05-25-23</b>
<b>Approved:</b>	<b><i>RM</i></b>
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<b>Replaces:</b>	<b>Same, dated 10-19-18</b>

**PURPOSE:** To define each rank’s duties, responsibilities, and chain of command in Operations.

**SCOPE:** Applies to all DFD Operations members.

All ranks shall meet the criteria defined within their applicable job description. All ranks shall be familiar with and abide by the following:

1. Meeting all criteria defined in the Assistant Chief’s job description on file at the Civil Service Commission.
2. All Department Directives/Standard Operating Guidelines.
3. All established Department safety standards and policies.
4. All guidelines and standards pertaining to their assignment.
5. Maintain the physical ability to perform the functions related to their assignment.
6. All members except for Assistant Chiefs shall be properly attired, prepared, and on duty at 0730 hours. Assistant Chiefs shall be properly attired, prepared, and on duty at 0645 hours.

**1. DIVISION CHIEF OF OPERATIONS**

Next in rank below Deputy Chief, Division Chiefs are appointed by the Chief of the Department.

Directs the management of all Suppression activities, Technical Rescue disciplines, Hazardous Materials response and mitigation, cost recovery, research and development of equipment, Wildfire program, Office of Emergency Management for Fire, Special Events, EMS, and QA/QI program.

**2. SHIFT COMMANDER**

Next in rank below Division Chief of Operations, Shift Commanders are appointed and are delegated authority by the Chief of Department. Shift Commanders manage the Operations Division on their shift and function as the Incident Safety Officer at incidents. Shift Commanders are responsible for knowing the Operations Division Chief’s administrative duties and being able to perform in that position whenever the Operations Division Chief is unavailable.

Shift Commanders are to keep current of the technical and practical applications of firefighting techniques and all phases of fire Suppression. Shift Commanders operate

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in all areas of wellness and safety to include writing after action and near miss reports on significant responses.

Shift Commanders are responsible for administering the daily staffing conference, temporarily re-assigning personnel to balance staffing city wide, hiring overtime for Operations, and documenting these activities in TeleStaff.

Shift Commanders will act in the capacity of the Fire Prevention Duty Chief for the Operations Division while on duty.

Shift Commanders shall be assigned one of the following four duties by the Operations Division Chief: Administration Chief, Training Chief, Fire Prevention Chief, and Special Projects Chief.

**Administrative Shift Commander**, in cooperation with other assigned Shift Commanders, is responsible for:

1. Assisting the Division Chief of Operations with the formulation and posting of division policies and administrative procedures.
2. Assist the Operations Division Chief with the approval, denial, and administering transfers and staffing according to the Transfer Policy
3. The effective distribution and placement of personnel throughout the city, in accordance with established Department policies
4. Assisting the Operations Division and the Administration Division in the review, revision, and implementation of protocols and procedures necessary to ensure fair and effective personnel practices
5. Monitoring the condition of Department facilities within Operations and assisting Assistant Chiefs in securing necessary maintenance and repair of firehouses, equipment, and apparatus
6. Monitoring community relations programs in the city. This includes using Salesforce to gather information on community outreach events.
7. Monitoring safety concerns to ensure all concerns are being addressed by the proper Division.

**Safety and Training Shift Commander** is responsible for:

1. Ensuring that all members comply with the yearly training program as determined by the Division Chiefs of Operations and Safety and Training.

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2. Ensuring that all training operations are carried out in a safe manner, adhering to written and prescribed procedures.
3. Ensuring that all companies in the city can demonstrate proficiency in posted company standards. Assisting in the review, revision, and implementation of protocols and procedures necessary to ensure safe fire ground operations.
4. Supervising and administering district programs as developed in coordination with the Safety and Training Division and the District Training Chiefs.
5. Ensuring that training is carried out within time parameters identified.
6. Acting as a communication link between the Safety and Training Division and the District Training Chiefs.
7. Reviewing company records on a regular basis to verify daily training.
8. Ensuring that all Operations members have completed the Performance Evolutions on an annual basis.
9. Making sure that all members are trained and/or educated on issues relating to “Safety Concerns.”

**Fire Prevention Shift Commander** is responsible for:

1. Acting as a communication link between the Fire Prevention Division and the District Fire Prevention Chiefs.
2. Developing and maintaining a program to identify and pre-plan critical occupancies and target hazards within the City. Supervising the Department fire inspection programs and general inspection practices.
3. Monitoring the City-wide inspection program ensuring timeliness and completeness of assigned inspections.
4. Review and assist with resolution of referrals prior to forwarding them to the Fire Prevention Division (this does not preclude referral of immediate life-threatening violations directly to the Fire Prevention Division by other assigned District Chiefs.)
5. Assessing overcrowding in public assembly occupancies and other Fire Code violations in public assembly occupancies in conjunction with District Chiefs.
6. Fielding questions regarding the inspection program from citizens and members of the Department.
7. Monitoring Inspection Violations on the DFD Web and making sure that the District Chiefs are reviewing and following up with violations.
8. Following up with the Fire Prevention Division on Safety Concerns on the DFD Web relating to fire prevention issues.



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**Special Projects Shift Commander** is responsible for:

1. Design and implementation of new technology or programs.
2. Review and revision of Division Standard Operating Guidelines
3. Liaison to the Department of Risk Management
4. Management of projects as directed by the Operations Division Chief
5. Assisting with community outreach and Salesforce software.
6. Monitoring the “Safety Concerns” and assisting with resolving concerns brought up by the members.

**3. ASSISTANT CHIEF OF OPERATIONS-SUPPRESSION**

Next rank below that of Shift Commander. When assigned to suppression, Assistant Chiefs direct rescue and firefighting activities at the command level and manage their Fire District on their shift. Assistant Chiefs are to keep current of the technical and practical applications of firefighting techniques in all phases of fire suppression. Assistant Chiefs shall be assigned one of the following three duties by the Operations Division Chief: District Administrator, Training Chief, or Fire Prevention Chief. They are responsible for moving personnel as needed within their district to balance staffing or meet district needs by utilizing TeleStaff. They are responsible for receiving notice of leave, ensuring that proper approvals have been made, and that the Shift Commander has been notified. When assigned to support functions, they act as senior managers within their Division.

**All Assistant Chiefs of Operations** are responsible for:

1. Assisting in the review, revision, and implementation of protocols and procedures necessary to ensure safe, effective technical operations
2. Maintaining the physical ability to perform the functions related to their assignment.
3. Reviewing and assisting the Shift Commander with resolution of referrals prior to forwarding them to the Fire Prevention Division (this does not preclude referral of immediate life-threatening violations directly to the Fire Prevention Division when necessary).
4. Assessing overcrowding in public assembly occupancies and other Fire Code violations in public assembly occupancies in coordination with the Shift Commander.
5. Monitoring and assisting with community relations programs in their district.

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**District Administrators**, in cooperation with other assigned Chiefs, are responsible for:

1. Formulating and posting district policies and administrative procedures after they have been approved by the Administrative Shift Commander and the Division Chief of Operations.
2. Assisting the Administrative Shift Commander in making suggestions on the approval, denial, and administering district transfers and staffing according to the Transfer Policy.
3. The effective distribution and placement of personnel throughout the district, in accordance with established Department policies.
4. Approving and/or disapproving all physical fitness activities in their district.
5. Assisting the Administrative Shift Commander in the review, revision, and implementation of protocols and procedures necessary to ensure fair and effective personnel practices.
6. Monitoring the condition of Department facilities within their district and assisting Captains in securing necessary maintenance and repair.
7. Approving all house policies, as adopted by the House Captain, and that they are consistent with all Department and Division Directives and Guidelines.

**District Safety and Training Chiefs** are responsible for:

1. Ensuring that all members comply with the yearly training program as determined by the Division Chiefs of Operations and Safety and Training and as directed by the Safety and Training Shift Commander.
2. Ensuring that all training operations are carried out in a safe manner, adhering to written and prescribed procedures.
3. Ensuring that District level training is conducted as directed by the Division Chief of Operations.
4. Ensuring that all companies in their district are proficient in the posted company standards.
5. Assisting in the review, revision, and implementation of protocols and procedures necessary to ensure safe fire ground operations.
6. Supervising and administering district training programs as developed in coordination with the Safety and Training Shift Commander.
7. Assuring that training is carried out within time parameters identified
8. Designating and supervising the district training program.
9. Acting as a communication link between the Safety and Training Shift Commander and the members of the district.

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10. Reviewing company records on a regular basis to verify daily training.

**District Fire Prevention Chiefs** are responsible for:

1. Acting as a communication link between the Fire Prevention Shift Commander and the members of the district.
2. Developing and maintaining a program to identify and pre-plan critical occupancies and target hazards within the district and informing the Fire Prevention Shift Commander as appropriate.
3. Supervising the district fire inspection program and general inspection practices.
4. Monitoring for proper completion of all inspections.
5. Reviewing and assisting with resolution of referrals prior to forwarding them through the Fire Prevention Shift Commander to the Fire Prevention Division (this does not preclude referral of immediate life-threatening violations directly to the Fire Prevention Division when necessary, the District Fire Prevention Shift Commander should still be informed.)
6. Fielding questions regarding the inspection program from citizens and members of the District.

**4. ASSISTANT CHIEF OF OPERATIONS-ADMINISTRATION**

Reports directly to the Division Chief of Operations. Responsibilities include:

1. Assisting in the review, revision, and implementation of protocols and procedures necessary to ensure safe, effective technical operations.
2. Maintaining the physical ability to perform the functions related to their assignment.
3. Carrying out all duties within the scope of the Operations Division
4. Knowing the technical and practical applications of the latest firefighting techniques and keeping current in all phases of fire suppression.
5. Acting as aide to the Incident Commander or Operations Section Chief when on scene at incidents.
6. Staffing the position of Fire/Rescue Branch Supervisor in the City and County of Denver's Emergency Operation's Center (EOC) as the backup on the EOC Blue Shift. If Operations Assistant Chief is unavailable, this position should be staffed by the Operations/EMS Captain.
7. Acting as the backup to the Department liaison and representative to the Office of Emergency Management.

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8. Assigning/scheduling Operations companies to various Department training events.
9. Scheduling outside agencies to present pertinent information to Operations members as needed.
10. Working with other City agencies and outside organizations to meet the needs of the Department and the goals of the Operations Division.
11. Serve on committees and attend meetings as requested by the Division Chief of Operations which may include the Metro Fire Chief's Response Group and the South Area Operations Group.
12. Managing the Public Safety Cadet(s) assigned to Operations.
13. Receiving and addressing all complaints related to Operational concerns. These complaints will be logged into a Department approved complaint tracking system. District Chiefs may be asked to assist with investigation and discipline throughout the complaint process.
14. Tracking Telestaff documentation of overtime and other related issues.
15. Monitoring and assigning community relations events in the city including using Salesforce to gather information on community outreach events.
16. Adding community outreach events to the Operations Calendar
17. Directly oversees the Captain of Operations/EMS.
18. Serves as backup to the Infection Control Officer.

**E. ASSISTANT CHIEF OF OPERATIONS-SPECIAL OPERATIONS**

Reports directly to the Division Chief of Operations. Responsibilities include:

1. Responding to all Special Operations Incidents in the City and County of Denver as well as mutual aid incidents region-wide. At these incidents, functioning as an integral part of the technical rescue teams and/or assisting the incident commander. Special Operations incidents include, but are not limited to: water rescue, swift water rescue, high angle rescue, confined space rescue, building collapse, trench rescue, hazardous materials incidents, mass decon incidents, mass casualty incidents, machinery extrication, and wildland incidents.
2. Maintaining knowledge and proficiency in all areas of technical rescue.
3. Ensuring that all new members, with the cooperation of the specific technical discipline Captain, are aware of and agree with the stipulation agreements.
4. Coordinating daily with the officers on Specialty Companies and their respective District Chiefs and Shift Commander to ensure that technician

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staffing levels are maintained at a sufficient level to safely respond on all technical rescue responses each day.

5. Planning, developing, and implementing training for all the personnel assigned to specialty apparatus. Working with the Captains of the specialty companies to ensure that the training needs of their companies are being met.
6. Assisting the Captains of the specialty apparatus with the needs of their companies. This includes but is not limited to: equipment procurement and implementation of new procedures.
7. Ordering all equipment along with cost tracking for the Special Operation companies.
8. Assisting the Operations Division with the annual review of Standard Operating Guidelines relating to technical rescue responses. Assisting with updating existing SOGs as needed and coordinating the implementation of the new SOGs that pertain to technical rescues.
9. Working with other agencies within the City and County of Denver (Office of Emergency Management, Denver Health and Hospitals, Denver Police Department, etc.) to ensure that the City and County of Denver is prepared for multi-agency technical rescue incidents.
10. Working with other technical rescue teams in the region and multi-regional agencies to ensure that the Denver Fire Department Technical Rescue Teams can work seamlessly throughout the metro region.
11. Overseeing research and development of tools and equipment as it relates to technical rescue. This includes working with vendors, manufacturers, and DFD personnel to test and evaluate existing and new tools and equipment. Also, working with the Purchasing Department of the City and County of Denver to implement, ensure compliance with, and renew tool and equipment bids.
12. At hazardous materials incidents, functioning as the code enforcement and cost recovery specialist. Responsible for working with the Fire Prevention Division after these incidents to ensure code compliance.
13. Responsibilities and determining the opportunities for cost assessment, and billing for cost recovery. Training Operations personnel in cost recovery identification and documentation. All hours response or phone inquiries from the Operations Division assisting in the cost recovery determination, documentation at active incidents.
14. Responsible for the management and direction of the Department's Wildland program including the direct oversight of the Department's wildland coordinator.
15. Directly oversees the Special Operations/Events/OEM Captain.

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**F. CAPTAIN OF OPERATIONS-SUPPRESSION**

When assigned to suppression, Captains direct the activities of their company on their shift, may act as Assistant Chief in the absence of the assigned Chief, manage or share management of their assigned station, and perform the duties of emergency scene command as appropriate.

House Captains shall maintain the Division's library, including but not limited to the following:

1. Department Directives
2. Department Standard Operating Guidelines
3. Denver Metro EMT-Basic Protocols
4. Probationary Field Training Handbook
5. National Incident Management System (NIMS)
6. Denver Fire Department Inspection Manual
7. Denver Fire Department Investigation Manual
8. Denver Fire Department Driving Manual
9. IFSTA Manuals
10. Any material assigned by the Chief of Department or his/her designee

Post the following information:

1. House Rules.
2. Current Executive Orders.
3. Civil Service information.
4. Union information.
5. Firefighter Protective Association information.
6. Cleaning and maintenance schedules.
7. Training information.
8. Information on special hazards.
9. Peer Support information.
10. Current Sexual Harassment Policies.
11. Current Discrimination Policies.
12. Employee Rights Under the Fair Labor Standards Act.
13. Any information as assigned by the Department Chief or his/her designee.
14. Be notified of all activities to take place under their command and may cancel such activities if they are not in the best interest of the Fire Department.

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15. Inspect their workplace regularly for cleanliness, needed repairs, and safety, and report needed items to the applicable subdivision to be fixed through the chain of command.
16. Be informed of all activities, modifications, repairs, and additions to their workplace, and shall maintain this information in a log so that all members may be kept informed.
17. Maintain the house fund, either personally or through their designated representative. Captains will ultimately make final budgetary decisions where discrepancies occur in fund allocations.
18. Train regularly to ensure that all members under their command are familiar with all maintenance schedules and procedures.
19. Maintain control over all keys to their assigned buildings to ensure workplace security.
20. Be responsible for monitoring their assigned budget and ordering the monthly supplies.
21. Perform all other duties assigned by supervisors.
22. Maintain and keep secure all personnel records, files, and other confidential information.
23. Ascertain that all members are aware that no confidential information, including addresses, phone numbers, Social Security numbers, etc. are to be released to non-Department personnel.
24. Have full charge of their junior officers and members.

Company Captains shall:

1. Determine company policy that is consistent with Department Directives / Guidelines.
2. Be trained to proficiently perform the duties and responsibilities of a District Chief, and act in that capacity when temporarily assigned.
3. Directly supervise and control the operation of a single piece of fire apparatus on his/her assigned platoon and be responsible for the operations of their company on other platoons relating to training, inspections, maintenance, etc.
4. Prepare disciplinary paperwork as necessary and present to their District Chief any incompetence, neglect of duty, disobedience, or violation of Department Directives or Guidelines by any member of their company.
  - Preserve order and discipline.
  - Be responsible for enforcing procedures, policies, and directives from supervising officers.

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- Be responsible for processing and handling grievances as set forth in Department Directives and collective bargaining agreements.
5. Call the roll and inspect all members of their shift promptly at 0730 hours daily. Suppression duty shift shall be from 0730 one calendar date to 0730 the following calendar date.
  6. Temporarily transfer company members as directed by their District Chief according to Department Directives.
  7. Require safe operation of their apparatus at all times.
  8. Take command at fires or other emergencies as outlined in the Incident Management System.
  9. Determine the cause of the fire whenever possible. In the event they are unable to determine the cause, or if fire is of suspicious origin, notify the Fire Investigator and take the following steps:
    - Stop overhaul operations, except those necessary to assure the fire is extinguished.
    - Secure the premises from entry by all unauthorized persons, including on scene Firefighters.
    - Avoid touching or disturbing any objects to prevent destruction or alteration of potential evidence.
  10. Be responsible for the proper placement and use of all personnel, equipment, and apparatus assigned to them at incidents.
  11. In the event of an emergency at the shift change, the Captain of the oncoming platoon shall call the roll and consult the Dispatcher to see if members should go to the emergency scene or remain in quarters. If needed at the emergency, respond and report to the Incident Commander.
  12. Upon returning to quarters from fires or other emergency responses:
    - Fill out incident reports as required by the Department within 72 hours of said incident. All incident reports are required to be opened and saved in the ESO software prior to the end of each shift.
    - Report the loss or destruction of any Department equipment entrusted to their care to their Division Chief through the chain of command, stating details and actions to prevent further loss.
    - See that the apparatus and all equipment are ready for future responses.
  13. Immediately report to the Fire Dispatcher/Incident Commander any difficulties encountered with fire hydrants.
  14. Keep their District Chief informed of all changes that affect the operation of their company.
  15. When assigned to a company that performs specialized operations such as HazMat, Decon, and/or other technical rescue operations, they shall be required



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to develop and maintain the requisite skills, knowledge, and certifications necessary to qualify as a professional rescue technician as outlined in NFPA Standards 472, 1006, and 1670, EPA Guideline 1910.120, and other applicable standards. They shall also be required to proficiently direct and perform as a part of a team involved in hazardous material operations or technical rescue operations.

16. Be responsible for company training and the proficient operation of their company.
  - Develop a program of drills and/or classes to be held on a regular basis to maintain proficiency.
  - Ensure completion of assigned training outlined by the Operations Division, Safety and Training Division, Safety and Training Shift Commander, and the District Training Chief.
  - Document all training in the Target Solutions computer program.
17. Be responsible for evaluating all probationary members assigned to them.
  - Determine whether the member's performance meets Department standards.
  - Forward recommendations to their District Chief.
  - Ensure that evaluations are forwarded to the Training Division as required.
18. Under the supervision of their District Fire Prevention Chief, be responsible for coordinating the company fire inspection program.
  - Distribute the assigned inspections equitably among all platoons.
  - Be responsible for all members of their company being trained in inspection procedures as outlined in Department Directives.
19. Be responsible for the accuracy of company records and the submission and distribution of all required documentation.
20. Sign for articles delivered to the station.
21. Be just and dignified in all matters.
  - Greet all visitors to their station in a courteous and dignified manner, determining visitor business and enforcing the visitor rules.
  - Do not permit social gatherings in quarters unless authorized.
  - Prohibit unauthorized persons and unaccompanied children from visiting buildings and premises.
  - Set a good example.
22. Assign duties in an equitable manner to balance the workload among platoons
  - Schedule all daily, weekly, and monthly maintenance of their apparatus

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and equipment. These schedules should be posted for the use of the company members.

- Ensure that quarters, grounds, apparatus, and equipment are kept clean and serviceable at all times.
  - Maintain an apparatus repair and maintenance log showing required repairs, repairs made, the Mechanics and/or Linemen who responded, and the date and time repairs were reported and completed.
  - Maintain a current inventory of all equipment assigned to them.
23. Be responsible for the fair and equitable distribution of hold over overtime and acting for their company.
- Designate members qualified to act as officers and Engineers and maintain a current list of qualified members.
  - Maintain a current acting roster showing dates and times worked by company members.

**G. CAPTAIN OF OPERATIONS-EMS**

Next rank below that of Assistant Chief. Reports directly to the Assistant Chief of Operations-Administration.

**Operations Responsibilities:**

1. Functions as the Department's Infection Control Officer.
2. Assist the Operations Assistant Chief with maintaining the Activity Calendar with timely and accurate entries and resolving any conflicts on it.
3. Assist the Operations Assistant Chief with coordination and scheduling of In-Service Training.
4. Stay prepared and informed about and participate in the Daily Staffing Conference.
5. In the absence of the Operations Assistant Chief, communicate with the Shift Commander running the conference to update them on the activities of the day.
6. Participate in the development, implementation, and review of Operations Division Standard Operating Guidelines.
7. Review and update tool and equipment bids as assigned to increase standardization and ensure that the best tools and equipment are available for use by the members. Work closely with the Special Operations Captain and the City and County of Denver Purchasing Division to accomplish this.
8. Research and test tools and equipment as requested to achieve item 7 above. Conduct and document field testing.

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9. Represent the Operations Division in meetings and preparedness exercises with other City departments and/or agencies and Federal agencies when requested.
10. Respond to significant incidents within the City when requested to provide assistance to the Incident Commander as needed.
11. Provide scheduling and documentation preparation for civilian and Public Safety Cadet Ride-A-Longs.
12. Provide for exposure documentation for members exposed to carcinogens and other non-infectious or non-communicable disease contaminants (i.e. asbestos).
13. Responsible for assisting the Special Operations Assistant Chief with the management and direction of the Department's Wildland program including the direct oversight of the Department's wildland coordinator.
14. Staffing the position of Fire/Rescue Branch Supervisor in the City and County of Denver's Emergency Operations Center (EOC) as an alternate when the Red or Blue Shift Supervisors are not available.

**EMS Responsibilities:**

1. Function as the DFD liaison to the DHHA Paramedic Division to coordinate training and certification.
2. Operate as the DFD liaison to the DHHA Paramedic Division for conflict resolution and complaint reconciliation.
3. Send a weekly DFD roster update to the EMS Education Lead Instructor.
4. Conduct research and development on EMS and medical equipment. Facilitate the review and evaluation of EMS and medical equipment at the company level. Document the results of field testing. Utilize company recommendations for the procurement of medical and EMS equipment.
5. Periodically review and recommend changes and updates as needed to the Safety and First Aid Supplies bid. Work closely with the City and County of Denver Purchasing Division to procure the best EMS supplies and equipment.
6. Maintain accurate file copies of all members' CPR and EMT certifications. One copy shall be physically maintained in the Operations Division file folder. One copy shall be scanned and maintained in the Operations Division shared computer file folder.
7. Create and distribute an annual FCM regarding the EMS Training and Program Schedule for the year. This memo should go out between December 15 and January 15 of each year.
8. Coordinate CPR recertification for DFD members.

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<b>Date:</b>	<b>05-25-23</b>
<b>Approved:</b>	<b><i>RM</i></b>
<b>Review Date:</b>	<b>05-25-26</b>
<b>Replaces:</b>	<b>Same, dated 10-19-18</b>

9. Coordinate EMT recertification for DFD members. Maintain a database and tracking system of CME hours for state recertification in cooperation with the DHHA EMS Education Lead Instructor.
10. Coordinate EMS Continuing Medical Education for all Department members using EMS Education personnel from DHHA EMS Education Department.
11. Administer and oversee the DFD AED program.
12. Create a dialogue with the DHHA Medical Director to maintain familiarity with ongoing changes in the medical field.
13. Schedule and participate in fire station visits with the DHHA Medical Director.
14. Handle referrals for "911 abusers" with Adult Protective Services (APS) and follow up with APS case workers for resolution.
15. Supervise the QA/QI Coordinator.
16. Administer and coordinate Hazardous Materials and Dive Physicals for team members with the COSH (Center of Occupational Safety and Health), formerly known as the Employee's Medical Clinic.

**Infection Control Officer Responsibilities:**

1. Serve as the Department "designated officer" as required by the Ryan White Comprehensive Aids Resources Act of 1990.
2. Ensure companies have EMS PPE available at all times.
3. Serve as the DFD Exposure Officer. Evaluate possible member exposures to communicable and infectious diseases.
  - a. Assist members with advice on the need for prophylactic treatment and evaluation of the need for a visit to the COSH.
  - b. Assist members with proper documentation of exposure incidents (i.e., FD207).
4. Coordinate the immunization program with the COSH.
5. Facilitate the yearly Tuberculosis Testing for DFD members:
6. Provide for all other responsibilities covered in the DFD Infection Control Policies and Procedures SOG.

**H. CAPTAIN OF OPERATIONS-SPECIAL OPERATIONS/EVENTS AND OEM LIAISON**

**Special Operations Responsibilities:**

1. Respond to Special Operations incidents within the City when requested or when the Assistant Chief of Special Operations is not able to respond.

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2. Maintain knowledge and proficiency in all areas of technical rescue.
3. Assist Special Operations Chief with coordination of daily staffing levels on Special Operations Companies.
4. Assist Special Operations Chief with training for Special Operations Companies.
5. Assist in the development and annual review of Special Operations Standard Operating Guidelines.
6. Assist in the research and development of tools and equipment for Specialized Rescue and Hazardous Materials response.
7. In the absence of the Special Operations Chief, act as the backup code enforcement and cost recovery specialist at Hazardous Materials incidents.
8. Acting as the Department liaison and representative to the Office of Emergency Management.
9. Review and update tool and equipment bids as assigned to increase standardization and ensure that the best tools and equipment are available for use by the members. Work closely with the Operations Captain and the City and County of Denver Purchasing Division to accomplish this.
10. Assist with the ordering of all equipment along with cost tracking for the Special Operation companies.
11. Assist with providing scheduling and documentation preparation for civilian and Public Safety Cadet Ride-A-Longs.

**Special Events Responsibilities:**

1. Act as the coordinator for Event Command program.
2. Perform as a liaison to the City Office of Special Events
3. Participate as a member of the Special Event and Planning (SEAP) Committee
4. Participate as member of the Event Workflow group
5. Participate as a member of the Special Event Safety Committee
6. Advise and review Special Event emergency action plans.
7. Coordinate Department mission essential functions for Special Events.
8. Participate in local, state, and federal multi-agency coordination training.

**OEM Responsibilities:**

1. Perform as a liaison to the Denver Office of Emergency Management.
2. Ensure Department mission essential functions and core capabilities are understood and appropriately implemented according to the City and County of Denver Emergency Management Capabilities.

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3. Staffing the position of Fire/Rescue Branch Supervisor in the City and County of Denver’s Emergency Operations Center (EOC) on the Red Shift.
4. Assist with the development, review, and update of the Critical Infrastructure Program.
5. Participate as a member of the City and County of Denver Emergency Operations Plan Committee.
6. Serve as the Continuity of Operations Plan (COOP) coordinator and update the plan as required.
7. Serve on committees and attend meetings as required to facilitate the National Infrastructure Protection Program (NIPP).

**I. LIEUTENANT OF OPERATIONS**

When assigned to suppression, Lieutenants direct the activities of their company on their shift and perform the duties of emergency scene command as appropriate. When assigned to support functions, Lieutenants serve as line officers who direct and/or complete tasks within the scope of their responsibility.

Lieutenants must meet all the criteria for **the rank of suppression Captain** number “3” through “23” above.

**J. ENGINEER OF OPERATIONS**

Non-supervisory position subordinate to a company officer. Engineers are responsible for the operation and assigned routine maintenance of their apparatus to which they are assigned. Engineers also perform firefighting duties as directed by their company officer. Engineers shall:

1. Be responsible for maintaining their apparatus in good operating condition and readiness at all times
2. Have a valid Colorado driver’s license and a proper Denver Fire Department license
3. When assigned to an engine, be familiar with the streets and fire hydrants within their assigned district, and when responding to an emergency, be responsible for selecting the best route and hydrant unless directed to do otherwise by the company officer
4. When assigned to an aerial or other apparatus, be familiar with the streets in their assigned district, and when responding be responsible for selecting the best routes unless directed to do otherwise by the company officer. Professionally

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operate and maintain the apparatus, including all ladders, pumps, and other equipment assigned to their company

5. Remain at or near the control panel when the apparatus or equipment is in operation at emergency scenes and during all training sessions
6. Can perform all Firefighter functions as assigned and assist other Firefighters with administering emergency treatment, implementing rescue, information gathering, and other Firefighter duties as their assignment allows
7. Be responsible for conducting in-service training for other company members on apparatus function and the proper use of all equipment assigned to that apparatus
8. Be responsible for performing all inspection duties and assist company members in said duties as directed by the company officer
9. When assigned to a company that performs specialized operations such as HazMat, Decon, and/or other technical rescue operations, they shall be required to develop and maintain the requisite skills, knowledge, and certifications necessary to qualify as a professional rescue technician as outlined in NFPA Standards 472, 1006, and 1670, EPA Guideline 1910.120, and other applicable standards. They shall also be required to proficiently direct and perform as part of a team involved in hazardous material operations or technical rescue operations.
10. Carefully complete their fifty-six-point checklist and submit the required documentation daily by 1000 hours
11. Inform their company officer or immediate supervisor whenever material, supplies, or repairs are needed
12. Not attempt to make repairs, adjustments, or modifications on apparatus. When repair or adjustments are needed, they shall be responsible for relaying this information to Fleet Maintenance through the company officer.
13. Perform such other lawful duties as prescribed by ranking officers
14. Be responsible for the safe operation of their vehicle at all times
15. Be familiar with and comply with the accident reporting and investigating of the Denver Fire Department, and applicable State laws

**K. TECHNICIAN OF OPERATIONS**

A position in suppression designated by the Chief of Department. Prior to being appointed, Technicians demonstrate that they possess special skills, technical expertise, and/or training beyond that attained by other Firefighters. Technicians shall be appointed and removed at the discretion of the Chief of the Department.

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Technicians shall:

1. Serve a minimum training period as designated by the Chief of the Department, in the unit where appointment is contemplated. The Company Captain may request that the training period be altered or waived through the chain of command for members with prior experience. When members have demonstrated the skills, knowledge, and ability to perform the duties, the Company Captain shall submit a Request for Technician Status form to the Deputy Chief of the Department through the chain of command for approval and copy DFD Administration.
2. Can perform all Firefighter functions as assigned and referenced below.
3. When assigned to a company that performs specialized operations such as HazMat, Decon, and/or technical rescue operations, they shall be required to develop and maintain the requisite skills, knowledge, and certifications necessary to qualify as a professional rescue technician as outlined in NFPA Standards 472, 1006, and 1670, EPA Guideline 1910.120, and other applicable standards. They shall also be required to proficiently direct and perform as a part of a team involved in hazardous material operations or technical rescue operations.
4. Perform such other lawful duties as prescribed by senior officers.

**L. FIREFIGHTER OF OPERATIONS**

When assigned to suppression, Firefighters are subordinate to their company officer and perform as team members that mitigate emergency situations as directed. When assigned to support functions, Firefighters perform their duties as directed by the officers to which they are assigned. They shall:

1. Respond to all alarms as an integral part of a team assigned to one of the various types of Department apparatus.
2. Inspect protective gear at the beginning of each shift to ensure serviceability
3. Inspect and maintain their apparatus, tools, and equipment for serviceability at all times
4. Participate in the daily maintenance of the station and grounds in accordance with the posted schedule
5. When assigned to a company that performs specialized operations such as HazMat, Decon, and/or other technical rescue operations, they shall be required to proficiently perform as part of the team under proper supervision.
6. Perform such other lawful duties as prescribed by officers



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7. All Firefighters 3<sup>rd</sup> grade and above shall be Department emergency driver certified. All members shall be capable of proficient apparatus operation.

**REFERENCES:** Civil Service Job Descriptions for ranks on the Fire Department  
NFPA Standards 472, 1006, and 1670 for Rescue Technicians  
EPA Guidelines, 1910.120

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**STANDARD OPERATING GUIDELINE**

**Section:** OPERATIONS: DIVISION RESOURCE MGMT.

**Topic:** Response Matrix

<b>Topic No:</b>	<b>2102.02</b>
<b>Date:</b>	<b>02-08-23</b>
<b>Approved:</b>	<b><i>RM</i></b>
<b>Review Date:</b>	<b>02-08-26</b>
<b>Replaces:</b>	<b>Same, dated 03-23-21</b>

Incident	Single Resource	Engine	5" Hose	Truck	Tower	Chief	Shift Commander	Rescue	RIT	Hammer	Air Light	Special Teams
10 to Assist Police	1					1						
9 to Assist Police	1					1						
A Automobile Accident Injury	1											
A Bicycle Only	1											
A Building - Investigation		1		1		1		1				
A Building - Collapse		1		1		1	1					Collapse
A Bus or Lt. Rail		1		2		1	1	1				
A Highway	2											
A Motorcycle	1											
A Parties Trapped		1		2		1	1	1				
A Pedestrian	1											
A Rollover		1		1		1		1				
Additional Alarms		1	2	1	1	1						
Aircraft Crash <sub>1</sub>		3		2		2	1	1		1	1	
Alarm Bells Ringing		1		1		1						
Arson Investigation	1											
Automatic Mutual Aid		1				1						
Barricade		1		1		1	1					
Bomb Threat		1		1		1	1					

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Incident	Single Resource	Engine	5" Hose	Truck	Tower	Chief	Shift Commander	Rescue	RIT	Hamer	Air Light	Special Teams
Burnt Food - Investigation		1		1		1						
Carbon Monoxide Investigation	1 <sub>2</sub>											
Carbon Monoxide Poisoning		1		1		1		1				
Community Engagement	1											
Confined Space Rescue		1		1		1	1				1	Confined Space
DEN - Alert 2 (in addition to DEN Units)		1		1		1		1				
DEN - Alert 3 (in addition to DEN Units)		3		2		2	1	1		1		
DFD Box Alarm		1		1		1						
DFD Box Alarm Investigation	1											
DFD Box Alarm - Hazmat Detector	1 <sub>2</sub>											
E Active Shooter	2					1	1					
E GSW - Multiple Patients	2					1	1					
E Lift Assist	1											
E Medical Alarm	1											
E Unconscious/Fainting - Vehicle	1											
Electrical Short - Investigation		1		1		1						
Elevator Alarm Investigation	1											
Elevator Rescue		1		1		1						
Explosion - Investigation		1										

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Incident	Single Resource	Engine	5" Hose	Truck	Tower	Chief	Shift Commander	Rescue	RIT	Hamer	Air Light	Special Teams
Explosion (Confirmed)		3		2		2	1	1	1		1	
F Automobile		1										
F Automobile Fire in Parking Structure		3		2		2	1	1	1		1	
F Automobile - Highway		2										
F Bus, Motor Home, Semi Truck		2		1		1						
F Fire Investigation Inside		1		1		1						
F Fire Investigation Outside		1										
F Light Rail / Train		3		2		2	1	1	1		1	
F Reported Out		1		1		1						
F Structure 1-2 Family Dwelling		3		2		2	1	1	1		1	
F Structure Commercial		4		2		2	1	1	1		1	
F Structure High Rise		4		3		2	1	1	1		1	
F Structure Multi-Family		4		2		2	1	1	1		1	
F Structure Warehouse		4		2		2	1	1	1		1	
F Trash / Weed / Other		1										
Fuel Spill		1										
Hazmat Level I - Investigation	1 <sub>2</sub>							1		1 Code 9		
Hazmat Level I - Primary Screener	1											No Med Unit
Hazmat Level I - Secondary Screener							1			1		

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Incident	Single Resource	Engine	5" Hose	Truck	Tower	Chief	Shift Commander	Rescue	RIT	Hamer	Air Light	Special Teams
Hazmat Level II - Full Response		2		1		1	1				1	Hazmat
Helicopter Standby		1										
High Angle Rescue		1		1		1	1					High Angle
Ice Rescue		2		1		1	1					Water Rescue
Ice Rescue Investigation	1 <sub>3</sub>							1				
Industrial / Machine		1		1		1	1	1				
Jumper		1		1		1	1					High Angle
Jumper Investigation		1		1		1		1				
Level 2 RIT Activation		1		1		1		1			1	Collapse
Lockout - Emergency	1											
Lockout - Non-Emergency	1											
Medical Response	1											
MetCom Strike Team Response		5				1						
Natural Gas Line – Cut or Severed		1		1		1						
Natural Gas Odor - Inside		1		1		1						
Natural Gas Odor - Outside				1								
Odor Investigation				1								
Odor Investigation (Chemical)		1		1		1		1				
Other (Fire Resp Only)	1											

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Incident	Single Resource	Engine	5" Hose	Truck	Tower	Chief	Shift Commander	Rescue	RIT	Hamer	Air Light	Special Teams
PFAS Class I		1		1		1						
PFAS Class I Investigation	1											
PFAS Class I - Hazmat Detector	1 <sub>2</sub>									1		
PFAS Class I CO2 High Alarm				1		1				1		
PFAS Class I CO2 Investigation	1 <sub>2</sub>											
PFAS Class II	1											
PFAS Refuge Alarm	1											
Smoke Investigation - Outside		1										
Trench Rescue		1		1		1	1				1	Confined Space
Ventilation Only				1								
Water Problem	1											
Water Rescue (Swift Water, Static, and Ice Rescue)		2		1		1	1					Water Rescue
Water Rescue Investigation	1 <sub>3</sub>							1				
Wires Down	1											

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- <sup>1</sup> - Aircraft Crash more than 8 miles off Airport, DEN does not respond unless requested
- <sup>2</sup> - Denotes a Single Resource with a Meter
- <sup>3</sup> - Denotes a Single Resource with an Immersion Suit

**Special Teams**

- **Confined Space:** R-1 (or R-2), E-1, TR-1, Collapse Trailer, HM-1
- **High Angle:** R-1 (or R-2), E-1, TR-1
- **Water Rescue:** R-1 (or R-2), UW, TR-1
- **HAZMAT:** R-1 (or R-2), E-6, DECON, E-9, TR-9, HM-1
- **Single Resource:** Engine, Truck, or Rescue
- **Collapse:** R-1 (or R-2), E-1, TR-1, Collapse Trailer
- **Hamer:** Hamer-1 (E-9 or TR-9)
- **AST (Aerial Support Team) Drone:** 2<sup>nd</sup> Alarm or greater, working high-rise fire, large grass fire, railroad incident with hazmat spill, confirmed drowning (outside)
- **Greater Alarm Assignment:** 3 Engine, 2 Truck, 1 Chief

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**Section:** OPERATIONS: EMPLOYEE MANAGEMENT  
**Topic:** Medical Unit Operational Procedures

<b>Topic No:</b>	2103.08
<b>Date:</b>	08-06-2020
<b>Approved:</b>	RM
<b>Review Date:</b>	08-06-2024
<b>Replaces:</b>	NEW

**PURPOSE:** To establish Medical Unit (Med Unit) operational procedures.

**SCOPE:** Applies to all Operations Division personnel assigned to or whom operate in the capacity as a Medical Unit operator.

**REPORTING:**

The Assistant Chief of Operations will oversee the entirety of the Med Unit program. Day-to-day operations the Emergency Medical Technicians (EMTs) will report to their respective Company Officer in the event they require assistance. If their Officer is unavailable, Chief 2 will be the next point of contact, followed by the Shift Commander. If neither Chief 2 nor the Shift Commander is available, the Assistant Chief of Operations may be contacted.

**OPERATIONAL PROCEDURES:**

Med 1 - Will operate from Station 4, seven (7) days a week from 1600-0200.

Med 2 - Will operate on Saturdays from 1600-0200. Location will vary and be based on operational needs.

The Med Unit will be assigned as a priority emergency response unit for incidents and responses that have been established by the Operations Division Chief or his/her designee.

Med Unit personnel shall not respond to non-EMS calls unless specifically requested by Fire Dispatch or an Incident Commander. Personnel will maintain the operational parameters which have been established by the Division Chief of Operations or his/her designee.

At the beginning of each shift, Med Unit personnel are required to perform the following tasks:

- Complete an inventory check of the Med Unit.
- Report any missing or short supply items to their respective Officer.
- Complete a 56-point Inspection and submit the entry on the DFD Web. Any issues discovered during the 56-point entry check must be forwarded to the Repair Shop and Station Captain as soon as possible. Items requiring immediate attention will be reported to the on-shift Company Officer to be promptly addressed.



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STANDARD OPERATING GUIDELINE

**Section:** OPERATIONS: EMPLOYEE MANAGEMENT  
**Topic:** Medical Unit Operational Procedures

<b>Topic No:</b>	2103.08
<b>Date:</b>	08-06-2020
<b>Approved:</b>	<i>RM</i>
<b>Review Date:</b>	08-06-2024
<b>Replaces:</b>	NEW

Upon the conclusion of each shift, members will ensure that the Med Unit is operationally ready for the next shift. This includes but is not limited to:

- Proper fuel level
- Cleanliness
- Adequate supply of the appropriate equipment
- Relay any pertinent information to the Officer on-duty
- Document pertinent information in a pass along report to the incoming Med Unit shift

**REPORT COMPLETION:**

Every attempt should be made to complete all ESO reports prior to the completion of the shift. **If any reports cannot be completed, all outstanding reports shall be completed by the end of the next work shift.** The incompleteness of reports will be an exception and shall not be a standardized practice.

**UNIFORM AND APPEARANCE:**

The uniform worn by EMT personnel shall be in accordance with Department Directive 1011.00 (Uniforms and Personal Appearance).

**FIRE STATION ASSESSMENT AND CHARGING ARRANGMENTS:**

EMTs assigned to the Med Unit will be required to contribute an assessment for items used in the firehouse. Four of the members will pay to Station 4, while the fifth will pay to the other currently assigned station. The assessment will be ten dollars a month at the beginning of the month to the station house steward (per Standard Operating Guideline 2104.13).

**GUIDELINE EFFECTIVENESS:**

The effectiveness of this Operational Guideline will be evaluated on an ongoing basis and revisions will be implemented as needed. Any modifications or deviations from this procedure will be authorized by the Division Chief of Operations or his/her designee to ensure the best practices for the Division and the Department.

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STANDARD OPERATING GUIDELINE

Section: OPERATIONS: COMMUNICATION  
Topic: Incident Communications

Topic No:	2107.01
Date:	06-24-2021
Approved:	JAV
Review Date:	06-24-2023
Replaces:	Same, dated 06-10-2021

**PURPOSE:** To ensure safe and consistent incident communications

**SCOPE:** Applies to All DFD Personnel when operating at incidents or training

### I. RADIO COMMUNICATIONS

- A. Initial tactical channels are assigned by DFD Dispatch.
- B. The tactical channel can only be changed by the Incident Commander.
- C. Tactical messages are restricted to units responding to or working at an incident. The following are considered tactical messages:

- 1. Initial Radio Report
- 2. Progress Reports (IC, Division/Group, Unit)
- 3. Tactical Benchmarks
  - a. Water on Fire
  - b. Primary Search Complete
  - c. Secondary Search Complete
  - d. Victim(s) Removed
  - e. Utilities Secured
  - f. Loss Stop
  - g. Under Control

- D. Shift Commanders will use a separate radio channel (Command Channels) for non-tactical radio traffic that is pertinent to the incident. Moving non-tactical transmissions to the Command Channel will reduce traffic on the tactical channel.

