

Table of Contents

[Table of Contents](#)

[Section 1: General Information](#)

[1.1 Mission Statement](#)

[Section 2: Administrative](#)

[2.1 Personnel](#)

[2.1.1 General Requirements](#)

[2.1.4 Deputy Fire Chief of Emergency Medical Services](#)

[2.1.9 Recruit Processing](#)

[2.1.10 Member Probation](#)

[2.1.11 Personnel Files](#)

[2.1.13 Retirement](#)

[2.2 Training](#)

[2.2.1 EMS Certification](#)

[2.2.7 Emergency Vehicle Incident Prevention](#)

[2.2.9 Out of District Training](#)

[2.3 Documentation](#)

[2.3.1 Incident Documentation](#)

[2.3.2 Public Records Request](#)

[2.5 Rules of Conduct](#)

[2.5.1 General Rules](#)

[2.5.2 Alcohol and Drug Use Policy](#)

[2.5.4 Harassment/Discrimination](#)

[Appendix A: List of Forms](#)

Section 1: General Information

[1.1 Mission Statement](#)

[Return to Table of Contents](#)

1.1 Mission Statement

Approved:

1.1 Page 1 of 1

The Commissioners of Spokane County Fire District 2 adopted the following Mission Statement.

Our Mission Statement

Spokane County Fire Protection District 2
is dedicated
to serving the public in and around our district
by providing the highest level of services,
and to ensure security and protection
of life, property and the environment.

We maintain a full service program that includes
public education,
prevention,
and emergency services
accomplished with a professional attitude through
teamwork,
quality training,
and personal sacrifice.

Section 2: Administrative

[2.1 Personnel](#)

[2.1.1 General Requirements](#)

[2.1.4 Deputy Fire Chief of Emergency Medical Services](#)

[2.1.9 Recruit Processing](#)

[2.1.10 Member Probation](#)

[2.1.11 Personnel Files](#)

[2.1.13 Retirement](#)

[2.2 Training](#)

[2.2.1 EMS Certification](#)

[2.2.7 Emergency Vehicle Incident Prevention](#)

[2.2.9 Out of District Training](#)

[2.3 Documentation](#)

[2.3.1 Incident Documentation](#)

[2.3.2 Public Records Request](#)

[2.5 Rules of Conduct](#)

[2.5.1 General Rules](#)

[2.5.2 Alcohol and Drug Use Policy](#)

[2.5.4 Harassment/Discrimination](#)

2.1 Personnel

[2.1 Personnel](#)

[2.1.1 General Requirements](#)

[2.1.4 Deputy Fire Chief of Emergency Medical Services](#)

[2.1.9 Recruit Processing](#)

[2.1.10 Member Probation](#)

[Spokane County Fire District 2](#)

[Member Probation Form 2.1.10C](#)

[2.1.11 Personnel Files](#)

[2.1.13 Retirement](#)

2.1.1 General Requirements

Revised 1/15/2018

2.1.1 Page 1 of 1

Policy

1. Must live or work in Fire District #2 or the Town of Fairfield. Exceptions can be made at the discretion of the District Commissioners.
2. Must have a physical exam. Exam based on minimum standard requirement by state.
3. Minimum age for members is 16, maximum is 75.
4. Minimum age for firefighters is 18
5. Drivers of emergency vehicles must be 21 years of age and must have passed EVAP Class with up-to-date certification.
6. Drivers for fire department vehicles are to have a driver's course for emergency vehicles. EVAP certified.
7. If a member of the Fire Department has medical problems, they must obtain a written statement from their physician as per minimum state standards adopted.
8. Retirement cannot be collected until at least 60 years of age, and the retirement pay is computed on the regular basis as outlined by Pension Provisions described in the Volunteer Fireman's Relief and Pension Act.
9. Fire department personnel must have a current basic First Aid and CPR card.
10. Must respond to at least 10% of all calls each year.
11. Must participate in no fewer than 16 hours of training each year.
12. A Driver's License check will be required for all personnel before they are approved as a firefighter or EMT. This check will be conducted annually with the requirement of the volunteer to sign the Driver License check form.
13. An Employment check through the Washington State Patrol will be required for all personnel before they are approved as a firefighter or EMT. Also, a check may be conducted at the discretion of the Commissioning Board anytime after the firefighter or EMT has been approved as a volunteer. At that time, an Employment Check form will need to be signed by the volunteer.
14. Approval or Denial of Applicant as a member of Fire District #2 will be at the sole discretion of the Commissioners of Fire District #2. If accepted or declined, no explanation will be required to be given to the Applicant.
15. Once approved, all Fire District #2 personnel are considered at will employees and may be terminated by the Board of Commissioners without cause. While the Board of Commissioners and Fire Chief are encouraged to follow progressive discipline when appropriate, Fire District #2 is under no obligation to do so and any determination by the Board of Commissioners shall be considered final with no recourse.