Examples of Command Channel transmissions include:

- Incident Rehab
- Staging

- E. A Personnel Accountability Report (PAR) is utilized when firefighters are missing at an emergency scene, or to account for all personnel after a significant change in tactical operations, such as abandon/withdraw from a building, or changing from an offensive to defensive strategy. A PAR is a systemic method to account for all personnel operating at an emergency incident. A PAR can also be used to confirm location of units/crews during the initial phase of a fast-moving incident. When a PAR is conducted, Division and/or Group Supervisors and individual company officers shall give an immediate accounting of the

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Section: OPERATIONS: COMMUNICATION  
Topic: Incident Communications

Topic No:	2107.01
Date:	06-24-2021
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Review Date:	06-24-2023
Replaces:	Same, dated 06-10-2021

personnel. A PAR conducted by a Division /Group Supervisor should be done face-to-face if possible, to limit unnecessary radio traffic. A PAR should only be conducted at the direction of the Incident Commander or Safety Officer.

- F. Anytime a tactical channel change is made after incident operations have been initiated, a PAR shall be conducted.
- G. Members shall use plain English and standard NIMS terminology pertaining to radio communications.
- H. If direct telephone conversation is needed with dispatch (i.e., sensitive information), members shall utilize 720-913-2407.
- I. When an incident has escalated to a 2nd alarm or greater, Dispatch will issue an all-stations notifying our members of the event.
- J. Remaining in-service District Chiefs will provide assistance to the Fire Dispatch Team to appropriately manage the City. District Chiefs may need to relocate to allow for maximum geographic and response coverage.
- K. Communications shall always be professional in nature.
- L. Members shall use the term “Emergency Traffic” to convey an emergency condition or situation. “Emergency Traffic” may be declared by any member who recognizes conditions or a change in conditions or witnesses an event or action that could affect the current tactical operations or the safety of members working in the hazard zone.  
  
Example: “Emergency Traffic” from Tower 1, the roof is sagging on the Charlie side of the building.”
- M. The term “Mayday” shall be reserved only to report lost or trapped firefighters. (See SOG 2110.02)
- N. Echoing  
Echoing is essential for relaying critical information and for confirming that assignments are received and understood.  
The “echo” should be the last segment of the complete radio message.
  - 1. Example: “Truck 8, Broadway Command, take your crew to the roof of the fire building to open a ventilation hole.”

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STANDARD OPERATING GUIDELINE

**Section:** OPERATIONS: COMMUNICATION  
**Topic:** Incident Communications

<b>Topic No:</b>	<b>2107.01</b>
<b>Date:</b>	<b>06-24-2021</b>
<b>Approved:</b>	<i>JAV</i>
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<b>Replaces:</b>	<b>Same, dated 06-10-2021</b>

2. The “echoed” response would be as follows: “Broadway Command, Truck 8, copy, proceeding to the roof of the fire building to open a ventilation hole.”

## II. FACE-TO-FACE COMMUNICATIONS

Face-to-face communication is recommended between members of a group or division whenever possible.

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STANDARD OPERATING GUIDELINE

Section: OPERATIONS: SAFETY  
Topic: Rapid Intervention Team

Topic No:	2110.01
Date:	05-25-23
Approved:	RM
Review Date:	05-25-26
Replaces:	Same, dated 11-08-22

**PURPOSE:** To identify the composition, response, and duties of the Rapid Intervention Team (RIT) and/or RIT Group

**SCOPE:** Applies to all Operations, Dispatch, and Support Service members involved in or assisting with an incident where a RIT has been assigned.

**Section A: Composition**

1. At the onset of the incident, the dispatcher shall assign a company the designation of RIT.
2. Any company assigned to the RIT function shall be staffed with a minimum of four firefighters. If the company has less than four firefighters, Dispatch and the first due Chief shall be notified immediately by the responding Company Officer.
3. Depending on the size and scope of the incident, additional companies may be assigned Level I RIT duties.

**Section B: Response**

1. A RIT shall be dispatched Code 10 to all structure fires and to any incident where firefighters could potentially enter an IDLH atmosphere.
2. When arriving on-scene, companies assigned by Dispatch as the RIT **shall announce** their designation as RIT and refrain from prompting the IC for other assignments or tasks not in line with RIT functions.
3. RIT should only be reassigned after a new RIT has been established and at the direction of the IC. Should the RIT have to take immediate action to affect a firefighter rescue and/or address other immediate safety-related issue, they shall notify the IC immediately.
4. At the termination of the incident where the RIT was deployed for a FF rescue, a PAR should be called to assure accountability of all on-scene companies prior to releasing the RIT from the scene.

**Section C: Pre-Activation Duties**

1. Upon arrival, the RIT shall report to the Incident Commander with all members, full PPE, forcible entry/exit tools, Thermal Imaging Camera (TIC), and RIT pack. The RIT officer should receive an update on situation status and accountability from the IC.

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**Section: OPERATIONS: SAFETY**  
**Topic: Rapid Intervention Team**

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<b>Approved:</b>	<b><i>RM</i></b>
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<b>Replaces:</b>	<b>Same, dated 11-08-22</b>

2. Prior to activation, the RIT should remain outside of the IDLH atmosphere and be fully prepared to deploy immediately to assist troubled firefighters.
3. The RIT shall constantly monitor the designated tactical channel and maintain a continual working knowledge of the location of all companies operating in and around the incident.
4. If possible, the RIT team should perform a 360-degree survey, utilizing the RIT RECON acronym as a size up tool, and report any pertinent information to the Incident Commander immediately. The RIT RECON acronym stands for: R-Rescue Plan, E-Egress/Access, C-Construction, O-Outside Survey, N-Nasty Hazards.

**Section D: Equipment**

The following equipment shall be the minimum that a RIT should report to the command post with:

1. Thermal Imaging Camera
2. RIT Pack:
  - a. 1 300' rope bag
  - b. 1 Pair of tin snips
  - c. 1 Pair of Raptor Shears
  - d. 1 45 min. air cylinder, face piece and regulator
3. Hand tools (forcible entry/exit)
4. Portable radios – every member of RIT will have a portable radio
5. Highrise building (7 stories or above) EMS Bag w/AED, O2 Bag, Spec Pak, and Mega Mover

All Truck and Rescue Companies are equipped with a Level I RIT pack. District Chief vehicles are equipped with a Level II RIT pack. The location of the pack on Truck and Rescue companies shall be clearly marked with a gold firefighter sticker that indicates the location of a RIT pack within that compartment. If the gold sticker is not present, the compartment with the RIT pack should be clearly marked to alert members to its location.

**Section E: Activation**

**Incident Commander Responsibilities:**

Upon report of a “Mayday” (lost, downed, trapped, or missing firefighter), the IC should:

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1. Acknowledge Mayday
2. Deploy RIT
3. Notify Dispatch of RIT activation
4. Start PAR to verify ID of crew and firefighter(s) to help determine last location of member(s)

The IC should consider the following:

1. Establishing a RIT Group to coordinate resolution of the Mayday situation.
2. Leaving the RIT Group companies and the firefighter(s) in distress on the initial tactical channel during the rescue operation; all uninvolved units may move to a separate tactical channel as designated by the IC.
3. Calling a PAR in the case of a radio channel change for units already operating at the emergency scene, to ensure all companies have tuned to the correct channel.
4. The need for additional resources based on the scope and complexity of the incident, including but not limited to the following:
  - a. 2<sup>nd</sup> Rescue Company
  - b. Tower One with Collapse Unit
  - c. Hazmat Team
  - d. Additional alarms
  - e. DFD Structural Engineer
  - f. DFD USAR personnel
  - g. Air Shovel
  - h. Mutual Aid
5. Assigning a Chief Officer to the RIT operation and withdrawing unnecessary companies from affected areas based on a risk/benefit analysis of continuing operations that are not directly associated with rescue efforts.

**Dispatch Responsibilities:**

Upon notification of a RIT activation, the dispatcher shall do the following:

1. Notify the Dispatch Officer of the Mayday call as soon as possible.
2. Acknowledge the Mayday call and simulcast the alert tone calling for radio silence.
3. Activate Level II RIT Group, which shall consist of **at least** the following:
  - a. One Engine
  - b. One Truck

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- c. One Assistant Chief
- d. Tower 1 with Collapse Rig
- e. 2<sup>nd</sup> Rescue Company

**RIT Group Responsibilities:**

1. The primary mission of the Level I RIT is to locate and stabilize the victim(s) and report the location, the victim(s)' condition, and extrication resource needs to the RIT Group Supervisor Director. Professional knowledge and experience should dictate actions. If a rescue can be made with the immediate resources available, the rescue should be completed.
2. The mission of the Level II RIT Group is to first complete any Level I RIT duties that were unable to be performed by the initial RIT team such as locating the downed firefighter, then progress toward extrication and rescue. The RIT Group Supervisor / Branch Director should consider the following:
  - a. Assigning the Level II RIT Engine to secure an additional water supply and deploy a protective hose line for protection of firefighter rescue.
  - b. Assigning the Level II RIT Truck/Tower to perform rescue and extrication.
  - c. Level II RIT Pack: (located in the Chief's trucks)
    - i. 1 Five ring harness with 1 large carabiner
    - ii. 1 Pair of tin snips
    - iii. 1 75 min. air cylinder, face piece, and regulator
3. Consider the need for additional equipment such as:
  - a. Power saws
  - b. Extrication tools
  - c. Air bags
  - d. Protective hose lines
  - e. Five-gas meter
  - f. Lights
  - g. Additional ropes
  - h. Ladders
  - i. Hose lines
  - j. Spec Pak
4. Based on the size and complexity of the incident, the RIT Group Supervisor should consider the need for additional RIT resources.



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5. The RIT Group Supervisor should keep the IC updated on the progress of the rescue and needed resources.

**REFERENCES:** Fire-Rescue Interactive, Rapid Intervention Team Recon, FDTN Volume 6, Issue 12, December 2002, David McGrail

Final Report, Southwest Supermarket Fire, NIOSH, <http://phoenix.gov/FIRE/report.pdf>, March 12, 2002

Fire Engineering, Engine Company Support of RIT/FAST Operations, Andrew Fredericks

Intervention for Rescue of Members SOG – Aurora Fire Department, Colorado

Rapid Intervention Crew SOP – West Metro Fire Rescue, Colorado

DFD Training Manual

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STANDARD OPERATING GUIDELINE

**Section:** OPERATIONS: SAFETY  
**Topic:** Mayday Guidelines for Emergency Incidents

<b>Topic No:</b>	2110.02
<b>Date:</b>	03-08-2022
<b>Approved:</b>	<i>RM</i>
<b>Review Date:</b>	03-08-2024
<b>Replaces:</b>	Same, dated 06-12-17

**PURPOSE:** To identify the roles and responsibilities of any individual who initiates a Mayday and of all members involved at an incident where a Mayday has been declared

**SCOPE:** Applies to all Operations, Dispatch, and Support Service members

**I. MAYDAY PARAMETERS**

A Mayday radio transmission is to be used to initiate aid in situations which are life threatening to firefighters. Anyone on the emergency incident may declare a Mayday as conditions warrant.

A Mayday shall be used in the following situations:

- A. By personnel who are lost, trapped, or in trouble.
- B. By the IC, company officer, group supervisor, branch director, or other member who cannot account for an assigned company or firefighter.
- C. By a member who witnesses or has confirmed that a firefighter is in trouble.

The term “Mayday” shall be reserved only to report lost, trapped firefighters, or firefighters in trouble. The term “Urgent Message” shall be used to report other emergencies or high-risk hazards.

**II. MAYDAY FIREFIGHTER RESPONSIBILITIES**

- A. Members may declare a Mayday in one of two ways:
  - Activating the red emergency button on the member’s portable radio followed by “*Mayday, Mayday, Mayday., Rig Riding Assignment, Last Name, Mayday, Mayday, Mayday.*” This creates an ‘emergency auto key timeout’ that gives the user up to 15 seconds of uninterrupted airtime for transmitting emergent information without having to hold the push to talk. The red emergency button **must** be depressed initially for 4 seconds to activate the ‘emergency auto key timeout.’

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<b>Replaces:</b>	Same, dated 06-12-17

- Transmitting a verbal radio message starting with “*Mayday, Mayday, Mayday. Rig Riding Assignment, Last Name, Mayday, Mayday, Mayday.*” If no acknowledgement is received by the IC on the tactical channel that the incident is operating on, the firefighter can switch the channel selector on the portable radio to either the number 1 or 16 position (DFD Channel 1) and repeat the *Mayday*. DFD Dispatchers should receive this *Mayday* and inform the IC immediately.

The preferred method of transmitting a Mayday is by activating the emergency button. This gives the Mayday firefighter priority on the channel and also activates an alarm at dispatch, which highlights whatever channel the emergency button was activated. This could be crucial if the Mayday firefighter has inadvertently changed channel without the firefighter knowing it. Dispatch will hear the Mayday on any repeated channel and be able to inform IC.

- B. After declaring the Mayday, and **being acknowledged by IC** or dispatch, if possible, the member should transmit the following additional information:
1. **WHO:** Unit designation and riding position of declaring member, including the number of involved crew members affected by life threatening situation
  2. **WHERE:** Your current or last known location
  3. **WHAT:** What resources you need to resolve the situation
  4. **WHY:** Why you are declaring a Mayday

The member should transmit this information in a calm and clear voice.

*Examples of full Mayday declaration:*

“Mayday, Mayday, Mayday. Engine One Alpha, member’s last name Mayday, Mayday, Mayday. IC acknowledges Mayday, “Engine One Alpha go ahead with your Mayday.” Two members from Engine One are on the second-floor alpha side, we need a ladder to the window, there has been a floor collapse and we are trapped.”

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“Mayday, Mayday, Mayday. Tower One Charlie, member’s last name, Mayday, Mayday, Mayday. IC acknowledges Mayday, “Tower One Charlie go ahead with your Mayday.” My assignment was primary search on the third floor. I’m disoriented and low on air.”

**Use the acronym GRAB-LIVES to help save yourself:**

**G** - Gauge  
**R** - Radio  
**A** - Activate Pass  
**B** - Breathing

**L** - Low  
**I** - Illuminate  
**V** - Volume  
**E** - Exit  
**S** - Shield

### III. RESPONSIBILITIES

The IC shall:

- A. Acknowledge Mayday from firefighter.
- B. If possible, have companies that are close by assist the Mayday firefighter.
- C. Deploy the Rapid Intervention Team to assist with the Mayday situation. This may mean assigning the RIT to enter the IDLH environment to search for the firefighter, having them stand-by outside the entrance to the structure to provide equipment or assistance to interior crews that have found the firefighter, or assigning them to the Group/Division Supervisor where the Mayday is occurring to assist with the Mayday.
- D. Depending on the severity of the situation and the circumstances surrounding the incident, the IC should consider requesting a Level II RIT assignment or an additional alarm assignment to affect rescue of the trapped or lost member.

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- E. The Incident Commander may be the Mayday firefighter's only communications link throughout the rescue. As such, the Incident Commander plays a key role in obtaining pertinent information from the firefighter, keeping the firefighter calm, and keeping the firefighter updated on rescue activities/progress. The Incident Commander should help the firefighter recall/employ the tasks of GRAB-LIVES. This important communications link can also be assigned to the RIT officer, RIT Group Supervisor, or Group/Division Supervisor where the Mayday is occurring. Continuous communications with the Mayday firefighter cannot be overstated and are vital.

**IV. DISPATCH RESPONSIBILITIES**

- A. Acknowledge Mayday, if not done so by the IC, in a timely fashion.
- B. Confirm the radio LID with the unit designation of the Mayday firefighter. At the request of the IC, clear the air with alert tone indicating radio silence.

**V. ON-SCENE COMPANIES' RESPONSIBILITIES**

- A. Acknowledge Mayday if Dispatch or IC do not acknowledge in a timely fashion. Relay information to IC or Dispatch.
- B. Upon activation of Mayday, all companies shall maintain radio silence until notified by Command. Companies shall monitor the radios for any changes in tactical radio channels.
- C. Companies already operating at the emergency incident must continue to carry out their assignments unless:
  - 1. They are able to immediately assist with the Mayday situation, **and**
  - 2. Doing so will not adversely affect emergency incident operations, **and**
  - 3. They have received specific authorization from the Incident Commander

DENVER FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

**Section:** OPERATIONS: INCIDENT OPERATIONS  
**Topic:** Tactical Considerations at Emergency Incidents

<b>Topic No:</b>	<b>2111.01</b>
<b>Date:</b>	<b>06-12-17</b>
<b>Approved:</b>	<b>CD</b>
<b>Review Date:</b>	<b>06-12-19</b>
<b>Replaces:</b>	<b>Same, dated 03-22-11</b>

**PURPOSE:** To provide direction when a crew is in doubt about a course of action at an emergency scene

**SCOPE:** Applies to all members in a situation where a course of action must be initiated at an emergency

When in Doubt:

1. Crew integrity must be maintained for safety and coordination of operations. Members should work in teams of two or more at all incidents.
2. All safety and protective equipment shall be used at all incidents unless otherwise authorized (i.e. SCBA at dumpster and car fires, eye protection at medical emergencies, etc.)
3. Safety of Department members must come before speed or competition at any incident.
4. Officers must maintain contact with all crew members and know their locations at all times.
5. When in doubt at a natural gas emergency, turn off your radio.
6. First in Engine should lay a supply line to obvious working fires and attack the fire as rapidly as possible.
7. When in doubt, utilize a 2-1/2" inch hand line (volume, pressure, staffing, etc.)
8. 1-3/4" hand lines should be limited to 300 feet.
9. At auto accidents with trapped victims, a minimum 1-3/4" line shall be used and a supply line lay to the Engine, if possible.
10. Auto fires require a 1-3/4" line minimum to protect the crew and affect extinguishment.
11. Reels or red lines should never be stretched into buildings for firefighting.
12. At auto accidents, members should not enter the vehicle until it is stabilized and a protective line is laid.

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**Topic:** Tactical Considerations at Emergency Incidents

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<b>Replaces:</b>	<b>Same, dated 03-22-11</b>

13. The Humat Valve shall be used for maximum effective use of an Engine. **If a situation dictates that the HUMAT valve cannot be used for the initial water supply, this information shall be communicated over the tactical channel to all responding units.**
14. Engines should be used to their capacity before other hydrants are used.
15. 5" hose should be laid in such a manner as to not block intersections or streets, if possible.
16. Crews and apparatus should not be committed to work where they are exposed to falling high voltage power lines.
17. When it becomes apparent that opposing lines are operating, **consideration should be given to shutting one line down.**
18. At all incidents, the first **truck officer or second arriving engine** officer at the scene shall assume command of the incident.
19. Apparatus officers are in charge at still alarms and must make their own decisions. Dispatchers can not make decisions for officers in the field.
20. When in doubt about the need for help at an incident, call for help.
21. At any fire incident where there are burned victims or fatalities, the call list must be made **and an arson investigator should respond.**
22. When leaving a building where there is not a representative available, leave a note that the Fire Department was present and of the actions taken (**see 2111.08a, Notice of Property Entrance for Investigation of Emergency Form, which is obtained through Fire Prevention Division.**). Make sure the building is secure and the alarm system reset.
23. All officers and members should be aware of and work within the design limitations of their apparatus and equipment.
24. Do not be in a hurry to pick up responding apparatus until the incident is thoroughly investigated.

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<b>Replaces:</b>	<b>Same, dated 03-22-11</b>

25. If the situation does not feel right, it probably is not, so take the time to evaluate your situation.
26. Firefighters should not use extinguishers or hose lines furnished in buildings, except as a last resort.
27. At all incidents, Opticom should be turned off to aid visibility and release traffic control devices.
28. At auto accidents, apparatus should be placed to protect firefighters and victims from oncoming traffic.
29. Master streams should not be used when people are still inside the building, except in extreme cases.
30. Firefighters entering buildings should bring all protective equipment and tools with them to save time.
31. Any officer or firefighter given a task to accomplish should keep their superior informed on progress or completion of given task.
32. Before forcing entry, look for a Knox Box and try the door.
33. When the fire is out, the next step is to determine its cause before disturbing the scene and destroying evidence of a crime.
34. Never leave a crime scene until relieved by an authorized investigator so that chain of evidence will be maintained. Secure the area immediately.
35. When calling for outside agencies, give the Dispatcher complete information as to what you want them to do.
36. Truck, Engine, and Rescue companies each perform vital tasks at any incident. Never perform another company's job when your job is not completed. For example: Engines performing extrication at an auto accident when protective lines are not stretched; or Trucks operating hand lines when rescue and ventilation are not complete.

**REFERENCES:** None



**DENVER FIRE DEPARTMENT**

**STANDARD OPERATING GUIDELINE**

**Section: OPERATIONS: INCIDENT OPERATIONS**

**Topic: Incident Action Plan**

<b>Topic No:</b>	<b>2111.02</b>
<b>Date:</b>	<b>05-25-23</b>
<b>Approved:</b>	<i>RM</i>
<b>Review Date:</b>	<b>05-25-26</b>
<b>Replaces:</b>	<b>Same, dated 07-15-19</b>

**PURPOSE:** To define and standardize the use of an Incident Action Plan (IAP) for all incidents where members have entered an IDLH atmosphere, or a division or group has been created.

**SCOPE:** This guideline applies to all members of the Denver Fire Department that are acting in the Incident Commander role.

**I. INTRODUCTION**

An Incident Action Plan (IAP) is an organized course of events that addresses all phases of incident control within a specified time. Incident Action Planning starts with identifying the strategy to achieve a solution to the confronted problems. The strategy should be broad in nature and define what must be done.

An Incident Action Plan formally documents incident goals (known as control objectives in the National Incident Management System (NIMS), operational period objectives, and the response strategy defined by incident command during response planning. Formally documenting and continual updating of the IAP is critical to incident accountability. Incidents spanning more than one 12-hour operational period, involving multiple agencies and/or jurisdictions may require additional IAP documentation.

In Homeland Security Presidential Directive-5 (HSPD-5), President Bush called on the Secretary of Homeland Security to develop a national incident management system to provide a consistent nationwide approach for federal, state, tribal, and local governments to work together to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.

HSPD-5 requires state and local adoption of NIMS as a condition for receiving federal preparedness funding.

The NIMS represents a core set of doctrine, principles, terminology, and organizational processes to enable effective, efficient, and collaborative incident management at all levels. To provide the framework for interoperability and compatibility, the NIMS is based on balance between flexibility and standardization.

**II. POLICY**

**TABLET COMMAND:**

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**STANDARD OPERATING GUIDELINE**

**Section: OPERATIONS: INCIDENT OPERATIONS**

**Topic: Incident Action Plan**

<b>Topic No:</b>	<b>2111.02</b>
<b>Date:</b>	<b>05-25-23</b>
<b>Approved:</b>	<b><i>RM</i></b>
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<b>Replaces:</b>	<b>Same, dated 07-15-19</b>

Tablet Command (TC) is the Incident Management Software used by Denver Fire Department to manage, document, and track incident resources in real time. It is designed to utilize NIMS and is critical to command, control, and accountability of working incidents. The TC program shall be used by incident commanders when crews are operating in an Immediately Dangerous to Life and Health (IDLH) atmosphere or where the incident has progressed in a manner that Groups or Divisions are being utilized. First arriving officers shall take command, organize, and structure the incident using NIMS as the template. The TC module should only be used to take command once the first-arriving Chief Officer arrives on scene and not while en route. At the height of the incident, the IC will take a screenshot of the IAP and later attach this to the NFIR report. The Activity Log, which contains all the time-stamped data from the incident, will be emailed to themselves and attached to the NFIR report as well.

**TACTICAL BENCH MARKS:**

While multiple bench marks must be achieved during an incident, eight standard bench marks have been identified for structure fires that must be communicated on the air upon completion. Utilizing these bench marks and the standard terminology will allow for these bench marks to be queried and tracked thus giving the Department an indication of the efficiency of the operations.

**FIRE BENCH MARKS:**

- Utilities Secured
- Secondary Means of Egress
- Water on the Fire
- Fire Knocked
- Primary Search
- Victim(s) Removed
- Fire Under Control
- Secondary Search
- Loss Stop

DENVER FIRE DEPARTMENT  
STANDARD OPERATING GUIDELINE

Section: OPERATIONS: INCIDENT OPERATIONS  
Topic: Elevator Rescue Response

Topic No:	2111.03
Date:	02-19-19
Approved:	<i>CDIII</i>
Review Date:	02-19-21
Replaces:	Same, dated 08-31-17

**PURPOSE:** To establish safe operating procedures for all Denver Fire Department personnel on elevator responses.

**SCOPE:** Applies to all DFD personnel training on or operating at an **elevator incident and/or rescue**. This guideline recognizes that building fires, smoke conditions, technical rescues, and medical emergencies may exist that dictate emergency actions other than those outlined here as the basic organizational structure for stalled elevators. This guideline shall be the only recognized elevator rescue guideline for all types of elevators, and it replaces all related district guidelines for elevator rescue.

**GENERAL OPERATIONS:**

**Truck Officer:**

- Assume command on established tactical channel.
- Obtain set of building master keys.
- Check status of building and elevator system; recall elevators as needed  
**Considerations should be given to recycling/recalling a stalled elevator when a blind shaft is involved.**
- Relay location of car(s).
- Once relieved of command by District Chief, join crew and oversee operations.

**Engine Officer:**

- Proceed to the machine room with one member of the engine crew, communicate to IC that power has been shut-off to the affected elevator.
- One member will remain on the assigned Tac channel, while the second member switches to radio to radio. This ensures if communications fail on the assigned tactical channels, a second radio channel may be utilized. Tactical channel failure may occur inside structures (i.e. high rise, below grade and dead spots).
- Remains at the power shut off location for the duration of the incident.

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Topic: Elevator Rescue Response

Topic No:	2111.03
Date:	02-19-19
Approved:	<i>CDIII</i>
Review Date:	02-19-21
Replaces:	Same, dated 08-31-17

**UNDER NO CIRCUMSTANCES SHALL THE HOISTWAY OR CAR DOORS  
BE OPENED BEFORE THE POWER IS SHUT OFF**

**Truck Crew:**

- Take the elevator keys and all other appropriate equipment needed to the proper floor.
- Determine number of trapped parties.
- Determine condition of trapped parties and need for EMS.
- Confirm the power to the stalled elevator has been turned off.
- Confirm the location of car(s). If there are no keyways, consider poling across first then down to open the affected car.
- Open doors and determine if the victims can be removed safely, secure shaft-way door.
- If the victims cannot be removed safely, close the doors, re-start system and attempt a reboot/recall.

**Engine Crew:**

- The remaining members of the Engine crew will bring EMS equipment to the floor of the stalled elevator.
- Work under the direction of the Truck Officer.
- Assist Truck crew with extrication if multiple floors are involved in removing the trapped parties.

**Chief Officer:**

- Assume command.
- The Command Post will be incident driven.
- If the need for a technical rescue is determined, secure power to elevators adjacent to stalled car.

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**Removal from hatchway (Operations level rescue), Safety Considerations:**

- Turn on light on top of stalled elevator car with pike pole.
- Shut down power on top of stalled car using a pike pole to press the **emergency stop button**.
- Secure outer doors with elevator chocks.
- Ensure ladder rungs extend above destination, whether floor or top of car.
- Have a Rescuer **IN** the stalled car, **ON** the stalled car and **ON** the floor to ensure constant contact with the victim.
- Rescuers must be able to safely access the top of the stalled car via shaft way doors.
- Stalled car must be within reach of telescoping ladder only.
- There should be no fall hazard - meaning the fall potential, or clearance between car and shaft should not be a concern, either due to a metal safety cage surrounding the stalled car or minimal void space between car and shaft way wall on **all 3 sides**.
- The car should be safe enough for rescuers to operate on top of.
- There must be an operable hatch large enough to extricate a victim by ladder.
- Occupants must be able to assist in self-extrication, be ambulatory and stable enough to climb a ladder out of the stalled car and off the top of the stalled car.
- Occupants shall not be transferred from car to car. Once removed from the car and onto the roof of the car, they shall be removed only via the shaft-way doors.

The incident may be determined to be a **technical rescue** which is defined as:

- The need to remove the occupants from the car using hatch-way without 3 sides of fall protection.
- Taking control of car in a manner other than normal or firefighter operation.
- Car to car transfers.
- Rope systems or breaching.

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**In the event of a technical rescue:**

- Notify Command, request appropriate High-Angle and Shift Commander resources, and ensure that the elevator company is responding.
- High-Angle response companies will report to IC for incident details.
- Shift Commander will be on site Safety Officer.

**THESE ACTIONS SHALL NOT BE ATTEMPTED WITHOUT THE ASSISTANCE OF THE HIGH ANGLE TEAM, AND/OR ELEVATOR SERVICE COMPANY.**

On all elevator rescue calls, proper PPE shall be worn. At a minimum, helmet and gloves should be worn. Consideration should be given to the possibility of smoke in the machine room. If a box alarm is also activated from the elevator machine room or shaft-way, treat it as a fire rescue call with full PPE and firefighting equipment.

Technical PPE shall be worn if entry into the shaft way is warranted on a technical rescue incident.

Consideration should be taken for fall protection on open elevator shaft ways.

At the end of the incident, notify the building representatives of the actions taken and leave the power off to the affected car. Leave conveyance OTC with RP.

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**Section: OPERATIONS: INCIDENT OPERATIONS**

**Topic: Civil Disorder**

<b>Topic No:</b>	<b>2111.04</b>
<b>Date:</b>	<b>10-10-22</b>
<b>Approved:</b>	<i>RM</i>
<b>Review Date:</b>	<b>10-10-25</b>
<b>Replaces:</b>	<b>Same, dated 07-12-18</b>

**PURPOSE:** To assist DFD crews in continuing their mission of protecting lives and property in a safe and effective manner during any adverse conditions brought on by terrorist activity, civil disorder, or unruly demonstrations.

**SCOPE:** Applies to any DFD member on duty, with special emphasis on Company Officers as well as Incident Commanders (ICs), in an effort to protect involved Department members.

**DEFINITIONS:**

**Code 100:** Individual company/member calling for emergency assistance from DPD. Code 100 should only be used when the crew or an individual member is in imminent danger and doesn't want to use the words 'police' on the air as they may be in the presence of an unruly/violent party. Upon hearing Code 100, the Fire Dispatch Team will request DPD to respond Code 10 to the unit requesting location without further questions.

**I. STRATEGIC CONSIDERATIONS FOR CIVIL DISORDERS, PROTEST, OR RIOTS**

The first priority in any type of civil disorder shall be to establish the incident command system in order to provide command and control of the situation. This will provide for the safety and wellbeing of all personnel responding.

The Incident Commander or Shift Commander on scene shall make the decision concerning the security of the area, when to stage, when to evacuate, the need for fire personnel/equipment, and the tactics to be implemented. The Shift Commander will work with the Dispatch Team to secure a working TAC Channel for the incident.

Civil disorder may consist of an unruly crowd, small localized situation, demonstration, or sit-in with the possibility of a hostile crowd or a protest or a riot situation. The Dispatch Team will notify the on-duty Shift Commander who will notify the Division chief of Operations and Command Staff as appropriate.

Officers and chiefs will use plain language when describing crowd size and location and will monitor the situation from a safe distance if needed.

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<b>Topic No:</b>	<b>2111.04</b>
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<b>Replaces:</b>	<b>Same, dated 07-12-18</b>

Safety is the top priority in these instances, and crews should be always kept together. Members will consider wearing/displaying the following when encountering a civil unrest situation.

- Fire helmet for increased safety and visibility
- Fire department t-shirt and turnout coat and pants
- Ballistic vest and/or ballistic helmet

**II. CODE 100**

Any member may call the Fire Dispatcher to request emergency assistance, but this Code should only be used when the crew or an individual member is in imminent danger and needs an immediate police response, code 10.

When calling for emergency assistance, the following information should be used:

- A. Unit number or call sign (e.g., Engine 3)
- B. Code 100
- C. Location

For example: “Engine 3, Code 100, 25<sup>th</sup> and Blake”

The requesting unit may not be able to relay their position/location and as such the Fire Dispatch Team should send the Police Response to the address listed in CAD for the incident.

The Fire Dispatchers will respond with “Message Received, Wilco.”

If the situation de-escalates to the point where radio communications are possible with the Dispatchers, further information may be relayed, or the Code 100 may be cancelled.

**REFERENCES:** None



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**Section: INCIDENT OPERATIONS**  
**Topic: Safety Vest Usage While in Traffic**

<b>Topic No:</b>	<b>2111.15</b>
<b>Date:</b>	<b>10-13-22</b>
<b>Approved:</b>	<i>RM</i>
<b>Review Date:</b>	<b>10-13-25</b>
<b>Replaces:</b>	<b>Same, dated 08-30-17</b>

**PURPOSE:** To define requirements of safety vest or other American National Standard Institute (ANSI) compliant outerwear usage when working at an incident that places the member in or near moving traffic.

**SCOPE:** Applies to Operations Division Members

Structural turnout coats are not ANSI compliant. The traffic safety vests issued to each riding position on fire apparatus are ANSI compliant.

**I. DEFINITION**

- A. Hot Zone** – The hazard area where an immediate danger exists to firefighters operating in areas where fire, heat, chemicals, other contaminants, or an entanglement hazard exists.
  - 1. Includes technical rescue operation areas on roadways, such as vehicle extrication scenes.
- B. TTC Zone** – Temporary Traffic Control Zone

**II. REGULATION**

- A.** The Federal Highway Administration’s Manual on Uniform Traffic Control Devices (MUTCD) Section 6D.03 requires the following:
  - 1. All workers, including emergency responders, within the right-of-way who are exposed either to traffic (vehicles using the highway for purposes of travel) or to work vehicles and construction equipment within the TTC zone shall wear high-visibility safety apparel that meets the Performance Class 2 or 3 requirements of the ANSI/ISEA 107–2004 publication entitled “American National Standard for High-Visibility Safety Apparel and Headwear.”
  - 2. Firefighters or other emergency responders working within the right-of-way and engaged in emergency operations that directly expose them to flame, fire, heat, and/or hazardous materials may wear retroreflective turnout gear that is specified and regulated by other organizations, such as the National Fire Protection Association.

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**III. POLICY**

- A.** When an incident requires the member to work in or near moving traffic or on a highway, interstate, or any other roadway, the following personal protective apparel shall be worn:
  - 1.** ANSI 107-compliant Class II vest, Class III Traffic Safety garment, or ANSI 207 Public Safety vest.
  - 2.** Other ANSI compliant outerwear.
- B.** If firefighters are wearing structural turnout coats due to inclement weather (i.e., rain, cold, etc.) or other reasons, the ANSI traffic safety vest needs to be donned over the turnout coat unless the firefighter will be working in a hazardous area as described in “Exceptions.”

**IV. EXCEPTIONS**

- A.** Unique incidents may be encountered where the donning of a highway safety vest may increase risk of injury for the member or is impractical.
- B.** The exemptions for wearing a highway safety vest apply only to members directly involved in activities within an established Hot Zone.
  - 1.** The required ANSI-compliant Highway Safety vest need not be worn when a member is required to:
    - a.** Don structural personal protective equipment (PPE) and self-contained breathing apparatus (SCBA) to work in close proximity to a source of heat such as during suppression of a vehicle fire.
    - b.** Don hazardous material PPE to avoid potential exposure to chemicals or other contaminants.
    - c.** Don technical rescue PPE or equipment for a technical rescue incident such as extrication, high or low-angle rope rescue, swift water rescue, etc.
    - d.** Don PPE to work in close proximity to operating machinery where wearing the traffic vest may create a possible entanglement hazard.
- C.** At any incident, immediately create a safe working zone through rig placement, using traffic cones, etc. This becomes more imperative when personnel are working without the benefit of wearing ANSI approved outerwear.

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**D.** Members directly involved in source of heat, chemical, or technical rescue activities as listed above and who complete their activities within the designated Hot Zone are required to don ANSI-compliant vests or other ANSI approved outerwear once their activities within the Hot Zone are completed or they leave the immediate Hot Zone area of the incident scene.

- 1.** For example, safety vests shall be donned once members return to the apparatus to return tools and equipment involved in Hot Zone activities, or to doff structural PPE when remaining on scene after these activities are completed.

**V. REFERENCE**

- A.** Federal Highway Administration’s Manual on Uniform Traffic Control Devices (MUTCD), Section 6D.03.

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**Section: OPERATIONS: INCIDENT OPERATIONS**  
**Topic: Mandatory SCBA Use**

<b>Topic No:</b>	<b>2111.16</b>
<b>Date:</b>	<b>02-06-23</b>
<b>Approved:</b>	<b><i>RM</i></b>
<b>Review Date:</b>	<b>02-06-26</b>
<b>Replaces:</b>	<b>Same, dated 08-30-17</b>

**I. SUBJECT, PURPOSE, AND SCOPE**

**SUBJECT:** Mandatory use of Self-Contained Breathing Apparatus (SCBA) during pre and post control operations, during fire suppression activities to include but not limited to rubbish fires, vehicle fires, and structure fires.

**PURPOSE:** To develop a “Best Practice” approach to increasing the safety and health of members assigned to suppression.

**SCOPE:** This guideline applies to all Department members involved in fire suppression activities, regardless of the nature.

**II. INTRODUCTION**

Exposure to Carbon Monoxide (CO), Hydrogen Cyanide (HCN), and other by-products of combustion have been linked to increases in fire-related deaths and sickness due to the fact of HCN and CO being an escape inhibitor. CO and HCN are two of the deadliest gases present in a structure fire. There are several other irritants, asphyxiates, and toxic gases present at every fire that are not able to be consistently monitored, which include but are not limited to solids, particulates, and dusts. CO and HCN, being the most prevalent, can cause impairment of a firefighter. The affected member will not be able to think rationally or be able to avert an unforeseen event during pre and post control fire operations.

**III. INTENT OF THE POLICY**

The intent of the Mandatory SCBA Use Guideline is to avoid or minimize any respiratory contact with products of combustion, super-heated gases, toxic products, or other hazardous contaminants.

The use of SCBA breathing apparatus means that **ALL** personnel will have facepieces in place, breathing air from the supply provided. Where appropriate, Airline-Supplied Breathing Apparatus may be used in place of SCBA.

The utilization of the SCBA shall be required for all personnel operating:

- In an active fire area, pre and post control.
- Directly above an active fire area, pre and post control.
- In a potential explosion or fire area, including gas leaks and fuel spills.

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- Where products of combustion are visible in the atmosphere (smoke), **including vehicle fires and dumpster fires** -- where invisible contaminants are suspected to be present (i.e., Carbon Monoxide and Hydrogen Cyanide during overhaul).
- Where fire crews are operating within 10 feet of the affected building.
- Where IDLH (Immediately Dangerous to Life and Health) atmospheres are present, suspected to be present, or may be released without warning.
- In any confined space which has not been tested to establish respiratory safety.

Mandatory use of the SCBA must be always adhered to. This is particularly significant during overhaul, when smoldering materials may produce increased quantities of carbon monoxide, hydrogen cyanide, and other toxic products, including but not limited to solids, particulates, and dusts.

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Topic: INCIDENT COMMAND

Topic No:	2111.20
Date:	09-09-2021
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**PURPOSE:** To provide a summary of Incident Command System (ICS) with an emphasis on common DFD command structure and practices

**SCOPE:** All personnel operating at planned events, training scenarios, and incidents

**INTRODUCTION**

The Denver Fire Department adopted the National Incident Management System/Incident Command System (NIMS/ICS) after 9/11/2001 and the use of it is federally mandated. NIMS/ICS is a complex system; however, the portions of ICS that are pertinent to the daily operations of the Denver Fire Department are fairly streamlined and are summarized in this SOG. This SOG will focus heavily on terminology and use of ICS used for the majority of the incidents that we encounter in Denver.

A key principle of ICS is its flexibility. The ICS organization may be expanded easily from a very small size, for routine operations, to a larger organization capable of handling catastrophic events. Along with the flexibility of ICS to expand or contract based on the needs of the incident comes the flexibility for each Incident Commander (IC) to use the portions of ICS that will work on a particular incident. An IC might look at an incident and use Groups to manage it, while another may look at the same incident and see that Divisions would have worked as well. ICS has the flexibility for there to be many variations of command structure to achieve the same goal. As long as each Incident Commander and all personnel assigned at the incident understand the system and definitions and stay within the framework of the particular incident, then ICS becomes an effective tool to manage an incident.

Instituting a formal script of how each incident should be set up beforehand is difficult to accomplish and, due to the many variables at each incident, may actually hinder an Incident Commander when managing a scene. For this reason, it is imperative for everyone to understand ICS and its flexibility and be able to adapt the system to fit an incident, not adapt an incident to fit the Incident Command System. There are examples provided hereafter that provide a functional snapshot into how a particular incident may be run by an IC in Denver; use these as a reference when modeling command structure. An area that the Department does formally, to a small degree, script the ICS structure is technical responses. Due to the high complexity of these responses, it has been advantageous for the DFD to structure the technical area of an incident ahead of time.

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**DEFINITIONS**

**Branch:** The organizational level having functional responsibility for major parts of the Operations or Logistics functions. The Branch level is organizationally between Section and Division/Group in the Operations Section, and between Section and Units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional name (e.g., medical, security, etc.). The person in charge of a Branch is a Director.

**Command Staff:** The Command Staff consists of the Public Information Officer, Safety Officer, and Liaison Officer. They report directly to the Incident Commander. They may have an Assistant or Assistants, as needed.

**Deputy:** A fully qualified individual who, in the absence of a superior, could be delegated the authority to manage a functional operation or perform a specific task. In some cases, a Deputy could act as relief for a superior and therefore must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

**Division:** Divisions are used to divide an incident into geographical areas of operation. A Division is located within the ICS organization between the Branch and the Task Force/Strike Team. Divisions are identified by alphabetic characters for horizontal applications and, often, by floor numbers when used in buildings. The person in charge of a Division is a Supervisor.

**General Staff:** A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

**Group:** Groups are established to divide the incident into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups are at the same organizational level as Divisions within the ICS hierarchy. The person in charge of a Group is a Supervisor.

**Incident Action Plan (IAP):** An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

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**Incident Command System (ICS):** A standardized management tool for meeting the demands of small or large emergency or nonemergency situations.

- Represents "best practices" and has become the standard for emergency management across the country.
- May be used for planned events, natural disasters, and acts of terrorism.
- Is a key feature of the National Incident Management System (NIMS)

**Incident Objectives:** Statements of guidance and direction necessary for the selection of appropriate strategy/strategies, and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow for strategic and tactical alternatives.

**National Incident Management System (NIMS):** A national, systematic and proactive approach to guide departments and agencies at all levels of government, nongovernmental organizations (NGO), and the private sector in working together to mitigate incidents of all types and hazards regardless of cause, size, location, or complexity. NIMS is divided into 5 areas: 1. Preparedness (training); 2. Communications and Information Management; 3. Resource Management; 4. Command Management (ICS); and 5. Ongoing System Assessment.

**Officer:** The ICS title for the personnel responsible for the Command Staff positions of Safety, Liaison, and Public Information.

**Public Information Officer (PIO):** A member of the Command Staff responsible for interfacing with the public and media.

**Rehab Area:** An area that is established for the purpose of rest/rehab/medical monitoring of emergency personnel assigned to the incident. The person in charge of the Rehab Area is the Rehab Manager.

**Safety Officer:** A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations, and for developing measures for ensuring personnel safety. The Safety Officer may have Assistants.

**Section:** The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established). The section is organizationally situated between the Branch and the Incident Commander.



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**Single Resource:** An individual, a piece of equipment and its personnel complement, or a crew or team of individuals with an identified work Supervisor that can be used on an incident.

**Span of Control:** The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7.)

**Staging Area:** Location established where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

**Strike Team:** A specified combination of the same kind and type of resources with common communications and a Leader. An example of a Strike Team is the metro Denver area's mutual aid program to provide assistance to a department in need by other area agencies providing a Strike Team of five engines and a Strike Team Leader within two hours of the request for assistance. A Strike Team is between Single Resources and Divisions/Groups in the ICS hierarchy. The use of the Task Force/Strike Team level is very common nationally (example - forest fires). Even though this level is not common in the City of Denver, all personnel should be familiar with the terms/use of this level in case of mutual aid or in case of a full scale, complex incident in Denver.