2.1.4 Deputy Fire Chief of Emergency Medical Services

Approved:

2.1.4 Page 1 of 1

Policy

1. Shall be a member of the Fire Department for at least one (1) year with attendance of 75% of the meetings. Shall have exhibited a good response to calls and show an interest in keeping up skills as a certified Emergency Medical Technician.
2. Shall keep all ambulance supplies current as needed.
3. Shall arrange meetings and training sessions.
4. Shall keep record of attendance at meetings and training sessions.
5. Enlist EMT and First Responders as needed and as approved by Commissioners.
6. Shall keep the ambulance serviced and cleaned as necessary.
7. Shall be able to spend up to \$100 per month for ambulance needs without the approval of Commissioners. Large purchases shall be planned for in advance of the regular Commissioners meeting.
8. Emergency expenditures must be approved by the Chief and brought to the attention of the Commissioners as soon as possible.

2.1.9 Recruit Processing

Approved:

2.1.9 Page 1 of 1

Policy

1. A Driver's License check will be required for all personnel before they are approved as a firefighter or EMT. The check will be conducted annually with the requirement of the volunteer to sign the Driver License check form.
2. An Employment check through the Washington State Patrol will be required for all personnel before they are approved as a firefighter or EMT. Also, a check may be conducted at the discretion of the Commissioning Board at any time after the firefighter or EMT has been approved as a volunteer. At the request of the Commissioners, the form will need to be signed by the Volunteer.

2.1.10 Member Probation

Revised: 11/13/2019

Page 1 of 3

Policy

- A. Members shall be considered to be probational in the following cases:
 - a. **New Member:** Immediately upon newly joining or rejoining the district.
 - b. **New EMT:** Following completion initial EMT training.
 - c. **Return to Duty:** Immediately upon returning from an extended leave of absence.
- B. The Fire Chief shall have discretion to modify the terms and/or length of any member's probation in consultation with the Board of Commissioners.
- C. Member probation shall be documented using Member Probation Form 2.1.10C. This form shall be kept in the members permanent record.

Procedure

A. New Member Probation

- a. New member probation begins upon approval of the member by the board of commissioners.
- b. New member probation should continue until the probationary member completes support volunteer training and demonstrates the ability to function autonomously onscene.
 - i. New member onscene performance should be evaluated by the Fire Chief following completion of support volunteer training to determine when to release the member from probationary status.
 - ii. New member probation should not exceed one year in length.
- c. Probationary members may
 - i. Participate in all aspects of fire and EMS training
 - ii. Respond on calls if
 - 1. They have completed responder safety, CPR, first aid, and bloodborne pathogen training.
 - 2. They are accompanied by non-probationary members.
 - iii. Drive district apparatus if they have completed EVIP training for that apparatus.

B. New EMT

- a. New EMT probation begins upon successful completion of NREMT testing.
- b. New EMT probation should continue until the probationary EMT completes 10 calls with the supervision of a non-probationary EMT.
- c. Probationary EMTs may provide all aspects of patient care and/or transport.
- d. Supervision
 - i. Whenever possible, probationary EMTs should be supervised by a non-probationary (supervisory) EMT while providing patient care and/or transport.
 - ii. Supervisory and Probationary EMTs should coordinate their responses via radio.

[Return to Table of Contents](#)

- iii. If a supervisory District 2 or 12 EMT is not available, the probationary EMT should seek the assistance of an AMR paramedic.
- iv. Probationary EMTs should initiate response without supervision if no supervisory EMT responds within 5 minutes of the start of call.
- v. Probationary EMTs should initiate transport without supervision if responding supervisory EMTs and/or AMR are greater than 5 minutes from arrival.
 - 1. If transporting without supervision, probationary EMTs should arrange for a rendezvous with a supervisory EMT or AMR.
 - 2. Probationary EMTs should consider initiating helicopter transport if, in their judgement and based on their training, the patient is critical.