**Strategy:** The general direction selected to accomplish incident objectives set by the Incident Commander

**Tactics:** Deploying and directing resources on an incident to accomplish incident strategy and objectives.

**Task Force:** A group of resources with common communications and a leader that may be pre-established and sent to an incident or formed at an incident. Differs from a Strike Team in that the resources within a Task Force are different types of resources. An example would be an Engine, Truck, Police Unit, ambulance, and Task Force Leader working together as one within a large geographical Division at a hazmat incident to search/evacuate that Division. A Task Force is between Single Resources and Divisions/Groups in the ICS hierarchy. The use of the Task Force/Strike Team level is very common nationally (example - forest fires). Even though this level is not common in the City of Denver, all personnel should be familiar with the terms/use of this level in case of mutual aid or in case of a full scale, complex incident in Denver.

**Unit:** That organization element having functional responsibility for a specific incident planning, logistics, or finance/administration activity. An example would be the Food Unit at a major incident, tasked with the responsibility of procuring and providing food for all personnel assigned to the incident.

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**Unity of Command:** The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.

**SINGLE RESOURCE INCIDENTS**

**Definition of a Single Resource:** An individual, a piece of equipment and its personnel complement, or a crew or team of individuals with an identified work Supervisor that can be used on an incident. Examples of single resources would be an Engine (i.e. Engine 21), a Truck (i.e. Truck 4), and a Chief (i.e. Chief 5).

Every incident has an Incident Commander; on a Single Resource response, the Incident Commander is the officer of that particular Single Resource. Example - Engine 26 responds on a dumpster fire, the Incident Commander is the officer on Engine 26.

**Span of Control:** A driving force behind expanding an incident beyond Single Resources by implementing Divisions/Groups/Branches/Sections is Span of Control. Span of Control is defined as the number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. By ICS definition, an appropriate span of control is between 1:3 and 1:7, with the latter being a less complex and slower moving / routine incident. As long as an Incident Commander is within the Span of Control, Groups/Divisions/ etc. do not necessarily need to be created.

**Single Resource Fire Example:**

Small House Fire (Example - bedroom room and contents fire, 900 sq. ft. house)

Group Response of 3 Engines, 2 Trucks, Rescue, 2 Chiefs, 1 RIT, OPS 2

- 1<sup>st</sup> Engine - Attack Line
- 2<sup>nd</sup> Engine - Backup Line to front door
- 3<sup>rd</sup> Engine - Supply line to rear, standing by
- 1<sup>st</sup> Truck - Search
- 2<sup>nd</sup> Truck - Roof
- Rescue 1 - Crew standing by at ICP
- RIT -RECON completed, staged at ICP
- OPS 2 - Incident Safety Officer (ISO) (Note - ISO is part of IC's Command Staff and does not count in Span of Control)
- 2<sup>nd</sup> Chief - Charlie side

In this example, the IC is within the recommended Span of Control. Span of Control is 1:6. Six Single Resources (crews) working, 2 Single Resources (crews) are unassigned (Rescue 1 and 3<sup>rd</sup> Engine). Fire is controlled quickly, and Groups/Divisions were not needed or used.

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**EXPANDING THE INCIDENT: STRIKE TEAMS/TASK FORCES**

*In the Incident Command System, there is a level between Single Resources and Groups/Divisions that is not commonly used on the DFD; that level is Strike Teams/Task Forces. Please see the Definitions section of this SOG for further details.*

**EXPANDING THE INCIDENT: DIVISIONS/GROUPS**

As an incident grows in size and complexity and as more resources are assigned to the incident, the IC's span of control will increase to unsafe levels unless measures are put in place to limit that span of control. The measures in ICS that the DFD uses most commonly to address this issue are Groups and Divisions. Groups/Divisions are the next step in the ICS hierarchy that are used by the DFD when there are too many single resources assigned to an incident and the IC's span of control is too great. Groups and Divisions are at the same management level; one is not subordinate to the other. For example, a Group Supervisor cannot be in charge of a Division Supervisor or vice versa.

- **Divisions:** Divisions are used to divide an incident into geographical areas of operation. Divisions are identified by alphabetic characters for horizontal applications and, often, by floor numbers when used in buildings. The person in charge of a Division is called a Supervisor. Examples: Alpha Division for the Alpha side of a building, Division 10 for the 10<sup>th</sup> floor of a building, Roof Division for the roof.
- **Groups:** Groups are established to divide the incident into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. The person in charge of a Group is called a Supervisor. Examples: Search Group for a group of single resources, most likely Truck Companies, given the task of searching an area. Fire Attack Group for a group of single resources, most likely Engine Companies, given the task of extinguishing a fire.

As an IC creates Groups/Divisions, the following four points should be addressed:

- Name of the Division/Group (i.e. Roof Division, Search Group)
- Who is in the Group/Division (i.e. Tower 1, Truck 4, Rescue 1)
- The responsibilities of the Group/Division (i.e. Roof Division is responsible for all activities on the roof-ventilation, extinguishment of any fire extension to roof, and overhaul of roof).
- Designation of the Supervisor (i.e. Tower 1 officer is the Roof Division Supervisor).

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If an officer from a Single Resource is designated by the IC to be a Group/Division Supervisor, that officer assumes responsibility for all resources assigned to that Group/Division and as such is not as able to take part in tasks (i.e. An Engine officer designated to the Fire Attack Group Supervisor with three Engine Companies assigned to the Group will not be able to work at the task level with his Engine Company but must coordinate the tasks of all companies in the Group).

At times, there has been confusion on whether a task has been assigned or whether a Group/Division has been created. Incident Commanders should be very clear and specific when creating Groups/Divisions. For example, “*Engine 9 you will be doing fire attack*” means that Engine 9 will be extinguishing the fire and is still operating as a Single Resource. “*Engine 9 and Engine 3 will be the Fire Attack Group and will be responsible for extinguishing the fire with Engine 9’s officer as the Group Supervisor*” means that a specific Group has been created.

The only person that can create command structure at the incident is the Incident Commander. On larger incidents this ability extends to the Section Chiefs and Branch Directors. Companies will retain their company designations and act as Single Resources until otherwise instructed by the IC.

Groups and Divisions are at the same level within the ICS hierarchy and as such are not subordinate to each other. Span of Control applies to Divisions and Groups as well. Each Division or Group Supervisor’s span of control is recommended to be 3 to 7.

An incident can have a mix of Single Resources, Divisions, and Groups.

Note: It has become a somewhat common practice on the DFD for the Incident Commander to create a Fire Attack Group with the first in Truck officer as the Group Supervisor. The Fire Attack Group is given the responsibility of fire attack, search, rescue, and ventilation (everything on the interior of the building). This is a mis-categorization of the term Fire Attack and a mis-categorization of a Group. Fire Attack is defined as attacking (extinguishing) the fire. A group is defined as a group of Single Resources responsible for a task on the fire ground. Additionally, the Fire Attack Group has been commonly used for small, non-complex incidents where the span of control is not exceeded, making the creation of this group not necessary.

**Example One**

2 alarm response (6 engines, 4 trucks, Rescue Company, RIT Team, 4 Chiefs, Ops 2). 4-story apartment fire, large layout, 8 apartments per floor, interior hallways, fire on the 3<sup>rd</sup> floor, 1 apartment involved, heavy smoke throughout floor, fire extending to 4<sup>th</sup> floor.

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- Division 3 - Engines 1 and 3, Tower 1, Truck 4, Rescue 1, Chief 4. Chief 4 as Division Supervisor. Given the task of extinguishment, search, rescue, evacuation, and ventilation (all tasks) on 3<sup>rd</sup> floor.
- Division 4 - Engine 8, Truck 8. Division Supervisor is Truck 8. Given the task of extinguishment, search, rescue, evacuation, and ventilation (all tasks) on the 4<sup>th</sup> floor.
- Single Resource - Tower 9 given the task of evaluating roof conditions and updating IC if ventilation needed or if fire extends to roof.
- RIT - Engine 9, located on 2<sup>nd</sup> floor.
- Exterior Rescue Group - E15, E21, Chief 3. Chief 3 as Group Supervisor. Given the task of rescuing people from windows using ground ladders, leaving ladders as means of egress for Division 3.
- Incident Safety Officer - Ops 2.
- Engine 11 at Level 2 Staging 1 block away. 1 more Truck ordered from Dispatch to keep at least 1 Engine and 1 Truck in staging.

In this example, IC has a span of control of 5 (Div3, Div 4, TR9, RIT, Ext Rescue Group). Safety Officer and Staging are not counted in span of control.

**Example Two**

2 Alarm Response (6 engines, 4 trucks, Rescue 1, RIT Team, 4 Chiefs, Ops 2). Large warehouse fire, one occupancy, heavy fire in warehouse, heavy smoke throughout, companies in Offensive mode, fire not involving structural members of roof.

- Fire Attack Group - Engines 27, 26, and 29. Engine 27 Officer is Group Supervisor. Given the task of extinguishment.
- Search Group - TR27, T02, Rescue 1. TR27 Officer is Group Supervisor, given the task of large area search of the warehouse.
- Horizontal Vent Group - HM01, E14. HM01 Officer is the Group Supervisor. Given the task of opening all exterior bay doors.
- Roof Division - TR09, TR15. TR09 Officer is the Division Supervisor. Given the task of evaluating the roof, opening skylights.
- RIT - T26
- Safety Officer - Ops 2
- E10, E09 in Level 2 staging one block away. 1 more Truck ordered from Dispatch to keep at least 1 Engine and 1 Truck in staging.

In this example, IC has a span of control of 5 (Fire Attack Group, Search Group, Vent Group, Roof Division, and RIT). Safety Officer and Staging are not counted in span of control.

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Note: In this example, a Fire Attack Group was used with the group having only one task (attacking/extinguishing the fire); other Groups completed other tasks.

**EXPANDING THE INCIDENT: BRANCHES**

As an incident grows in size and complexity and more resources are assigned to the incident, as well as multiple groups/divisions being created, the IC's span of control will increase to unsafe levels unless measures are put in place to control that span of control. One manner in which ICS addresses this issue is with Branches. Branches are one of the next steps in the ICS hierarchy that are used when there are too many single resources/groups/divisions assigned to an incident and the IC's span of control is too great.

Many times, it is advantageous to create Branches, due to the complexity of the incident, even though an IC is within their span of control with existing Single Resources/Groups/Divisions. In these cases, there may be several groups/divisions engaged in the same type of activity and grouping them further into a Branch makes the incident safer and more controlled. The Hazmat Branch is an example of this practice.

In addition, it is beneficial to create Branches when there are several agencies present at an incident. EMS and Law Enforcement Branch are examples of this practice; these Branches can be staffed primarily with personnel from the corresponding agencies (DHMC for EMS Branch, DPD for Law Enforcement Branch). The Branch Directors of these Branches can order additional resources from their respective agencies, thus decreasing the responsibilities of the IC (or the position designated by the IC responsible for ordering resources). In these cases, the IC or designee should be updated constantly of resources assigned/ordered for safety/tracking purposes. A Branch Director also has the ability to manage the structure within their Branch by managing the amount of single resources/groups/divisions assigned and expanding/decreasing the size of their Branch as needed.

As an IC creates Branches, the following 4 points should be addressed:

- Name of the Branch (i.e. EMS Branch)
- Who is in the Branch (i.e. Triage Group, Treatment Group, Transport Group)
- The responsibilities of the Branch (i.e. triage, treatment, and transport of all patients at the incident).
- Designation of the Supervisor (i.e. DHMC paramedic supervisor is the EMS Branch Director).

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**Examples of Branches:**

- **Hazmat Branch:** On a full hazmat response in Denver, the Hazmat Team responds in a pre-made Branch. HAMER 1 officer is the Branch Director. 6 Single Resources respond automatically on a full hazmat response (HAMER 1, E06, Rescue Company, Engine 9, Tower 9, and the Decon) in addition to a District Chief, an Engine, a Truck, and Ops 2. Within the Hazmat Branch there are already pre-created Groups (Entry Group, Rescue Group, and Decon Group). A full-scale hazmat incident is very complex and a Hazmat Branch is an ideal way to delegate the technical portion of the incident to one person and allows the IC to more easily manage all other portions of the incident (search, evacuation, medical care, etc.).
- **EMS (or Medical) Branch:** An example of this would be a large, mass casualty incident created by a large building collapse. Within that EMS (or Medical) Branch, the Branch Director may have a Triage Group, Treatment Group, and Transport Group. A large, mass casualty incident is very complex and by creating an EMS (or Medical) Branch the IC can more easily manage all other portions of the incident (search, rescue, shoring, debris removal, scene control, etc.)
- **Law Enforcement Branch:** An example of this would be a large, mass casualty incident such as an active shooter situation. This type of incident would have a major fire, EMS, and police presence. The Law Enforcement Branch Director would have responsibility for SWAT, bomb squad personnel, and police single resources involved in securing the scene as well as perimeter control.
- **Branches at a High-Rise Incident:** As detailed in the DFD High Rise SOG, Branches may be utilized by the IC at a High-Rise incident as deemed necessary. The High Rise SOG delineates three distinct Branches and the IC may choose to use none, one, two, or all three of these Branches as needed to organize the incident. The three branches are:
  - Lower Floors Branch - includes Lobby, Building Systems, Equipment Support, elevators, Rehab, and Interior Staging.
  - Suppression Branch - includes floor below fire (where RIT is located), fire floor, floor above the fire.
  - Upper Floors Branch - all floors above the floor above the fire.

**EXPANDING THE INCIDENT: GENERAL STAFF**

As an incident grows in size and complexity and more resources are assigned to the incident, as well as multiple groups/divisions/branches being created, the IC's span of control will increase to unsafe levels unless measures are put in place to lower that span of control. At very large or very complex incidents, it is advantageous for an Incident Commander to utilize some or all of the positions available at the General Staff Level.

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At times, it is beneficial to create Sections, due to the complexity of the incident, even though an IC is within their span of control with existing Single Resources/Groups/Divisions/Branches. An example would be a very large building collapse that will take several days to mitigate. While not beyond the span of control operationally, this size of incident is very demanding on an IC. It would be beneficial to delegate the Operations portion of this incident, as well as the Logistics and Planning portions. While not common, in Denver there is a large potential for a large/complex incident to occur and a need for any potential Incident Commander to understand the highest levels of the Incident Command structure.

**General Staff:** A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

**Sections:** The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, Finance/Administration. The Section is organizationally situated between the Branch and the Incident Command. The leader of a Section is a Section Chief.

- **Operations Section:** The functional area in the command structure that has the responsibility for implementing the strategy and tactics used to achieve the incident objectives/mission. The Operations Section Chief has the supervisory responsibility for the Single Resources/Groups/Divisions/Branches that are working tactically at the incident. At a very large incident, the IC can implement an Operations Section and that Section Chief can manage the tactical portion of the incident.
- **Planning Section:** The functional area in the command structure that has the responsibility for the collection, evaluation, and dissemination of tactical information related to the incident, and for the preparation and documentation of Incident Action Plans.

This section also maintains the information on the current and forecasted situation, and the status of resources assigned to the incident. At a very large incident, the IC can implement a Planning Section and that Section Chief can manage the planning portion of the incident. Duties of the Planning Section include tracking resources, forecasting the need for future resources, facilitating meetings of the Command and General Staff, preparing Incident Action Plans, and facilitating briefings at the start of each operational period.

- **Logistics Section:** The functional area in the command structure that has the responsibility for providing facilities, services, and materials in support of the incident. At a very large incident, the IC can implement a Logistics Section and that Section Chief can manage the



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logistics portion of the incident. Duties of the Logistics Section include acquisition of vehicles, tools, equipment, food, and facilities needed at the incident.

- **Finance/Administration:** The functional area in the command structure that has the responsibility for all administrative and financial considerations on an incident. At a very large incident, the IC can implement a Finance Section and that Section Chief can manage the finance/administration portion of the incident. Duties of the Finance/Administration Section include tracking hours worked of all personnel (including personnel from assisting agencies), costs of tools, equipment, food, facilities, and maintenance costs of vehicles.

**EXPANDING THE INCIDENT: COMMAND STAFF**

As an incident grows in size and complexity, the Incident Commander may need assistance with handling the information flow to citizens and media, having a dedicated person(s) to oversee the safety aspect of the incident, and interacting with governmental agencies that have informational needs. Command Staff Officers are not considered when factoring the span of control of the IC due to their ability to work autonomously.

**Command Staff:** The Command Staff consists of the Public Information Officer, Safety Officer, and Liaison Officer. The ICS titles for the personnel responsible for the Command Staff positions are Safety Officer, Liaison Officer, and Public Information Officer. They report directly to the Incident Commander. They may have an Assistant or Assistants, as needed.

- **Public Information Officer (PIO):** The demands on the Incident Commander with regard to disseminating information to the public and media can be time consuming but is a vital function. Information regarding the incident, corresponding threats to structures or areas, evacuation zones, shelters, street or area closures, etc., is valuable and needs to be addressed. The Public Information Officer is established to assist the IC in this area.
- **Safety Officer:** A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations, and for developing measures for ensuring personnel safety. The Safety Officer may have Assistants. The Denver Fire Department will have a dedicated Safety Officer at any structure fire, technical rescue, or sizeable incident.
- **Liaison Officer:** A member of the Command Staff responsible for communicating with governmental agencies that are impacted by the incident but are not a functional part of the incident. An example would be communicating with the Office of the Mayor to provide updates on an incident or communicating with CDOT to provide information regarding expected time frames of a highway closure that is in place at an incident.

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**Links for further NIMS/ICS information:**

<http://training.fema.gov/emiweb/is/icsresource/assets/reviewmaterials.pdf>

[https://www.osha.gov/SLTC/etools/ics/org\\_ops.html](https://www.osha.gov/SLTC/etools/ics/org_ops.html)

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**Section:** OPERATIONS: INCIDENT OPERATIONS  
**Topic:** High Risk Patient Extraction Response

<b>Topic No:</b>	<b>2111.21</b>
<b>Date:</b>	<b>04-26-17</b>
<b>Approved:</b>	<b>CDIII</b>
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**PURPOSE:** To identify Roles and Responsibilities for Denver Fire Department response to High Risk Patient Extraction environments such as Active Shooter / IED incidents.

**SCOPE:** Applies to all Operations Personnel when responding to and operating at High Risk Patient Extraction events.

**GLOSSARY OF TERMS:**

**Active Shooter:** An individual actively engaged in shooting or attempting to shoot people in a confined populated area, typically using firearms.

**Area of Responsibility (AOR):** This is a pre-defined geographic region assigned to a group that is used to define an area with specific geographic boundaries where they have the authority to plan and conduct operations.

**Beachhead:** Front line established by the contact group as the group searches an area. In front of this line is the Hot Zone; behind this line is the Warm Zone where the Rescue Task Force operate.

**Casualty Collection Point (CCP):** A geographic location on a scene to which victims are extracted. Depending on the size of the incident, there can be multiple casualty collection points. This area serves as a funnel where all patients will be formally triaged, treated, and transported.

**Cleared:** An area that law enforcement has searched.

**Cold Zone:** This is an area outside of the immediate threat. It should be deemed safe enough for personnel to work at the Casualty Collection Point, Triage, Treatment, and Transport areas without concern for threat migration. PD will designate an officer to this area, however, to provide security.

**Concealment:** A location, barrier, or object that conceals the first responder. **It does not provide protection from incoming rounds or other hazards.**

**Contact Group:** An initial arriving group of armed law enforcement officers (usually 2-4) assembled for the purpose of neutralizing or mitigating a threat and thereby reducing the number of potential casualties.

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**Command Post:** A location in the Cold Zone determined by the first arriving unit that takes command as the Incident Commander (this location can be relocated if necessary).

**Cover:** A location, barrier, or object that will protect first responders from incoming rounds or other hazards.

**Delivery Group:** Two-person teams that move victims from the CCP to the Triage/Treatment/Transport area. If multiple Delivery Teams are in operation, a group supervisor will be placed at the Triage/Treatment/Transport area. All types of vehicles are approved for the Delivery Group. If the CCP is located in the Warm Zone, Delivery Teams will enter the Zone only at the direction of Unified Command.

**Division:** The organization level having the responsibilities for operations within a defined geographic area. The level is organizational between Single Resources, Task Force, or the Strike Team, and the Branch. A Division or Group Supervisor reports to Command or the assigned Branch Director and is responsible for implementation of his/her assigned portion of the Incident Action Plan, assignment of resources within the Division/Group, and CAN reports (conditions, actions, needs) for the Division/Group resources. The Division/Group Supervisor is responsible for all safety and accountability functions for resources assigned to the Division/Group.

**Group:** The organizational level having responsibility for a specific functional assignment at an incident (extraction, delivery, etc.) that is made up of multiple resources. A Division or Group Supervisor reports to Command or the assigned Branch Director and is responsible for implementation of his/her assigned portion of the Incident Action Plan, assignment of resources within the Division/Group, and CAN reports (conditions, actions, needs) for the Division/Group resources. The Division/Group Supervisor is responsible for all safety and accountability functions for resources assigned to the Division/Group.

**Hot Zone:** Should consist of law enforcement personnel only. This will include any area where a suspect or suspects are known to be located but not under the control of law enforcement.

**IARD:** Immediate Action Rapid Deployment. Denver Police tactics to immediately address active shooter threats through the use of contact teams, casualty search teams, rescue teams, and/or support teams.

**IARD Supervisor:** Command Officer from DPD in charge of Contact, Rescue Task Force, and Support teams.

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**Improvised Explosive Device (IED):** A device placed or fabricated in an improvised manner incorporating destructive, lethal, noxious, pyrotechnic, incendiary, or chemicals designed to destroy, incapacitate, harass, or distract.

**Incident Command (IC):** The individual who is responsible for the management of all aspects of the incident. Primarily responsible for determining overall strategy based on the incident priorities, formulating the Incident Action Plan (IAP), and coordinating and directing all incident resources to implement the plan and meet its objectives. Incident Command shall be established on all incidents.

**Keyhole:** The process PD Officers use to hold a narrow area such as a hallway (with guns drawn) so as to make the area behind them safe to quickly pass through.

**Mass Casualty Incident (MCI):** When the injured outnumber or overwhelm resources.

**Protection Team:** A team of law enforcement officers who will maintain the Warm Zone and provide protection to the Extraction Entry Team/Rescue Task Force. The Protection Team is in charge of the RTF assigned to them.

**Quick Deployment Litter:** Extraction litter designed for fast deployment and loading of patients for extraction to the CCP.

**Rapid Intervention Team (RIT):** Set up for rapid rescue of Fire and Police Officers only. Same configuration as a Rescue Task Force Team.

**Rescue Corridor:** An area inside a Cold or Warm Zone which can be secured by law enforcement personnel. Law enforcement personnel control all entrances and exit points to the Rescue Corridor. Fire personnel can utilize this area as a triage area within the structure and need no escort while moving inside the Rescue Corridor.

**Rescue Task Force (RTF):** Consists of at a minimum, 3 law enforcement officers and 2 EMS personnel. Within the RTF Team, there is a Protection Team which consists of (2 Front Guards and 1 Rear Guard) and an Extraction Team with 2 EMS personnel. They will enter at a designated area to be determined by Incident Command. The number of RTF members will vary based on the size of the incident as well as resources available.

**Staging:** Staging is a designated location for incoming apparatus to stop and await assignment. Units in staging are considered immediately available for deployment where needed at an incident. A staging area manager will coordinate the resources on hand at staging. Staging is important because it provides a central point with which to draw resources. For example, if there are two separate transport areas on a given incident, each transport

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officer can easily contact the staging officer with a request for ambulances. This insures a steady and consistent flow of resources to all needed areas.

**Support Task Force:** DPD team providing cover and support to Bomb Squad or Fire personnel for special operations when battling a fire within the structure. Similar configuration and movement of RTF.

**Tactical Command Location:** Forward location near entry point for tactical teams, and rescue and support task forces. Area of co-location of the IARD supervisors from DPD, DFD and EMS. Located in a secured area, which is typically in the Warm Zone.

**Triage:** When the number of patients on a scene overwhelms the capacity of the resources at hand, the scene officially becomes a Mass Casualty Incident. Once this occurs, personnel will need to begin triaging patients. RTF will only rapidly triage for breathing and bleeding in the Warm Zone. RTF will assess a patient for breathing. No breathing? Reposition airway. Still no breathing? Tag as a Black (deceased) and leave the victim in place. If a patient is breathing and there is a compromised airway that is life threatening, address this at the time (chest decompression, simple airway adjunct, etc.) if the ability to do so safely is present. If the patient starts breathing after airway positioning, extract the patient. If the patient has life threatening bleeding that can be rapidly addressed, apply tourniquet, pressure dressing. or occlusive dressing and extract the patient. Only life threatening interventions should be performed in the Warm Zone and ONLY if it is secure enough to do so at the discretion of the Protection Team.

**Triage (group):** Typically located at the Casualty Collection Point, a designated triage personnel will assess each patient's present medical priority and categorize them as code Green, code Yellow, code Red, or code Black (Deceased: these victims need to be directed to a temporary morgue which is directed by a morgue unit leader). Remaining patients will then be directed to the requisite treatment group for their triage designation. Depending on the size of the incident, there can be multiple Triage groups. A more thorough assessment will be done at the CCP to further determine needs and transport.

**Transport (group):** This group designates a location for access and egress of ambulance vehicles. Transport of all patients is coordinated by this group.

**Treatment (group):** This group provides immediate treatment to patients who are awaiting transport to a hospital. A treatment group supervisor will direct the three separate treatment areas. All patients designated as Green, Yellow, or Red will be placed in treatment Green, Yellow, and Red treatment areas respectively. Depending on the size of the incident, there can be multiple treatment groups.

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**Unified Command:** Incident management performed by representatives of several agencies to assure that a consistent response plan is developed and deployed and that all actions are performed in a safe, well-coordinated manner.

**UCP: Unified Command Post**

**Warm Zone:** (Relatively Secured Areas) will be entered by our personnel as part of the Rescue Task Force Team and Delivery Group to extract viable victims to the Casualty Collection Point.

**5280 Method:** Denver’s Patient extraction methodology, developed cooperatively by DPD, DHPD, and DFD.

**I. Response**

- A. Response to a High Risk Extraction incident is comprised of a minimum of Two Companies, District Chief, and OPS 2. DFD Incident Commander may increase the initial assignment to the incident based on initial reports of an increased scope and breadth to the incident. Companies should exercise great caution when responding to these incidents as there are multiple agencies converging on the same location.
- B. On arrival, DFD Companies are to stage in the Cold Zone (minimum 1 block away) and monitor PD district channel.
- C. Once PD has determined there is an active threat, the DFD IC should make every attempt to locate the command post established by PD and begin the process of Unified Command with PD and EMS.
- D. DFD Companies should be careful to stage in a fashion so as to maintain ingress/egress routes for ambulances and PD units to enter and exit the area.

**II. Unified Command & Control**

- A. Risks are reduced and casualty evacuation is expedited through the utilization of Unified Command which increases communication and functionality between Contact Groups and Rescue Task Force (RTF) Teams.
  - 1. First arriving company officer or District Chief, in a coordinated effort with the PD Commander, shall establish a Command Post with EMS personnel and PD.
  - 2. First arriving PD units form into Contact Groups per DPD policy and work to engage the threat.

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3. PD shall establish an IARD Supervisor in charge of Contact Groups. **DFD Companies and personnel do not operate with Contact Teams.**
4. Once a Command Post is determined, DFD Incident Commander shall make contact with the IARD supervisor to determine their Tactical location. **\*At no time shall any DFD/EMS units enter the Hot/Warm Zone until an IARD supervisor is identified.\***
5. PD supervisor not assigned to a contact group or IARD supervisor shall report to the Command Post to form a Unified Command with Fire and EMS.
  - a) The UCP should be located in the Cold Zone.
  - b) Location of the UCP should be designated and broadcast to arriving units.
  - c) Unified Command should consider a common radio command channel for all agencies (e.g. Red south West).
  - d) A Staging Area should be established and broadcast to all arriving units.
  - e) Once Contact Groups confirm that victims are present and in need of rescue, DFD and EMS will each identify a RTF Group Supervisor and assemble RTF teams.
6. Once a DFD District Chief has arrived on scene and assumed the role of Incident Commander, A DFD Company Officer is designated as the DFD RTF Group Supervisor. This position may be staffed by the first arriving Company Officer who is at the UCP as part of his initial role. The DFD RTF Group Supervisor is responsible for all DFD personnel assigned to the RTF teams. This position will be co-located with IARD Supervisor and EMS RTF Group Supervisor, also called the Tactical Command Location.

### III. On Scene Operations

- A. Initial arriving PD units form into Contact Teams. These teams bypass the injured to locate, engage, and neutralize or contain the threat. Denver Fire Department members shall not operate within these teams.
  1. PD contact teams will attempt to radio locations to the IARD supervisor of injured parties for rescue by RTF teams.
- B. Additional PD officers establish hold and maintain keyholes and safety corridors to allow RTF teams to move between the Casualty Collection Points and patient locations with reduced risk.



## STANDARD OPERATING GUIDELINE

**Section:** OPERATIONS: INCIDENT OPERATIONS  
**Topic:** High Risk Patient Extraction Response

<b>Topic No:</b>	<b>2111.21</b>
<b>Date:</b>	<b>04-26-17</b>
<b>Approved:</b>	<b>CDIII</b>
<b>Review Date:</b>	<b>04-26-19</b>
<b>Replaces:</b>	<b>Same, dated 11-02-16</b>

**C.** DFD, PD, and EMS personnel form into RTF teams, under the supervision of the IARD Group Supervisor, and will locate, provide lifesaving interventions (i.e. tourniquet placement), and evacuate victims away from the threat to Casualty Collection Points.

1. RTF Teams are Configured as follows;

- a) PD Protection Team with a minimum of 3 Police Officers, two Officers operating as a front guard and one officer operating as a rear guard
- b) Two EMS personnel  
(When available, 2 Firefighters and 1 Paramedic).

**D.** Police Officers maintain control and are in charge of movement within the structure. Any decision regarding self-evacuation and extrication of casualties must be first cleared through PD.

**E.** DFD and EMS personnel operating within RTF teams shall designate a separate tactical radio channel to notify RTF Group Supervisors of medical considerations and/or extraction details.

**F.** Delivery teams, consisting of at least two EMS personnel, are established when there is a distance between CCPs and the Triage/Treatment/Transport area. Delivery teams will work under the supervision of DFD and EMS RTF supervisors.

**G.** Rapid Intervention Team should be established and maintained for the rescue of Police, Firefighters, and EMS personnel only. RIT team will be located at the Tactical Command Location (TCL) and under the supervision of the IARD supervisor.

**H. Additional Consideration for Denver Public Schools (DPS)** - All exterior building doors are labeled (inside and outside of the doors) that offer access to the building. The numbering system begins with the main entry point being door number 1 and then proceeds numerically in a clockwise direction around the building.

#### **IV. Equipment**

- A. All DFD members operating on scene in the Warm Zone shall don the following PPE:
  1. Soft body armor with plate carrier

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2. Ballistic Helmet
3. Eye Protection

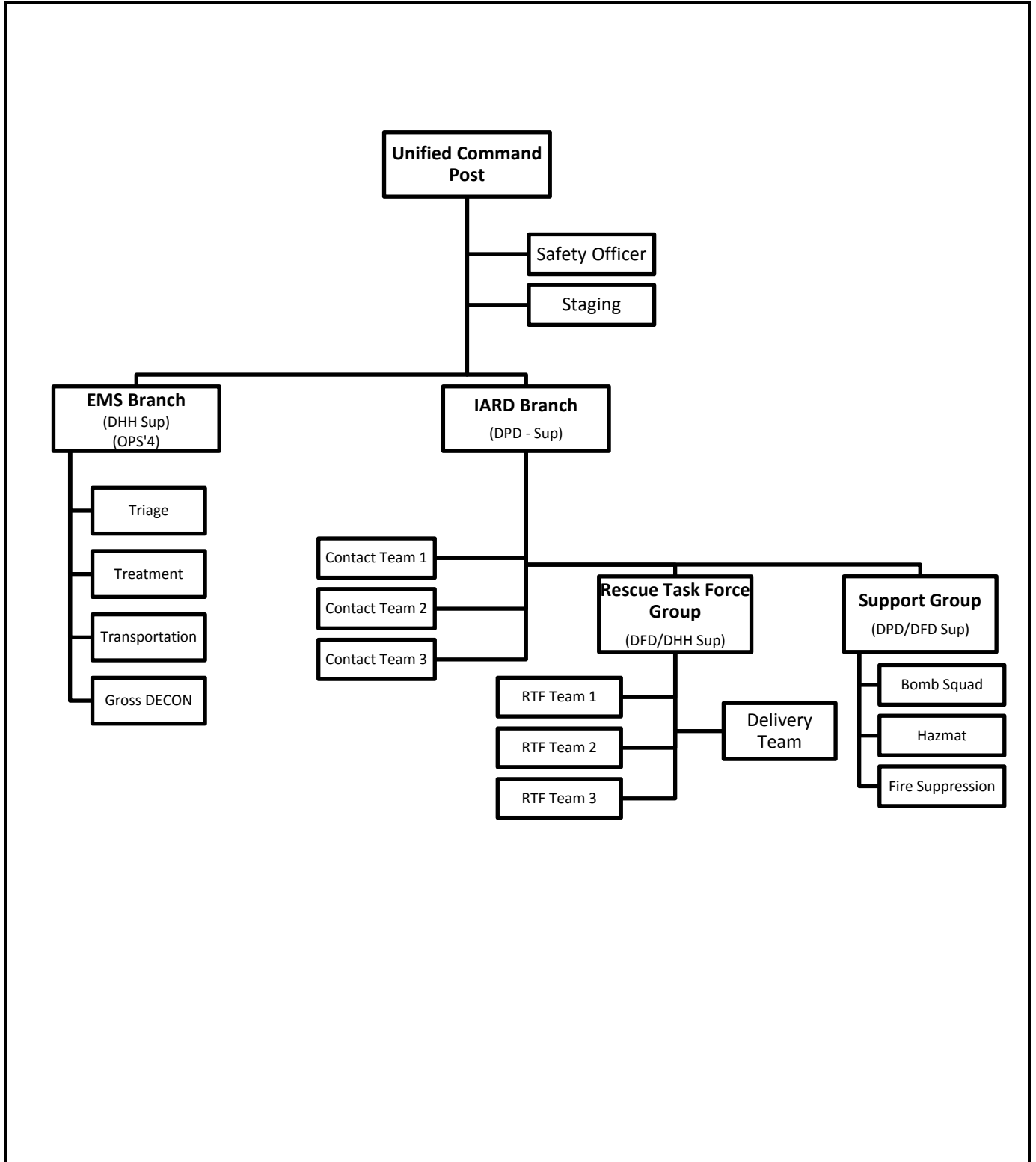
B. Each RTF team that DFD personnel operate within shall bring the following equipment with them:

1. Medical Bag
2. Quick Deployment litter for rapid patient extraction (provided by EMS)
3. Mass Casualty EMS bag (located in each District Chief's car).

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Section: OPERATIONS: INCIDENT OPERATIONS  
 Topic: High Risk Patient Extraction Response

Topic No:	2111.21
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**STANDARD OPERATING GUIDELINE**

**Section: OPERATIONS: INCIDENT OPERATIONS**

**Topic: Carbon Dioxide**

<b>Topic No:</b>	<b>2111.23</b>
<b>Date:</b>	<b>03-28-23</b>
<b>Approved:</b>	<b><i>RM</i></b>
<b>Review Date:</b>	<b>03-28-26</b>
<b>Replaces:</b>	<b>Same, 08-06-20</b>

**PURPOSE:** To establish the guideline for DFD personnel responding to incidents involving the investigation of the accumulation of Carbon Dioxide.

**SCOPE:** Applies to all Denver Fire Department personnel functioning in an operational capacity at a carbon dioxide response.

**I. CARBON DIOXIDE CONSIDERATIONS**

Carbon Dioxide or CO<sub>2</sub> is used in the following applications:

- Beverage industry including restaurants, bars, movie theatres, and breweries
- Concerts and night clubs
- Plant growing for enriching the plant growth
- pH treatment of swimming pools
- After oxygen, it is the second most widely delivered and used compressed gas

CO<sub>2</sub> is either a compressed/liquefied gas which is most commonly used in industry or it is a solid like dry ice. It is odorless and colorless or in the solid form may be white, it has a biting/sour/acidic taste that may be noticed at higher concentrations. Vapor Density or how heavy it is compared to air is 1.53 or 1½ times heavier than air.

CO<sub>2</sub> is always present in our atmosphere, generally less than 600 parts per million (ppm). In industry, it would not be uncommon to measure levels 1000ppm to 1800ppm. The OSHA Standard (29 CFR 1915.1000) states these thresholds which the Operations Division will use as a guide to determine if an IDLH atmosphere exists, and if a Level 2 response is required.

- Permissible Exposure Limit (PEL) - **5000ppm**
  - 8-hour work shift of a 40-hour work week
- Short-term Exposure limit (STEL) – **30,000ppm**
  - Measured exposure over 15-minute average
- Immediately Dangerous to Life or Health (IDLH) - **40,000 ppm**
  - Based on the effects that might occur as a consequence of a 30-minute exposure.
  - **EVERY EFFORT SHOULD BE MADE TO EXIT AND EVACUATE IMMEDIATELY!**

**II. FIRE PREVENTION CONSIDERATIONS**

When CO<sub>2</sub> is used in industry, large quantities are often required. Greater than 100

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**Section: OPERATIONS: INCIDENT OPERATIONS**

**Topic: Carbon Dioxide**

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<b>Replaces:</b>	<b>Same, 08-06-20</b>

pounds in use requires continuous ventilation, or a CO<sub>2</sub> detection system with the following alarm set points:

1. Beverage or pH Systems are to follow these standards:
  - 5,000ppm or 0.5% – Self re-setting (non-latching) alarm. Notification for employees only in approved locations with instructional signage.
  - 15,000ppm or 1.5% – Latching Alarm. Notification for employees only in approved locations with instructional signage. Requires a service company or approved trained employees to investigate, repair and reset.
  - 30,000ppm or 3.0% – Latching Alarm. Initiate amber strobes and audible horns provided in the vicinity of each interior storage container, cylinder or tank and at each point of use. Additional amber strobes and audible horns shall be placed at the entrances to below grade locations, confined spaces, and at walk-in coolers. Activation of automatic system shutoff valve. Evacuate room/area and call 911. In buildings with a monitored sprinkler or fire alarm/detection system, the carbon dioxide (CO<sub>2</sub>) emergency alarm system shall be connected to the building fire alarm control panel and WILL DISPATCH THE FIRE DEPARTMENT.
  
2. Plant growing occupancies are to follow these standards:
  - 5,000ppm – latching alarm. Initiate amber strobes and audible horns provided in the vicinity of each interior storage container, cylinder or tank and at each point of release (grow room). Activation of automatic system shutoff valve. Evacuate the room in alarm and contact a qualified service company to investigate and address the condition. Reset of the emergency alarm to be conducted by qualified personnel. FIRE DEPARTMENT IS NOT CALLED OR DISPATCHED ON THIS ALARM SINCE THE LEVEL IS 5,000 PPM.

**III. RECOMMENDED OPERATIONS FOR EMS CALLS**

1. A single gas CO<sub>2</sub> meter will be issued to all companies and shall be placed on apparatus. The meter has 2 alarms levels:

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Section: OPERATIONS: INCIDENT OPERATIONS  
Topic: Carbon Dioxide

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- **LOW ALARM at 5000ppm**
- **HIGH ALARM at 30000ppm**

These meters are to operate as a *safety buffer only*, to alert fire crews of inadvertently operating in a CO<sub>2</sub> contaminated atmosphere. (i.e., medical calls, etc.)

2. CO<sub>2</sub> meter should be used when responding to the following occupancies:
  - Beverage systems in restaurants, bars, movie theatres, and breweries – *Below grade*
  - Walk-in coolers at restaurants (**confined space**), like below grade
  - Concerts and night clubs – *Below grade*
  - Any plant growing facility – *Any Occupancy*
  - Swimming pool pH treatment facility – *Any Occupancy*
3. When the LOW ALARM is activated, it should alert the rescuers that CO<sub>2</sub> is present above the PEL (Permissible Exposure Limit) and the occupancy management needs to contact their CO<sub>2</sub> supplier to have the system serviced.
4. When the HIGH ALARM is activated the rescuers and victims shall retreat to a safe area and the company officer shall contact Fire Dispatch to initiate the appropriate CO<sub>2</sub> response which will include a Chief, Truck, and Hamer 1. Hamer 1 will determine actual concentration and strength of CO<sub>2</sub> in an effort to render the building safe for occupancy. If 30000ppm or higher is measured, entry for any mission specific purpose requires all structural firefighting gear including SCBA, on air.

**IV. RECOMMENDED OPERATIONS FOR PFAS/BOX RESPONSE**

**NOTE: AN ALARMING DETECTOR IS ASSUMED TO BE CORRECT UNTIL DETERMINED OTHERWISE**

1. Evacuation of the occupancy should be the primary concern of any company on scene of a CO<sub>2</sub> alarm sounding. If entering the structure is required, then all structural firefighting gear should be worn *and* all members entering the CO<sub>2</sub> enriched environment should be utilizing their SCBA on air.
  - a. Remember that CO<sub>2</sub> is heavier than air. Be sure to check areas below grade during your search for possible victims.
  - b. CO<sub>2</sub> may tend to accumulate in enclosed areas and elevated readings should be suspected in these areas.

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**STANDARD OPERATING GUIDELINE**

**Section: OPERATIONS: INCIDENT OPERATIONS**

**Topic: Carbon Dioxide**

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<b>Replaces:</b>	<b>Same, 08-06-20</b>

- c. The balance of the CO<sub>2</sub> response will be dispatched to assist in the mitigation of the incident.

**REFERENCES:** SOG 2106.13 Meter Usage and Calibration for ToxiRAE Pro CO<sub>2</sub> with Form

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**STANDARD OPERATING GUIDELINE**

**Section: OPERATIONS: INCIDENT OPERATIONS**

**Topic: Auto Accidents**

<b>Topic No:</b>	<b>2111.24</b>
<b>Date:</b>	<b>01-19-23</b>
<b>Approved:</b>	<b><i>RM</i></b>
<b>Review Date:</b>	<b>01-19-26</b>
<b>Replaces:</b>	<b>Same, dated 04-26-17</b>

**PURPOSE:** To expedite service to the public and ensure safety of citizens by providing quality EMS care to citizens and bystanders involved in an auto accident.

**SCOPE:** Applies to all Operations Division members on scene of an auto accident.

**I. INJURY AND NON-INJURY AUTO ACCIDENTS**

A. Denver Fire Department will respond to auto accidents that meet the following criteria

1. The accident has caused injury to people involved, whether directly or to bystanders as a result of the crash.
2. Injury/Non-Injury accidents with active fire involved.
3. Injury/Non-Injury accidents where there are large quantities of fuel leaking because of the accident.
4. Accidents reported by a third party stating there is significant disabling damage to the vehicles involved or stating a vehicle(s) has rolled over or has people trapped inside.

B. Responsibility of DFD members on an injury auto accident

1. Evaluate the accident scene for injuries and hazards and treat patients as needed.
2. If possible, move vehicles out of traffic to prevent further injury and provide a safe scene for first responders and civilians.
3. Tow trucks can be ordered by DFD members through Fire Dispatch.