C. Return to Duty

- a. Return to duty probation begins upon the return of a member from an extended leave of absence.
- b. Return to duty probation should continue only as long as it takes for the member to complete refresher training for, at minimum:
 - i. CPR
 - ii. First Aid
 - iii. Bloodborne Pathogens
- c. If the leave of absence was due to health concerns, the member must be cleared to return to duty by a physician.
- d. Members on probation for return to duty may participate in all aspects of Fire and EMS training.
- e. Members on probation for return to duty may not respond on calls.
- f. Return to duty probation should only be invoked for members who have been absent for less than one year. Members absent for longer than one year should be considered new members upon return.

Guide

- A. The terms of any probation may be modified at the discretion of the chief in consultation with the board of commissioners.
- B. The intent of this policy to provide new and returning members with adequate support to safely and effectively operate on emergency scenes.
- C. The types of probation described in this policy are non-disciplinary in nature.

Spokane County Fire District 2

Member Probation Form 2.1.10C

Member Name: _____

Type of Probation (choose one)

- A. **New Member**
- B. **New EMT**
- C. **Return to Duty**

Description of Plan:

Start Date: _____ Projected End Date: _____

Member Signature: _____

Chief Signature: _____

[Return to Table of Contents](#)

2.1.11 Personnel Files

Approved:

2.1.10 Page 1 of 1

Policy

1. Any documentation in a Volunteer's Personnel file, whether positive or negative, will be signed and dated by the Chief or EMS Director and the Volunteer. If the Volunteer refuses to sign, the words "Refused To Sign" will be entered in the signature block, and the refusal will be witnessed by two (2) Officers.

2.1.13 Retirement

Approved:

2.1.13 Page 1 of 1

Policy

1. Fire personnel must live in Fire District #2 to qualify for retirement, and must attend eight (8) meetings or per state requirement per year to retain membership in the department and to qualify for the retirement plan for Volunteer Firemen. Should the quota be missed one year, personnel must make up that quota the following year. The percentage for retirement eligibility is based on attendance at fire meetings, but fire calls can be counted toward the 8 meeting requirement.
2. A notice about the Retirement Plan is to be sent out to the Fire Department personnel at the end of each year by the Fire Chief.

2.2 Training

[2.2.1 EMS Certification](#)

[2.2.7 Emergency Vehicle Incident Prevention](#)

[2.2.9 Out of District Training](#)

2.2.1 EMS Certification

Approved:

2.2.1 Page 1 of 1

1. The Fire District will pay 100% tuition for those individuals who have been approved by the Commissioners to enroll in an EMT Certification Course for the Fire Department Emergency Services. A three-year commitment to the Department will be required by each volunteer. The EMT must attend eight training meetings per year to qualify for sponsorship.
2. Reports of training and classes taken must be reported to the Chief or the Commissioners and the District Secretary.
3. If the volunteer does not complete the course or pass the written test in ninety (90) days, they will be responsible to reimburse the department for the cost of tuition. This will be reviewed on a case-by-case basis by the Commissioners. The tuition will be billed directly to the volunteer or deducted from their annual pay.

2.2.7 Emergency Vehicle Incident Prevention

Approved:

2.2.7 Page 1 of 1

Policy

1. The District requires all personnel to meet or exceed minimum standards and standards of proficiency to deliver safe and efficient EMS and Fire Response to the Public.
2. The District reserves the right to review any member's Motor Vehicle Driving Record (MVR) at any time prior to or during his/her service with the District. Any personnel found to have been convicted of any serious moving violations, such as DUI, Reckless Driving, etc., could be removed from the District's driving list for a period of no less than six (6) months and not more than three (3) years.
3. All personnel driving a District vehicle must be on the District driver's list. Personnel not on the driver's list are not allowed to operate/drive any District vehicle at any time. All personnel driving to and from an emergency call out must have a valid driver's license and proof of insurance to operate their private vehicle.
4. The following are the minimum acceptable levels for all personnel:
 - a. Must have a current valid Driver's License.
 - b. Minimum age for drivers is 18 years of age.
 - c. An Emergency Vehicle Accident Prevention program shall be taken and certified by department vehicle drivers. Certification as needed by the department.
5. Drivers age 18 through 21 must interview with the officer responsible for Safety/Risk Management if the MVR shows a moving violation or accident.
6. Drivers will not be acceptable if their Department of Licensing record reveals any of the following within the past thirty-six (36) months:
 - a. DWI, DUI, BAC (Blood Alcohol Content) or Drug Abuse.
 - b. Convicted of Hit & Run Accident or leaving the scene of an accident.
 - c. More than one (1) at fault accident in the past twelve (12) months or more than two (2) accidents in the past thirty-six (36) months.
 - d. More than two (2) moving violations or current suspended driver's license.
 - e. Combination of more than one (1) accident and one (1) moving violation.
 - f. Drivers 21 years old or less, will not have more than one accident or moving violation.
 - g. Reckless or careless driving citation.
7. Any member who has had their driving privileges revoked or suspended will notify the Fire Chief or EMS Director within twenty-four (24) hours. The member will not drive to any Department calls of function while their license is suspended or revoked.

2.2.9 Out of District Training

Approved:

2.2.9 Page 1 of 1

Policy

1. In the absence of the Commissioners, the Fire Chief, Assistant Chief, or the Ambulance Director may approve attendance at continuing education programs within good reason for the benefit of the Department and the individual concerned.
2. All effort must be made to have the approval of the Commissioners, considering cost, travel, lodging, meals and time.
3. A report of the class outcome must be given to the Chief or the Commissioners.
4. Continuing education class credit must be reported to the Secretary to receive reimbursement and credit.
5. Volunteer personnel will pay class and conference fees if fees are required in advance to the regular Commissioners meeting. Fees will be reimbursed as soon as possible at the next regular Commissioners meeting.
6. It will be the responsibility of the Volunteer to attend the classes or conference before receiving reimbursement for fees paid. Non-attendance will relieve the Fire District of any obligation for payment of fees.
7. All classes and conferences should be pre-approved by the District Commissioners. If unable to contact a Commissioner, then the Fire Chief, Assistant Fire Chief or Ambulance Director should be contacted for approval of attendance.
8. Mileage paid for Fire District meetings and education classes will be determined by the number of people attending and the number of vehicles required. Car pooling is advised.
9. Special instances where only one or two people per car will be traveling will be considered on an individual basis.
10. The current Standard IRS Mileage rate will be paid per mile.
11. Mileage will be paid at the discretion of the Commissioners, Fire Chief or EMS Director.

2.3 Documentation

[2.3.1 Incident Documentation](#)

[2.3.2 Public Records Request](#)

[Return to Table of Contents](#)

2.3.1 Incident Documentation

Approved:

2.3.1 Page 1 of 1

Policy

1. CONFIDENTIALITY

- a. All information contained on the EMS Incident report is confidential and the information should not be shared with the public, media or individuals not associated with the reporting process.

2.3.2 Public Records Request

Approved:

2.3.2 Page 1 of 2

Policy

1. Public records of Spokane County Fire District No. 2 include any writing containing information relating to the conduct or performance of any governmental function prepared, owned, used, or retained by the District except the following:
 - a. Personnel records of all volunteer personnel, the disclosure of which would constitute a violation of the right to privacy.
 - b. Investigative records which are being compiled by the District during the investigation of any suspected arson fire, until such time as the investigation has been completed: provided, however, in the event the investigative record has been referred to a law enforcement agency then the determination of whether to disclose such record shall be made by such law enforcement agency.
2. PUBLIC RECORDS AVAILABILITY
 - a. All public records of the District as defined above are available for public inspection and copying pursuant to these rules, except as otherwise provided by RCW 42.17.260.
3. LOCATION OF RECORDS
 - a. The public records of the District shall be maintained at a District designated location and shall place the District Secretary as the designated employee in charge of the records who shall be responsible for the implementation of these rules.
4. HOURS FOR INSPECTION AND COPYING
 - a. Public records shall be available for inspection and copying by appointment with the District Secretary.
5. RESPONSIBILITY
 - a. In accordance with R.C.W. 49.12.240, every employee/volunteer is permitted to gain access to the records maintained by the District which contains personal data regarding the employee/volunteer. These records may be reviewed only in the presence of a designated Personnel official by appointment. The District personnel files are to be maintained at the Administrative Offices of the District.
 - b. In accordance with R.C.W. 49.12.250, the District shall make the employee/volunteer file available locally within a reasonable period of time after the employee/volunteer requests the file. An employee/volunteer annually may petition that the District review all information in the employee/volunteer's personnel file that is regularly maintained by the District as a part of the business records or are subject to reference for information given to persons outside of the company. The District shall determine if there is any irrelevant or erroneous information in the file, and shall remove all such information from the file. If an employee/volunteer does not agree with the employer's determination, the employee/volunteer may at his or her request have placed in the employee's personnel file a statement containing the employee's rebuttal or correction.
 - c. In accordance with R.C.W. 49.12.260, R.C.W. 49.12.240 and 49.12.250 do not apply to the records of an employee/volunteer relating to the investigation of a possible criminal offense. These two R.C.W.'s do not apply in information or records compiled in preparation for an impending lawsuit which would not be available to another party under the rules of pretrial discovery for causes pending in the superior courts.