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STANDARD OPERATING GUIDELINE

Section: OPERATIONS: INCIDENT OPERATIONS

Topic: Elevated Suicide Attempt

Topic No:	2111.25
Date:	04-26-17
Approved:	CDIII
Review Date:	04-26-19
Replaces:	New

**PURPOSE:** To ensure a consistent and safe response to all elevated suicide attempts, commonly dispatched as Jumpers.

**SCOPE:** Applies to all Denver Fire Department personnel.

**A. Has Not Jumped**

1. Law enforcement agencies are the authority and are in command of these types of incidents with Denver Fire providing a supporting role.
2. Department personnel respond Code 10, based on the response matrix. If possible, halt siren use when in close proximity to the scene (if able to do so safely).
3. Department personnel will confirm the location and a description of the jumper, if possible, from witnesses and by performing a visual inspection from the ground.
4. The first arriving company will assume command and ensure that the area below the person is restricted from access. This could include closing sidewalks, streets, building entrances, etc. Barrier tape may be used to set up this "Safe Zone." This company will maintain access restriction until relieved by another company, police personnel, or at the discretion of the Incident Commander.
5. On arrival, the first Truck Company or District Chief shall take command of Denver Fire resources. The Fire IC shall then locate the Police IC and coordinate the actions/tactics of fire resources. If police are not on scene, the Fire IC should verify that they are responding.
6. Denver Fire Department truck company and high angle team members will use extreme caution when ascending the building to ascertain information which includes building layout, anchor points, and egress options. Law enforcement members have the responsibility of making contact with the suicidal party and providing cover at the elevated position. It is imperative that Firefighters stay clear of the party until law enforcement has made contact and established a working plan with Fire Department personnel.
7. Companies shall set up Operations on the same floor as the victim. If possible, have limited amount of radios turned on to keep feed-back to a minimum.
8. Any DFD personnel that have patient contact near the edge should have single prusik fall protection system (with hasty chest) in place. At no time will a DFD member place themselves within reach of the suicidal party without the above safety precautions in place. Consideration should also be given to having police personnel as the contact point for the

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patient, and not DFD personnel. Police personnel should also have a fall protection system in place. If it can be safely accomplished, a “team concept” comprised of both DFD/police personnel could be used as a patient contact team.

**Technical Recue Team Responsibilities**

1. First in members from Rescue 1 or Tower 1 shall go the same floor as the initial companies. Company Officer will assume Rescue Group Supervisor and set up 2<sup>nd</sup> fall protection system for Technical Rescue Team. Any police personnel that have patient contact near the edge should have fall protection system in place.
2. Second in members from Rescue 1 or Tower 1 will go the floor above. Company Officer will assume edge and ensure haul and belay system are set up. Engine 1 crew will go to the floor above and assist with the haul and belay team.

**B. Has Jumped**

1. Secure scene.
2. Administer aid following EMT protocols.
3. Be mindful of the crime scene, taking care to preserve it where possible.

**C. On an Overpass**

1. If a Tower is responding and first on scene, spot apparatus under the overpass to utilize bucket. At no time will a Firefighter ascend in the Tower without PD making contact with the victim.
2. Additional PD resources may be needed for traffic control under the overpass.
3. Tower 1 should spot apparatus on the overpass when responding with another Tower.

# DENVER FIRE DEPARTMENT

## STANDARD OPERATING GUIDELINE

Section: OPERATIONS: NIMS  
Topic: Initial Radio Report

Topic No:	2111.26
Date:	01-04-23
Approved:	RM
Review Date:	01-04-26
Replaces:	Same, dated 06-14-21

**PURPOSE:** To provide a procedural overview for first arriving fire department unit on scene of an emergency.

**SCOPE:** Applies to all Denver Fire Department personnel functioning in an operational capacity at an emergency incident.

The initial Incident Commander (IC) begins the command, control, and communication process with an Initial Radio Report (IRR). This report provides dispatch and all responding units with a description of conditions. The IRR should set into motion a series of standard organizational guidelines and/or actions.

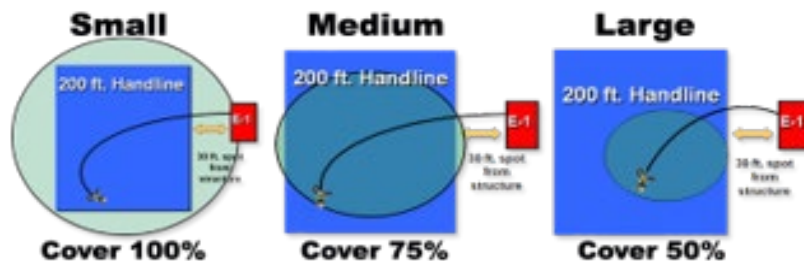
### DEFINITIONS:

#### Arrival:

- Announce your unit arrival on scene verify and correct the address if different from the initial dispatch.

#### Building/Area Description:

- **Size: Small, Medium, Large;** Size description should be based on the areas that can be covered with a 200' preconnect hoseline off of the primary attack engine. Note that all high-rise and multi-family dwellings are implicitly concerned to be large.



- **Height:** Identifying a structure's height is important to responding units. Each additional floor (or story) makes for a more complex operation and changes the tactics and the attack positions required to solve the incident's problems.
- **Occupancy:**
  1. Single-family dwelling
  2. Multi-family dwelling
  3. Commercial - Strip Mall/Warehouse
  4. Mixed Use
  5. High Rise - Commercial/Residential

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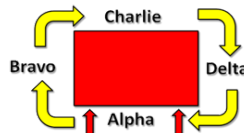
**Command Modes of Operations:**

1. **Investigation Mode:** This option is a mobile IC on a portable radio, moving around and evaluating conditions while looking for the incident problem (i.e., PFAS).
2. **Fast Attack Mode:** This option is for visible working fires in all occupancies. Upon arrival, the IC's direct involvement in their tactic will make a positive difference in the outcome. The Fast Attack Mode should not extend past the next arriving unit. The most common use of Fast Attack Mode is a first arriving Engine with no Chief/Truck on scene.
3. **Command Mode:** The practice of naming command will have a strong organizational effect. The organization evolves into something system-based, rather than something driven only by specific individuals. The initial arriving unit assumes command by announcing over the tactical channel, "Tower 1 will be Broadway Street Command," which shifts the focus from the individual (the person who is in command) to the fact that an IC has been established and they are responsible for performing the functions of command.

**Describe the Problem and Location:**

1. Nothing Showing
2. Smoke Showing - white wispy smoke, incipient stage fire
3. Working Fire - black/gray turbulent smoke, fire showing
4. Working High-Rise Fire – Fire showing from the interior or exterior or heavy black/gray turbulent smoke encountered during interior operations.
5. Fully Involved

**Location:**



**Declaration of Strategy:**

The declaration of incident strategy as part of the Initial Radio Report ensures that all companies understand the initial strategic plan. This will also eliminate any confusion as to whether companies are operating inside or outside of the hazard zone.

1. **Offensive-**Performing operations inside the immediate hazard zone.
2. **Defensive-**Performing operations outside of the immediate hazard zone.

## DENVER FIRE DEPARTMENT

### STANDARD OPERATING GUIDELINE

Section: OPERATIONS: NIMS

Topic: Initial Radio Report

Topic No:	2111.26
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#### **Initial Radio Report:**

The critical information that needs to be reported by the first arriving unit for all Alarms. This provides a consistent and structured method for delivering information to all responding units.

#### **Resource Determination:**

First-arriving ICs must match the incident's problems with the resources required to solve those problems. The request for the appropriate amount of resources must occur at the beginning of the incident.

#### **Order of Initial Radio Report:**

1. Announce arrival on scene (correct address)
2. Building/Area Description
3. Describe the Problem and Location
4. Declaration of Strategy
5. Command Mode of Operation
6. Resource Determination

#### **Example:**

##### ***Initial Radio Report***

*Tower 1 is on scene at 1523 Broadway.*

1. *I have a small 2 story single-family dwelling,*
2. *With a working fire on the 1<sup>st</sup> floor, Alpha side, with fire extending to the Delta exposure.*
3. *We will be operating in an Offensive mode.*
4. *I am establishing Broadway Command; the Command post is located on the address - Alpha side.*
5. *Dispatch: Start me an additional Engine and Truck.*



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**STANDARD OPERATING GUIDELINE**

**Section: OPERATIONS: NIMS**  
**Topic: Initial Radio Report**

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<b>Initial Arrival Report Template</b>			
1	Announce on scene/Confirm address	<input type="checkbox"/>	
2	Building /Area Description		
	Size:	Small <input type="checkbox"/>	
		Medium <input type="checkbox"/>	
		Large <input type="checkbox"/>	
	Height:	1-4 story <input type="checkbox"/>	
		Mid Rise (5-10) <input type="checkbox"/>	
		High-Rise Commercial <input type="checkbox"/>	
		High-Rise Residential <input type="checkbox"/>	
	Occupancy:	Single Family <input type="checkbox"/>	
		Multi Family <input type="checkbox"/>	
		Mixed Use <input type="checkbox"/>	
		Strip Mall <input type="checkbox"/>	
		Big Box <input type="checkbox"/>	
		Warehouse <input type="checkbox"/>	
3	Problem /Location/Exposure		
	Problem:	Nothing Showing <input type="checkbox"/>	
		Smoke Showing <input type="checkbox"/>	
		Working Fire <input type="checkbox"/>	
		Defensive Fire Conditions <input type="checkbox"/>	
	Location:	Alpha <input type="checkbox"/>	
		Bravo <input type="checkbox"/>	
		Charlie <input type="checkbox"/>	
		Delta <input type="checkbox"/>	
	Exposures:	No Exposures <input type="checkbox"/>	
		Exposure on which <input type="checkbox"/>	
4	Declaration of Strategy		
		Offensive <input type="checkbox"/>	
		Defensive <input type="checkbox"/>	
5	Assume and Name		
	Command Mode Options:	Investigative Mode <input type="checkbox"/>	
		Fast Attack Mode <input type="checkbox"/>	
		Command Mode <input type="checkbox"/>	
6	Resource Determination		
		Can handle with the initial Alarm <input type="checkbox"/>	
		Add an additional Engine & Truck <input type="checkbox"/>	
		Second alarm (Working High-Rise Fire) <input type="checkbox"/>	
		Strike a Second Alarm <input type="checkbox"/>	
		Downgrade the Alarm <input type="checkbox"/>	

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**STANDARD OPERATING GUIDELINE**

**Section: OPERATIONS: NIMS**

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**Section:** OPERATIONS: ENGINE OPERATIONS  
**Topic:** Engine Company Operations  
Humat Valve Use

<b>Topic No:</b>	2112.03
<b>Date:</b>	06-27-18
<b>Approved:</b>	CDIII
<b>Review Date:</b>	06-27-20
<b>Replaces:</b>	Same, dated 03-22-11

**USE OF THE HUMAT VALVE**

Any time an engine company is dispatched to a reported structure fire or an odor investigation with smoke and a forward or dual forward lay is performed, the Humat (hydrant) valve **shall** be used.

The Humat valve can provide a key advantage to the overall water supply needs of the incident. Humat valves are designed to assist within a forward lay scenario from the hydrant to the fire area. The key advantage for the using a Humat valve is to provide additional GPM's and to assist with boosting pressure without having to interrupt the initial water supply to the attack engine.

**SAFETY STRAP**

The safety strap shall be utilized to secure the hose line at the hydrant while the engine is laying the supply line(s). The safety strap shall be inspected daily to ensure the structural components are intact and that they have not been compromised by chemical erosion or normal wear.

**POSSIBLE CONSIDERATIONS FOR THE USE OF THE HUMAT VALVE**

- A. First engine secures a water supply with a single 3" supply line and Humat valve. The second engine goes to work on the same hydrant but does not engage the pumps. The second engine simply allows the water to 'pass through' the pumps as it is delivered to the first engine. This scenario may apply to a very strong hydrant at a fire that is not demanding many gpm's (there have been instances of the second engine, just by placing the pumps in gear, to exceed what the first engine needs in terms of water – this scenario works well for those situations.) A second supply line is not laid between the engines.
- B. Same scenario as above, but now hand lines are operating off the first engine beyond what a single 3" line can give with straight hydrant pressure (also increasing gpm's) being delivered to the first engine. The second engine engages the pumps and begins to increase pressure to the attack engine's supply. This increase is sufficient to handle the water flow being asked for by the hand lines in service off the first engine. A second supply line is not laid between the engines but can be considered due to the increase in water demand and/or decreased hydrant capability.
- C. The third scenario utilizes dual supply lines. The first in attack engine lays two lines to the fire area. One line would be charged from the hydrant via the Humat valve while the other lay dry for future use by the second or subsequent engine company. The second or



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other subsequent engine company may conduct a reverse lay from the attack engine to the Humat valve or a hand stretch may be needed to complete the additional supply lines.

- D. Multiple supply lines can be laid between the attack engine and the supply engine, if a Siamese or multiple Siamese appliances are used on the attack engine's supply inlet.

Initially laying dual 3" supply lines in either a forward or reverse lay should be considered based on the size of the fire and type of building construction and the possibility that other responding apparatus may block future attempts for an engine to successfully lay additional lines. This congestion may cause the needed additional supply lines to be hand stretched to the area, thus delaying future water supply needs at a critical time in the incident.

These actions take much coordination from the engineers on the two engines involved. Both engineers must be attentive to radio traffic regarding fire attack and water needs. In-district training and a method of communication should be developed by all engine engineers to ensure a safe and effective water supply evolution.

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STANDARD OPERATING GUIDELINE

Section: OPERATIONS: ENGINE OPERATIONS

Topic: Engine Company Operations – Parties Trapped, Extrication Response

Topic No:	2112.05
Date:	06-27-18
Approved:	CDIII
Review Date:	06-27-20
Replaces:	Same, dated 03-22-11

**PURPOSE:** To identify operational tactics for safe and efficient removal of parties trapped from a motor vehicle.

**SCOPE:** Applies to all Engine Company members operating at a parties trapped/extrication response.

**Parties Trapped / Extrication**

A. Rig Placement

Engines should park to allow access for incoming truck/tower/rescue companies and park in a manner that blocks the scene from oncoming traffic yet also allows close access for a handline stretch.

B. Water Supply

A sustainable water supply from a hydrant should be considered if needed. If laying a supply line, traffic considerations must be considered with regard to vehicles running over the hose and causing a rupture.

C. Fire Attack

The minimum line suitable for parties trapped/extrication is a charged 1-3/4” handline with a minimum 125 gpm fog nozzle – at the ready and staffed by a firefighter. This line should be one that has foam capabilities if coming off a rig with an on-board foam proportioner (pre-connected foam line). Due to unforeseen fuel leaks or other flammable hazards, having a foam stream ‘at the ready’ is paramount for a foam blanket and vapor suppression.

D. EMS

Members of the first due engine are responsible for initial triage and medical assessment. Following the initial size-up and patient assessment, the IC shall contact Dispatch and request additional resources, if needed.

E. Extrication

Physical extrication of patients should be well-coordinated between the engine and truck/rescue crews. Denver Fire Department is responsible for and in charge of all extrication activities. Once this has been completed, patient care is then turned over to on-scene ALS units for transport to a hospital.

**DENVER FIRE DEPARTMENT**

**STANDARD OPERATING GUIDELINE**

**Section: OPERATIONS: ENGINE OPERATIONS**

**Topic: Engine Company Operations – Parties Trapped, Extrication Response**

<b>Topic No:</b>	<b>2112.05</b>
<b>Date:</b>	<b>06-27-18</b>
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If the extrication process will be lengthy, ALS members may be allowed access to the patient(s) for I.V. therapy and a quick assessment, if necessary. This activity will take place under the direct supervision of the on-scene IC.

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STANDARD OPERATING GUIDELINE

Section: OPERATIONS: ENGINE OPERATIONS

Topic: FOAM OPERATIONS

Topic No:	2112.11
Date:	04-15-19
Approved:	CDIII
Review Date:	04-15-21
Replaces:	Same, dated 10-12-11 (was named AFFF/ATC Foam)

**PURPOSE:** This procedure will establish a standard guideline for the response to the report of a fuel spill or fire involving fuel spills on hydrocarbons & polar solvents. This procedure will also detail the use of wetting agents on class A type fires. Firefighters must be knowledgeable and demonstrate competence on the types of foam carried by the Denver Fire Department knowing when to use each type.

**SCOPE:** Fire-fighting foam is an aggregate of air-filled bubbles formed from aqueous solutions and is lower in density than flammable liquids. It is used primarily to form a cohesive floating blanket on flammable and combustible liquids and prevents or extinguishes fire by suppressing formation of flammable vapors. It has the property of adhering to surfaces, which provides a degree of exposure protection from adjacent fires. Foam can be used as a fire prevention, control, or extinguishing agent for flammable liquid hazards. A wetting agent is a concentrate that when added to water reduces its surface tension and increases its ability to penetrate and spread. There is a significant difference between the uses of these two resources.

**DEFINITIONS:**

**Alcohol-Resistant Foam Concentrate (AFFF)** – The foam formed acts as a barrier both to exclude air or oxygen and to develop an aqueous film on the fuel surface that can suppress the evolution of fuel vapors.

**AFFF/ATC (AR-AFFF):** A synthetic foam-forming liquid designed for protection of water-soluble polar solvents and water insoluble hydrocarbon flammable liquids.

**Class A Fire** – A fire in ordinary combustible materials, such as wood, cloth, paper, rubber, and many plastics.

**Class B Fire** – A fire in flammable liquids, combustible liquids, petroleum greases, tars, oils, oil-based paints, solvents, lacquers, alcohols, and flammable gases.

**Combustible Liquid** - Any liquid that has a flash point at or above 37.8°C (100°F).

**Concentration** – The type of foam concentrate used determines the percentage of concentration required. For example, a 3 percent foam concentrate is mixed in the ratio of 97 parts water to 3 parts foam concentrate to make foam solution.

**Eductor** – A device that uses the Venturi principle to introduce a proportionate quantity of foam concentrate into a water stream.

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**Flammable Liquid** – Any liquid that has a closed-cup flash point below 37.8°C (100°F).

**Foam Concentrate** – A concentrated liquid foaming agent as received from the manufacturer.

**Foam Solution** – a homogeneous mixture of water and foam concentrate in the correct proportions. Foam solution shall be considered to have the same hydraulic characteristics as water.

**Foam Concentrate Consumption Rate** – The consumption rates shall be based on the percentage concentrate used in the calculation (e.g. 3% for hydrocarbon fuels or 6% for polar solvents).

**Foam Proportioner** – this device consists of an eductor installed in a bypass line between the discharge and suction of a water pump. A small portion of the discharge of the pump flows through this eductor and draws the required quantity of air foam concentrate from a tank, delivering the mixture to the pump suction. Variable capacity can be secured using a manually controlled metering valve.

**Hydrocarbon** – Flammable liquids, such as gasoline or fuel oil, which do not mix with water.

**In-Line Eductor** – This eductor is used for installation in a hose line, usually at some distance from the nozzle, as a means of drafting air foam concentrate from a container.

**Polar Solvent** – A material that is soluble with water, such as ethanol, acetone, methyl ethyl ketone, etc.

**Wetting Agent** – This type of agent is very similar to Class “A” Foam with regard to increasing wetting effectiveness of the water but does not have the foaming abilities.

**Quantity and Types of Foam used on the Denver Fire Department in the Operations Division:**

- **AR-AFFF** – 3%-6% type of Class B fluorinated foam concentrate is designed to be used at the 3% application rate when used on a standard hydrocarbon fuel fire and 6% when used on a polar solvent/alcohol fuel.
- **Training Foam** – 1% non-fluorinated foam concentrate carried at the Denver Fire Academy to simulate training with Class B foam carried at the Denver Fire Academy as needed.
- **Wetting Agent** – Dish soap provided for use by the Denver Fire Department Warehouse for use in the firehouse for washing dishes will also be used as a Class A

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foam substitute for use as a wetting agent in the Pro-Pak and Fire Extinguisher (Light Water). This soap will not generate a foam blanket but will help penetrate class A fuels and non-water-soluble Class B combustibles to make extinguishment easier on dense materials.

The amount of Class B foam carried on Engines designated as foam rigs will be six (6) 5-gallon buckets (30 gallons) carried in the foam tank. No extra buckets of foam are necessary to be carried on the engine or in the firehouse.

Any extra foam needed on an emergency incident can be brought in by adding another Engine to the incident or by calling Station 6 to respond to the incident to bring extra foam carried on a spare warehouse truck with call sign **Foam 1**. After any incident where Class B foam is used, Station 6 can be contacted to send replacement Class B foam to the firehouse or scene. Station 6 will also carry eductors and nozzles for use on large spills and/or fires.

#### Foam Application Rates

- **Hydrocarbon (Gasoline)** – The application rate is **0.10 gpm/sqft** at 3% foam concentration.
- **Polar Solvents (Acetone, Ethanol)** The application rate is **0.20 gpm/sqft** at 6% foam concentration.

#### Foam Application Rates Calculated

1. Determine Area of Hazard (sqft)
2. Chooses appropriate Foam Application Rate
3. Foam Application Rate x Area = GPM of Foam Solution needed
4. Foam Solution GPM x % used = Concentrate GPM
5. Concentrate GPM x Time (minutes) = Total Concentrate needed
  - a. **Storage Tanks** – recommend 60 minutes of flow time
  - b. **Spills** – recommend 15 minutes of flow time

#### Hydrocarbon Fuel Example

- Determine Area of Hazard = 3000 sqft
- Foam Application Rate = 0.10 GPM
- Foam Application Rate x Area = 300 GPM of Foam Solution needed
- 300 GPM of Foam Solution x 3% Used = 9 GPM Concentrate
- 9 x 15 minutes application time = 135 gals needed

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**Polar Fuel Example** – use 0.20 GPM as foam application rate and 270 gallons of foam would be needed.

These calculation examples are based on a spill area of 75' x 40'

Based upon the 75' x 40' spill footprint you would need 135 gallons of 3% foam concentrate would be needed. If we assume every gallon of 3% foam concentrate requires 97 gallons of water, we can see that we would also need 13,095 gallons of water (97 x 135) to maintain the recommended 15-minute application period on a hydrocarbon fuel spill.

**Safety Precaution when using foam:**

- Use all protective clothing and equipment on all foam incidents including helmet, bunking coat and pants, boots, gloves, SBCA and hood. Always avoid breathing vapors and keep upwind, if possible.
- Environmental concerns are important to note, they include:
  - Contamination of surface water
  - Contamination of ground water.

**Procedures for using Class B foam with on-board foam proportioner**

If the apparatus is provided with a foam proportioning system, the following procedures are to be used for foam operations:

**Foam Start Up Operations**

1. Set metering dial to desired percentage.
2. Slowly open water valve.
3. Slowly open eductor valve.
4. Slowly open foam valve.
5. Set pump discharge pressure at 200 psi.

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**Foam Shut down and system flush procedures**

1. Close all foam supply valves.
2. Reduce pump discharge pressure to 100 psi (nozzle must be open to reduce pressure).
3. Slowly open flush valve.
4. Maintain 100 psi pump pressure and run flush until foam is no longer present. Rotate metering dial while flushing.
5. Stop pump and close all valves.

The proper line suitable for foam operations coming off a rig with an on-board foam proportioner (pre-connected foam line) is a charged 1-3/4" handline with a minimum 125 gpm fog nozzle.

**WARNINGS** per Operating Manual.

1. Do not operate inlet to eductor over 250 psi
2. Do not throttle any valves in the eductor circuit. They must be fully opened and closed.

**Procedures for using Class B foam with in-line eductor**

1. Establish water supply line where possible and spot Engine at desired location for attack (up wind and uphill, if possible.)
2. Size up the incident to determine the quantity of foam and the type of foam needed by using the following rule of thumb:
  - a. Polar solvents (acetone, ethanol): 5-gallons of AR-AFFF set at 6% for polar solvents will cover 400 square feet. For oxygenated fuels, up to 30% additive or hydrocarbon 3% setting on meter valve will cover 800 square feet. The general rule of thumb for foam depth is 1/2 to 1 inch.
3. If the Incident Commander does not have the resources available to handle the incident, he or she should call for help and reevaluate the situation. If it is determined that the necessary resources are available to control the situation, this procedure should be continued.
4. Make hook up of eductor. The eductor can be mounted directly to pumper outlet or extended as needed with a 2-1/2" or 3" hose line from the pump panel to the eductor position.
5. Metering valve should be set at the correct percentage according to the type of fuel involved.
6. Pull the desired length of hose and make connections to the eductor.
  - a. The length of attack line can be up to 300 feet of 1 3/4 inch hose from the eductor to the incident scene.
7. Select the proper nozzle according to GPM flow. The nozzle and eductor must be rated at the same flow for maximum performance. However, in all cases, the nozzle flow setting must not be less than the eductor. Currently, all in-line eductors flow at 95 GPM.



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8. Unload Class B buckets of AR-AFFF from the truck.
9. Put the pump into operation, 200 psi must be maintained at the eductor.
  - a. The eductors are designed to work at 200 psi inlet pressure for maximum effectiveness. At 200 psi, the mixture percentage will be as shown on the metering dial. The eductors can siphon foam concentrate at pressures between 50 and 200 psi, but at lower pressures the flow of water will be less with the same amount of foam concentrate. This means the percentage of concentrate will be higher than shown on the metering dial since the flow out of the eductor will be reduced at lower inlet pressures.
  - b. The eductor siphon tube is placed in the first can. All caps should be removed from other cans at the same time for quick transfer of the siphon tube as the contents of the foam cans are removed.
10. Makes sure no kinks are in the attack line and check to see that the nozzle bale is in the fully open position.
11. Direct the foam application, through one or more of the following methods:
  - a. Indirect application: splashing foam off a vertical surface is an efficient means of application.
  - b. Bounce and roll the foam onto the fire from the front to control a spreading surface fire.
  - c. Raining the foam in on a high soft arch. The AR-AFFF should be continuously applied even after extinguishment, until that entire fuel surface is covered by a visible foam blanket, especially when firefighters must enter the spill area.
12. General Instructions regarding the foam blanket:
  - a. The foam blanket should be white in color. Reapply often to maintain the color.
  - b. The foam blanket should be reapplied every five to ten minutes to assure vapor suppression. Check the color of the foam blanket to make sure it is white. If the color turns brown, reapplication of foam to the area is necessary.
13. Before returning to service, thoroughly flush the entire foam piping system, appliances, and outlets until evidence of foam is no longer visible. The flushing process should be done to prevent clogging and associated problems with foam proportioning and discharge equipment to ensure residual foam concentrate has been eliminated.

**Checklist for finding problems with using the in-line eductor to flow class B foam**

The inability to properly proportion foam concentrate may be the result of one or more of the following:

1. Mismatched eductor/nozzle combination
2. Partially closed nozzle
3. Clogged nozzle

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4. Hose lay too long
5. Metering valve closed
6. Nozzle elevated too high above eductor
7. Equipment clogged with dried foam
8. Ball check valve stuck
9. Plugged screen
10. Kink in hose

### Cold Weather Operations with Class B Foam

The AR-AFFF concentrate that the Denver Fire Department is using is good at temperatures of 25 degrees Fahrenheit to 120 degrees Fahrenheit. Below 25 degrees, the concentrate is too thick to siphon, and over 120 degrees the concentrate is too thin to siphon.

#### Possible Solution:

If the temperature is below 25 degrees Fahrenheit, put one or more sections of hose on the ground near the exhaust pipe of the pumper using caution not to melt the plastic cans. Next put the five-gallon AR-AFFF container on the hose. The exhaust will help keep the AFFF warm and ready for use. Also, you might cover the AR-AFFF cans with a tarp to hold in the heat.

#### Problems on your Eductor:

There is a small brass ball check valve in the eductor. If any moisture is in this valve, it can freeze to the seat and cut off the AR-AFFF.

#### Solution:

Try to keep the eductor warm until the last minute before using.

### Foam Pro-Paks:

The Denver Fire Department carries (1) Pro-Pak on every Engine with a 2.5 gallon reservoir. This tool should only be used for small class A type fires. The Pro-Pak will only carry dish soap in the reservoir and not class B foam.

#### Steps for using a Foam Pro-Pak:

1. Select the nozzle.
2. Connect the Hose & Nozzle
3. Fill the tank with pink soap
4. Set the foam concentration
5. Control the flow to get the proper foam quality

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**“Light Water” Fire Extinguishers:**

Steps for filling the “Light Water” Fire Extinguisher:

1. Fill the extinguisher with up to 2.5 gallons of water.
2. Pour in 2-4 ounces of dish soap. Each capful is estimated to be around 2 ounces of soap.  
**“More soap does not guarantee you will see more suds when using extinguisher.”**
3. Screw the top back on the extinguisher.
4. Fill with air up to 100 psi.

**Training with Class B Foam is PROHIBITED**

It is a violation of state and federal law to discharge pollutants into the gutter and storm drains. These pollutants flow directly to the South Platte River, Cherry Creek, or other surface waters without benefit of any treatment or containment, and thus can have both chronic and acute impacts to water quality, aquatic life, and human health.

Training with Class B Fluorinated foam is strictly prohibited in the Denver Fire Department.

1. All training exercises will be conducted at the Denver Fire Academy with non-fluorinated training foam.
2. Any maintenance, testing or cleaning of equipment that uses Class B fluorinated foam must be done at the Repair Shop in the chemical containment area where runoff can be contained.

**Documentation of Class B Foam usage:**

Any time Class B foam is used on an incident the Incident Commander should send an email to the Assistant Chief of Special Operations with the following details with a copy to Station 6 to replenish the foam:

- Date
- Location of Incident
- Incident Number
- Station/Rig that used the foam
- Estimated number of gallons of Class B foam used on the emergency

**REFERENCES:**

- NFPA Standard 10 – Standard for Portable Fire Extinguishers
- NFPA Standard 11 – Standard for Low, Medium, and High Expansion Foam
- NFPA Standard 18 – Standard on Wetting Agents
- NFPA Standard 1901 – Standards for Industrial Foam Trucks

DENVER FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

Section: OPERATIONS: HIGH-RISE

Topic: High-Rise Introduction

Topic No:	2114.00
Date:	02-03-23
Approved:	<i>RM</i>
Review Date:	02-03-26
Replaces:	Same, dated 08-15-13

**I. Subject, Purpose, and Scope:**

SUBJECT: Operations in high rise and standpipe equipped buildings.

PURPOSE: To define a strategic approach for the mitigation of fires in high-rise or multi-storied standpipe equipped buildings.

SCOPE: This guideline shall apply to all department members involved in emergency operations in high-rise or multi-storied standpipe equipped buildings.

**II. Introduction:**

The Denver Fire Department has created a guideline to outline procedures and operations at fires in high-rise and standpipe equipped buildings. The Incident Command System is a key feature of the National Incident Management System (NIMS). The management system is designed to enable effective and efficient incident management by integrating a combination of personnel, procedures and equipment operating within a common organizational structure, designed to effectively mitigate high-rise incidents.

While other Department standard operating guidelines also apply to an incident of this type, operations at these fires have so many unique requirements and dangers, that a guideline specifically covering this type of incident is needed. As with all other Department guidelines, this document should not be used as a step-by-step manual at the scene of an emergency. It should be viewed as a guide that establishes a framework for how a high-rise incident should be handled by the Denver Fire Department. It is designed to achieve the mission of life safety, incident stabilization and property conservation. Deviation from this guideline must be performed with the acknowledgement of the Incident Commander.

**Due to the dynamic challenges faced during any fire ground operation, Officer discretion is paramount in achieving the desired result of safe incident mitigation. The use of officer discretion for deviation of this guideline with justification shall be communicated to all on scene companies including the Incident Commander.**

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Topic: High-Rise Introduction

Topic No:	2114.00
Date:	02-03-23
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Review Date:	02-03-26
Replaces:	Same, dated 08-15-13

**III. High-Rise and Standpipe Equipped Buildings in the City and County of Denver:**

The City and County of Denver (CCD) is presented with unique fire suppression challenges due to high-rise and multi-storied standpipe equipped buildings, including:

1. There are nearly 13,000 multi-storied standpipe equipped buildings in the CCD
2. The CCD has over 600 high-rise buildings, 187 of them that are not sprinkler equipped
3. As of this writing, there are 76 high-rise buildings in the planning stages, 5 of which are over 40 stories tall
4. The newest version of the building code accepted by the CCD allows for mass timber (all wood) high-rises up to 18 stories in height and Prescient Light-Gauge Construction System built high-rises up to 16 stories in height
5. Moisture collects between the Fire Department Connection and the fire pump room or standpipe riser, resulting in rust and multiple observed standpipe failures when charged, including in relatively newer construction, such as Empower Field
6. The building code adopted by the CCD prior to 1976 only required standpipe equipped buildings to provide **30 psi** outlet pressure at the highest standpipe connection (**the oldest known standpipe in the CCD dates to 1905**)
7. CCD building codes between 1976 and 1992 only required standpipe equipped buildings to provide **65 psi** outlet pressure at the highest standpipe connection
8. Current CCD building codes (from 1993 to present) require **100 psi** outlet pressure at the highest standpipe connection
9. PRVs installed in buildings constructed prior to 1999 allowed a maximum pressure of 100 psi when fully opened
10. PRVs have been noted to fail closed, up to 10% of the time in testing
11. The maximum a standpipe is designed to flow is 1000 GPM (for buildings with three or more stairwells)
12. The sprinkler and standpipes have a common water supply, meaning if there are 10 sprinkler heads activated (at 25 GPM each), they will take 250 GPM from the total available flow for the standpipe (in a building with three or more stairwells, this would leave 750 GPM available for standpipe operations)
13. Many newer constructed buildings are using large floor footprints with fewer stairwells, necessitating extremely long hose stretches requiring discipline in choosing an attack stair closest to the fire to maintain a floor-below hook-up

The combination of these factors has resulted in two tactical considerations:

1. To reduce friction loss in multiple dwelling occupancies, use 2.5” hose to “extend the standpipe” and use only one section of 2” as the nozzle section for fire attack. Commercial occupancies require the use of **2.5” hose exclusively**. It is highly

## DENVER FIRE DEPARTMENT

### STANDARD OPERATING GUIDELINE

**Section: OPERATIONS: HIGH-RISE**

**Topic: High-Rise Introduction**

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<b>Date:</b>	<b>02-03-23</b>
<b>Approved:</b>	<b><i>RM</i></b>
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<b>Replaces:</b>	<b>Same, dated 08-15-13</b>

2. recommended to utilize all 2.5” hose for stairwell stretches in case of a wind driven fire event.
3. “Marrying up” two engine companies (or the two first in truck company firefighters if there is a delayed response for a second engine company) has been the policy of the Denver Fire Department for many years; this SOG update is a recommitment to build our high-rise culture through training and incident response to combine hose lines and “marry up” staffing resources to “extend the standpipe” while stretching 2.5” hose lines.

#### **IV. Initial Response to a Reported High-Rise Fire:**

1. Four Engines
2. Three Trucks
3. One RIT – Truck Company (Engine Company may be assigned)
4. One Rescue
5. Two District Chiefs
6. Shift Commander

#### **V. Second and Subsequent Alarm Resources:**

1. Three Engines
2. Two Trucks
3. One District Chief

#### **VI. The High-Rise SOG is Separated into the Following Sections:**

1. 2114.00 High-Rise Introduction
2. 2114.01 High-Rise Command-and-Control
3. 2114.02 High-Rise Interior Suppression Operations
4. 2114.03 High-Rise Exterior Operations
5. 2114.04 High-Rise Definitions

#### **VII. The High-Rise SOG Addresses the Following Strategic Considerations:**

1. Establishing Incident Command (IC)
2. Obtaining access to the fire building, securing keys, gaining control of elevators and other building systems
3. Releasing the magnetic locks on all stairwell doors for civilian and firefighter egress, when the building is equipped with these release mechanisms
4. Establishing Lobby Control to provide for personnel accountability
5. Assigning a member to the role of Elevator Operator
6. Establishing a Building Systems Group to control the building’s fire protection systems.

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**STANDARD OPERATING GUIDELINE**

**Section: OPERATIONS: HIGH-RISE**

**Topic: High-Rise Introduction**

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7. Securing a water supply and supplying building systems with water, or determining alternative means of water supply if the building systems fail
8. Locating the fire floor using detection systems and witness reports or other means
9. Assigning a Rapid Intervention Team (RIT)
10. Conducting primary search of the fire attack stairwell as well as the evacuation stairwell above the fire floor
11. Accounting for and communicating the presence of a wind driven fire event and assigning a member to door control
12. Initiating fire attack and determining the scope of the fire and the need for additional hose lines
13. Conducting forcible entry, primary search, interior and exterior rescue operations, and determining ventilation options above the fire floor including the top floor.
14. Providing LCAN reports to IC when appropriate
15. Determining the need for a back-up or secondary hose line on the fire floor and/or an exposure hose line on any of the floors above the fire floor
16. Determining the need for evacuation of areas not involved in the initial fire
17. Deciding to protect building occupants in place or evacuating all or part of the fire building
18. Conducting reconnaissance on all floors above the fire floor for fire spread, smoke infiltration, and rescue needs
19. Determining the proper ventilation practices using building systems or fire department resources
20. Level II-Exterior Staging
21. Interior Staging
22. Rehabilitation operations

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STANDARD OPERATING GUIDELINE

Section: OPERATIONS: HIGH RISE
Topic: High-Rise Command-and-Control

Table with 2 columns: Field (Topic No, Date, Approved, Review Date, Replaces) and Value (2114.01, 01-04-23, RM, 01-04-26, Same, dated 08-15-13)

The Denver Fire Department utilizes the National Incident Management System (NIMS). The command-and-control functions within a high-rise incident will fall under the communicative direction of NIMS.

Due to the dynamic and unique challenges high-rise occupancies present during fire suppression activities, the Incident Commander needs to be proactive in realizing that his/her manageable span of control (5) may quickly be exceeded upon confirmation of a working structure fire and utilize the modular framework within NIMS to build the Command-and-Control components as needed.

Call for additional resources early: It is strongly recommended that the Incident Commander, upon confirmation of a working fire in a high-rise building, request a second alarm assignment. This action allows operations to be staffed as quickly and safely as possible to accomplish all the essential tasks at high-rise fire operations and establish the necessary positions of the Command-and-Control System.

ICS Supervisory Position Titles:

Table with 3 columns: Organizational Level, Title, Support Position. Rows include Incident Command, Command Staff, General Staff (Section), Branch, Division/Group, Single Resource, and Unit.

Within the National Incident Management System (NIMS) resource allocation will begin with the assignment of Single Resources.

I. Single Resource: (Supervisor)

An individual, a piece of equipment and its personnel compliment, or a crew or a team of individuals with an identified work supervisor.

The Denver Fire Department will define the utilization of a Single Resource as either a crew (Engine 1, Tower 1 etc.) or team. The team concept will be utilized when 2 or more crews are combined. This will commonly happen when two Engine Companies



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**Section: OPERATIONS: HIGH RISE**  
**Topic: High-Rise Command-and-Control**

<b>Topic No:</b>	<b>2114.01</b>
<b>Date:</b>	<b>01-04-23</b>
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are married together to deploy a fire attack line. For example, if Engine 1 and Engine 2 have been assigned the task of deploying an attack line, the IC, Branch Director, or Division Supervisor will assign this task and identify a work supervisor. For this example, the supervisor will be the Officer from Engine 1 and the balance of Engine 1's crew along with Engine 2 will be the team. This work supervisor's radio ID will be "Engine 1."

Once the incident has progressed to multiple resources and or companies being assigned to specific geographical areas or functional tasks, the implementation of Division/Groups should be considered.

**II. Division and Groups: (Supervisor)**

Division and/or Groups are established when the number of resources exceeds the manageable span of control (5) of Incident Command. Divisions are established to divide an incident into physical or geographical areas of operation. Groups are established to divide the incident into functional areas of operation.

The Denver Fire Department will utilize Divisions within a high-rise structure as a defined geographical area. This means that each floor within a high-rise will be referred to as a Division. For example, upon arrival to a reported fire within a high-rise and the fire floor has not been confirmed, the IC may assign the first responding resources to report to the fire floor. This can then be defined as the Fire Floor Division with an identified Division Supervisor. Upon arrival and confirmation of the fire floor the Division Supervisor will radio to Command the specific fire floor. The IC will have the discretion to rename this Division to the actual floor (Division 21 for example) or leave it as the Fire Floor Division. The remaining Division designations will be the actual floor number (the floor below will be Division 20 and the floor above will be Division 22).

The Denver Fire Department will utilize Group designations to identify specific functional assignments with an assigned Group Supervisor. For example, the IC may assign a Company or multiple Companies to the specific task of Evacuation. This will be referred to as the Evacuation Group and could necessitate the need for this Group to move to various areas within the fire building to accomplish this task.

As the incident develops beyond the utilization of Divisions/Groups to manage the recommended span of control (5) and/or the Incident Commander identifies the need to expand the command-and-control organization, the NIMS system recommends the implementation of Branch Level assignments.

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**III. Branches: (Directors)**

Branches may serve several purposes and may be functional, geographic, or both, depending on the circumstances of the incident. In general, Branches are established when the number of Divisions or Groups exceeds the recommended span of control (5).

The Denver Fire Department will define Branch Level assignments within a high-rise structure fire as follows:

- a. **Suppression Branch:** (Director) This Branch includes the fire floor, the floor above, and the floor below. These three floors can be divided into Divisions (Supervisor) based on the needs of the incident.

Example: If the fire floor is on the 16<sup>th</sup> floor the “Suppression Branch” is responsible for the 15<sup>th</sup>, 16<sup>th</sup>, and 17<sup>th</sup> floors. The direction of suppression of the fire can be divided into Division designations such as Fire Floor Division, Division 15, Division 16 and Division 17 etc.

- b. **Upper Floors Branch:** (Director) This Branch includes all floors above the floor above the fire.

Example: If the fire floor is on the 16<sup>th</sup> floor, the “Upper Floors Branch” is responsible for the 18<sup>th</sup> floor to the roof and all activities required within this area. The direction of the Upper Floors Branch can be divided into Group designations, such as Recon Group, Search and Evacuation Group, Ventilation Group etc. This area can also be separated into Divisions if the IC or Branch Director so chooses. This would include Division 18, and Division of all floors including the top floor and the Roof Division.

- c. **Lower Floors Branch:** (Director) This Branch includes all floors below the floor below the fire.

Example: If fire floor is on the 16<sup>th</sup> floor, the “Lower Floors Branch” is responsible for the 14<sup>th</sup> floor downward including the 1<sup>st</sup> floor, basement and/or sub basements. The direction of the “Lower Floors Branch” can also be divided into Groups or Divisions. Group designations may include Lobby Control, Building Systems, Stairwell Support, Medical Group etc. If the IC or Branch Director so chooses, the floors within the Lower Floor Branch can be separated

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into Divisions which could include the division of all floors two floors below the fire floor downward.

The Lower Floors Branch Director will be responsible for ensuring that the following areas are assigned when needed:

1. **Lobby Control** whose responsibility is to track the accountability of all companies and personnel that enter the building.
  - A. Tracking the accountability of all companies and personnel that enter and exit the building according to the Operations/Safety/Personnel Accountability System SOG (SOG 2110.03). The establishment of Level II Accountability should be anticipated and put in place early on. Duties include:
    1. Confirmation that any fire department member going above the main floor of the fire building:
      - A. Has been assigned into the building
      - B. Is wearing PPE
      - C. Has checked in with the Fire Command Center and received the necessary equipment
      - D. Checks out with the Command Center to return all building equipment and keys prior to exiting.
  - B. Monitoring and control of the Fire Command Center and Building Systems.
  - C. As the incident develops, the assigned Lobby Control/Systems Supervisor may select an Officer or Company and assign the duties of the Lobby Control to them. Once Lobby Control is transferred, the assigned Lobby Control/Systems Supervisor may assume the remaining duties and responsibilities of the Lower Floor Branch Director which will include:
    1. Assignment, monitoring, and control of elevators
    2. Control of all building access points and direction of personnel to correct routes
    3. Control of stairways and direction of building occupants to proper exits
    4. Firefighter access for ventilation
    5. Equipment support operations

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2. **Building Systems** to direct the building's fire protection, response and communication systems and ensure proper air movement within the structure. The Building Systems position also includes the responsibility to communicate with the occupants in the building; directing the occupants to either shelter in place or to evacuate utilizing the appropriate stairwell
3. **Elevator Operations** are the responsibility of the Lower Floors Branch Director. The Elevator Operator is normally the Engineer from the 1<sup>st</sup> due Truck (refer to Elevator Operations, SOG 2111.17).
4. **Equipment Support** which will be established when needed to shuttle tools, equipment and air cylinders to the staging area located two floors below the fire floor Equipment Support Operations take a variety of forms:
  - A. **Relay Operations:** One firefighter is assigned to each floor in the stairway. A company of four persons can cover four floors, and ten companies can supply 40 floors. Each firefighter is responsible for transporting any equipment that arrives on that floor up to the next floor. Each firefighter has all PPE available. Benefits of this method include reduction in the amount of physical strain on the firefighters compared to climbing the entire building; a continuous chain that can continually move equipment is formed; and communication between companies is maximized. Drawbacks of this method include the chain cannot start operation until all links in the chain are present and ready; it takes a long time to set up; it requires more staffing; and a breakdown in one link of the chain can cause equipment movement to slow down or stop.
  - B. **Entire Trip Operations:** Companies are assigned to take specific equipment to the fire area. Members must wear all PPE. Major benefits of this operation are that equipment is quicker to arrive on the fire floor, the system can be set up and operational soon after arrival on scene, and it takes fewer members to operate. Drawbacks include the physical strain on individual firefighters, sporadic equipment arrival on the fire floor, diminished communication between companies, and the limited amount of equipment that can be carried by each firefighter. It is very important that Company Officers within the Equipment Support chain monitor their crew members throughout the operation for dehydration and

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fatigue. This operation will be extremely demanding and will require firefighters in top physical condition.

5. **Rehab** to refresh firefighters, providing adequate fluid and food replacement.
6. **Exterior Branch:** (Director) This position is responsible for all exterior areas surrounding the fire building. The following positions should be considered and established when necessary:
  1. **Water Supply** which may be supervised by the Engineer from the third due Engine Company.
  2. **Exterior Rehab Unit** which is staffed in cooperation with EMS and established by the Exterior Branch Director.
  3. **Police Operations** will be requested by the I.C. and may also be the responsibility of the Exterior Branch Director. Security of the scene is under the control of the Denver Police Department. The Police Commander will report to the Command Post upon arrival. Police Department personnel will not be allowed in areas or situations that expose them to smoke or fire. Responsibilities include:
    - A. Traffic Control
    - B. Crowd Control
    - C. Landing Zones and Air Space control for Helicopter Operations
    - D. Protection of the Command Post and other Fire Department Areas
    - E. Security at the Exterior Staging Areas
    - F. Establishment and Maintenance of Zones and Perimeters
    - G. Other Assistance as Requested by Incident Command
  4. **Medical Branch:** (Director)-Upon report of a high-rise incident, Denver Health will dispatch an ALS ambulance and a Supervisor. The Incident Commander should consider the establishment of the Medical Branch to address the medical needs of the incident and allow this Branch Director the authority to utilize a separate radio channel and the ordering of additional resources. The first-arriving ambulance team or supervisor will report to the Level II Staging Area (if established) or IC for assignment. The Incident Commander will approve the location for triage.

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If the incident expands beyond the Branch Level organizational capacity, the Incident Commander will need to incorporate General Staff assignments.

**IV. General Staff: (Chiefs)**

The General Staff is comprised of the Operations, Planning, Logistics and Finance Section Chiefs. In addition to the Command function, the General Staff represents the other four management functions within the Incident Command system. The General Staff reports directly to the Incident Commander.

**V. Command Staff: (Officers)**

The Command Staff report directly to the Incident Commander and provides critical support to both the I.C. and others on the Command Team. These positions can include the Safety Officer, PIO, Liaison Officer and Intelligence Officer. These positions are not considered to be a part of the Incident Commanders span of control.

**VI. Staging: (Managers)**

Based on the needs of the Incident, the Incident Commander will need to consider the establishment of two Staging Areas: Level II Exterior Staging and Interior Staging which are led by Managers. Staging Managers will communicate directly to the Incident Commander and are **not** considered part of the Incident Commanders span of control).

**a. Staging: Level II Exterior Staging: (Manager)**

The Level II Exterior Staging area will be located at a predetermined exterior location as identified by the Incident Commander and the Level II Exterior Staging Manager will report directly to the Incident Commander although they are not considered as part of the Incident Commanders span of control. All additional resources requested by the Incident Commander shall respond to the Level II Staging area, unless an assignment has been given by command, and report to the Staging Manager (if assigned) or to the Incident Commander for assignment. The Company Officer of the first arriving apparatus to the Level II Exterior Staging area will be initially assigned the duties of Staging Manager. A separate radio channel should be utilized to communicate directly with dispatch to request additional resources and communicate with Interior Staging to deploy resources to interior staging area. **No member shall enter the fire building unless assigned and shall have full PPE.**

**b. Interior Staging: (Manager)**

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The Interior Staging will be located two floors below the fire floor and its Manager will report directly to the Incident Commander although they are not considered as part of the Incident Commanders span of control. The Interior Staging Manager will be the first Company Officer directed by the Incident Commander to report to the Interior Staging area.

#### **VII. Benchmarks:**

- a. Identify potential for wind driven fire
- b. Designate a Command Channel
- c. If this is a working high-rise fire, a 2<sup>nd</sup> Alarm assignment is highly recommended
- d. Establish Incident Command Post
  - i. Paramedic Supervisor
  - ii. Police Supervisor
- e. Assign the Systems/Lobby Control position(s)
- f. Identify if sprinklers activated (will take available water from standpipe operations)
- g. Release magnetic stairwell door locks in FCC
- h. If imminent exterior rescue is necessary, ensure
  - i. Aerial placement
  - ii. Ground ladders assignments
- i. Water supply considerations
  - i. Does the building have a fire pump?
  - ii. Does the standpipe have PRVs/PRDs?
  - iii. 2<sup>nd</sup> water supply
  - iv. Assign Water Supply Supervisor (3<sup>rd</sup> in Engine Engineer)
  - v. Eyes on pump room, standpipe, connections, FDC piping
  - vi. Consider creating a backup standpipe
- j. Assign Exterior/Level 2 Staging
- k. Elevator considerations
  - i. Verify all are clear
  - ii. Utilize the Fire Service Elevator (if post 2011 build and over 120' tall)
  - iii. If the fire floor is on floor 7 or higher, assign the first in Truck Engineer as the elevator operator if no exterior rescues, or remind the first in Engine Company Officer to turn the elevator key to "OFF" and leave key in keyway to return elevator to recall floor
- l. Assign Attack and Evacuation Stairways
- m. Assign stairway and top floor search group (3<sup>rd</sup> in Truck)
- n. Fire Floor Division considerations
  - i. Extinguishment
  - ii. Search/Rescue/Evacuation

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- iii. Ventilation
- o. Floor Above Division considerations
  - i. Check for extension
  - ii. Extinguishment
  - iii. Search/Rescue/Evacuation
  - iv. Consider Rescue Company for exterior rope rescue of fire floor
- p. Upper Floors Division considerations
  - i. Top floor search is priority
  - ii. Search/Rescue/Evacuation/Protect in Place
  - iii. Roof
- q. Assign RIT
  - i. Stage floor below
  - ii. Consider evacuation of the floor below
  - iii. Consider the need for more than 1 RIT team
- r. Assign Interior Staging
  - i. Stage two floors below
  - ii. Consider evacuation of the floor below
  - iii. Equipment for Interior Staging
- s. Assign Rehab
  - i. Stage three floors below
  - ii. Consider ALS unit
- t. Assign Medical Branch
- u. Assign Law Enforcement Branch
- v. Exterior evacuation area considerations
  - i. Buses
  - ii. Red Cross assistance



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**STANDARD OPERATING GUIDELINE**

**Section: OPERATIONS: SPECIAL OPERATIONS**  
**Topic: Recognized Technical Certifications**

<b>Topic No:</b>	<b>2115.01</b>
<b>Date:</b>	<b>05-25-23</b>
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**PURPOSE:** To inform members of the recognized Special Operations certifications

**SCOPE:** All Members

**OVERVIEW:**

The Denver Fire Department Special Operations Group is comprised of the following companies: Engine 1, Tower 1, Rescue 1, Rescue 2, Engine 6, Engine 9, and Tower 9.

Below are the approved and recognized certifications used for training standards. They are also used to prioritize transfers onto a Special Operations Company, in conjunction with the Transfer Policy. The final determination for an Operations Technical Suppression assignment will be decided by an interview panel which may include the Division Chief of Operations, the Special Operations Chief, and one or more designees. Applicable criteria evaluated by the interview panel will include relevant certification for the apparatus they are requesting, seniority, and work history. It is the member's responsibility to know and maintain certification standards, including the renewal procedure, required CE hours, and/or JPRs.

**RESCUE 1 & 2:**

- **Sub-surface Water Rescue:**
  1. Accredited open water certification.
    - A. Scuba Diving International (SDI)
    - B. Scuba School International (SSI)
    - C. Public Safety Diver (PSD), Dive Rescue International (DRI)
    - D. Professional Association of Dive Instructors (PADI)
  2. Diver Rescue Specialist
    - A. DR-1 (DRI)
    - B. ERDI-2
  3. Diver Instructor
    - A. Public Safety Diver, DRI/SDI/SSI/PADI
    - B. Dive Rescue Specialist, ERDI
  4. Master Diver Instructor
    - A. ERDI
- **Surface Water Rescue:**
  1. Swiftwater Rescue 1&2, Rescue 3 International, DRI or ERDI
  2. Swiftwater Rescue Instructor 1&2, ERDI
- **Technical Rescue Certification (TRC):**
  1. NFPA 1006 and 1670 80 Hour TRC, DFD or accredited agency according to SOG 2115.07

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2. Structural Collapse Specialist (80 hr. Course), FEMA, TEEX
3. Structural Collapse Instructor, FEMA

- **Hazardous Materials Technician**

1. Pro Board/CMCB or IFSAC/State Certification

**ENGINE 1:**

- **Sub-surface Water Rescue:**

1. Accredited open water certification.
  - A. Scuba Diving International (SDI)
  - B. Scuba School International (SSI)
  - C. Public Safety Diver (PSD), Dive Rescue International (DRI)
  - D. Professional Association of Dive Instructors (PADI)
2. Diver Rescue Specialist
  - A. DR-1 (DRI)
  - B. ERDI-2
3. Diver Instructor
  - A. Public Safety Diver, DRI/SDI/SSI/PADI
  - B. Dive Rescue Specialist, ERDI
4. Master Diver Instructor
  - A. ERDI

- **Surface Water Rescue:**

1. Swiftwater Rescue 1&2, Rescue 3 International, DRI or ERDI
2. Swiftwater Rescue Instructor 1&2, ERDI

- **Technical Rescue (TRC):**

1. NFPA 1006 and 1670 80 Hour TRC, DFD or accredited agency according to SOG 2115.07

**TOWER 1:**

- **Technical Rescue (TRC):**

1. NFPA 1006 and 1670 80 Hour TRC, DFD or accredited agency according to SOG 2115.07
2. Structural Collapse Specialist (80 hr. Course), FEMA, TEEX
3. Structural Collapse Instructor, FEMA

- **Surface Water Rescue:**

1. Swiftwater Rescue 1&2, Rescue 3 International, DRI or ERDI
2. Swiftwater Rescue Instructor 1&2, ERDI

**ENGINE 6 & 9 AND TOWER 9:**

- **Hazardous Materials Technician**

1. Pro Board/CMCB or IFSAC/State Certification

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Topic: High-Rise Interior Suppression  
Operations

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All referenced Command-and-Control assignments for the initial resource allocation assumes that the Incident Commander has determined that the modular framework of NIMS has progressed beyond Single Resources to Divisions/Groups.

All members shall be in full personal protective equipment (PPE) including SCBA prior to entering the building.

I. ENGINE COMPANIES

A. Engine Company Equipment Compliment

1. Hose Line Selection

The Denver Fire Department is committed to the “team concept” regarding hose line deployment. Due to this commitment, it is imperative that the first two Engines (second two, etc.) work together and “marry up” ensuring the primary attack line is in place and operating prior to any back-up or exposure protection deployment.

- a. **Commercial High-Rise Fire Hose Compliment:** The hose line selection for incidents in commercial high-rise buildings shall be 200’ (four approved high-rise packs) of 2-1/2” hose with a 1-3/16” nozzle. Refer to DFD JPR “HR-1, Build a High-Rise Hose Pack” for details.
- b. **Residential High-Rise Fire Hose Compliment:** The hose line selection for residential high-rise buildings will be 200’ (four approved high-rise packs) of three or four 2-1/2” hose packs. The nozzle section will be at the discretion of the Engine Company Officer and will be either 50’ of 2-1/2” hose with an 1-3/16” nozzle or 50’ of 2” hose with a 1” nozzle.
- c. **Subsequent Teams Hose Line Compliments:** Upon assignment into the fire building by the Incident Commander, all subsequent arriving Engine Companies will be required to carry 200 feet (four approved high-rise packs) of at least three 50’ 2 ½” hose packs with one 50’ nozzle section hose pack that consists of 50’ of 2-1/2” hose with an 1-3/16” nozzle or 50’ of 2” hose with a 1” nozzle, if the occupancy is residential. If the occupancy is commercial, the nozzle section shall be 2-1/2” hose with an 1-3/16” nozzle. The team concept will be utilized to “marry up” all assigned Engine Companies into working pairs.
- d. **Large Footprint Multiple Dwellings:** It is recommended that all Engine Companies assigned to these occupancy types bring all their

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high-rise hose packs to include all 4 sections of 2-1/2" hose and 1 section of 2" hose to prepare for hose stretches that may be very long due to the floor plate size and distance between stairwells.

2. One standpipe equipment kit; refer to DFD JPR "HR-2, Control Firefighter" for details.
3. Set of irons (optional)
4. Spare bottles (considered for companies assigned to greater alarms)

**B. First Arriving Engine Company Operations – Fire Floor (First Arriving Engine Company Officer and two Firefighters):** The first arriving Engine Company Officer is responsible for the initial fire suppression operations on the fire floor. This Engine Company Officer may be assigned as a supervisor of the initial Fire Floor Division (if the first Arriving Truck Officer is unavailable) at the discretion of the Incident Commander.

Once the fire location has been established, the Officer should designate an Attack Stair, and announce it to Command. Selection of the Attack Stair should be based on what is the safest, closest, and fastest way to reach the fire. Smoke Towers should be avoided for use as the Attack Stair due to the possibility of an enhanced Stack Effect, and the potential dangers associated with a wind driven fire. In addition, Smoke Towers are designed specifically for evacuation of building occupants.

**Attack lines shall not be hooked up on the fire floor. All attack lines are stretched from below the fire floor, preferably the floor below. Hooking up attack lines on the half-landing between the fire floor and the floor below is not authorized. Additionally, rope tag line systems used to connect the stairwell to a hose connection on the fire floor at a fire door are not authorized.**

**C. Second Arriving Engine Company – Fire Floor (Second Arriving Engine Company Officer and two Firefighters):** The Officer and two Firefighters from the second Arriving Engine Company will assist their engineer, if necessary, with the hose layout to complete the primary water supply.

The Officer and two firefighters from the second Arriving Engine Company will then proceed into the building with a minimum of four 2 1/2" standpipe hose packs totaling 200', and one standpipe equipment kit. The second Arriving Engine Company's primary responsibility will be to "marry up" with the first arriving Engine Company and assist them with the initial attack hose line as directed by the

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Incident Commander. This Engine Company will initially be a part of the Fire Floor Division, and under the direction of the Division Supervisor (First Arriving Engine/Truck Company Officer). The second Arriving Engine Company may be re-assigned by the Division Supervisor or I.C. as necessary.

**D. Third and Fourth Engine Companies – Assigned by the Incident Commander (Third and Fourth Arriving Engine Company Officer and two firefighters):**

Upon the direction of I.C. the third arriving Engine Company will proceed into the building with a minimum of four 2 ½” standpipe hose packs (totaling 200’), one standpipe equipment kit and any other tools as deemed necessary and be prepared to:

1. Proceed to a location two floors below the fire floor, and determine if there is a suitable location on this floor for staging
2. Relieve the first two Engine Companies operating on the fire floor
3. Stretch, advance, and operate a backup line on the fire floor at the direction and request of the Division Supervisor and/or the Incident Commander
4. Stretch and advance a hose line to the stairwell bulkhead door behind the initial attack line to protect the attack stairwell and maintain egress for members of the initial hose line attack team.
5. Stretch, advance and operate an exposure line on the floor above at the direction and request of the Incident Commander or Suppression Branch Director if assigned
6. If this Engine Company stretches and operates a second attack hose line, they will “marry up” with the fourth Arriving Engine Company, and will operate under the assigned Division Supervisor, Suppression Branch Director or the Incident Commander

**Attack lines shall not be hooked up on the fire floor. All attack lines are stretched from below the fire floor, preferably the floor below. Hooking up attack lines on the half-landing between the fire floor and the floor below is not authorized. Additionally, rope tag line systems used to connect the stairwell to a hose connection on the fire floor at a fire door are not authorized.** (Additional hose lines may have to be hooked up two floors below the fire floor.)

**II. TRUCK COMPANIES**

## DENVER FIRE DEPARTMENT

### STANDARD OPERATING GUIDELINE

**Section: OPERATIONS: HIGH RISE**  
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Depending on conditions upon arrival, Truck Companies may be needed to complete exterior rescue operations. The Truck Company Officer should direct his/her Engineer to spot the Truck or Tower apparatus as appropriate for any elevated rescue or potential rescue needs, and secondary egress for firefighters operating inside the building. Consideration should be given to spotting on a corner of the building to maximize scrub area to two sides of the building. If an immediate rescue situation exists, the Company Officer will assign his/her members as appropriate for rescue.

#### **A. Truck Company Equipment Compliment**

Truck Companies are not required to carry hose, nozzles, or standpipe equipment bags. The duties of truck companies at these incidents include search, rescue, forcible entry, ventilation, overhaul, and utility control. Tools that are needed for these tasks should be considered and as such a standard compliment of tools should include the following:

1. Set of forcible entry/exit irons (striking tool and prying tool)
2. Pike pole or hook (pulling tool) - short or long, selected for occupancy and task.
3. Hydraulic forcible entry tool (Hydra Ram/Rabbit Tool)
4. Search rope/tag line
5. Thermal imaging camera(s)
6. Elevator key set
7. Water can or light water extinguisher (consider for residential occupancies)
8. Spare air cylinders (optional, for first alarm assignments, mandatory for trucks assigned to greater alarms)

#### **B. Truck Company Unique / Special Considerations for High Rise Operations**

1. Evacuation stairwells should be designated and announced to Command once the Fire Attack Stair has been established.
2. Building refuge areas for civilians should be checked and cleared by members starting on the fire floor and working to the floor above etc.
3. The door to the fire floor or unit should not be opened when the possibility of window failure could occur. At all times, but especially when moderate to high winds are present, doors should remain closed until a charged hose line is in place.
4. Members should instruct civilians that are being protected in place to keep the doors and windows to their units always closed until DFD members return to check on them

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5. Consideration should be given to creating refuge areas for firefighters in compartmentalized buildings using units adjacent to the fire apartment/unit on both sides of the affected fire area, on the same side of the building as the fire unit. This provides a safe haven if catastrophic window failure occurs inducing a wind driven fire. Units across the hall from the fire apartment/unit should be avoided for use as firefighter refuge areas. If possible, attempt to avoid creating an area of refuge in courtyard facing units (due to lack of ladder access for egress).
6. When conducting search operations, Truck Companies should close windows and balcony sliding doors to minimize airflow through searched units that may create a flow-path for a wind-driven event.
7. Members should train on Stack Effect and Reverse Stack Effect and be aware of how this will affect smoke and air movement through high rise buildings.

**First Arriving Truck Company – Fire Floor (Officer, Engineer and two Firefighters):** If no exterior rescue situation exists, the Officer two Firefighters, and the Engineer (if not assigned to operate the aerial apparatus) from the first Arriving Truck Company will proceed into the building with the necessary compliment of tools and equipment.

The first arriving Truck Company Officer will be the initial Incident Commander if a District Chief is not already on scene and will remain in the fire command center, if one exists, or the lobby area. The initial Incident Commander will communicate to operating members the locations of alarm(s), any changes from a normal building condition from the fire panel or command center and obtain a set of building keys and communication handsets if available. If a fire is confirmed during the investigation or the initial call is reported as a high-rise fire, the first arriving Truck Company Officer may proceed to the fire floor and assume the Fire Floor Division Supervisor once the first arriving Chief has arrived on scene, Command has been transferred, and they have been directed to do so by the Incident Commander.

If fire is located above the sixth floor an elevator may be used to transport firefighters. The first Arriving Truck Company Engineer is assigned to become the **Elevator Operator** unless they are at the apparatus for imminent exterior rescue operations; refer to SOG 2114.03, High-Rise Exterior Operations for details. In the case that an Elevator Operator has not been assigned due to imminent exterior rescues, and if the elevators are used due to the location of the fire above the 6<sup>th</sup> floor, **it is imperative that the Engine Company Officer turns the elevator key**

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to OFF and leave the key in the elevator when arriving two floors below the fire floor. This action will return the empty elevator car to the designated recall floor allowing for the continued flow of personnel and equipment. Refer to SOG 2111.17, Elevator Use During Fire Ground Operations for details.

Members of the first arriving Truck Company will initially be under the supervision of the first arriving Engine Company Officer if the first arriving Truck Officer has established Incident Command or is directed to remain in the command center upon the arrival of the first Arriving Chief.

Door Control is critical to the success and safety of any hose stretch, especially apartment stretches where hose lines are stretched to the point of entry dry. Due to the criticality of this position, the Truck Company Senior Firefighter on the fire floor will be assigned the role of Door Control.

Members of the first arriving Truck Company may be required to provide reconnaissance, forcible entry, primary search, rescue of occupants, pre-control overhaul, determination of the potential for wind driven fire conditions, establishment of firefighter areas of refuge (paying particular attention to the leeward side of the building and avoiding courtyards and lightwells that are inaccessible to aeriels and ground ladders), and if necessary, assist with the first hose line as directed by the assigned Division Supervisor or Incident Commander (especially in situations where fire is discovered during a PFAS Class I or Box Alarm investigation, or if the second Arriving Engine has a delayed response).

**B. Second Arriving Truck Company – Floor Above (Officer, Engineer, and two firefighters):** If no exterior rescue situation exists, the 2<sup>nd</sup> arriving Truck Company, once assigned by the I.C. will proceed into the building with the necessary compliment of tools and equipment and be prepared to:

1. Establish an Interior Staging Area
2. Ascend to the floor above the fire and establish the assigned Division Supervisor and provide a Location, Conditions, Actions and Needs (LCAN Report) report to the Incident Commander with specific information regarding smoke or fire extension onto the floor above the fire floor
3. Be assigned to the Fire Floor Division Supervisor and assist with operations on the fire floor
4. Be assigned to the area above the floor above the fire floor



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D. **Third Arriving Truck Company – Fire Attack Stairwell and Top Floor (Officer, Engineer, and two firefighters):** If no exterior rescue situation exists, the 3<sup>rd</sup> arriving Truck Company, once assigned by the Incident Commander will proceed into the building with the necessary compliment of tools and equipment (See Tactical Appendix-Tools and Equipment 2114.24) and be prepared to:

1. Report to and/or establish an Interior Staging Area
2. Search and clear the Fire Attack Stairwell of occupants to the top floor and provide a LCAN report to the Incident Commander with specific information regarding smoke or fire extension into the stairwell and onto the top floor.
3. Search the top floor and provide a LCAN report to the Incident Commander
4. Be assigned to the area above the floor above the fire floor

III. **RAPID INTERVENTION TEAM (RIT) COMPANIES**

**An Engine Company may be assigned RIT duties if a Truck Company is determined (by CAD) to be unable to meet the required response time**

**A. RIT Minimum Equipment Compliment**

1. Thermal Imaging Camera
2. RIT Pack:
  - a. 1 300' rope bag
  - b. 1 Pair of tin snips
  - c. 1 Pair of Raptor Shears
  - d. 1 45 min. air cylinder, face piece and regulator
3. Hand tools (forcible entry/exit)
4. Portable radios – every member of RIT will have a portable radio
5. EMS Bag w/AED, O2 Bag and Mega Mover
6. Set of Elevator Keys
7. “Spec Pak”
8. All Truck and Rescue Companies are equipped with a Level I RIT pack.  
District Chief vehicles are equipped with a Level II RIT pack

**B. RIT Company (minimum of four members):** The RIT Company will proceed into the building with the necessary RIT equipment and any additional compliment of tools and equipment as deemed necessary and report to the Incident Commander or Lobby Control Officer, if one has been designated. Once assigned by the Incident Commander, the RIT Company will proceed to a location on the floor below the fire to complete a RIT R.E.C.O.N. (reference SOG 2110.01 for RIT details).

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III. **RESCUE COMPANIES**

Special Operations Companies are not required to carry hose, nozzles, or standpipe equipment bags. At the direction of the IC or their designee, the Special Operations Companies can provide unique and specialized equipment and capabilities.

- A. **Rescue Equipment Compliment** - In addition to the standard compliment of truck tools, they should bring the following:
1. Rescue rope bags and equipment
  2. Rotary saw with a metal cutting blade
  3. Other specialized tools as needed

- B. **Rescue Company (Rescue Officer, Engineer, and Two Firefighters):** Rescue companies will be assigned by the Incident Commander based on the specific rescue or Special Operations needs of the given incident or any other duties defined by the Incident Commander.

Consideration should be given to utilizing the Rescue Company in conjunction with the Third Arriving Truck Company to assist with clearing the Fire Attack Stairwell and evacuation stairwell of occupants. This task will assuredly be demanding and may require more than 1 Company to complete successfully.

If the Rescue Company arrives prior to any Truck Companies (for example, in their immediate first arriving response area), the Rescue Company may assume the duties and responsibilities of one of the initial Truck Companies.

IV. **CHIEF OFFICERS**

- A. **First Arriving District Chief - Incident Commander:**

The first Arriving District Chief will assume the position of Incident Commander. At the discretion of the Incident Commander, the initial command post may be established in the building's command center. Upon confirmation of a working structure fire, the IC should establish an exterior Command Post (CP) as soon as possible. This should occur as soon as the duties and responsibilities of Lobby Control/Systems are assigned. It is recommended that upon confirmation of a working fire, the IC consider requesting a 2<sup>nd</sup> alarm, and establish an appropriate Level II Staging Location.

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**B. Second Arriving District Chief – Lobby Control/Systems:**

The second arriving District Chief will report to the Command Post upon arrival and should anticipate the need to address the following Incident priorities and positions:

1. Lobby Control/Systems - an emphasis should be given to assigning these responsibilities to the second Arriving Chief to address the tactical priority of reassigning the first arriving Truck Officer to the Fire Floor.
2. Division/Group Supervisor
3. Branch Director

**C. Shift Commander – Safety Officer:**

The Shift Commander will assume the role of Safety Officer upon arrival, please see SOG 2110.05, Safety Officer Roles and Responsibilities for details.

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**I. Exterior Rescue Operations**

Exterior operations for Truck Company Engineers can be broken down into two categories based on the building height.

**A. Buildings Six Stories or Less in Height**

For buildings that are six stories tall or less in height, members will be using the stairs to conduct interior suppression operations and the Truck Company Engineers will not be utilized for elevator operations. When responding to these types of buildings, the Truck Company members shall consider:

1. **First-In Truck Engineer:** set the aerial to the fire floor for rescue or secondary egress
2. **Second-In Truck Engineer:** set the aerial to the floor above the fire floor for rescue or secondary egress or to the roof
3. **Other Truck Company Members:** assess the need to throw ground ladders for rescue and deploy ladders as needed

**B. Buildings Seven Stories Tall or More in Height**

1. **Imminent Rescue Necessary Upon Arrival:** when there is an imminent rescue presenting upon arrival that is within reach of the aerial, or ground ladders
  - **First-In Truck Engineer:** set the aerial for rescue
  - **Second-In Truck Engineer:** set the aerial for secondary rescue if presenting, if not, the second in Truck Company Engineer shall assume the duties of Elevator Operator as detailed in SOG 2111.17 Elevator Use During Fire Ground Operations.
  - **Other Truck Company Members:** assess the need to throw ground ladders for rescue and deploy ladders as needed
2. **Imminent Rescue Not Necessary or Not Possible Upon Arrival**
  - When there is no rescue presenting or it is not possible due being out of the reach of an aerial or ground ladders
  - The first in Truck Company Engineer shall assume the duties of Elevator Operator as detailed in SOG 2111.17 Elevator Use During Fire Ground Operations.

**II. Water Supply Operations in High-Rise or Low-Rise Standpipe Equipped Buildings**

When buildings have systems that supply water for firefighting, they should be allowed to operate as they are designed. However, recognizing that building systems can and do often fail, the Denver Fire Department is committed to the early establishment of a fire department water supply system to buildings with standpipes and sprinkler systems.

When a building fire pump is present, no attempt should be made to overcome the fire pump unless:

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1. It is confirmed that the building systems are not capable of supplying enough pressure and volume to attack lines, or
2. It is confirmed that the building fire pump has failed or failed to start.

If either of these situations occur, it is imperative that the Incident Commander identify and assign a Water Supply Supervisor to respond to the pump room to ascertain whether the failure of the system can be rectified.

When the fire department introduces high pressures into building systems early on, there is a high incidence of failure between the FDC and the fire pump room due to damage and stress to building piping and pipe joints. Engineers should always be cognizant to slowly increase pressure within the system when needed or requested. Engineers should always diligently monitor the incident tactical channel and be prepared to supply the building system with pressure as needed.

Water Supply systems for standpipe equipped buildings are divided into two main building types, building with fire pumps and those without:

**C. Fire Pump Equipped Buildings**

Fire Pumps are often present in taller buildings, and some buildings with a large amount of square footage, such as large warehouses and complexes, or large footprint multiple dwellings. These buildings often have PRV's or PRD's to manage pressure created by the fire pump. In these occupancies, the building's pump system is intended to provide the primary water supply for firefighting at a pressure equivalent to what is needed at the top-most standpipe outlet. PRV's on lower floors are set to operate at the correct pressure when the fire pump is on, pumping water at the required pressure. Therefore, fire department Engines must pump at least at the pressure the building's fire pump will pump at, in order for PRV's to operate correctly and supply the proper flow and pressure at outlet valves if the fire pump fails. In newer buildings, the placards on the FDC state the pressure fire department apparatus should supply. This pressure is often surprisingly high. If the building is not equipped with a placard indicating the proper pressure, Engineers are directed to pump to the top floor utilizing the DFD pump chart for calculations. **Extreme caution shall be utilized when pressurizing systems to this standard. Engineers must communicate with fire floor personnel to ensure that adequate pressures are achieved without over-pressurization.**

1. Engineers should charge the system slowly and remain at idle engine speed, with the apparatus in pump gear. Care should be taken to ensure the pump stays cool if no water is flowing through the apparatus pump for a period of time.
2. If the building fire pump fails or fails to start, The Engineer should supply the system with water and bring the pressure up slowly until the required pressure and flow are provided.

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3. Final adjustments and fine tuning to supply pressure should be made after a supply is established and in communication with Fire Attack to perfect the supply to the hand line(s) operating on the fire.
4. If high pressures are anticipated, then supply hose lines to the building should be lashed together with webbing to prevent violent whipping if one line fails.
5. The engine located at the FDC should operate in pressure.

**D. Buildings Without a Fire Pump**

Most of these buildings will have a domestic water supply that keeps the system charged but may not be capable of producing the pressure and volume needed for firefighting. In these buildings, the fire department should be the primary water supply source.

1. Engineers should start by pumping to the fire floor using the DFD pump chart.
2. The Engineer should bring the pressure up slowly until the required flow is provided.
3. Final adjustments and fine tuning to supply pressure should be made after a supply is established and in communication with Fire Attack to perfect the supply to the hand line(s) operating on the fire.
4. The engine located at the FDC should operate in the pressure setting.

**III. The Denver Fire Department High-Rise Water Supply Operations Are Divided Into Two Categories: Primary Water Supply And Secondary Water Supply (When Applicable)**

**A. Primary Water Supply Procedures:**

The first two engine companies on scene and their respective Engineers will be responsible for establishing the primary water supply.

**1. First-Arriving Engine Company:**

The first arriving engine company Engineer should spot the engine as close as possible to the building's fire department connection (FDC) and will provide a minimum of two 3" supply lines from the engine to the FDC. 2-1/2" hose is not considered water supply hose and should not be used for connecting to an FDC.

If the building has a two-inlet FDC, the Engineer should attach a clapped siamese to one of the inlets on the FDC. This will establish a third inlet for the water supply which can be used by the 3<sup>rd</sup> arriving Engine to establish an initial secondary supply.

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This Engineer then prepares to receive supply lines from the Engineer of the second-arriving engine company.

Supply lines to the building's system should be slowly charged as soon as it becomes apparent that a working fire is present.

The building's system should then be supplied based on a determination of which type of supply system is present (fire pump/PRV's vs. no fire pump) and according to the recommendations listed in water supply system types above. The first in engine should pump in PSI mode and in the pressure setting.

**2. Second-Arriving Engine Company:**

The second arriving engine company Engineer (assisted by their crew if necessary) should reverse lay/hand stretch the appropriate supply lines to the first in engine at the FDC and go to work at a hydrant. This will include a minimum of two 3" supply lines from engine-to-engine and should include a 35' 5-inch supply connected to a hydrant.

All supply lines should be charged with water up to the first-arriving engine company at the FDC once it is confirmed that the first engine is prepared to receive water. When pressure is needed or requested, it should be brought up slowly to the correct setting. Both Engineers should communicate with each other to achieve the desired result. The engine located at the hydrant should be in RPM mode (to remove the possibility of the computer attempting to overcorrect for fluctuations in the first in Engine's PSI setting) and start in the volume setting but be prepared to changeover to the pressure setting if needed.

**B. Secondary Water Supply Procedures:**

A secondary water supply should be established at working fires that are not quickly brought under control.

The third and fourth-arriving engine companies and their respective Engineers will be responsible for establishing the secondary water supply.

**The third arriving Engine Company Engineer may become the initial Water Supply Group Supervisor once assigned by Command.**

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Secondary water supply should be considered a dynamic process. The procedures listed below should be followed as stated, but companies may need to adjust to accommodate for changing conditions on the fire ground.

**1. Third-Arriving Engine Company:**

The Engineer from the third Arriving Engine Company will spot the apparatus as close as possible to a second, interconnected Fire Department Connection (FDC) if one exists. If the building is not equipped with a second FDC, he/she will spot as close as possible to the FDC being used by the first Arriving Engine Company and prepare to initiate appropriate secondary water supply procedures at the discretion of the Incident Commander. The Engineer of the third Arriving Engine Company may become the initial Water Supply Group Supervisor if deemed necessary by the I.C. If assigned, the Water Supply Group Supervisor will coordinate all water supply operations, communicating directly with the Incident Commander (IC) or Exterior Branch Director.

If the fire building is equipped with a second FDC (interconnected), the third-arriving engine company Engineer should spot the engine at the second location and follow the same procedures as those for the primary water supply.

If the fire building is equipped with only one FDC, the third-arriving Engine Company Engineer should spot his/her engine next to the building's FDC. This engine should be located near the first-due engine. One 3" supply line should be stretched and attached to the open inlet on the clappered siamese placed by the first-arriving Engine Company.

Actions that require hose lines going into the building to the first-floor standpipe should be cleared by the Exterior Branch Director or Incident Commander prior to implementation. If the fire does not come under control quickly, the Engineer should locate a first-floor standpipe hose valve connection and if it's not equipped with a pressure reducing valve (PRV), he/she should stretch two 3" supply lines to this location (PRV outlets cannot be pumped into). A clappered siamese, along with the proper adapters, should be attached at this location to establish two inlets for supply. If PRV's are present, then the Engineer should check the floor above for the presence of PRV's and determine if an alternate supply is possible there. If not, the Engineer should stand by and be ready to take over for the primary FDC supply engine if that pump fails while supplying the clappered siamese connected to the FDC by the first engine.



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Third arriving Engineers should plan for and establish a back-up plan for supplying the building with water considering that the piping between the FDC and fire pump may fail. Further, the building may have PRV's present on several of the lower floors which may prevent water supply at lower-floor standpipe outlets. A possible solution may be to supply the building's test header with hose lines for water supply to the pump. This method will require the use of double-female adapters for hose since test header outlets have male threads. Further, there is a labeled "TEST HEADER VALVE" that must be opened in the pump room to allow water to be supplied by the Engine through the test header. Ensure that the supply hoses have been charged prior to opening this valve to counteract any head pressure in the system.

The Engineer should be prepared to receive supply lines from the fourth-arriving engine company. The third in engine should pump in PSI mode and in the pressure setting.

**2. Fourth-Arriving Engine Company:**

The fourth-arriving engine company Engineer (assisted by their crew if necessary) will reverse lay/hand stretch the appropriate supply hose lines to complete the secondary water supply. This will include a minimum of two 3" supply lines from engine-to-engine and should include a 35' 5-inch supply connected to a hydrant.

All supply lines should be charged with water up to the third-arriving engine company at the FDC. The engine located at the hydrant should be in RPM mode (to remove the possibility of the computer attempting to overcorrect for fluctuations in the first in Engine's PSI setting) and start in the volume setting but be prepared to changeover to the pressure setting if needed

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Section: OPERATIONS: SPECIAL OPERATIONS

Topic: Stipulation Agreement Non-Certified  
Members Rescue Company

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**Six-month Requirement**

1. **DHMC Dive physical, I.A.R.D.S watermanship test. Open Water Certification (SDI)** – Certification is through Scuba Diving International (SDI) I. The new member must work with a certified DFD Dive instructor, recognizing the issues of scheduling, (i.e. Kelly Days, Vacations, etc.) to meet this timeframe.
2. **Emergency Response Diving International (ERDI I)- Dry suit/ Full Face Mask (AGA) skills** – Demonstrate knowledge of dive equipment and confidence using dry suit and AGA. Attempt ERDI watermanship test, must successfully complete to be placed in **Dive Rotation**.
3. **Technical Rescue- (Task Book)**  
Member shall complete the TRC portion, (Blue Section of Knowledge, Skills and Abilities [KSAs]) of Rope Rescue and Confined Space.

**Twelve-month Requirement**

1. **Swift Water I & II** – Successfully complete DRI swift water I & II certification. New member must work with a certified DFD swift water instructor to complete the training curriculum while recognizing scheduling and weather issues.
2. **ERDI II**– Successful completion of ERDI Certification through Emergency Response Diving International, Successful completion of the ERDI watermanship test.
3. **Technical Rescue- (Task Book)**- Member shall complete the TRC portion, (Blue Section of KSAs) of Trench Rescue and Structural Collapse.

Member shall complete the Technician Level (Red Section of KSAs) of Rope Rescue and Confined Space.

**Eighteen-Month Requirement**

1. **Hazardous Materials Technician**- Member shall receive an 80-hour Technician level certification, through Colorado Metropolitan Certification Board (CMCB).
2. Complete a certified Technical Rescue Certification course.

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**ATRIUM** – a continuous opening through two or more floors other than enclosed stairways, elevators, hoist ways, escalators, plumbing, electrical, air-conditioning or other equipment shafts, which is closed at the top.

**ANNUNCIATOR PANEL** – a graphic display of a building or area of a building that indicates the source of an alarm, or the operation of a fire protection system. This panel may be located at the front entrance, in the Fire Command Center, on each floor, or in each area. Areas of a building that house specific processes or systems, such as a computer room with a special extinguishing system may also have its own annunciator panel. These systems must be connected to the main fire alarm panel.

**AUTO EXPOSURE** – fire spread up the outside of a building, floor-to-floor, by way of the windows or exterior curtain walls. This type of fire spread is common at high-rise fires and places all areas of the building above the fire area in jeopardy.

**BRANCHES-** (Directors) NIMS Terminology- Branches may serve several purposes and may be functional, geographic, or both, depending on the circumstances of the incident. In general, Branches are established when the number of Divisions or Groups exceeds the recommended span of control (5).

**BUILDING COMMUNICATIONS SYSTEMS** – these systems allow Fire Department personnel to transmit information from the Fire Command Center to all or part of the building. They also allow the Command Center to receive information from certain areas within the structure. *(See Topic 2114.26 for further information)*

**CENTER CORE CONSTRUCTION** – a type of construction in which the elevators, stairways, and building support systems are grouped together in the center of the building. The core is usually constructed of concrete and steel or a combination of both, and is fire rated. The floors of the building are usually constructed of concrete poured over metal decking and are supported by protected structural steel or a truss assembly. An exterior wall constructed of glass or stone is fastened to the structural steel frame or truss system supporting the floors. The exterior wall is a curtain wall which leaves a gap between the structural frame and the exterior wall, creating an avenue for fire spread unless quality fire-stopping is installed per code requirements.

**COMMAND STAFF-** NIMS Terminology-The Command Staff report directly to the Incident Commander and provides critical support to both the I.C. and others on the Command Team. These positions can include the Safety Officer, PIO, Liaison Officer and

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Intelligence Officer. These positions are not considered to be a part of the Incident Commanders span of control.

**DAMPER** – a device used to control the airflow in the ducts of a building’s heating, ventilation, and air conditioning (HVAC) system.

**DIVISION AND GROUPS**-(Supervisor) NIMS Terminology- Division and/or Groups are established when the number of resources exceeds the manageable span of control (5) of Incident Command. Divisions are established to divide an incident into physical or geographical areas of operation. Groups are established to divide the Incident into functional areas of operation.

**DOOR CONTROL** - Dedicating a member to utilize the opening and closing of a door to manage the fire environment with suppression efforts. Every effort must be made during forcible entry operations to not make a door inoperable (take completely off its hinges) to mitigate the risk of a wind driven fire event.

**ELEVATOR MACHINE ROOM** – a mechanical room or area housing the equipment which operates the elevators. A building that has multiple banks of elevators may have more than one elevator machine room. These rooms are usually found at the top of the elevator shaft when the elevator is of the electric traction type. Some types of elevators, such as hydraulically operated systems, may have a control room at the bottom of the hoist way. Some elevator systems utilize a “machine-room-less” (MRL) elevator control system in which there is no machine room, just a control panel, which may be located on virtually any floor of the building top to bottom. In this type of installation, all of the elevator machine components are located within the hoist way itself. *(Refer to SOG 2111.17, Elevator Use During Fire Ground Operations for further information)*

**ELEVATOR RECALL** – a system installed on an elevator that provides for return of the elevator cars to the designated level of a building in an emergency. The recall may be accomplished automatically when the building goes into alarm, or may only be activated when a switch is operated. Phase I service type for elevator recall only returns the elevator(s) to the designated level and leaves the cars there with the doors open, while Phase II service provides for both recall and subsequent controlled use of firefighters by means of a special key. Most recent high-rise buildings in Denver are fitted with Phase II or “Firefighter’s” service. *(Refer to SOG 2111.17, Elevator Use During Fire Ground Operations for further information)*

**EMERGENCY POWER SYSTEM** – a backup electrical system, generator, batteries, or other acceptable electrical supply that is used when the normal

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**Topic:** High-Rise - Definitions

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electrical system in a building fails. Diesel-fueled systems should have an on-site fuel supply of eight hours, and should be capable of operating fire alarms, detection systems, exits, emergency lighting, fire pumps, smoke control equipment, emergency ventilation systems, communication systems, emergency elevator operations (*high rise buildings only*), and processes where interruptions would pose a serious hazard. The controls and/or gauges for this installation may be located in the Fire Command Center.

**FIRE COMMAND CENTER** – the room or area in a high-rise building designed for control of fire operations. This room or area may contain an annunciator panel, fire alarm panel, emergency communications devices, elevator status, elevator control devices, emergency or backup power supply controls, building plans, equipment, keys and handsets to be used by firefighters.

**FIRE DAMPER** – a damper used to restrict the passage of heat, fire, and smoke in the building’s HVAC systems.

**FIRE DEPARTMENT CONNECTION (FDC)** the Fire Department connection on the outside of a building that allows Fire Department engines to supply water to sprinkler and standpipe systems in the building. There may be multiple FDC’s present depending upon the design and height of the building.

**FIREFIGHTER AREA OF REFUGE** – refers to a tactic used to provide firefighters with an area of refuge during fire attack to protect against wind driven fires. In multiple dwellings, apartment doors on either side of the fire apartment can be opened and maintained on the same side of the building as the fire apartment. If a violent wind event occurs, such as loss of the windows on the windward side of the building, those apartments can be used for areas of refuge by firefighters. Apartments across the hall from the fire apartment should be avoided as refuge areas because the wind may trap firefighters in the air flow path from windward to leeward sides of the building.

**FIREFIGHTER HANDSET** – a portable telephone supplied by the building that is taken with firefighters when operating in a high-rise building. This handset is plugged into remote jack locations throughout the building, and communications are established with the Fire Command Center.

**FIRE TOWER (or SMOKE TOWER)** – an enclosed stairway connected to each floor by an outside balcony or fire-resistive vestibule that is vented to the outside. This arrangement is designed to provide for smoke-free exiting from the building in case of a fire. These stairwells should not be utilized for fire attack whenever possible.

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**FLOOR AREA SEPARATION** – two types are generally present; open floor space, where the entire floor is one large open area, or compartmentalization, where the floor is divided into fire-rated separations. The open floor concept is commonly found in commercial office buildings, while compartmentalization is more common in residential occupancies.

**GENERAL STAFF-** NIMS Terminology-The General Staff is comprised of the Operations, Planning, Logistics and Finance Section Chiefs. In addition to the Command function, the General Staff represents the other four management functions within the Incident Command system. The General Staff reports directly to the Incident Commander.

**GROUPS AND DIVISIONS-**(Supervisor) NIMS Terminology-Division and/or Groups are established when the number of resources exceeds the manageable span of control (5) of Incident Command. Divisions are established to divide an incident into physical or geographical areas of operation. Groups are established to divide the Incident into functional areas of operation.

**HIGH-RISE BUILDING** – a building defined by the Denver Building Code having any portion of a floor used for human occupancy that is more than 75 feet above the lowest level of Fire Department vehicle access.

**HVAC** – the Heating, Ventilation, and Air Conditioning system. This system may also be used by the Fire Department to control fire and smoke movement during an emergency. Many systems are designed with automatic and manual fire controls for this purpose; these controls are located in the Fire Command Center.

**KNOX BOX** – a locked box at a building that contains keys for entrance into the building and its interior spaces and/or elevator keys. All KNOX boxes in Denver are keyed alike, so that any fire company can gain access to each building with a KNOX box. Other jurisdictions that the DFD serves, such as the City of Glendale, have a different KNOX box key which has been provided to all fire companies in the city. These boxes are typically located at the main entrance to the building. Smaller “Lock Boxes” that are opened with a Fire Department barrel key are also present in some occupancies.

**LEVEL II STAGING (Exterior)** – Level II Staging is an external staging area designated by the Incident Commander that is used to gather equipment and personnel for use at a high-rise fire. Level II Staging operates directly under the Incident Commander. Ideally, the location is easily accessible for both incoming companies and companies being deployed into the fire area. Staging should be

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located far enough away to provide for the safety of members and equipment, but close enough to allow rapid deployment of resources.

**LOBBY** – the main entrance and ground floor area of a building, usually containing elevator(s), stairway access, and the Fire Command Center.

**MANUAL PULL STATION** – a manually-operated fire alarm device located at various locations in a building. In many buildings, a phone jack for the firefighter’s handset is located near each manual pull station.

**NEUTRAL PRESSURE PLANE (NPP)**– The level within a building at which the barometric pressure both inside the building and outside the building are the same. There is no active normal movement of air inside the building either up or down in the zone containing the NPP. It is dynamic and may affect more than one floor of the building at any given time and it may also change as environmental factors adjust. Firefighters can’t control the location of the NPP. It is mutually dependent and operates synergistically with Stack Effect.

**POKE-THROUGH CONSTRUCTION** – a type of construction that allows utilities and other objects to pass through fire-rated walls and floors. If not properly sealed after construction, this practice allows fire and smoke to move from one compartment within a building to another.

**REFUGE AREA (AREA OF RESCUE ASSISTANCE)** – an area in a building designed to protect persons in that area from fire and smoke. This may be accomplished by constructing fire-rated barriers, such as walls and doors, around the refuge area, or by means of ventilation, which pressurizes the refuge area and theoretically keeps out the fire and smoke. Usually, these areas are located on each floor of a high-rise building, near the elevators or stairways.

**REHABILITATION**-Due to the extreme physical efforts required in fighting a fire in a high-rise building, the issue of rehabilitation must be considered. Even after completing an assigned task, fire companies may be required to walk down many flights of stairs to reach areas of rehabilitation. The condition of firefighters must be monitored for safety.

**INTERIOR REHABILITATION (RE-HAB)** - should be established on lower floors whenever an incident may be of a long duration and the fire is on the upper floors, or when other conditions warrant. This area should be established in a safe area of the building, preferably one or two floors below the Interior Staging Area. The area should contain liquids, food, medical

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personnel, medical supplies, and communication equipment. Provisions for the transport of immobile personnel should also be considered.

EXTERIOR REHABILITATION - should be established for protection from the elements, the media, and other distractions, as well as the safety of personnel. Buildings near the fire building may be suitable for this purpose. This area should also contain refreshments, medical care, and restrooms.

The Incident Commander may choose to assign an Officer in charge of "REHAB." Assistance from outside agencies such as the Red Cross or Salvation Army may be coordinated under this position.

**SECTIONAL CONTROL VALVES** – manual valves on a sprinkler or standpipe system that control the flow of water to a specific section or floor of the building. These valves are used to control sprinkler or standpipe operations in a specific area without affecting the rest of the system.

**SHUNT TRIP** – a power control system involving building elevator systems that automatically shuts power down to an elevator when a heat detector activates in an elevator hoist way or elevator machine room. Shunt trip systems are present when elevator machine rooms and hoist ways are sprinklered. Shunt trips are designed to make sure that electrical equipment is de-energized prior to the application of water, so that erratic and unpredictable elevator behavior can be thwarted. They are activated by heat detectors in machine rooms and hoist ways.

**SINGLE RESOURCE-** NIMS Terminology –Is an individual, a piece of equipment and its personnel compliment, or a crew or a team of individuals with an identified work supervisor.

**SMOKE CONTROL SYSTEM** – an engineered system that uses mechanical fans to produce pressure differences to control smoke movement across smoke zones. The system is designed to exhaust smoke from the zone in alarm to the exterior of the building and to prevent smoke infiltration to the surrounding zones by pressurization.

**SPRINKLER SYSTEM**– a fire extinguishing system that consists of a network of pipes and sprinkler heads designed to provide water in selected areas of the building. On each floor, the sprinkler heads are usually mounted overhead and spaced to cover approximately 100 square feet. The water supply for the sprinkler system is usually inter-connected to the standpipe system, and fire department engines can also supply water to these systems by way of the fire department connection.



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**STACK EFFECT** – the vertical, natural air movement throughout a high-rise building caused by the difference in temperatures between the inside air and the outside air. Positive stack effect is characterized by a strong draft from the ground floor to the roof and is more significant in colder climates. Negative stack effect causes air to move from upper floors toward the ground floor and occurs in hot climates. Negative stack effect is usually not as dramatic because the difference in temperature is not as great. See Neutral Pressure Plane for a closely related concept.

**STAGING – (Interior)** - At high-rise incidents, an interior staging area is established two floors below the fire floor and reports directly to the Incident Commander. The interior staging area is used to collect and distribute equipment and personnel for the firefighting effort.

**STAIRWAY (EQUIPMENT) SUPPORT UNIT** – a group of firefighters used to transport equipment from the lobby level to the interior staging area by way of the stairwells. This method of equipment transport may be utilized when it is not feasible to use elevators or when deemed appropriate by the IC. The early establishment of an SSU is recommended for serious fires to maintain an adequate supply of tools, equipment, and air cylinders at staging.

**STANDPIPE** – a water supply system installed in a building and used by the Fire Department to provide water for hose lines. Outlets are located either in the stairwell or on each floor within 10 feet of a stairwell door. Multiple outlet locations are required whenever 100 feet (200 feet in fully-sprinklered buildings) of travel from the standpipe to an area is exceeded. The system is supplied by city water mains and a fire pump that will theoretically supply enough volume and pressure to maintain the required flow pressure at the top-most outlet with 500-gpm capacity. Standpipe systems are required in every building four or more stories above grade. Per International Fire Code (IFC), definitions are:

- Class I is a standpipe system equipped with 2-1/2-inch outlets.
- Class II is a standpipe system directly connected to a water supply and equipped with 1-1/2-inch outlets and hose.
- Class III is a standpipe system directly connected to a water supply and equipped with 1-1/2-inch outlets and 2-1/2 inch outlets.

Valve outlets may have Pressure-Reducing Valves (PRVs) or other pressure-restricting devices installed, which could significantly affect the pressure and flow obtained from the standpipe system.

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**STRATIFICATION** – when air or smoke is heated it tends to rise. This rising will continue until the air or smoke cools off, at which point it will tend to accumulate and spread out horizontally. When this occurs inside a high-rise building, the smoke will start to accumulate on floors above the fire, creating additional hazards to persons in those areas. Even though the smoke is cold, it is still very deadly. The Upper Floors Branch Director or any Company that is assigned to the area above the floor above the Fire Floor should aggressively focus on the ventilation and removal of stratified smoke.

**WIND DRIVEN FIRE** – a phenomenon that occurs when winds complicate firefighting efforts. Most notably it happens when windows fail on the windward side of the building resulting in the forceful pushing of heat, fire and smoke back into the building. Common flow paths include hallways and stairwells which firefighters are utilizing for fire attack. This can create dangerous conditions for members operating in these areas. At times a flanking attack from adjoining units may need to be considered if wind conditions prevent attack or advancement at the apartment door. Firefighters should anticipate wind conditions especially on the upper floors of high-rise buildings and be ready to adjust tactics to counter these effects.

**WORKING HIGH-RISE FIRE** – Fire showing from the interior or exterior or heavy black/gray turbulent smoke encountered during interior operations.

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Section: OPERATIONS: SPECIAL OPERATIONS

Topic: Stipulation Agreement Non-Certified  
Members Rescue Company

Topic No:	2115.01-1B
Date:	11-15-18
Approved:	CDIII
Review Date:	11-15-20
Replaces:	N/A

**Twenty-Four-Month Requirement**

1. **Under the Ice** – Demonstrate proficiency in Under the ice operations. Individual competency is based on practical evaluation by DFD dive instructors.
2. **Technical Rescue (Task Book)**-Member shall complete the Technical level (Red Section of KSAs of Trench Rescue and Structural Collapse.

The requirements for *Permanent* assignment to Rescue Co #1 or #2, are to have completed **all certifications** in this agreement.

To earn technician status, as it relates to pay, the member must complete, at a minimum, all **Six- and Twelve-Month** requirements and receive a letter of support from their assigned company officer. Once the letter of support is received, the Captain will submit a letter to the Chief of the Department per policy requesting technician status recognition.

Member understands achieving training goals to earn Technician pay is dependent on weather, staffing, and training opportunities. A proactive approach by new member is expected to achieve technician status. Technician pay is awarded by Rescue Captain and Special Operations Chief after demonstrating proficiently and presentation of valid certificates.

**Members are required to certify and maintain recognized and approved certifications under DFD SOGs 2115.01. Members shall demonstrate competency for these required certifications under the required timelines:**

- Water Rescue **yearly** practical requirements. ERDI Waterman ship test, Dry suit and AGA pool skills, 5 open water dives, under the ice dive, and swift water practical skills.
- Hazmat Technician CMCB JPRs and DHMC health physical shall be completed **yearly**.
- Technical Rescue Certification Task Book JPRs (red sections) shall be completed every **three years**.

**Initial Requirements to be placed in technical rescue rotation:**

- DHMC Health physical
- ERDI-swim test, dry suit and AGA skills. Demonstrate to DFD dive instructor proficiency with search patterns.
- Demonstrate to Rig Captain proficiency with Technical Rescue Technician JPRs.

Once a member has been notified by the Administration Division of their upcoming transfer, the member shall meet with the Company Captain or Special Operations Chief to review this agreement.

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Members Rescue Company

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Approved:	<i>CDIII</i>
Review Date:	11-15-20
Replaces:	N/A

By signing below, the member indicates that he/she has been informed of the above requirements and agrees to a **two-year** agreement and successfully complete and become proficient in the requirements set forth above in the allotted time frame. Pursuant to DFD Directive 1008.00 Sections III, Paragraph A, "Failure to meet those requirements, in a predetermined time frame, with adequate training opportunities, or a failure to maintain certifications shall result in the member's reassignment.

\_\_\_\_\_  
Member's Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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Section: OPERATIONS: SPECIAL OPERATIONS

Topic: Stipulation Agreement Certified Members  
Engine 1

Topic No:	2115.01-2A
Date:	11-15-18
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Review Date:	11-15-20
Replaces:	N/A

Members are required to certify and maintain recognized and approved certifications under DFD SOGs 2115.01. Members shall demonstrate competency for these required certifications under the required timelines:

- Water Rescue **yearly** practical requirements. ERDI Waterman ship test, Dry suit and AGA pool skills, 5 open water dives, under the ice dive, and swift water practical skills.
- Technical Rescue Certification Task Book JPRs (blue sections) shall be completed every **three years**.

**Initial Requirements to be placed in dive rotation:**

- DHMC dive physical.
- ERDI-swim test, dry suit and AGA skills. Demonstrate to DFD dive instructor proficiency with search patterns.

Once a member has been notified by the Administration Division of their upcoming transfer, the member shall meet with the Company Captain or Special Operations Chief to review this agreement.

By signing below, the member indicates that he/she has been informed of the above requirements and agrees to maintain and successfully complete the above requirements. Pursuant to DFD directive 1008.00 Sections III, Paragraph A, "Failure to meet those requirements, with adequate training opportunities, or a failure to maintain certifications shall result in the members reassignment."

\_\_\_\_\_  
Member's Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

DENVER FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

Section: OPERATIONS: SPECIAL OPERATIONS

Topic: Stipulation Agreement Non-Certified  
Members Engine 1

Topic No:	2115.01-2B
Date:	11-15-18
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Replaces:	N/A

**Six-Month Requirement**

1. **DHMC Dive physical, I.A.R.D.S watermanship test, Open Water Certification (SDI)** – Certification is through Scuba Diving International. The new member must work with a certified DFD dive instructor, recognizing the issues of scheduling, (i.e. Kelly Days, Vacations etc.) to meet this timeframe.
2. **Emergency Response Diving International (ERDI I)- Dry suit/ AGA skills** – Demonstrate knowledge of dive equipment and confidence using dry suit and AGA. Attempt to complete ERDI watermanship test, must successfully complete to be placed into **Dive Rotation**.

**Twelve-Month Requirements**

1. **Under the Ice** – Demonstrate proficiency in under the ice operations. Individual competency is based on practical evaluation by DFD dive instructors. This training curriculum is taught by DFD dive instructors and included sections on the dry suit dive operations, AGA mask, underwater communications, and search patterns.
2. **Swift Water I & II** – Successfully complete DRI swift water I & II certification. New member must work with a certified DFD swift water instructor to complete the training curriculum while recognizing scheduling and weather issues.
3. **ERDI II**– Successful completion of ERDI Certification through Emergency Response Diving International, Successful completion of the ERDI watermanship test.

The requirements for the permanent assignment on Engine Co #1 are to have completed all certification mention above. Member will earn **technician pay on successful achievement of three of the five requirements mentioned above**. *Example: Members have earned SDI certification, Swift water I & II Certification and has demonstrated diving proficiency in dry suit and AGA mask, and has successfully completed ERDI watermanship test. Tech Pay is authorized.*

**Twenty-Four Month Requirement**

1. **Technical Rescue Certifications** – Complete DFD TRC class.

Member understands achieving training goals to earn tech pay is dependent on weather, staffing, and training opportunities. A proactive approach by new member is expected to achieve technician status. Tech pay is awarded by the dive team captain after the member has demonstrated proficiency and presentation of valid certificates.

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Topic: Stipulation Agreement Non-Certified Members Engine 1

Topic No:	2115.01-2B
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Once permanently assigned to Engine Co 1 Dive team, members will continually train in all disciplines throughout the year to ensure their effectiveness during water rescue emergencies.

**Members are required to certify and maintain recognized and approved certifications under DFD SOGs 2115.01. Members shall demonstrate competency for these required certifications under the required timelines:**

- Water Rescue **yearly** practical requirements. ERDI watermanship test, dry suit and AGA pool skills, 5 open water dives, under the ice dive, and swift water practical skills.
- Technical Rescue Certification Task Book JPRs (blue sections) shall be completed every **three years**.

Once a member has been notified by the Administration Division of their upcoming transfer, the member shall meet with the Company Captain or Special Operations Chief to review this agreement.

By signing below, the candidate indicates that he/she has been informed of the above requirements and agrees to a two-year agreement and successfully completes and becomes proficient in the requirements set forth above in the allotted time frame. Pursuant to DFD directive 1008.00 Sections III, Paragraph A, "Failure to meet those requirements, in a predetermined time frame, with adequate training opportunities, or a failure to maintain certifications shall result in the members reassignment.

\_\_\_\_\_  
Member's Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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STANDARD OPERATING GUIDELINE

Section: OPERATIONS: SPECIAL OPERATIONS

Topic: Stipulation Agreement Certified Members  
Tower 1

Topic No:	2115.01-3A
Date:	11-15-18
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Replaces:	N/A

**Members are required to certify and maintain recognized and approved certifications under DFD SOGs 2115.01. Members shall demonstrate competency for these required certifications under the required timelines:**

- Swift Water Rescue **yearly** practical requirements. ERDI Watermanship test and swift water practical skills.
- Technical Rescue Certification Task Book JPRs (red sections) shall be completed every **three years**.

**Initial Requirements to be placed in technical rescue rotation:**

- Demonstrate to Rig Captain proficiency with Technical Rescue Technician JPRs.

Once a member has been notified by the Administration Division of their upcoming transfer, the members shall meet with the Company Captain or Special Operations Chief to review this agreement.

By signing below, the member indicates that he/she has been informed of the above requirements and agrees to maintain and successfully complete the above requirements. Pursuant to DFD directive 1008.00 Sections III, Paragraph A, "Failure to meet those requirements, with adequate training opportunities, or a failure to maintain certifications shall result in the member's reassignment."

\_\_\_\_\_  
Member's Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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Topic: Stipulation Agreement Non-Certified  
Members Tower 1

Topic No:	2115.01-3B
Date:	11-15-18
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Replaces:	N/A

**Six-Month Requirement**

**1. Technical Rescue- (Task Book)**

The Tech Rescue Task book covers four areas of training and approximately 64 job sheets. During the first six months, approximately 60% (38) job sheets will be completed. This allows the instructor the flexibility to model training to the student's needs. The Blue KSA sections of Rope Rescue and Confined Space Rescue shall be completed. Any Red sections of Rope Rescue and Confined Space Rescue may be fulfilled, but not required during the first six-month period. The member will also complete the driver certification portion related to the collapse trailer (Structural Collapse JPR21). As part of the 6-month evaluation, the member will be tested on a series of 6 randomly chosen Tech Rescue JPRs.

**Twelve-Month Requirement**

1. The twelve-month agenda will cover the remaining 40% of the task book job sheets. The Red sections of Rope Rescue, and confined Space will be completed. The Blue and Red sections of Structural Collapse and Trench Rescue will also be completed

**Eighteen-Month Requirement**

1. Complete a certified Technical Rescue Certification course.

**Twenty-Four-Month Requirement**

1. Successfully complete ERDI swift water I & II certification and ERDI watermanship test.

To earn technician status, as it relates to pay, member must complete entire 6-month requirements, complete the RED portions of the KSAs in Rope and Confined Space Rescue and receive a letter of support from their assigned company officer. Once the letter of support is received, the Captain of Tower 1 will submit a letter to the Chief of the Department per policy requesting technician status recognition. Member understands achieving training goals to earn Technician pay is dependent on weather, staffing, and training opportunities. A proactive approach by new member is expected to achieve technician status.

**Members are required to certify and maintain recognized and approved certifications under DFD SOGs 2115.01. Members shall demonstrate competency for these required certifications under the required timelines:**

- Water Rescue **yearly** practical requirements. ERDI I Waterman ship test and swift water practical skills.

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Members Tower 1

Topic No:	2115.01-3B
Date:	11-15-18
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Review Date:	11-15-20
Replaces:	N/A

- Technical Rescue Certification Task Book JPRs (red sections) shall be completed every **three** years.

**Initial Requirements to be placed in technical rescue rotation:**

- ERDI I -swim test and demonstrate to DFD dive instructor proficiency with swift water skills.
- Demonstrate to Rig Captain proficiency with Technical Rescue Technician JPRs.

Once a member has been notified by the Administration Division of their upcoming transfer, the member shall meet with the Company Captain or Special Operations Chief to review this agreement.

By signing below, the member indicates that he/she has been informed of the above requirements and agrees to a **two-year** agreement and successfully complete and become proficient in the requirements set forth above in the allotted time frame. Pursuant to DFD directive 1008.00 Sections III, Paragraph A, "Failure to meet those requirements, in a predetermined time frame, with adequate training opportunities, or a failure to maintain certifications shall result in the member's reassignment"

\_\_\_\_\_  
Member's Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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Section: OPERATIONS: SPECIAL OPERATIONS

Topic: Stipulation Agreement Certified Members  
Station 9

Topic No:	2115.01-4A
Date:	11-15-18
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**Members are required to certify and maintain recognized and approved certifications under DFD SOGs 2115.01. Members shall demonstrate competency for these required certifications under the required timelines.**

All members of the hazardous materials team are responsible for maintaining proficiency in the skills listed below and for maintaining their HAZMAT technician certification. All members shall complete all CMCB Hazmat Tech JPRs annually. Additionally, annually members are required to undergo a DHMC HAZMAT physical.

In conjunction with the certification of Hazardous Materials Technician, the member **shall** demonstrate the following requirements to a level of competence on an annual basis while assigned to Station 9.

1. Demonstrate competence in the Standard Operating Guidelines relating to Hazardous Materials and Suspicious Packages.
2. Demonstrate competence in the nomenclature and location of all Hazardous Materials related equipment on both HAMER 1, the HAMER Reserve and in the Firehouse.
3. Demonstrate competence in all the individual positions and tasks related to the Hazardous Materials operations including Entry, Sampling, Safety Officer, Resources.
4. Demonstrate competence in both the 56-point check and be certified in the operation of both the HAMER 1 and the HAMER Reserve rigs.
5. Demonstrate competence in resourcing information through the variety of chemical and Hazardous Materials responder reference books.
6. Demonstrate competence in the operation of all meters within the inventory and know how and when they should be used.
7. Demonstrate competence with all computer programs utilized and in operation on the laptops on HAMER 1, HAMER Reserve, and at the firehouse and be able to access all programs available and know what they are used for and how to use them.
8. Demonstrate competence in the establishment of specific zones associated with Hazardous Materials entry and where to set them up.
9. Demonstrate competence in the set up and deployment of all meters, equipment and inventory on HAMER 1 and HAMER Reserve.
10. Demonstrate competence in the set up and deployment of all Chlorine Kits.
11. Demonstrate competence in the donning of all types of level A, B, and C Chemical Protective suits and MT94 suits.
12. Demonstrate the ability to work competently in the confines of being fully encapsulated in a Level-A ensemble.
13. Demonstrate a level of proficiency in the use of all tools and meters needed to process a Biological, Radiological and WMD Hazard safely.
14. Demonstrate a level of proficiency in the use of all tools and meters needed to process a Meth Lab/ Grow Lab including small scale production labs.

DENVER FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

Section: OPERATIONS: SPECIAL OPERATIONS

Topic: Stipulation Agreement Certified Members  
Station 9

Topic No:	2115.01-4A
Date:	11-15-18
Approved:	<i>CDIII</i>
Review Date:	11-15-20
Replaces:	N/A

The above listed criteria must be met before a recommendation for **technician pay** is made, through the chain of command, to the Chief of the Department.

Once the member has been notified by the Administrative Division of their upcoming transfer, the member shall meet with Company Captain or Special Operations Chief to review this agreement.

By signing below, the member indicates that he/she has been informed of the above requirements and agrees to successfully complete and become proficient in the requirements set forth above in the allotted time frame. Pursuant to DFD directive 1008.00 Sections III, Paragraph A, "Failure to meet those requirements, in a predetermined time frame, with adequate training opportunities, or a failure to maintain certifications shall result in the member's reassignment."

\_\_\_\_\_  
Member's printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

DENVER FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

Section: OPERATIONS: SPECIAL OPERATIONS

Topic: Stipulation Agreement Non-Certified  
Members Station 9

Topic No:	2115.01-4B
Date:	11-15-18
Approved:	CDIII
Review Date:	11-15-18
Replaces:	N/A

**Twelve-Month Requirement**

- DHMC initial Hazmat health physical
- Hazardous materials certification through CMCB.

In conjunction with the certification of Hazardous Materials Technician, the member **shall** demonstrate the following requirements to a level of competence on an annual basis while assigned to Station 9.

1. Demonstrate competence in the Standard Operating Guidelines relating to Hazardous Materials and Suspicious Packages.
2. Demonstrate competence in the nomenclature and location of all Hazardous Materials related equipment on both HAMER 1, the HAMER Reserve and in the Firehouse.
3. Demonstrate competence in all the individual positions and tasks related to the Hazardous Materials operations including Entry, Sampling, Safety Officer, Resources.
4. Demonstrate competence in both the 56-point check and be certified in the operation of both the HAMER 1 and the HAMER Reserve rigs.
5. Demonstrate competence in resourcing information through the variety of chemical and Hazardous Materials responder reference books.
6. Demonstrate competence in the operation of all meters within the inventory and know how and when they should be used.
7. Demonstrate competence with all computer programs utilized and in operation on the laptops on HAMER 1, HAMER Reserve, and at the firehouse and be able to access all programs available and know what they are used for and how to use them.
8. Demonstrate competence in the establishment of specific zones associated with Hazardous Materials entry and where to set them up.
9. Demonstrate competence in the set up and deployment of all meters, equipment and inventory on HAMER 1 and HAMER Reserve.
10. Demonstrate competence in the set up and deployment of all Chlorine Kits.
11. Demonstrate competence in the donning of all types of level A, B, and C Chemical Protective suits and MT94 suits.
12. Demonstrate the ability to work competently in the confines of being fully encapsulated in a Level-A ensemble.
13. Demonstrate a level of proficiency in the use of all tools and meters needed to process a Biological, Radiological and WMD Hazard safely.
14. Demonstrate a level of proficiency in the use of all tools and meters needed to process a Meth Lab/ Grow Lab including small scale production labs.

The above listed criteria must be met before a recommendation for **technician pay** is made, through the chain of command, to the Chief of the Department.

DENVER FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

Section: OPERATIONS: SPECIAL OPERATIONS

Topic: Stipulation Agreement Non-Certified  
Members Station 9

Topic No:	2115.01-4B
Date:	11-15-18
Approved:	CDIII
Review Date:	11-15-18
Replaces:	N/A

**Members are required to certify and maintain recognized and approved certifications under DFD SOGs 2115.01. Members shall demonstrate competency for these required certifications under the required timelines.**

All members of the hazardous materials team are responsible for maintaining proficiency in the skills listed above and for maintaining their HAZMAT technician certification. All members shall complete all CMCB Hazmat Tech JPRs annually. Additionally, annually members are required to undergo a HAZMAT physical.

Once the member has been notified by the Administrative Division of their upcoming transfer, the member shall meet with Company Captain or Special Operations Chief to review this agreement.

By signing below, the member indicates that he/she has been informed of the above requirements and agrees to a **two-year** agreement and successfully complete and become proficient in the requirements set forth above in the allotted time frame. Pursuant to DFD directive 1008.00 Sections III, Paragraph A, "Failure to meet those requirements, in a predetermined time frame, with adequate training opportunities, or a failure to maintain certifications shall result in the member's reassignment."

\_\_\_\_\_  
Member's printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

DENVER FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

Section: OPERATIONS: SPECIAL OPERATIONS

Topic: Stipulation Agreement Certified Members  
Engine 6

Topic No:	2115.01-5A
Date:	11-23-18
Approved:	CDIII
Review Date:	11-23-20
Replaces:	N/A

**Members are required to certify and maintain recognized and approved certifications under DFD SOGs 2115.01. Members shall demonstrate competency for these required certifications under the required timelines.**

All members of the hazardous materials team are responsible for maintaining proficiency in the skills listed below and for maintaining their HAZMAT technician certification. All members shall complete all CMCB Hazmat Tech JPRs annually. Additionally, annually members are required to undergo a DHMC HAZMAT physical.

In conjunction with the certification of Hazardous Materials Technician, the member **shall** demonstrate the following requirements to a level of competence on an annual basis while assigned to Station 6.

1. Demonstrate proficiency in the Standard Operating Guidelines of the DECON unit.
2. Demonstrate proficiency in the nomenclature and location of all related equipment as it pertains to a decontamination operation.
3. Demonstrate proficiency in all individual positions of decontamination operations.
4. Demonstrate proficiency in both the 56-point check and be certified in the operation of the DECON apparatus.
5. Demonstrate proficiency in resourcing information from various chemical and HAZMAT responder reference books.
6. Demonstrate proficiency in the operation of all meters assigned to the DECON team.
7. Demonstrate proficiency with all computer programs utilized to assist with decontamination operations.
8. Demonstrate proficiency in the documentation of information required at and after an incident.
9. Demonstrate proficiency in the establishment of specific corridors associated with decontamination.
10. Demonstrate proficiency in the set up and deployment of a technician DECON.
11. Demonstrate proficiency in the set up and deployment of an emergency DECON.
12. Demonstrate proficiency in the set up and deployment of a gross DECON.
13. Demonstrate proficiency in the set up and deployment of DECON shelters and any associated appliances/equipment.
14. Demonstrate proficiency in donning both Level A and B HAZMAT protection suits.

DENVER FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

Section: OPERATIONS: SPECIAL OPERATIONS

Topic: Stipulation Agreement Certified Members  
Engine 6

Topic No:	2115.01-5A
Date:	11-23-18
Approved:	<i>CDIII</i>
Review Date:	11-23-20
Replaces:	N/A

15. Demonstrate the ability to work proficiently and safely while wearing both Level A and B HAZMAT protection suits.

The above listed criteria must be met before a recommendation for **technician pay** is made, through the chain of command, to the Chief of the Department.

Once the member has been notified by the Administrative Division of their upcoming transfer, the member shall meet with Company Captain or Special Operations Chief to review this agreement.

By signing below, the member indicates that he/she has been informed of the above requirements and agrees to successfully complete and become proficient in the requirements set forth above in the allotted time frame. Pursuant to DFD Directive 1008.00 Sections III, Paragraph A, "Failure to meet those requirements, in a predetermined time frame, with adequate training opportunities, or a failure to maintain certifications shall result in the member's reassignment."

\_\_\_\_\_  
Member's printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



DENVER FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

Section: OPERATIONS: SPECIAL OPERATIONS

Topic: Stipulation Agreement Non-Certified  
Members Engine 6

Topic No:	2115.01-5B
Date:	11-23-18
Approved:	CDIII
Review Date:	11-23-20
Replaces:	N/A

**Twelve-Month Requirement**

- DHMC initial Hazmat health physical.
- Hazardous materials certification through CMCB.

In conjunction with the certification of Hazardous Materials Technician, the member **shall** demonstrate the following requirements to a level of competence on an annual basis while assigned to Station 6.

1. Demonstrate proficiency in the Standard Operating Guidelines of the DECON unit.
2. Demonstrate proficiency in the nomenclature and location of all related equipment as it pertains to a decontamination operation.
3. Demonstrate proficiency in all individual positions of decontamination operations.
4. Demonstrate proficiency in both the 56-point check and be certified in the operation of the DECON apparatus.
5. Demonstrate proficiency in resourcing information from various chemical and HAZMAT responder reference books.
6. Demonstrate proficiency in the operation of all meters assigned to the DECON team.
7. Demonstrate proficiency with all computer programs utilized to assist with decontamination operations.
8. Demonstrate proficiency in the documentation of information required at and after an incident.
9. Demonstrate proficiency in the establishment of specific corridors associated with decontamination.
10. Demonstrate proficiency in the set up and deployment of a technician DECON.
11. Demonstrate proficiency in the set up and deployment of an emergency DECON.
12. Demonstrate proficiency in the set up and deployment of a gross DECON.
13. Demonstrate proficiency in the set up and deployment of DECON shelters and any associated appliances/equipment.
14. Demonstrate proficiency in donning both Level A and B HAZMAT protection suits.
15. Demonstrate the ability to work proficiently and safely while wearing both Level A and B HAZMAT protection suits.

The above listed criteria must be met before a recommendation for technician pay is made, through the chain of command, to the Chief of the Department.

DENVER FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

Section: OPERATIONS: SPECIAL OPERATIONS

Topic: Stipulation Agreement Non-Certified  
Members Engine 6

Topic No:	2115.01-5B
Date:	11-23-18
Approved:	<i>CDIII</i>
Review Date:	11-23-20
Replaces:	N/A

**Members are required to certify and maintain recognized and approved certifications under DFD SOGs 2115.01. Members shall demonstrate competency for these required certifications under the required timelines.**

All members of the hazardous materials team are responsible for maintaining proficiency in the skills listed above and for maintaining their HAZMAT technician certification. All members shall complete all CMCB Hazmat Tech JPRs annually. Additionally, annually members are required to undergo a HAZMAT physical.

Once the member has been notified by the Administrative Division of their upcoming transfer, the member shall meet with Company Captain or Special Operations Chief to review this agreement.

By signing below, the member indicates that he/she has been informed of the above requirements and agrees to a **two-year** agreement and successfully complete and become proficient in the requirements set forth above in the allotted time frame. Pursuant to DFD Directive 1008.00 Sections III, Paragraph A, "Failure to meet those requirements, in a predetermined time frame, with adequate training opportunities, or a failure to maintain certifications shall result in the member's reassignment."

\_\_\_\_\_  
Member's printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**DENVER FIRE DEPARTMENT**

**STANDARD OPERATING GUIDELINE**

**Section: OPERATIONS: SPECIAL OPERATIONS**  
**Topic: Technical Rescue Certification**

<b>Topic No:</b>	<b>2115.07</b>
<b>Date:</b>	<b>05-25-23</b>
<b>Approved:</b>	<i>RM</i>
<b>Review Date:</b>	<b>05-25-26</b>
<b>Replaces:</b>	<b>Same, dated 03-09-21</b>

**PURPOSE:** To provide a procedural overview and identify the process and rules for certification for the Denver Fire Department Technical Rescue Certification program.

**SCOPE:** Applies to all uniformed Denver Fire Department personnel.

**OVERVIEW:**

The Denver Fire Department Operations Division will require that all members assigned to Tower 1, Engine 1, Rescue 1, and Rescue 2 certify and maintain the Denver Fire Department “Technical Rescue Certification” (TRC). The certification is derived from NFPA 1006 and NFPA 1670, focusing on the areas of Rope I, Rope II, Confined Space Rescue, Trench Rescue, and Structural Collapse.

Members not assigned to Special Operations who have had prior training and received certification for Technical Rescue outside of the Denver Fire Department TRC program that meets or exceeds NFPA 1006 and NFPA 1670, will be afforded the opportunity to obtain TRC recognition. Recognition will be based on a two-tiered process and will be at the discretion of the Operations Division Chief.

**Tier I: Letter of Recognition**

Tier 1 applies to any member who has participated, completed, and received Technical Rescue Certification outside of the Denver Fire Department TRC program. To be eligible for Tier 1 certificate of recognition, the following criteria must be met:

1. The member must provide proof of completion and certification from an approved Technical Rescue Program within 36 calendar months from the time of submittal.
2. The certification will need to be confirmed and approved by the Operations Division Chief or designee, that the course taken meets or exceeds the NFPA 1006, NFPA 1670 regarding Technical Rescue.
3. If the course meets the established criteria, certificate of recognition will be granted. If the course does not meet the criteria, that member will have to either move toward the Tier II phase or enroll in the Denver Fire Department TRC program.

## DENVER FIRE DEPARTMENT

### STANDARD OPERATING GUIDELINE

**Section: OPERATIONS: SPECIAL OPERATIONS**

**Topic: Technical Rescue Certification**

<b>Topic No:</b>	<b>2115.07</b>
<b>Date:</b>	<b>05-25-23</b>
<b>Approved:</b>	<b><i>RM</i></b>
<b>Review Date:</b>	<b>05-25-26</b>
<b>Replaces:</b>	<b>Same, dated 03-09-21</b>

#### **Tier II: Test Out Process**

Tier II applies to any member who has attended, completed, and received Technical Rescue Certification outside the Denver Fire Department TRC program that is greater than 36 calendar months from the time of certification and submittal for recognition. Certification must include NFPA 1006 and NFPA 1670 compliant Rope I, Rope II, Confined Space Rescue, Trench Rescue, and Structural Collapse. During the Tier II process, members who qualify and have the certification will be allowed to “Test Out” and earn certification recognition. The Tier II “Test Out” process consists of three phases. A written test, an online course, and a hands-on evaluation.

1. The Special Operations Chief will confirm eligibility.
2. If Tier II recognition is confirmed, the TRC Manual and Task Book will be issued for 30 days to review and practice Skills.
3. At the end of the 30-day period, the Special Operations Chief and member applying will establish a date and time for the written test. The written test is:
  - a. 50 questions
  - b. 80% is passing
4. Upon receiving a passing written score, the member is then required to complete the online TEEEX Structural Collapse course (valid for 1 year). The course certificate will be given to the Special Operations Chief to be entered in Target Solutions.
5. The hands-on-test (HOT) will be scheduled with a Captain from TR-1, R-1, or R-2, through the Special Operations Chief.
  - a. The Captain has the option to delegate the HOT to one of the TRC Lead Instructors.
  - b. The hands-on test will take no longer than 2 hours.
  - c. The test may include any TRC JPR from the Task Book.
  - d. Portions of the hands-on test will include setting up equipment, completing JPRs, and answering questions by the Tester that are relevant to the certification.
  - e. The Tester will have specific JPRs to sign off.

**DENVER FIRE DEPARTMENT**

**STANDARD OPERATING GUIDELINE**

**Section: OPERATIONS: SPECIAL OPERATIONS**

**Topic: Technical Rescue Certification**

<b>Topic No:</b>	<b>2115.07</b>
<b>Date:</b>	<b>05-25-23</b>
<b>Approved:</b>	<i>RM</i>
<b>Review Date:</b>	<b>05-25-26</b>
<b>Replaces:</b>	<b>Same, dated 03-09-21</b>

Eligibility and enrollment will be at the discretion of the Operations Division Chief or designee.

The Operations Division will coordinate with the Safety and Training Division and the Captains of TR-1, R-1, and R-2 to facilitate refresher training prior to “Testing Out.”

DENVER FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

Section: OPERATIONS: SPECIAL OPERATIONS  
Topic: Minimum Staffing for Special Operations

Topic No:	2115.08
Date:	03-08-23
Approved:	RM
Review Date:	03-08-26
Replaces:	Same, dated 10-31-18

**PURPOSE:** To establish procedures for maintaining a minimum safe staffing level for all specialty companies. The minimums are comprised for “On-Air” operations and for safe deployment of rescue teams.

**SCOPE:** Applies to all Denver Fire Department personnel functioning at a Technical Rescue incident or training.

**Water Rescue**

Response: Engine 1, Rescue 1 or Rescue 2 and Tower 1  
Optimal Staffing: 8 Dive Certified Technicians  
**Minimum Staffing: 6 Dive Certified Technicians at an incident**  
Min. Staffing Team Assignments: 1 Technician- Group Supervisor; 2 Technicians- 1 Primary Diver and 1 Safety Diver on Team Alpha; 2 Technicians- 1 Primary Diver and 1 Safety Diver on Team Bravo; 1 Technician- Line Tender

**Swift Water Rescue**

Response: Engine 1, Rescue 1 or Rescue 2 and Tower 1  
Optimal Staffing: 12 Level 2 Swift Water Technicians  
**Minimum Staffing: 7 Level 2 Swift Water Technicians at an incident**  
Min. Staffing Team Assignments: 1 Technician- Group Supervisor; 2 Technicians- Boat Rescuers; 2 Technicians- Line Tenders; 2 Technicians- Downstream Safeties

**Hazardous Materials**

Response: Decon, Engine 6, Rescue 1 or Rescue 2, Engine 9, Tower 9, and Hamer 1  
Optimal Staffing: 18 Hazmat Technicians  
**Minimum Staffing: 12 Hazmat Technicians at an incident**  
Min. Staffing Team Assignments: 1 Technician- Branch Director; 1 Technician- Entry Group Supervisor; 1 Technician- Decon Group Supervisor; 1 Technician- Safety Officer; 2 Technicians- Entry Team Alpha; 2 Technicians- Entry Team Bravo; 2 Technicians- Rescue Team; 1 Technician- Resources Specialist; 1 Technician- Decon Operations Officer

**Collapse / Con Space / Trench**

Response: Rescue 1 or Rescue 2 Tower 1, Collapse Unit, Engine 1, Engine 9 or Tower 9 with Hamer 1, Engine 6 (on trench )  
Optimal Staffing: 12 Technicians  
**Minimum Staffing: 6 Technicians at an incident**  
Min. Staffing Team Assignments: 1 Technician- Group Supervisor or Edge/Entry Attendant; 2 Technicians- Team Alpha; 2 Technicians- Team Bravo; 1 Technician- Air Cart/Shore Support/Cut Station

**DENVER FIRE DEPARTMENT**

**STANDARD OPERATING GUIDELINE**

**Section: OPERATIONS: SPECIAL OPERATIONS**

**Topic: Minimum Staffing for Special Operations**

<b>Topic No:</b>	<b>2115.08</b>
<b>Date:</b>	<b>03-08-23</b>
<b>Approved:</b>	<i>RM</i>
<b>Review Date:</b>	<b>03-08-26</b>
<b>Replaces:</b>	<b>Same, dated 10-31-18</b>

**High Angle Rescue**

Response: Rescue 1 or Rescue 2, Tower 1 and Engine 1  
Optimal Staffing: 10 Level 2 High Angle Certified Technicians  
**Minimum Staffing: 6 High Angle Certified Technicians at an incident**  
Min. Staffing Assignments: 1 Technician- Edge Attendant; 1 Technician- Team Alpha; 2 Technicians- Team Bravo; 1 Technician- Rigger/Haul Team; 1 Technician- Belay Team

DENVER FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

Section: OPERATIONS: WILDLAND  
Topic: Wildland Apparatus

Topic No:	2117.03
Date:	03-01-18
Approved:	CDIII
Review Date:	03-01-20
Replaces:	Same, dated 05-26-17

**PURPOSE:** To ensure operational readiness of wildland apparatus

**SCOPE:** Applies to all Denver Fire Department Members

**I. OVERVIEW:**

The Denver Fire department currently has three wildland apparatus that are readily deployable within the City and County of Denver, regionally, and nationally. The following fire stations will house the respective apparatus.

Station 2: Engine 301 (Type III)

Station 29: Brush 601 (Type VI)

Station 13: Brush 602 (Type VI)

When the apparatus is requested within the jurisdiction of the Denver Fire Department for an incident, the apparatus will be cross staffed by two DFD personnel from their respective station, followed by the remainder of the crew in the Engine or Truck. Members staffing the wildland apparatus shall utilize the appropriate wildland and/or structural PPE.

When the apparatus is requested regionally through ROSS (as a single resource or part of a strike-team) or nationally, the apparatus will be staffed by DFD red-carded wildland personnel.

**II. FIRE STATION RESPONSIBILITIES:**

- a. Each station is responsible for completing a weekly equipment inventory.
- b. Each station will start the rig at least once a week.
- c. Each station will start the saw(s) during the respective station's rig day.
- d. Wildland equipment will not be borrowed or removed from the apparatus.
- e. Each station will ensure the apparatus remains fully fueled and the water tank is filled at all times.
- f. If the apparatus is used locally by the Station, all required steps specified in III (g) will be followed upon return to the Station.



DENVER FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

Section: OPERATIONS: WILDLAND  
Topic: Wildland Apparatus

Topic No:	2117.03
Date:	03-01-18
Approved:	CDIII
Review Date:	03-01-20
Replaces:	Same, dated 05-26-17

**III. ASSIGNED WILDLAND MEMBER RESPONSIBILITIES:**

- a. Prior to deployment departure, assigned members will complete a full equipment and supply inventory.
- b. Members deploying with the apparatus to an incident shall check in with the on-duty company officer prior to departure.
- c. Members deploying to an incident shall check in with the respective company officer to assist with parking of their personal vehicles. Members deploying with Engine 601 from Station 29 shall park their vehicles at Station 2.
- d. When apparatus is deployed the minimum staffing shall include:
  1. Engine 301- 1 Engine Boss, 3 Firefighters (FFT2 minimum)
  2. Engine 601/602- 1 Engine Boss, 2-3 Firefighter (FFT2 minimum)
  3. Staffing priorities for each engine deployment will include an Engine Boss (t) and/or a FFT1(t) whenever possible.
- e. Department issued fuel card is allowed for **fuel purchase only**.
- f. Prior to demobilization from an incident, the assigned ENGB member is responsible for engine equipment replacement or restocking at the incident. If the needed equipment/supplies are not available an "S-Code" will be requested for replacement billing following return.
- g. It is the responsibility of the assigned members upon return to:
  - a. Remove all personal PPE bags and effects from the engine.
  - b. Complete a full equipment and supply inventory.
  - c. Document and notify the Coordinator of any equipment repair or replacement needs.
  - d. Communicate the need for servicing of the apparatus.
  - e. Ensure all tools are sharpened and all chainsaws cleaned and serviced.
  - f. Clean interior and exterior of the apparatus.
  - g. Ensure the apparatus is fully fueled
  - h. Ensure that the apparatus's water tank is filled.

**DENVER FIRE DEPARTMENT**

**STANDARD OPERATING GUIDELINE**

**Section: OPERATIONS: USAR**

**Topic: USAR Task Force Mobilization Manual**

<b>Topic No:</b>	<b>2118.01</b>
<b>Date:</b>	<b>02-17-23</b>
<b>Approved:</b>	<b><i>RM</i></b>
<b>Review Date:</b>	<b>02-17-26</b>
<b>Replaces:</b>	<b>Same, dated 08-31-17</b>

**PURPOSE:** To identify the duties and responsibilities of members of the Department involved with Colorado Task Force 1 (CO-TF1) in the event of a Federal activation or alert.

**SCOPE:** Applies to all members of the Denver Fire Department who are team members of CO-TF1.

**I. RESPONSIBILITIES**

- A. Members shall verify their deployment status on the pre-roster via monthly emails sent by CO-TF1. Members that are on the pre-roster who cannot deploy are to immediately notify their Task Force supervisor. Shift Commanders shall be provided copies of the Red, White, and Blue pre-rosters to include their specialties, in January of every year. The Senior DFD Task Force member (the agency lead) is responsible for providing all information regarding the Task Force to the Operations Division Chief, Shift Commander, Special Operations Chief, and Special Operations Captain. The Agency Lead will also serve as the Point of Contact (POC) for the Task Force.
- B. Members shall ensure that their personal equipment is always ready for deployment. They shall also have their family affairs in order in preparation for immediate deployment and follow the Family Readiness Checklist. In the event that the Task Force could be deployed, the Agency Lead will send a roster of all members eligible for deployment for that month to the Operations Division Chief and Shift Commander.
- C. West Metro Fire Rescue, the Sponsoring Organization, shall receive all information from FEMA. West Metro Fire shall notify The Agency Lead, Task Force members, the Operations Division Chief, and Shift Commander via the INTRADO (the FEMA Communicator notification system) or Task Force Chain of Command by phone. The INTRADO will notify members by sending a pre-recorded message to member's home, cell phone, and email.

**II. DEPLOYMENT STATUS LEVELS**

**ADVISORY**

Informational updates to all Task Forces about disasters that have occurred or are imminent. No action is required at this time. Standby for further updates.

**DENVER FIRE DEPARTMENT**

**STANDARD OPERATING GUIDELINE**

**Section: OPERATIONS: USAR**

**Topic: USAR Task Force Mobilization Manual**

<b>Topic No:</b>	<b>2118.01</b>
<b>Date:</b>	<b>02-17-23</b>
<b>Approved:</b>	<i>RM</i>
<b>Review Date:</b>	<b>02-17-26</b>
<b>Replaces:</b>	<b>Same, dated 08-31-17</b>

**ALERT**

Formal notification by FEMA to selected Task Forces that a disaster is imminent or has occurred. Task Force is directed to prepare for possible activation. Selected Task Force members may be put on paid status to make preparations. Off-duty personnel may be requested to assist with preparations in a non-paid status. All members shall place their personal equipment in their cars. Members shall report their status for deployment to their Task Force supervisor. Activation date and time may be identified in the alert notification. Alert may not lead to activation of the Task Force. The Operations Division and the Department will be kept informed by the senior DFD member present or the Task Force and/or the Agency Lead.

**ACTIVATION**

- A. Activation is a formal request from FEMA to a Task Force that an event has occurred or is projected to occur which requires deployment for a mission. Date and time to report to the Mobilization Center shall be identified. There may or may not be an Advisory or Alert prior to activation. Activation orders will state date and time Task Force personnel and equipment shall be at the Point of Departure. Time of departure may be as short as four hours.
  
- B. Immediately after notification of Activation, the Agency lead for the Task Force shall ensure that the Shift Commander and/or Division Chief of Operations (see attached phone list) are notified of the activation. The agency lead will also confirm with the Operations Division which DFD personnel are on the updated pre-roster and thus eligible for deployment. Operations will also be kept apprised of DFD members involved in substitutions and/or additions made to fill out the deployment roster. On-duty members identified as eligible to deploy on the pre-roster shall be released ASAP. If necessary, rigs will be temporarily closed and/or consolidated (no more than four rigs) to facilitate the release of the designated members. If necessary, the “Hold Order” may be put into effect. If the Task Force is activated and overtime/backfill is authorized, Operations will have the on-duty assigned Shift Commander start the backfill hiring process. The hiring process will not delay releasing eligible Task Force members.
  
- C. Operations shall immediately contact Dispatch and have an “All Stations” message sent stating that: “Members of Colorado Task Force 1 have been activated for deployment; you are to follow procedures as outlined in the DFD Mobilization Manual.”

**DENVER FIRE DEPARTMENT**

**STANDARD OPERATING GUIDELINE**

**Section: OPERATIONS: USAR**

**Topic: USAR Task Force Mobilization Manual**

<b>Topic No:</b>	<b>2118.01</b>
<b>Date:</b>	<b>02-17-23</b>
<b>Approved:</b>	<b><i>RM</i></b>
<b>Review Date:</b>	<b>02-17-26</b>
<b>Replaces:</b>	<b>Same, dated 08-31-17</b>

- D. Members listed on the pre-roster as eligible to deploy shall notify their DFD Task Force supervisor and/or Task Force Group Leader, who in turn will notify the DFD Agency Lead that they intend to deploy. They will respond to the point of assembly (3535 South Kipling) with their equipment immediately or as directed.
- E. Once the Agency Lead has confirmed with Operations, he/she shall e-mail or call CO-TF1 Program Manager or Training Manager that DFD has received the message and DFD members are in the process of responding to the PoD (Point of Departure). This notification response shall be accomplished as soon as possible. The reply to the receipt of the order is critical for West Metro Fire and FEMA to determine if the Task Force can accept the mission.
- F. Off-duty personnel that are not deploying are requested to respond with their equipment to the point of assembly and assist with the deployment. Members should be prepared to fill a vacancy in the deployment roster. Immediately notify the DFD Agency Lead if you are placed on the deploying roster. The Agency Lead is then responsible for notifying Operations. If you are not pre-rostered or specifically requested through the Agency Lead, you are required to fulfill your scheduled DFD duty assignment obligation.
- G. On-duty personnel that are not deploying are requested to follow the above procedures at the end of their tour of duty. Contact your DFD Task Force supervisor before going out to the Task Force headquarters. Your assistance may be needed at the point of assembly or elsewhere.
- H. Shift Commander shall ensure that the Telestaff code used to backfill vacancies will be the appropriate “FEMA backfill” code and that the notes section includes the name of the deploying/deployed member being replaced by the overtime member. These procedures will facilitate reimbursement from FEMA.
- I. The Administrative Division will designate a member to function as the Department’s liaison to the Task Force Family Support Network. The network can be contacted through the Home Base TFL at Task Force headquarters. This communication link will assist in keeping both the deployed member families and the Department informed. Family emergencies can also be addressed and relayed to the deployed member through this liaison.
- J. The senior DFD Task Force member who deployed shall keep the Department

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liaison officer (and/or the DFD Agency Lead if he/she is not deployed) informed during the deployment on a daily basis if there is a phone or email capability on location.

Attachment: Phone List, Activation CO-TF1

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**Phone List, Activation CO-TF1**

<b>L. NAME</b>	<b>F. NAME</b>	<b>ASSIGNMENT</b>	<b>PHONE #s</b>	<b>E-MAIL</b>
Murphy	Robert	Division Chief, Operations DFD POC	720-913-3421 303-884-6549	<a href="mailto:Robert.Murphy@denvergov.org">Robert.Murphy@denvergov.org</a>
		DFD Dispatch	720-913-2400	
		Shift Commander Operations DFD Back up POC	720-913-3505 303-709-1218	<a href="mailto:DFDShiftCommander@denvergov.org">DFDShiftCommander@denvergov.org</a>
Larson	Jeff	Liaison to Task Force	DFD Lieutenant 303-907-8197	<a href="mailto:Jeff.Larson@denvergov.org">Jeff.Larson@denvergov.org</a>
Olme	Bob	CO-TF1 Program Manager	970-520-4539	<a href="mailto:bolme@westmetrofire.org">bolme@westmetrofire.org</a>
Ertle	Brian	CO-TF1 Training Manager	720-220-7960	<a href="mailto:bertle@westmetrofire.org">bertle@westmetrofire.org</a>
West Metro Dispatch			303-969-0298 Fax 303-969- 0286	<a href="mailto:dispatch@westmetrofire.org">dispatch@westmetrofire.org</a>
Hollister	Melissa	Program Specialist West Metro Fire	Office 303-274-0814	<a href="mailto:mhollister@westmetrofire.org">mhollister@westmetrofire.org</a>

DENVER FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

Section: Operations: EMS  
Topic: Oxygen Cylinder Valve/Regulator  
Gaskets

Topic No:	2119.01
Date:	10-12-22
Approved:	RM
Review Date:	10-12-25
Replaces:	Same, dated 07-12-18

**PURPOSE:** The information provided will guide members on the installation of the oxygen regulator, repair procedures, and replacement of the brass-bound rubber gasket. Step-by-step procedures are included for proper submittal and replacement of the regulator.

**SCOPE:** The Oxygen Regulator is a vital tool that is utilized daily by all members. The objective is to educate members on proper installation, repair, replacement of the regulator, and utilization of the brass-bound rubber gasket. A new repair form has been created and must accompany the regulator when sent in for repair. Questions regarding any part of this directive may be directed to members at Station 28.

**I. O2 Regulator**

- a. Station 28 is responsible for the care, maintenance, and replacement of all regulators in the Operations Division. Questions and concerns will be directed to the members of Station 28.
- b. Each Apparatus will be assigned two oxygen regulators. One will be the old style and the second will contain the Diss ports for CPAP therapy. The regulators are to be inventoried daily.
  - Company Captains are responsible for the regulator.
  - Every regulator will have a personal identification number. This is utilized for tracking repairs and anticipated inventory needs.
- c. Each District Chief is assigned one spare regulator to be checked out to individual Companies when their regulator is sent to Station 28 for repairs.
  - The District Chief, or their designee, is responsible for the care of the regulator.
  - A form can be found under “downloadable forms” to assist in tracking the loaner regulator.
  - Each regulator assigned to the District Chief will have a personal identification number to help in tracking the regulator.
- d. Any lost regulator will follow DFD procedures regarding equipment replacement. The Officer is responsible for completing the Internal Correspondence through the Chain of Command.

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**II. O2 Regulator Gasket**

- a. The Department formerly utilized a nylon crush-type gasket. This type of gasket is obsolete and will cause safety issues if used. The gasket shall be removed from all Firehouses.
- b. All members are directed to utilize a reusable brass-bound rubber seal that is in good condition whenever an oxygen cylinder/regulator connection is being changed.
- c. The re-usable brass bound rubber seal should last 3 months or more and is available, by request, from Station 28. See photo attachment.

**III. O2 Regulator Installation**

- a. The following is a step-by-step installation procedure.
  - 1. Always “crack” cylinder valves (open the valve just enough to allow oxygen to escape for a very short time) before attaching regulators in order to expel foreign matter from the outlet port of the valve.
  - 2. Always follow the regulator manufacturer’s instructions for attaching the regulator to the oxygen cylinder.
  - 3. Always use the reusable brass-bound rubber seal specified by the regulators manufacturer.
  - 4. Always inspect the regulator and seal before attaching it to the valve to ensure that the regulator is equipped with one clean, reusable brass-bound rubber seal.
  - 5. Always be certain the valve, regulator, and reusable brass-bound rubber seal are free from oil and grease. Oil or grease contamination is widely known to contribute to ignition in oxygen systems.
  - 6. Tighten the T-handle firmly by **hand**. Do not use wrenches or other hand tools that may over torque the handle.
  - 7. Open the post valve slowly. If oxygen escapes at the juncture of the regulator and valve, quickly close the valve. Verify that the regulator is properly attached, and the reusable brass-bound rubber seal is properly placed and in good condition

**IV. Procedures for Repair**

- a. There are two common repairs that occur with the regulator.
  - i. The t-handle is either broken or deformed due to over tightening.



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- ii. The dial needs to be replaced due to the regulator being dropped.
- b. The following procedures are to be utilized when sending a regulator to Station 28 for repair.
  - 1. Once a Company has identified that the regulator is non-functional, the respective District Chief shall be notified that the spare regulator is needed.
  - 2. The Company Officer, or designee, will then download the form to be submitted with the oxygen regulator. The form can be found under downloadable forms on the DFD web under the Operations tab; O2 Regulator Repair Sheet.
  - 3. Completely fill out the form to be submitted. Assure **reason** for sending in regulator is documented.
  - 4. Attach form to regulator.
  - 5. Notify District Chief that the regulator is ready to be picked up to be sent to Station 28 for repair.
  - 6. Sign out spare regulator from District Chief.

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STANDARD OPERATING GUIDELINE

Section: OPERATIONS: EMS  
Topic: Excited Delirium Response

Topic No:	2119.04
Date:	12-07-17
Approved:	TAB
Review Date:	12-07-19
Replaces:	Same, dated 04-18-14

**PURPOSE:** To create a standard operating guideline to address incidents with those patients who exhibit the signs and symptoms of excited delirium in a safe manner for Denver Fire Department personnel, other responding agencies, and the patient.

**SCOPE:** Applies to all Operations Division personnel

**DEFINITION:** Excited delirium is a medical emergency in which a person develops extreme agitation, aggressiveness, overheating, and exceptional strength that cannot be managed by routine physical or medical techniques. Excited delirium patients may be unresponsive to language and logic; this extreme exertion may result in sudden death.

1. The Emergency Communication Operator will attempt to identify the physiological and behavioral indicators associated during the call taking process when applicable. Keep in mind that most cases of excited delirium are difficult to identify via phone. If the call taker identifies a possible excited delirium case, those indicators will be entered in the incident notes, along with a co-response with DPD.
2. If the first arriving fire crew recognizes the indicators of excited delirium, the company officer shall inform the fire dispatcher so DPD can be added to the incident. Fire personnel may attempt to keep the patient calm while waiting for DPD to arrive. Keep in mind that the patient may be unresponsive to language or logic. Physical contact with the patient should be avoided until DPD arrives. If physical contact with the subject cannot be avoided and the patient must be restrained, fire personnel should attempt to limit the patient's exertion.
3. If police are already on scene, DFD personnel shall monitor the appropriate police channel for further instructions. DPD will inform incoming units the most appropriate area to respond.

See attachment for further information.

**REFERENCE:** (Attachment) CCD Multi-Agency Excited Delirium Protocol

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**STANDARD OPERATING GUIDELINE**

**Section: OPERATIONS: EMS**  
**Topic: EMS Quality Assurance/Quality Improvement Policy**

<b>Topic No:</b>	<b>2119.06</b>
<b>Date:</b>	<b>05-08-23</b>
<b>Approved:</b>	<i>RM</i>
<b>Review Date:</b>	<b>05-08-26</b>
<b>Replaces:</b>	<b>Same, dated 11-05-20</b>

**PURPOSE:** To provide an overview of the Denver Fire Department’s EMS QA/QI procedures and training requirements. This Department-wide process will provide an effective tool for evaluating and improving the quality of pre-hospital care and service to the community.

**SCOPE:** Applies to all Denver Fire Department Personnel

**DEFINITIONS:**

BLS: Basic Life Support

EMS QA/QI Administrator: Reports to EMS Manager and EMS Assistant Chief in the Operations Division. Is responsible for all QA/QI procedures outlined in EMS QA/QA policy

EMS Quality Assurance Team/EMS Education Team: Consists of the Medical Director, EMS Assistant Chief, EMS Lt, EMS Manager, EMS QA/QI Administrator and Agency Trainers

EPCR: Electronic Patient Care Report or EHR (Electronic Health Record)

Quality Assurance (QA): The process by which the performance of individual EMS providers will be continuously monitored to ensure compliance with treatment protocols and operational procedures

Quality Improvement (QI): A systematic, organizational approach for continuously improving all processes to deliver quality services

**I. OVERVIEW**

The EMS QA/QI Policy establishes procedures for the continuous evaluation and improvement of emergency medical services provided by the Denver Fire Department through the Quality Assurance and Quality Improvement program.

**II. CERTIFICATION REVIEW AND COMPETENCY CHECKS**

It is the Members' responsibility to ensure their EMT/Paramedic certification is current. A bi-annual Vector Solutions assignment is mandatory for all certified members

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that instructs them to check their certification status on the CO State website and to confirm the expiration date is correct in Vector Solutions.

It is the DFD EMS Education Team’s responsibility to provide continuing education and support to ensure all hours are met in a recertification cycle.

The DFD EMS Education Team is responsible for Quality Assurance ride alongs in each district to stay current with system functionality, to address any concerns with certified members, document trends, and provide feedback for patient care/protocol improvements and questions.

**III. PROTOCOL REVIEW**

It is the responsibility of the Medical Director to review treatment protocols annually and revise them as needed in accordance with CDPHE EMS Chapter 2 rules. CRS 25-3.5-203(5)

The Medical Director and Quality Management Team will review compliance with treatment protocols and prehospital medical care provided to patients through the regular review of patient care reports according to quality indicators identified by the Quality Management Team and Medical Direction.

Protocol revisions may take place anytime in between annual reviews to ensure the department is practicing with the most current national standards.

**IV. DOCUMENTATION REQUIREMENTS AND DATA COLLECTION**

A key component to any QA/QI program is proper documentation. Proper documentation not only has to have consistency but also must be legally defensible. Documentation training will be provided and mandatory for each Denver Fire Department member. This will consist of in-depth ePCR software training as well as narrative training. This documentation will be the platform for continuous improvement and give the QA/QI Administrator the tools necessary to provide accurate feedback and data collection. Medical calls that resulted in patient contact and treatment must be documented in drop-down menus within the ePCR software as well as in the narrative. Documentation examples can be seen in Appendix A.

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**All reports are required to be completed by the end of shift. If an extension of shift is required for completion of the ePCR, approval and notification of the respective District Chief will be required.**

**V. MANDATORY EMS AUDITS**

The Quality Management Team, along with Medical Direction have identified calls that will be 100% audited.

- i. Medication Administration
- ii. Any patient intervention that includes BLS treatments
- iii. DOAs and Cardiac Arrests
- iv. Refusals
- v. Any new skillset additions

Beyond the 100% audit reports, reports will be audited based on disposition such as no patient contacts, assisted unit, and refusals to determine appropriateness of disposition.

To meet Quality Assurance and Improvement standards, random reports will be pulled and audited to drive education and improvement for patient care and documentation.

**VI. PATIENT CARE DATA**

Effective quality improvement relies on the collection, analysis, and interpretation of data to understand, modify, and improve processes. Recording information only in narrative format is unacceptable. Each DFD member will be trained on the importance of standardized electronic data collection and the QA/QI Administrator will provide feedback regarding the quality of data entered.

The QA/QI Administrator will be responsible for creating quarterly reports to check for compliance and present data to Denver Fire Department’s EMS Assistant Chief of Operations and Denver Fire Department’s Operations Division Chief.

**VII. INITIATING A CASE REVIEW**

If there is a unique medical call that either the QA/QI Administrator or DFD members identify, the QA/QI Administrator will present this call to the Medical Director. These calls are used as educational opportunities and crew members are encouraged to attend

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scheduled follow-up reviews. DFD members will be advised if one of their calls was chosen for review.

**VIII. TRAINING AND EDUCATION**

The EMS Quality Assurance Team will meet monthly to identify deficiencies or successes through the QA/QI process. These outcomes will drive EMS education to continually improve DFD EMS customer service delivery. The EMS Manager will work directly with the Medical Director to approve CE content, one on one education for members or other training opportunities.

The EMS Manager and QA/QI Administrator will also participate in bimonthly Quality Assurance meetings with the Department of Public Safety, Denver Health QA, and 911 (Fire and EMS) QA to identify any deficiencies or training opportunities.

**IX. REMEDIAL TRAINING AND EDUCATION**

When QA/patient care issues arise with individual members, remedial training will be handled on a case-by-case basis. This will be openly communicated to the DFD member and scheduled accordingly for one-on-one education and training. The effectiveness of this training will be evaluated by QA staff in an agreed-upon reasonable timeline with the member. Remedial training will help to educate the member and minimize any future potential risks associated with patient care.

**X. EPCR ADMINISTRATOR AND CONTACT METHODS**

DFD's EMS Manager and QA/QI Administrator will also serve as the ePCR Software Administrators. If any questions, concerns, or ideas for improvement arise throughout the use of this software, DFD members are encouraged to contact the EMS Manager with these inquiries.

The EMS Quality Assurance Team will also be available to all DFD members for questions or guidance regarding proper patient documentation, protocols, and general EMS questions.

It is the Members' responsibility to monitor their ESO messages to ensure timely responses and communication through the QA process.

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**XI. RESPONSE TIME DATA**

Response time data is tracked under the standards of the National Fire Protection Association (NFPA) 1710 and 1221. The following performance objectives are established per NFPA 1710:

- A. 90 seconds or less call processing time, not less than 90 percent of the time. Call processing time shall include the time from call answer to the initial notification of the emergency response unit.
- B. 60 seconds or less turnout time for emergency medical responses, not less than 90 percent of the time.
- C. 240 seconds or less travel time for the arrival of BLS / AED capability at an emergency medical incident, not less than 90 percent of the time.
- D. Response time data will be collected by each individual officer and recorded on the Monthly Company Metrics form and submitted to the Operations Division.
- E. Compliance with the objectives shall be evaluated monthly using data from the previous month.

**XII. TECHNICAL ISSUES WITH TABLET**

When technical issues arise and a replacement tablet is needed, members are instructed to contact the Technical Services Division’s Executive Assistant for a replacement. In the event there is a delay in delivery of a new tablet, members will be responsible for completing Patient Care Reports and Fire Reports on their station desktop until a replacement is available.

If a tablet is physically damaged a letter is required explaining what happened in order to receive a replacement. This letter should be sent through the chain of command with the damaged device.

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**APPENDIX A:**

**DOCUMENTATION EXAMPLES**

**I. PATIENT ASSESSMENT AND NARRATIVE METHODS**

A. Recommended - CHART Method

Chief Complaint, History, Assessment, Treatments,  
Transport/Transfer of Care

B. Also acceptable - SOAP Method

Subjective, Objective, Assessment, Plan

**II. SPECIAL CONSIDERATIONS**

Special considerations, such as examples below, will be available as attachments for members to review and be familiar with:

C. Patient VS. Not a Patient

B. No Patient Contact

C. Assisted ALS

D. Refusals

E. DOAs

F. Documenting more than one patient

G. Fire call resulting in a patient



DENVER FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

Section: OPERATIONS

Topic: Hold Order

Topic No:	2121.00
Date:	05-15-2020
Approved:	RM
Review Date:	05-15-2023
Replaces:	New

**PURPOSE:** To define a job-wide notification to all on-duty members of a significant event that necessitates the need for systematic control of fire companies within their districts.

**SCOPE:** Applies to all Operations Division Personnel

**DEFINITIONS:**

The Hold Order is a notification to all on-duty Operation members. The Hold Order is an indication that current extraordinary conditions exist that warrant the Shift Commander or Dispatch Officer to reduce company responses and any unnecessary travel. The Hold Order allows more control of department resources to meet current conditions within the City.

During a Hold Order, the Dispatch team will utilize the Live MUM module to maximize coverage needs for the City appropriately. Crews asked to relocate to another fire station will do so immediately. Crews shall limit contact with the Dispatchers to essential communication only. In the event a Hold Order occurs, the Dispatch team will announce the Hold Order on Fire-1 and via a VocAlarm announcement to all fire stations, regardless of the time of day. Companies needing to go available 'on the air' due to extenuating circumstances may do so with the permission of their District Chief and in coordination with Dispatch.

District Chiefs are exempt from the Hold Order and should monitor Fire-1 in the event of a Hold Order to assist the Dispatch team with city-wide coverage. Chiefs may be asked to relocate to cover gaps in the City due to a greater alarm event where multiple crews are working.

**Hold Order**

- All companies not on an emergency call will return to the fire station and remain in quarters unless dispatched.
- Any training, where front-line companies are in attendance, will be cancelled immediately and the companies will return to quarters.
- PFAS Class 1 alarms will be reduced to a single company response.
- District Chiefs will monitor Fire-1 and assist the Dispatch team as needed with resource management.
- Any companies wanting to leave the fire station for any reason other than an emergency call will first seek permission from the District Chief.

# Section D

## Executive Orders

**EXECUTIVE ORDER NO. 94**

**TO:** All Departments and Agencies Under the Mayor  
**FROM:** Michael B. Hancock, Mayor  
**DATE:** June 1, 2020  
**SUBJECT:** City and County of Denver Employees' Alcohol and Drug Policy

**PURPOSE:** As an employer, the City and County of Denver (City) is required to adhere to various federal, state, local laws and regulations regarding alcohol and drug use. The City also has a vital interest in maintaining a safe, healthy and efficient environment for its employees and the public. Being under the influence of, subject to the effects of, or impaired by alcohol or drugs on the job may pose serious safety and health risks to the employee, his or her co-workers and the public. Additionally, the possession, use, or sale of an illegal drug in the workplace poses an unacceptable risk to the safe, healthy and efficient operation of the City.

The City provides employee assistance through outside providers and Department of Safety psychologists (for uniformed personnel), all of whom offer help to employees who seek assistance for alcohol and/or drug use and other personal or emotional issues.

**POLICY:** It is the policy of the City to maintain a safe and healthy work environment by prohibiting the use of alcohol and illegal drugs in the workplace. Employees who consume alcohol or illegal drugs on City property, or who work while under the influence of, subject to the effects of, or impaired by drugs or alcohol, pose a serious safety risk to themselves and those around them. The City has both the right and the obligation to maintain a safe and healthy working environment for its employees by adhering to applicable federal, state and local law, and by enforcing the rules set forth in this Executive Order.

It is also the policy of the City to take a strong stand against driving under the influence of alcohol or drugs. Traffic-related deaths and injuries have risen to unacceptable levels across the country and many of those deaths and injuries are attributable to drunk and drug-impaired driving. The City is constantly striving to make its roads safer by various means, which include promoting a culture of traffic safety. It is antithetical to those efforts for the City to tolerate drunk and drug-impaired driving by any of its employees at any time.

City employees who violate this Executive Order may be subject to disciplinary action, up to and including dismissal. Moreover, the failure of a managerial or supervisory employee to enforce this Executive Order may result in disciplinary action against the manager or supervisor, up to and including dismissal.

**RESPONSIBLE AUTHORITY(S):** City Attorney

This executive order, effective on the above date, establishes and confirms the policy of the City concerning the problem of drug and alcohol use in the workplace, as well as unlawful off-duty alcohol and drug driving offenses. On the date it becomes effective, this executive order supersedes all previous enacted alcohol and drug executive orders.

**I. PROHIBITIONS FOR ALL CITY EMPLOYEES INCLUDING CLASSIFIED MEMBERS OF THE POLICE AND FIRE DEPARTMENTS.**

**A. Alcohol**

Employees are prohibited from consuming, being under the influence of, or impaired by alcohol while performing City business, driving a City vehicle or on City property.

**There are seven circumstances under which these prohibitions do not apply.**

1. An employee is not on duty **and** attending an officially sanctioned private function, e.g., an invitation-only library reception.
2. An employee is attending an officially sanctioned public function on City property at which alcohol is served (e.g., a reception hosted by the Mayor to honor a departing appointee) and is not impaired by or under the influence of alcohol.
3. An employee is not on duty and at a City location as a customer, e.g., playing golf on a City course.
4. An employee is a member of the Police Department and as a part of the employee's official duties, consumes alcohol in accordance with Police Department procedures.
5. The Mayor and any accompanying employee, while hosting dignitaries on City property during or outside of regular business hours, consumes alcohol in honor of the dignitaries' tradition or culture of ceremoniously sharing alcohol with their host, and is not impaired by or under the influence of alcohol.
6. An employee is performing City business outside of the employee's regular business hours while attending a business-related event, and the employee is not driving a City vehicle to or from the event and is not impaired by or under the influence of alcohol during the event.
7. An employee is performing airport related business during or outside of regular business hours:
  - a. while attending an event hosted or officially sanctioned by the Department of Aviation at which alcohol is served **and** is not impaired by or under the influence of alcohol; **or**
  - b. while on international or interstate airport related business travel; **and** the employee is not impaired by or under the influence of alcohol **and** the employee is an appointed or elected Charter officer or an appointee thereof, a department or agency head, or has the permission of his or her appointing authority.

The alcohol levels defined by the state legislature that may be amended from time to time for defining "under the influence of alcohol" and "impaired by alcohol" are adopted here for purposes of this executive order.

Employees holding Commercial Driver's licenses (CDL) are **also** subject to the alcohol levels defined by the Department of Transportation (DOT) regulations that may be amended from time to time for "under the influence" which are adopted here for purposes of this executive order.

Current alcohol level definitions are contained in the Addendum of this Order. If the alcohol level definitions contained in the Addendum to this Order conflict with the definitions provided by state law and the DOT regulations, the state law and DOT regulations will control.

**B. Legal Drugs**

1. Employees who operate vehicles or dangerous equipment or perform safety-sensitive functions as part of their essential duties and who are taking or intend to take prescription medication that is identified as a controlled substance in the schedules of controlled substances (Title 21 C.F.R. § 1308.12-15), or that may otherwise affect their performance, are prohibited from performing their safety-related duties unless and until they have completed the disclosure and clearance process set forth below. The types of drugs identified in the schedules of controlled substances include, but are not limited to, opiates, depressants, narcotic drugs, anabolic steroids, stimulants and hallucinogenic substances.
2. The disclosure and clearance process requires that all such employees do the following:
  - a. Notify their supervisor, the Agency's Human Resource professional, or the Agency's Safety Officer in advance of performing their duties that they intend to take or are currently taking (on or off duty) prescription medication that is a controlled substance or may otherwise affect their job performance, and that medical clearance is needed. No additional medical information needs to be disclosed at this time, nor should it be requested.
  - b. Schedule and participate in an interview with the Medical Director of the Occupational Health and Safety Clinic (OHSC), or their delegee, the purpose of which is to enable the Medical Director or delegee to confirm the validity and limitations of the prescription medication and determine whether the use of the controlled substance as prescribed will adversely affect their ability to safely perform their job duties.
  - c. Obtain clearance from the Medical Director or delegee to perform their regular duties while taking the prescription medication, and report their clearance to their supervisor, Agency Human Resources professional or Agency Safety Officer.
3. It shall be the employee's responsibility to initiate and comply with this disclosure and clearance process and to cooperate with the supervisor, Agency Human Resource professional or Agency Safety Officer, and the Medical Director or delegee, to allow for a prompt determination to be made. Employees who fail to comply with the disclosure and clearance process may be subject to disciplinary action, up to and including dismissal.
4. If appropriate, the Medical Director or delegee may request a medical release from employees seeking prescription medication clearance for the purpose of contacting the prescribing physician.
5. Employees who operate vehicles or dangerous equipment or perform safety-sensitive functions as part of their essential duties and who regularly take prescription medications described in paragraph B(1), above, are required to comply with the disclosure and clearance process on an annual basis, and any such earlier

time as a change is made to their prescription that may affect or further affect their ability to perform their safety-related duties.

6. Employees who are currently taking prescription medications described in paragraph B (1), above, may be required to use paid leave, or if no such leave is available, authorized unpaid leave, pending completion of the disclosure and clearance process.
7. The OHSC and/or the Agency's Human Resources personnel shall keep the medical records that disclose the identity of the legal drug confidential in accordance with state and federal laws.
8. Marijuana is **not** considered a legal drug for purposes of this Executive Order No. 94, even if a physician has recommended marijuana for medical reasons. Please refer to Section I (C)(3), below.

**C. Illegal Drugs**

1. Employees are prohibited from consuming, being under the influence of, subject to the effects of, or impaired by illegal drugs while performing City business, while driving a City vehicle or while on City property.
2. Employees are also prohibited from selling, purchasing, offering, transferring or possessing an illegal drug while performing City business, while driving a City vehicle or while on City property. There is one exception to this prohibition. An employee of the Classified Service of the Police and Fire Departments or the Denver Sheriff's Department may, as a part of his or her official duties, sell, purchase, transfer or possess illegal drugs in accordance with the employee's department procedures.
3. Although Colorado state law has de-criminalized the use, possession, sale and cultivation of recreational and medical marijuana by certain individuals subject to various limitations and restrictions, those laws do not require employers to accommodate or permit such use, possession, sale, etc., of marijuana in the workplace. In addition, marijuana currently remains an illegal drug under federal law. As such, for the purposes of this Executive Order, marijuana is still considered an "illegal drug," even when used for medical purposes.
4. Prescription drugs obtained or used illegally constitute an "illegal drug" for the purposes of this Executive Order.
5. The illegal drug cut-off levels established by the DOT regulations, that may be amended from time to time, are adopted here for purposes of this executive order. Current illegal drug levels are contained in the Addendum to this Order. If there is a conflict between the illegal drug levels established by the DOT regulations, and those contained in the Addendum to this Order, the DOT regulations will control.

## II. DRUG AND ALCOHOL TESTING

### A. Pre-Employment/Pre-Placement Testing

1. The City may implement, with the City Attorney's approval, pre-employment screening practices designed to prevent hiring or promoting individuals into job positions whose:
  - a. use of illegal drugs may affect the public health or safety; and
  - b. use of alcohol or legal drugs indicates a potential for impaired or unsafe job performance where the public health or safety may be affected.

The Civil Service Commission, Office of Human Resources, OHSC or interviewing agency shall inform a job applicant of these pre-employment screening practices prior to such screening.

2. At a minimum, testing for illegal drugs and controlled substances shall be conducted before any person hired for a position defined as safety-sensitive or requiring a CDL shall be allowed to perform the duties of such position. In addition, candidates or employees for such positions may be tested for alcohol.
3. Refusal by an applicant to submit to a pre-employment test shall result in denial of employment.
4. Pre-employment/Pre-placement test results:

- a. **Alcohol**

Where alcohol use is detected, employment may be denied.

- b. **Legal Drugs**

- i. Where use of a prescription drug is detected, applicants may be required to provide documentation confirming the drug has been prescribed by a physician for the applicant, and the amount detected is within the prescribed dosage. If the applicant is unable to provide such proof, employment may be denied.
- ii. Where the applicant's future or continued use of the drug poses a potential safety risk or would impair job performance, employment may be denied in accordance with the applicable state and federal laws.

- c. **Illegal Drugs**

- i. Employment shall be denied when the presence of an illegal drug is detected.
- ii. Employment shall be denied when the presence of a known masking agent is detected.

- iii. A second direct observation urinalysis test may be required prior to offering employment to an applicant whose drug test evidences the urine sample has been diluted or is outside normal temperature ranges.

**B. Reasonable Suspicion Testing**

1. When a supervisor has reasonable suspicion that an employee is under the influence of, impaired by, or subject to the effects of alcohol, legal drugs or illegal drugs in violation of this Executive Order, after taking appropriate safety measures (e.g., removing the employee from any situation which may pose a safety risk to the employee, co-workers or the public), the supervisor shall immediately consult with the Agency's Human Resources representative, Safety Officer or the Employment and Labor Law Section of the City Attorney's Office to determine further actions. However, if immediate consultation is not possible, it is the responsibility of the supervisor to promptly initiate alcohol and/or drug testing. The supervisor shall initiate testing as follows:
  - a. Document in writing the specific reasons for the decision to initiate testing based on specific, contemporaneous, articulable observations of the employee's appearance, behavior, speech or body odors that support a reasonable suspicion of alcohol and/or drug use.
  - b. When possible, have a second supervisor confirm the specific, contemporaneous, articulable observations of the employee's appearance, behavior, speech or body odors, and document those observations in writing.
  - c. Advise the employee that the supervisor is ordering the employee to go to the testing site for testing.
  - d. Escort the employee to the testing site as soon as possible. If the supervisor is unable to escort the employee personally, the supervisor should have another individual escort the employee for testing. The individual selected to escort the employee shall be of a higher grade/rank than the employee being tested. Under no circumstances should the employee be allowed to drive themselves to the testing site.
  - e. Require the employee to bring a picture identification card and proof of the employee's Social Security or employee number to the testing site.
  - f. If the employee refuses to go to the testing site, or refuses to participate in the testing process, the supervisor or the escort should tell the employee that the testing request is a direct order and that refusal to comply with the direct order constitutes grounds for mandatory dismissal. If the employee continues to refuse to go to the testing site or to participate in the testing process, the supervisor should immediately place the employee on investigatory leave and make all reasonable efforts to ensure that the employee is transported home safely.



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- g. After the initial test results are known, the supervisor should notify the appointing authority or designee of the results and obtain further guidance as needed.
  - h. If the initial test results indicate that the employee is under the influence of, impaired by, or subject to the effects of alcohol, unauthorized legal drugs or illegal drugs, the supervisor should notify the employee that s/he is being placed on paid investigatory leave and take appropriate steps to ensure that the employee is transported home safely.
  - i. If the initial test results are invalid or unavailable, or if the testing cannot be conducted for any reason, and the supervisor is reasonably concerned about the employee's ability to perform his or her duties in a satisfactory and safe manner, the supervisor should place the employee on investigatory leave pending results of testing or some other administrative determination, and take appropriate steps to ensure that the employee is transported home safely.
  - j. If an employee suspected of being impaired by, under the influence of, or subject to the effects of alcohol, unauthorized legal drugs or illegal drugs attempts to drive away from the testing site or worksite, the supervisor or escort should make all reasonable efforts, short of physical force, to prevent the employee from doing so. If the employee does drive away, the supervisor or escort should call 9-1-1 immediately to report the employee as an impaired (or potentially impaired) driver and provide pertinent information to assist police in identifying and locating the vehicle (e.g., make, model and color of the vehicle; license plate number; direction of travel; description of employee) and the reasons for suspecting that the employee is impaired (e.g., the initial test results or basis for reasonable suspicion alcohol and/or drug testing). The supervisor should not attempt to follow the employee's vehicle.
2. During regular OHSC hours, the testing shall be conducted at one of the OHSC testing sites. After regular hours, the supervisor shall page the OHSC alcohol and drug testing personnel to arrange for immediate testing.
  3. Testing for alcohol should be administered within two (2) hours of making a reasonable suspicion determination. If this two (2) hour time frame is exceeded, the supervisor should document the reasons the test was not promptly administered. Testing outside of this time frame may only be conducted in consultation with the Employment and Labor Law Section of the City Attorney's Office.
  4. Testing for unauthorized legal drugs or illegal drugs should be administered within eight (8) hours of making a reasonable suspicion determination. If this eight (8) hour time frame is exceeded, the supervisor should document the reasons the test was not promptly administered. Testing outside of this time frame may only be conducted in consultation with the Employment and Labor Law Section of the City Attorney's Office.
  5. Supervisors and escorts shall keep the employee's name and identifying information restricted to persons who "need to know."

5. If a supervisor has reasonable suspicion that an employee is in possession of, selling or transferring illegal drugs in violation of this executive order, the supervisor shall contact the police prior to initiating any drug testing.
6. Supervisors who fail to perform their responsibilities under this Section II (B) may be subject to discipline, up to and including dismissal.

**C. Post-Accident Testing**

1. As soon as practicable following a driving or other workplace accident, the supervisor shall ensure that the involved employee is tested for alcohol and drugs when the accident:
  - a. may have been the fault of the employee **and** involves a fatality;
  - b. may have been the fault of the employee **and** any individual was injured seriously enough to require immediate medical treatment away from the scene of the accident;
  - c. may have been the fault of the employee **and** the accident resulted in disabling damage to any vehicle or any equipment; or
  - d. there is reasonable suspicion to test the employee.
2. "Disabling damage" for a vehicle accident is defined as damage that prevents the departure of the vehicle from the scene of an accident in its usual manner, or damage that renders the vehicle illegal to operate. Vehicle damage that can be remedied temporarily at the scene without special tools or parts, i.e., replacing a tire with the spare, taping over an otherwise operable headlight or taillight, or tying down the hood of a car, are not considered disabling. Nonetheless, towing of a vehicle is not required before a supervisor can deem a vehicle "disabled" for purposes of testing.
3. "Disabling damage" for a workplace accident is defined as precluding the use of the equipment from its usual operation. Equipment that can be remedied temporarily at the scene without special tools or parts is not considered disabling.
4. The issuance of a traffic citation is not required before a supervisor can determine an employee "may have been at fault" in a vehicle accident. If a supervisor determines the employee's actions may have contributed to the accident, or the employee **may** have been at fault, the "fault" requirement will have been met for purposes of testing.
5. During regular OHSC hours, the testing shall be conducted at one of the OHSC testing sites. After regular hours, the supervisor shall page the OHSC alcohol and drug testing personnel to arrange for immediate testing.
6. Post-accident alcohol and drug testing shall be initiated in accordance with the procedures set forth in Section II (B)(1)(c)-(i) of this Order. Post-accident alcohol and drug testing based solely on reasonable suspicion shall also comply with Section II (B)(1)(a)-(b).

7. Post-accident testing for alcohol should be administered within two (2) hours following the accident. If this two (2) hour time frame is exceeded, the supervisor should document the reasons the test was not promptly administered. Post-accident testing for unauthorized legal drugs and illegal drugs should be administered within eight (8) hours following the accident. Testing outside of these time frames may only be conducted in consultation with the Employment and Labor Law Section of the City Attorney's Office.
8. Supervisors who fail to perform their responsibilities under this Section II (C), may be subject to discipline, up to and including dismissal.

**D. Return to Duty Testing**

Employees who have violated the prohibited conduct listed in Sections I (A) or I (C) of this Order shall not return to work unless they have been tested for alcohol and drugs at the OHSC and both tests have been verified as negative.

**E. Unannounced Testing**

If an employee has been placed on a Stipulation and Agreement in accordance with this executive order, as a part of that Stipulation and Agreement, the employee may be tested for alcohol and/or drugs by the agency without prior notice of the testing date or time for at least 36 months from the last date in time that the stipulation and agreement is signed by the parties.

**F. Random Testing**

The City may implement, with the City Attorney's approval, random alcohol and drug testing for employees deemed to perform safety-sensitive functions for the City or any of its agencies.

**G. Commercial Driver's License (CDL) Testing**

For those positions requiring a CDL, the City is required to implement alcohol and drug testing in accordance with applicable DOT regulations, as may be amended from time to time. Such testing is **in addition to** the testing described in Sections II (B) and (D) of this Order.

**1. Pre-Employment Testing**

Prior to the first time a driver performs safety-sensitive functions for the City or any of its agencies, the driver shall be tested for illegal drug usage in compliance with the DOT and state regulations, as may be amended from time to time.

**2. Reasonable Suspicion Testing**

The procedures described in Section II (B) of this Order shall be followed.

3. **Post-Accident Testing**

- a. As soon as practicable following an accident, the supervisor shall ensure that the vehicle driver is tested for alcohol when:
  - i. the accident involved the loss of human life;
  - ii. the vehicle driver was cited for a moving violation arising from the accident within 8 hours of its occurrence **and** an individual was injured seriously enough to receive immediate medical treatment away from the scene of the accident;
  - iii. the vehicle driver was cited for a moving violation arising from the accident within 8 hours of its occurrence **and** one or more of the vehicles involved in the accident sustained “disabling damage” as defined in Section II (C)(2) and (3) in this Order; **or**
  - iv. there is reasonable suspicion to test the employee.
- b. As soon as practicable following an accident, the supervisor shall ensure that the vehicle driver is tested for drugs when:
  - i. the accident involved the loss of human life;
  - ii. the vehicle driver was cited for a moving violation arising from the accident within 32 hours of its occurrence **and** an individual was injured seriously enough to receive immediate medical treatment away from the scene of the accident;
  - iii. the vehicle driver was cited for a moving violation arising from the accident within 32 hours of its occurrence **and** one or more of the vehicles involved in the accident sustained “disabling damage” as defined in Section II (C)(2) and (3) in this Order; **or**
  - iv. there is reasonable suspicion to test the employee.
- c. Post-accident testing for alcohol should be administered within two (2) hours following the accident. If a required alcohol test is not administered within two (2) hours following the accident, the supervisor shall prepare and maintain on file a record stating the reasons the test was not promptly administered.
- d. If the supervisor does not initiate alcohol testing within eight (8) hours of the accident or drug testing within thirty-two (32) hours of the accident, the supervisor shall cease attempts to administer the tests and shall prepare and maintain on file a record stating the reasons the test was not administered within these established time frames. Supervisors who do not perform their responsibilities under this Section II (G) (3) may be subject to discipline, up to and including dismissal.

4. **Random Testing**

a. **Alcohol**

Pursuant to the DOT regulations, random alcohol testing shall be conducted annually on 25% of the average number of City commercial driver's license positions in existence. This percentage may be amended from time to time by the DOT. Alcohol testing shall be conducted on a random, unannounced basis just before, during or just after the employee performed safety-sensitive functions.

b. **Illegal Drugs**

Pursuant to the DOT regulations, random drug testing shall be conducted annually on 50% of the average number of City commercial driver's license positions in existence. This percentage may be amended from time to time by the DOT. Drug testing shall be conducted on a random, unannounced basis. There is no requirement that this testing be conducted in immediate time proximity to performing safety-sensitive functions.

5. **Return to Duty Testing**

a. **Alcohol**

If an employee has violated the prohibited conduct listed in Section I (A) of this Order, the employee shall not return to perform safety-sensitive duties unless the employee has completed a successful return to duty alcohol test.

b. **Illegal Drugs**

If an employee has violated the prohibited conduct listed in Section I (C) of this Order, the employee shall not return to perform safety-sensitive duties unless the employee has been cleared by a Substance Abuse Professional and has completed a successful return to duty drug test.

6. **Follow-Up Testing**

a. **Alcohol**

i. The number and frequency of the follow-up alcohol tests shall be directed by the Substance Abuse Professional and shall consist of at least six (6) tests in the first twelve (12) months following the employee's return to work.

ii. Follow-up testing shall be unannounced and shall be conducted just before, during or just after the employee performed safety-sensitive functions.

**b. Illegal Drugs**

- i. The number and frequency of the follow-up drug tests shall be directed by the Substance Abuse Professional and shall consist of at least six (6) tests in the first (12) twelve months following the employee's return to work.
- ii. Follow-up testing shall be unannounced. There is no requirement that this testing be conducted in immediate time proximity to performing safety-sensitive functions.

**H. Members of the Classified Service of the Police and Fire Departments and Deputy Sheriffs Testing**

For those employees who are members of the Classified Service of the Police and Fire Departments or Deputy Sheriffs, the City may implement drug testing pursuant to their respective department procedures, as may be amended from time to time, in addition to the testing described in Sections II (A) through (G) of this Order.

**III. EXECUTIVE ORDER 94 TRAINING**

**A. All City Employees**

All new City employees (including fellows, interns, and on-call employees) should be trained on this executive order during their first year of employment. Training, at a minimum, should include study of the prohibitions contained in this executive order and instruction on the recognition of drug and alcohol impairment and use. Additionally, a copy of this executive order should be given to each employee with each employee acknowledging, in writing, receipt of the executive order and the training.

**B. All Employees with Supervisory Duties**

1. All employees with supervisory duties should be trained on this executive order during the first six (6) months following their hire or promotion. This training, at a minimum, should include instruction on the recognition of drug and alcohol impairment and use, the proper documentation of the supervisor's reasonable suspicion, and the supervisor's responsibility for escorting employees to the testing sites and through the testing process.
2. Supervisors shall ensure that all drug and alcohol tests are accomplished immediately after the justification for testing is established. Timeliness for testing is outlined in this executive order and its addendum. Further, once a supervisor has reasonable suspicion that an employee appears to be under the influence of alcohol or drugs, or is informed that the employee has initially tested positive for drugs and/or alcohol, the agency cannot condone the employee's driving of a motor vehicle. If the employee drives off in his/her own or a City vehicle, the Police Department must be notified immediately by a supervisor on duty, or a designee. Supervisors may designate another employee to escort an employee to testing or evaluation sites. The supervisor shall educate the individual on the duties of the escort as provided herein prior to allowing that individual to escort the employee.

3. Supervisors are subject to discipline for failing to fulfill the responsibilities set forth for supervisors in this Order, up to and including dismissal. Such failure by the supervisor does not, in any way, excuse the employee's violation of this executive order or mitigate the agency's disciplinary action against the employee.

**CAUTION:** No physical force may be used against an employee to enforce any direct order or requirement under this executive order. The employee must be advised that noncompliance with a supervisor's order will be viewed as refusal to obey the order of a supervisor and constitute grounds for mandatory dismissal.

**CAUTION:** Supervisors are to restrict communications concerning possible violations of this executive order to those persons who are participating in the evaluation, investigation or disciplinary action and who have a "need to know" about the details of the drug/alcohol evaluation, investigation and disciplinary action. This expectation of confidentiality includes not mentioning the names of employees who are suspected of, or disciplined for, violating this executive order.

#### IV. DISCIPLINARY ACTIONS

- A. If it is determined after the appropriate pre-disciplinary meeting that any of the following situations apply, the employee shall be dismissed even for a first-time violation of this executive order:
  1. Members of the Classified Service of the Police and Fire Departments or Deputy Sheriffs that violate their respective departments' prohibitions regarding illegal drugs and alcohol, except as follows:
    - a. Employees of the Classified Service, and Deputy Sheriffs who disclose prior on-duty alcohol use, or off-duty illegal drug use, as a means for seeking treatment may, at the discretion of the Executive Director of Safety or his/her designee, be suspended in lieu of termination and placed on a Stipulation and Agreement.
  2. Safety-sensitive members of the Department of Aviation that violate their department's prohibitions regarding alcohol or drug use;
  3. The employee has endangered the lives of others, or foreseeably could have endangered the lives of others;
  4. The employee refuses to submit to any testing under this executive order including, but not limited to, pre-placement, reasonable suspicion, random, post-accident, return to duty, follow-up or unannounced testing;
  5. The employee uses, or attempts to use, a masking agent to alter the sample and/or drug and/or alcohol test results, or uses or attempts to use any other deceptive means to alter the sample and/or drug and/or alcohol test results, including but not limited to, use or attempted use of another person's urine;

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6. The employee is required to have a CDL license and either drove/operated a City vehicle or equipment or was only prevented from driving/operating a City vehicle or equipment by the agency's instruction to submit to testing under this executive order;
  7. The employee's disciplinary history compels dismissal as a matter of progressive discipline;
  8. The employee has refused to enter into a Stipulation and Agreement;
  9. The employee has violated the Stipulation and Agreement;
  10. The employee violates this executive order for the second time in the employee's career with the City and County of Denver and/or its agencies.
  11. The employee possesses and/or uses illegal drugs while on duty.
- B.** A first-time violation of the alcohol and drug prohibitions contained in Sections I (A) and I (C) of this executive order, which does not result in a dismissal pursuant to Section IV (A), shall result in a lesser disciplinary action in conjunction with a Stipulation and Agreement for treatment.
1. The presumptive disciplinary action shall be a suspension of 30 days in conjunction with a Stipulation and Agreement. No lesser or greater disciplinary action shall be imposed without the approval of the City Attorney's Office.
- C.** The level of discipline to be imposed on an employee for driving under the influence of or impaired by alcohol or drugs (DUI/DWAI) offenses not otherwise prohibited by this Executive Order shall be within the discretion of the appointing authority or designee, except that the minimum discipline imposed shall be above the level of a written reprimand. Factors to be considered in determining the level of discipline should include whether the employee has prior DUI/DWAI offenses; the circumstances surrounding the offense; any harm caused by the employee's actions; whether the employee's actions violated other rules, regulations, policies or laws; the nature of the employee's position; and the employee's work and disciplinary history. The appointing authority or designee may offer the employee lesser disciplinary action (above the level of written reprimand) in conjunction with a Stipulation and Agreement.
- D.** The level of discipline to be imposed for any other violation of this executive order shall be within the discretion of the appointing authority or designee.
- E.** Stipulation and Agreements
1. Employee assistance counselors provided by the City and County of Denver, or such other substance abuse professional(s) as may be designated, shall conduct an evaluation of the employee and create a treatment plan.
  2. Each such agreement shall be in writing and approved by the City Attorney's Office. The City shall offer no employee more than one such agreement during his or her employment with the City.



3. Employees who participate in an inpatient treatment plan may be eligible for FMLA leave.
4. Employees who participate in an inpatient treatment plan shall be allowed to use one (1) day per month of accrued paid leave, if any, to assure continued health coverage.

**V. MISCELLANEOUS PROVISIONS**

**A. Driver's License**

It is the responsibility of employees required to drive as part of their assigned duties or job specifications to report to their appointing authority any loss of a driver's license or the restriction of driving privileges, no later than the beginning of the employee's next scheduled shift. Every employee who is required to drive, as part of their assigned duties or job specifications, shall certify that they have a current valid driver's license in accordance with Executive Order 25 as may be amended from time to time.

**B. Searches**

1. Before any search is conducted, supervisors should contact the City Attorney's Office, Employment and Labor Law Section, for guidance.
2. Management has the right to search City-owned property utilized by employees, e.g., a desk, storage cabinet or City vehicle, when necessary for a non-investigatory work-related purpose such as retrieving a needed file. Additionally, management may search City-owned property utilized by employees, e.g., a desk, file cabinet, locker, or City vehicle, for investigatory purposes based on reasonable suspicion that evidence of misconduct will be found. Management may not search an employee's personal property, e.g., their personal vehicle parked on City property, lunch boxes, briefcases, purses, and backpacks, unless the employee voluntarily consents to such a search.

**C. Contracts**

1. The prohibitions and responsibilities contained in this Executive Order are applicable to contract personnel. Violation of these provisions or refusal to cooperate with implementation of the executive order can result in the City's barring contract personnel from City facilities or from participating in City operations.
2. All City contracts shall contain language informing contractors doing work for the City about this Executive Order.

**D. Employee Assistance and Department of Safety Psychologists**

The City maintains an Employee Assistance Program (EAP) and provides Department of Safety psychologists who offer help to employees who are coping with alcohol, or drug use, or other personal or emotional issues. It is the responsibility of each employee to seek help

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from the EAP, Department of Safety psychologist or other appropriate health care professionals before alcohol and drug use leads to disciplinary actions.

**E.** Memorandum to this Order


The City Attorney shall have the authority to amend definitions and drug testing cut-off levels contained in this executive order's Memorandum, from time to time, not to be inconsistent with Colorado statutes and/or the DOT regulations, without obtaining signatures of the Mayor or City Council. For purposes of this executive order, all references to Agency head, Department head or appointing authority will also include the designee of the Agency head, Department head or appointing authority.


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Executive Order No. 94 is:


Approved for Legality:


DocuSigned by:  
  
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Kristin M. Bronson  
City Attorney


DocuSigned by:  
  
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Michael B. Hancock  
MAYOR

DocuSigned by:  
  
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Kim Day  
Executive Director of Aviation

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Robert M. McDonald  
Executive Director of Public Health and Environment

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Brandon Gainey  
Executive Director of General Services


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Allegra "Happy" Haynes  
Executive Director of Parks & Recreation

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Eulois Cleckley  
Executive Director of Department of Transportation and Infrastructure

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Brendan J. Hanlon  
Chief Financial Officer

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Murphy Robinson  
Executive Director of Safety

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Don Mares  
Executive Director of Human Services

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Laura E. Aldrete  
Executive Director of Community Planning and Development

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**MEMORANDUM NO. 94A**

**TO: All Agencies Under the Mayor**

**FROM: Mayor Michael B. Hancock**

**DATE: June 1, 2020**

**SUBJECT: STAUTORY PROVISIONS**

This memorandum to Executive Order 94 was originally referred to as an addendum, effective April 10, 1989, amended April 13, 1999, January 10, 2000, March 1, 2000, March 15, 2001 and is hereby continued in effect as amended and retitled as a memorandum this June 1, 2020. This Memorandum No. 94A shall be attached to and become a part of Executive Order 94, dated, June 1, 2020, subject "City and County of Denver Employees' Alcohol and Drug Policy."

**I. ALCOHOL PROVISIONS**

- A. Under the Colorado statutes, as may be amended from time to time, "impaired by alcohol" is defined as having 0.05 grams of alcohol (per two hundred ten liters of breath or per one hundred milliliters of blood), but less than 0.08 grams of alcohol. Under the "influence of alcohol" is defined as having 0.08 or more grams of alcohol (per two hundred ten liters of breath or per one hundred milliliters of blood).
- B. Under the DOT regulations, as may be amended from time to time, "under the influence of alcohol" is defined as having 0.04 percent alcohol concentration, or more; as prescribed by state law; or in the event of refusal to undergo such testing as is required by the state or jurisdiction.

DOT regulations, as may be amended from time to time, state that post-accident alcohol testing should be administered within two (2) hours following the accident, but must be administered within eight (8) hours following the accident. *These DOT time frames shall also apply to testing under the Executive Order unless otherwise specified within this Order.*

**II. ILLEGAL DRUG PROVISIONS**

- A. Illegal drugs, include controlled substances, as defined in Colorado Revised Statutes, and under federal law.
- B. "Subject to the effects of an illegal drug" is to be determined consistent with the confirmation test levels established by the DOT regulations, 49 CFR Part 40 § 40.87, as may be amended from time to time:

Marijuana metabolites -----	15 ng/ml
Cocaine metabolite -----	100 ng/ml
Opiates:	
Morphine -----	2,000 ng/ml
Codeine -----	2,000 ng/ml
6-Acetylmorphine -----	10 ng/ml
Hydrocodone/Hydromorphone -----	100 ng/ml
Oxycodone/Oxymorphone -----	100 ng/ml
Phencyclidine -----	25 ng/ml

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Amphetamines:

Amphetamine-----	250 ng/ml
Methamphetamine-----	250 ng/ml
MDMA/MDA-----	250mg/nl

DOT regulations, as may be amended from time to time, state that post-accident drug testing should be administered within eight (8) hours following the accident, but must be administered no later than thirty-two (32) hours after the accident. **These DOT time frames shall also apply to testing under this Executive Order unless otherwise specified within this Order.**

**EXECUTIVE ORDER NO. 112**

**TO:** All Departments and Agencies Under the Mayor

**FROM:** John W. Hickenlooper, Mayor

**DATE:** October 30, 2006

**SUBJECT:** Violence in the City Workplace

**Purpose:** This Executive Order establishes the policy and procedures to be followed by departments and agencies regarding violence involving employees of the City and County of Denver. The purpose of this Executive Order is to reduce the risk of all forms of violence that impact the workplace. Former Executive Order 112, "Violence in the Workplace," dated February 07, 1995, is hereby cancelled and superseded by this Executive Order No. 112, Violence in the City Workplace, dated, October 30, 2006.

- 1.0 **Applicable Authority:** The applicable authority relevant to the provisions and requirements of this Executive Order No. 112, are found in Section 2.2.10 (A) & (C) of the Charter of the City and County of Denver, 2002 revised.
- 2.0 **Policy:** Violence has no place in any of the City and County of Denver's work locations or at any City-sponsored event, and is strictly prohibited. Moreover, violence committed by employees of the City and County of Denver, whether on-duty or off-duty, reflects poorly on the City and County of Denver and is strictly prohibited. A common form of violence is domestic or family violence, which also is strictly prohibited when the City's employees are the perpetrators of such violence.

**Domestic and Family Violence:** The City shall endeavor to prevent and reduce the effects of domestic and family violence in the workplace. There are at least three ways domestic and family violence can impact the workplace: (1) A perpetrator of domestic or family violence is employed by the City; (2) A victim of domestic or family violence is employed by the City; (3) an act of domestic or family violence occurs in a City work location or at a City-sponsored event. The City is committed to providing support to victims of domestic and family violence as appropriate, and not tolerating perpetrators of domestic and family violence.

Bringing any kind of weapon to a City work location or a City-sponsored event is strictly prohibited, unless an employee is required to carry a weapon as part of his or her City position. This prohibition includes the possession of weapons in violation of federal, state, or local law.

City employees who perpetrate violence, whether on-duty or off-duty, or who bring a weapon to a City work location or a City-sponsored event, or otherwise violate this Executive Order may be subject to disciplinary action, up to and

including dismissal, and possible criminal action. Failure of a managerial or supervisory employee to enforce this Executive Order may result in disciplinary action against the manager or supervisor, up to and including dismissal.

City employees who violate a valid court order issued by a court of any record within the United States of America that prohibits conduct, limits physical movement, or regulates child custody, or otherwise violate this Executive Order and may be subject to disciplinary action, up to and including dismissal, and possible criminal action.

3.0 **Definitions:**

**Violence** is defined, but not limited to:

- (a) the actual or attempted: physical assault, beating, improper touching, striking, shoving, kicking, grabbing, stabbing, shooting, punching, pushing, rape, use of a deadly weapon; or
- (b) the actual or attempted: threatening behavior, verbal abuse, intimidation, harassment, obscene telephone calls or communications through a computer system, swearing at or shouting at, stalking.

Other prohibited acts include:

- (a) any violation of a valid court order issued by any court of record within the United States of America, which restrains and prohibits any person from communicating with or contacting in any manner, threatening, beating, striking, or assaulting any other person, or;
- (b) any violation of a valid court order issued by any court of record within the United States of America, which requires a person to leave certain premises, or prohibit from entering or remaining on such premises or any specified area; or
- (c) any violation of a valid court order issued by any court of record within the United States of America, which regulates child custody,
- (d) for an employee to be found in violation of this Executive Order, the agency must possess information that such person has been personally served with any such order or otherwise acquired from the court actual knowledge of the contents of any such order.

**Domestic violence** is defined as an act or threatened act of violence upon a person with whom the actor is or has been involved in an intimate relationship, meaning

a relationship between spouses, former spouses, past or present unmarried couples, same-sex couples, persons who dated or formerly dated or persons who are both the parents of the same child regardless of whether the persons have been married or have lived together at any time.

**Family violence** is defined as an act or threatened act of violence upon a person with whom the actor is or has been related to by blood or marriage, including but not limited to the actor's parents, grandparents, siblings, in-laws, children, and grandchildren.

**Weapon** is defined as including a device, instrument, material or substance used for, or can cause death or bodily injury, or damage to property. Weapons include, but are not limited to: an explosive or an explosive weapon, a device principally designed, made or adapted for delivering or shooting an explosive weapon, a machine gun, a rifle or shotgun, a handgun, a firearm silencer, a switchblade knife or any other type of knife, or brass knuckles, or any other implement for infliction of bodily injury, damage to property, or death which has no common lawful purpose. Pocket knives or knives used solely for eating, food preparation or food distribution, are not considered "weapons" for purposes of these Guidelines unless used to inflict bodily injury or damage to property.

4.0 **Management/supervisory responsibilities:**

In addition to ensuring that their employees are properly trained on the provisions within this Executive Order, every manager and supervisor is responsible for the following upon notice from the employee or upon becoming aware that an act of violence or violation of this Executive Order is about to occur:

- (a) Contacting law enforcement in an emergency situation (including 9-911, as appropriate);
- (b) Contacting the City's workplace violence coordinator (currently the Director of the Mayor's Office of Employee Assistance); the coordinator shall serve as a resource and advisor for such incidents;
- (c) Taking reasonable steps to ensure, to the extent possible, the safety of any employee or member of the public who has been threatened or harmed;
- (d) Ensuring a prompt and adequate response to any incident of violence that impacts the workplace, including an appropriate investigation;
- (e) Sharing information about an incident on only a need-to-know basis;
- (f) Allowing employees to take up to three days of leave, paid or unpaid, to address issues arising from violence suffered by an employee. If the employee has sufficient vacation or sick leave available, the employee



may elect to use either leave to cover the absence. If no leave is available to the employee, the agency shall authorize leave without pay pursuant to Career Service Rule 11-80 et.seq;

- (g) Treating alleged victims, including victims of domestic or family violence, with respect and providing support as appropriate;
- (h) Treating alleged perpetrators fairly; and
- (i) For following any internal agency procedures enacted to address workplace violence issues. If no internal agency procedures exist, managers are required to notify upper-level supervisors if acts of workplace violence occur.

5.0 **Employee responsibilities:**

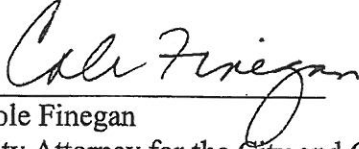
Every employee is responsible for the following upon notice or upon becoming aware that an act of violence or violation of this Executive Order is about to occur:

- (a) Contacting law enforcement in an emergency situation (including 9-911, as appropriate);
- (b) Immediately reporting to their supervisor or the agency's violence contact person or the Employee Relations Unit of Career Service Authority any violence or threat of violence or unauthorized possession of a weapon or any other violation of this Executive Order;
- (c) Cooperating in any investigation of a violation of this Executive Order;
- (d) Respecting the privacy of co-workers and others involved in a violence incident; and
- (e) Reporting to his or her immediate supervisor immediately if the employee is charged with a crime or is the subject of a restraining order or has been charged with a crime within the past year or otherwise has any pending criminal charges against him or her.

- 6.0 **Disciplinary Action:** Any violation of this policy by employees, including a first offense, may result in disciplinary action, up to and including dismissal. Willful failure of a supervising employee to enforce this policy may result in disciplinary action against the supervisor, up to and including dismissal. Any deliberate, unwarranted allegations of a violation of this policy may be viewed as an attempt to disrupt city operations and may result in disciplinary action.

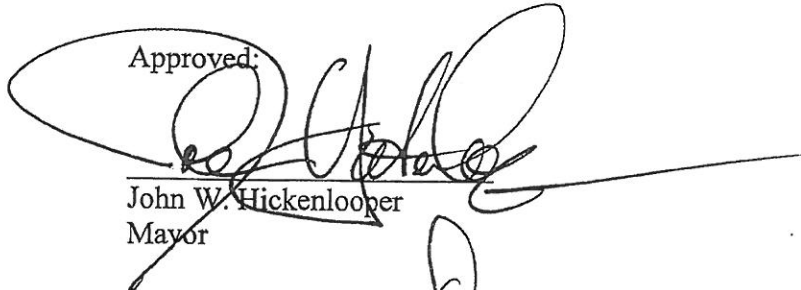
- 7.0 **Limitation on Liability:** The provisions contained in this Executive Order do not create or constitute any contractual rights between or among the City and County of Denver, its employees and any third party. This Executive Order is intended to set forth the policy of the City and County of Denver, without creating additional liability against the City.
- 8.0 **Memorandum Attachments:** The procedure(s) for implementing this Executive Order shall be defined by Memorandum Attachments to the Executive Order, which shall become a part of the Executive Order. Further, the City Attorney's Office is responsible for the content of this Executive Order and shall have the authority to issue policy and procedure Memorandum Attachments relative to this Executive Order.

Approved for Legality:




Cole Finegan  
City Attorney for the City and County  
of Denver

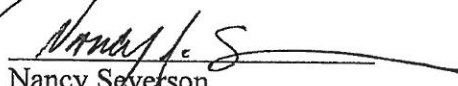
Approved:




John W. Hickenlooper  
Mayor




Turner West  
Manager of Aviation



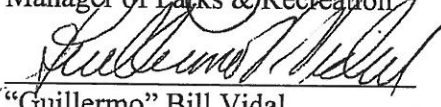
Nancy Severson  
Manager of Environmental Health



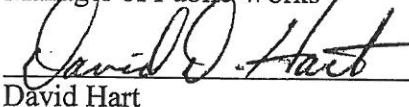
Luis A. Colón  
Manager of General Services



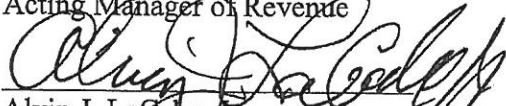
Kim Bailey  
Manager of Parks & Recreation



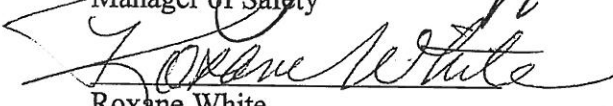
"Guillermo" Bill Vidal  
Manager of Public Works




David Hart  
Acting Manager of Revenue



Alvin J. LaCabe, Jr.  
Manager of Safety



Roxane White  
Manager of Human Services



Peter Park  
Director of Planning & Development

**MEMORANDUM NO. 112A**

**TO: All Departments and Agencies Under the Mayor**

**FROM: John W. Hickenlooper, Mayor**

**DATE: October 30, 2006**

**SUBJECT: Examples of unacceptable behavior that is prohibited by the Executive Order:**

This Memorandum shall be attached to and become a part of Executive Order No. 112 dated, October 30, 2006 subject "Violence in the City Workplace."

- 1.0 The following conduct will not be tolerated (this is not an exhaustive list but rather it provides some examples of unacceptable behavior):
- a. Intimidating, threatening or hostile behaviors, physical assault, vandalism, arson, sabotage, unauthorized use of weapons, bringing weapons onto City property (unless authorized as part of one's job, *e.g.*, a police officer or deputy sheriff) or other acts of this type which are clearly inappropriate to the workplace or acts of this type committed off-duty or outside of the workplace by a City employee, which reflect poorly on the City.
  - b. Jokes or comments regarding violent acts, which are perceived to be a threat of harm.
  - c. Encouraging others to engage in the negative behaviors prohibited by this policy.
  - d. Employee or contract employee acting out while on the job in any abusive manner towards another person including with whom there is an "intimate relationship" as defined above, or is a family member, whether or not the victim is employed by the city.
  - e. Use of any city property (i.e. phone, computer, agency letterhead, etc.) at any time to harass, threaten, disturb, or abuse someone including with whom there is an "intimate relationship" as defined above, who is a family member.
  - f. Any employee or contract employee intimidating, threatening, assaulting, harassing, disturbing, or abusing any other employee including with whom there is an "intimate relationship" as defined above, who is a family member.

- g. Any retaliation against a person who initiates a complaint or an inquiry about behaviors that is in violation of this policy.
- h. Any act of domestic violence or family violence that result in a criminal charge or conviction of federal, state, or local law.

**MEMORANDUM NO. 112B**

**TO: All Departments and Agencies Under the Mayor**

**FROM: John W. Hickenlooper, Mayor**

**DATE: October 30, 2006**

**SUBJECT: Agency Responsibilities Under the Executive Order:**

This Memorandum shall be attached to and become a part of Executive Order No. 112 dated, October 30, 2006 subject "Violence in the City Workplace."

Purpose The impact on the work environment can occur in numerous ways. For example, if the employee is a perpetrator of domestic or family violence s/he may use work time on the job to harass or stalk the victim. This employee may also require work coverage due to court appearances or incarceration. If the employee is a victim of domestic or family violence the employee may be harassed at work through unwanted telephone calls and/or visits from the perpetrator. Extensive absenteeism (from abuse or court appearances) and/or tardiness (abusers will often make victims late for work as a part of his/her control) can also occur. The abuser may call and harass co-workers or the victim's supervisor, in an attempt to locate the victim or have the victim terminated. If both the victim and abuser work for the City, the perpetrator may have easier access to the victim and use that ability to harass, abuse, embarrass, and/or retaliate against the victim.

**1.0 Violence In The Workplace Incident Coordination – Emergency Situation:**

Every manager and supervisor is responsible for the following upon notice from the employee or upon becoming aware that an act of violence or violation of this Executive Order is about to occur. The following steps should also be taken by employees whom the violence/abuse is directed if they are safely able to do so.

- a) Call 9-1-1 if there is an immediate emergency. Do not try to physically intervene. Do make every attempt to remove yourself from the dangerous area.
- b) Notify a supervisor/office manager if that person is not aware of the situation.
- c) Notify building security and follow any necessary safety measures.
- d) Inform any personnel of the situation who may be in direct or indirect danger.

- e) Unless the victim refuses or the perpetrator has been arrested, have the police or security escort the victim to him/her vehicle when s/he leaves work.
- f) Allow the victim and/or any personnel who may be in danger to leave their work area if there is pending danger.

**2.0 Management Responsibility – When Violence is Reported or Suspected in a Non-Emergency Situation:**

If an employee discloses to a supervisor s/he is in an abusive relationship or upon the supervisor becoming aware that an act of violence or violation of this Executive Order is about to occur, the supervisor should take the following steps:

- a) Inquire if the employee is in any perceived danger or in fear of any sort of retaliation by the abuser.
- b) Inquire how the agency can help.
- c) Consider whether a protection order should be obtained by the agency. Contact City Attorney's Litigation Section for assistance pursuant to C.R.S. §13-14-102.
- d) Refer the employee to the Mayor's Office of Employee Assistance for appropriate referrals, safety planning, counseling, and support services. After the employee has met with the Mayor's Office of Employee Assistance, the supervisor should review the safety plan and institute any necessary and appropriate changes that are practicable within the workplace.
- e) Assure confidentiality unless there is concern about the welfare and safety of others, or unless the agency is legally required to disclose the information. Contact the City Attorney's Litigation Section Enforcement Section for assistance.
- f) Offer flexibility in the employees work schedule, change in telephone extension (unless it is the agency's main phone line), and/or screening of phone calls, and if possible a change in work station location.
- g) Notify security if the perpetrator is harassing the victim while at work or causing problems for the agency. If possible provide a picture of the perpetrator to security or local law enforcement notifying them of the current situation. Be sure to also provide security or local law enforcement with copies of any protective orders.

- h) Honor all protective orders issued by a court. If the perpetrator violates the victim's protective order encourage the victim to call the police, or if the victim wishes to maintain confidentiality, allow him/her to go to another location to report the violation. If the perpetrator violates the agency's protective order notify the police immediately.
- i) If the victim is in need of time off to take care of issues that may arise due to the abusive situation, and has accrued leave, all accommodations should be made to allow the victim additional time off. By law the supervisor is required in some cases to authorize up to three days leave if the employee has no accrued leave (C.R.S. §24-34-402.7). If no leave is available to the employee, the agency shall authorize leave without pay pursuant to Career Service Rule 11-80 et.seq. The law also prohibits an employer from penalizing certain employees who are in a domestic violence situation from taking up to three days leave, paid or unpaid, to get a restraining order, obtain medical care or counseling, locate safe housing, or prepare for or attend legal proceedings. In addition, the City feels that it is appropriate to adjust an employee's work schedule and be flexible with providing paid and unpaid leave beyond the three days, so that the victim can obtain necessary medical care, counseling, or legal assistance.
- j) Never require that the employee take particular steps to stop the abuse.
- k) Continue to check in with the employee and ask that s/he continue to keep you informed.
- l) Document what actions were taken by the agency.

**3.0 If a supervisor suspects an employee is being abused, the following steps should be taken:**

- a) Do not ignore the situation.
- b) Ask direct questions in a nonjudgmental way. Inquire if someone is hurting him/her, or if bruising has been noticeable, inquire how the injury was sustained. Be sure to express concern and support for the person. Call the Mayor's Office of Employee Assistance to determine the appropriate questions to ask.
- c) Do not force the employee to disclose the abuse as privacy rights need to be respected.
- d) Document your concerns and what actions were taken.



- e) If the employee confides that they are in an abusive relationship the supervisor should follow the guidelines set forth in Section 2.0 of this Memorandum.

**4.0 If an Employee is the Perpetrator of Abuse:**

Employees who become aware of behaviors by other employees that could reasonably lead to serious bodily injury are required to report such conduct to their supervisor or department manager, including any criminal activity outside of work hours. When a supervisor is aware of any policy violations, the following should be done:

- a) Impose discipline for any violations of the Executive Order, the Career Service Rules, or other City or agency policies, up to and including dismissal.
- b) Investigatory leave should also be considered when a violation of this Executive Order occurs. Contact the City Attorney's Office Litigation Section for advice on appropriate disciplinary steps.
- c) If an employee is arrested on criminal charges that include domestic violence or family violence for an incident that occurred outside of work time, the employee should notify his/her supervisor. The supervisor should then place the employee on notice to keep the agency informed of the outcome of his/her case. If the employee is charged or convicted of the crime, disciplinary action should be considered, and taken, if appropriate.
- d) If counseling is required as a part of any disciplinary actions, the treatment provider must be state approved to provide domestic violence counseling. Office of Employee Assistance can provide the appropriate referral.
- e) Always maintain that there is no excuse for violence.
- f) Document all disciplinary actions taken.

**MEMORANDUM NO. 112C**

**TO: All Departments and Agencies Under the Mayor**

**FROM: John W. Hickenlooper, Mayor**

**DATE: October 30, 2006**

**SUBJECT: Employee Responsibilities Under the Executive Order:**

This Memorandum shall be attached to and become a part of Executive Order No. 112 dated, October 30, 2006 subject "Violence in the City Workplace."

**Employee Responsibility**

If employees disclose that they are in an abusive situation:

- a) Suggest that they speak to their supervisor or Office of Employee Assistance.
- b) If the employee relays any information to another individual that the perpetrator may try to harm the victim at work or harm any other employees or the public, the co-worker must report this to their supervisor.
- c) Employees who are a victim of domestic violence and are subjected to any of the behaviors listed in this policy should report the incident to their supervisor, or the agency personnel officer. Support services will be provided and appropriate accommodations will be made when practicable.

## **Executive Order No. 146**

**TO: All Departments and Agencies Under the Mayor**

**FROM: Michael B. Hancock, Mayor**

**DATE: June 1, 2020**

**SUBJECT: Mayor's Office of Social Equity and Innovation**

**PURPOSE:** This Executive Order creates the Mayor's Office of Social Equity and Innovation (the "SEI Office") and establishes it to develop and implement the policies, programs, regulations, and initiatives of the City and County of Denver ("City") related to social equity and race and social justice. The SEI Office shall lead efforts to eliminate social inequity and race and social injustices by evaluating institutional and structural government systems, policies, and practices. The SEI Office shall lead efforts to promote social equity, fairness, and justice in systems and public policy that intersect with housing, business contracting for small, minority and women owned businesses, transportation, growth, development and sustainability, criminal justice, arts and culture, and education.

- 1.0 **Applicable Authority:** The applicable authority relevant to the provisions and requirements of This Executive Order No. 146, are found in Sections 2.2.1, 2.2.6, 2.2.8 and 2.2.10 of the Charter of the City and County of Denver, (Charter").
- 2.0 **Mission:** The SEI Office will oversee the City's commitment to social equity and race and social justice. The SEI Office's focus is to increase social equity and to minimize institutional, structural, and systemic racism in City government.
- 3.0 **Functional Cooperation with DEDO, DSBO, Technology Services, HRCP:** An additional function of the SEI Office is to cooperate with the Denver Economic Development and Opportunity, Division of Small Business Opportunities, Technology Services and the Agency for Human Rights and Community Partnerships in matters related to social equity policy and oversight.
- 4.0 **Chief Equity Officer:** The SEI Office shall be headed by a Chief Equity Officer appointed by and serving at the pleasure of the Mayor pursuant to the Mayor's authority under the Charter Section 9.1.1 (E)(iv).
- 5.0 **Responsibilities:** The SEI Office shall have oversight on matters of strategic planning, data collection and analysis, investment, content development, learning facilitation, community and stakeholder engagement, and policy development and implementation, all related to social equity, and race and social justice. The SEI Office shall direct and coordinate city and external stakeholders on matters concerning social equity and race and social justice by:
  - 5.1 **Developing, managing and updating a strategic plan for the SEI Office along the social equity, and race and social justice continuum, in coordination and alignment with partner and stakeholder strategic plans;**

- 5.2 Engaging with stakeholders including department and program leaders, employees, thought leaders, community members, subject matter experts, universities, and interested parties to define solutions to eradicate policies, or practices that undermine social equity, and race and social justice;
  - 5.3 Collecting, review and analyzing data to measure the strength of progress of stated goals concerning social equity, and race and social justice;
  - 5.4 Communicating efforts to neighborhoods, the public, media outlets, and all other interested stakeholders;
  - 5.5 Providing City agencies with equity tools and resources necessary to support the delivery of social equity, and race and social justice; and
  - 5.6 Aiding and assisting with the operationalization of social equity, and race and social justice initiatives.
- 6.0 City-wide priority: Mayoral appointees shall affirm their commitment to prioritize social equity and race and social justice by (1) signing a city-wide equity commitment; (2) developing a department and agency equity plan; (3) engaging in city-wide equity scans administered by the SEI Office; (4) participating in learning and development sessions concerning social equity, and race and social justice and by (5) ensuring support for city-wide equity teams.
- 6.1 Citywide Equity Scan: Each department and agency shall participate in city-wide equity scans to be administered by the SEI Office on a calendar basis determined by the SEI office.
  - 6.2 Equity Leadership Teams: Equity leadership teams shall include the Equity Leadership Team (“ELT”), the Equity Core Council (“ECC”), and Equity, Diversity and Inclusion (“EDI”) teams.
    - 6.2.1 The ELT includes the Office of the Mayor, each member of the SEI office, its learning and development specialists, and a Mayoral designated representative, at the discretion of the SEI Office. The ELT shall establish and implement a social equity work plan, framework, and evaluation system to monitor the city’s progress towards goals to eliminate inequity and race and social injustices in institutional and structural government systems, policies, and practices.
    - 6.2.2 The ECC is convened by the Chief Equity Officer and shall be comprised of representatives from city agencies and departments who are tasked to

collaborate with the ELT to inform equity strategies that will help city employees create equitable systems.

- 6.2.3 EDI teams shall be comprised of representatives from city agencies and departments who are selected by respective Executive Directors. EDI teams shall connect employees in the day-to-day work necessary to make the City and County of Denver a place where equity, diversity and inclusion are essential components in the way employees work together and engage and support the community.
- 6.3 Equity Plans: Each city department and agency shall develop an Equity Plan and include goals and strategies to eliminate inequity and race and social injustices in institutional and structural government systems, policies, and practices. The SEI Office shall provide requisite templates and tools that serve to aid in the development of Equity Plans.
- 6.4 Equity Implementation Tools: The SEI Office will produce and provide equity implementation tools and resources to aid departments in operationalizing and achieving goals concerning social equity, and race and social justice.
- 6.5 Equity Dashboard: The SEI Office shall maintain an Equity Dashboard, a reporting and accountability tool that will provide a visual representation of key performance indicators (KPIs) concerning the City's efforts towards social equity, and race and social justice. KPIs shall be measured against goals associated with a city-wide strategic equity plan. The Equity Dashboard will be used to track ongoing progress.
- 7.0 Ethical use of data and research: The SEI Office will assess the fair and ethical use of research and data use to prevent problematic data actions and bias.
- 8.0 Oversight: The SEI Office will be overseen by the Mayor's Chief of Staff or the Mayor's designated representative.
- 9.0 Duration: The Mayor's Office of Social Equity and Innovation will continue until the rescission of this Executive Order.
- 10.0 Cooperation: All City departments and agencies under the Mayor shall cooperate with the SEI Office in accomplishing the goals and responsibilities outlined in this Executive Order.
- 11.0 Memorandum Attachments: The procedures for implementing this Executive Order may be defined by Memorandum Attachments to the Executive Order, which shall become part of the Executive Order.

Executive Order No. 146

Approved for Legality:



Kristin M. Bronson  
Attorney for the City and County

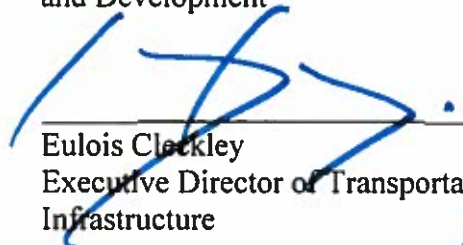
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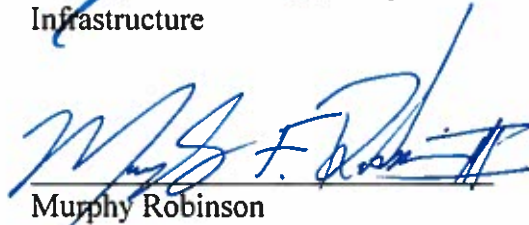
Michael B. Hancock  
Mayor



Laura E. Aldrete  
Executive Director of Community Planning  
and Development



Eulois Cletkley  
Executive Director of Transportation and  
Infrastructure



Murphy Robinson  
Executive Director of Safety



Kim Day  
Executive Director of Aviation



Brendan J. Hanlon  
Chief Financial Officer



Allegra "Happy" Haynes  
Executive Director of Parks & Recreation



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Don Mares  
Executive Director of Human Services



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Robert M. McDonald  
Executive Director of Public Health and  
Environment



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Brandon Gainey  
Interim Executive Director of General  
Services