6. REPRODUCTION OF PERSONNEL FILES

- a. An employee/volunteer may request copies of information maintained in their personnel file by completing the Request for Copy of Personnel File Information Form. At no time will the employee/volunteer be authorized to mark upon a filed document. The Request for Copy of Personnel File Information will be filed in the personnel file.

7. MANAGEMENT ACCESS TO PERSONNEL FILES

- a. Management will be allowed access to these files strictly on a need-to-know basis. Of that access, only information regarding an individual's job performance and skill qualifications will be open for review.

8. EXTERNAL REQUESTS FOR PERSONNEL FILE INFORMATION

- a. Any external source (i.e. individuals or companies outside the District) who request information from an employee's personnel file, must first receive clearance from the employee/volunteer before any data is released.
- b. Verification of employment requests about active employee/volunteers must be accompanied by written authorization from the employee/volunteer.

2.5 Rules of Conduct

[2.5.1 General Rules](#)

[2.5.2 Alcohol and Drug Use Policy](#)

[2.5.4 Harassment/Discrimination](#)

[Return to Table of Contents](#)

2.5.1 General Rules

Approved:

2.5.1 Page 1 of 1

Policy

1. It is the policy of Spokane County Fire District 2 to expect each member of the District to operate in a highly self-disciplined manner, responsible in the regulation of his/her conduct in a positive and mature way. Failure to do so will result in disciplinary action ranging from counseling to dismissal.
2. All Members Shall:
 - a. Follow operation manuals and written directives of the District.
 - b. Use their training to protect the public at all times, both on and off duty.
 - c. Work competently in their positions to cause all District programs to operate effectively.
 - d. Always conduct themselves to reflect credit on the District.
 - e. Always conduct themselves in a manner that creates good order inside the District.
 - f. Keep themselves informed to do the jobs effectively.
 - g. Be concerned and protective of each member's welfare.
 - h. Operate safely and use good judgment.
 - i. Obey the law.
 - j. Be careful of District equipment and property.
 - k. Follow instructions in a positive, cooperative manner. Supervisors will manage in an effective, considerate manner.
3. All Members Shall Not:
 - a. Engage in any activity that is detrimental to the District.
 - b. Engage in a conflict of interest or use their position with the District for personal gain or influence.
 - c. Fight.
 - d. Steal.
 - e. Use alcoholic beverages, debilitating drugs, or any substance that could impair their physical or mental capacities while on duty.
 - f. Engage in any sexual activity while on duty.
 - g. Be party to any malicious gossip, rumor mongering, or activity, which would tend to disrupt department morale or bring discredit to the District or its members. Members shall report the discovery of these conditions to their superior officer immediately.

2.5.2 Alcohol and Drug Use Policy

Revised 1/16/2019

2.5.2 Page 1 of 3

Policy

1. Personnel are prohibited from participating in district activities while under the influence of alcohol or medications that may result in an altered level of consciousness including, but not limited to:
 - a. Fire and EMS incidents.
 - b. Training.
 - c. Performing maintenance on facilities, equipment, or apparatus.
 - d. Operating apparatus.
 - e. Public relations events.
2. Personnel shall be removed from participation in any of the above listed activities in the event that:
 - a. The member appears to be under the influence of an intoxicating substance.
 - b. The member has detectable alcohol on breath.
3. District sponsored social functions including, but not limited to, the annual district banquet, crew bar b ques, social hours at conferences, and other events at the discretion of the chief and/or commissioners are exempt from the above prohibition.
4. Personnel are prohibited from using recreational drugs of any kind, including marijuana.

Procedure

1. ENFORCEMENT
 - a. Personnel are expected to self-enforce this policy by:
 - i. Electing not to participate in the above listed fire district activities while potentially under the influence of alcohol or medications that may result in an altered level of consciousness.
 - ii. Abstaining from recreational drugs of any kind, including marijuana.
 - b. Any member who observes signs of intoxication in any other member should direct the potentially intoxicated member to stop participating in fire district activities and report their observations to the Incident Commander or next ranking officer.
 - i. Any member asked to stop participating should comply with that request regardless of whether s/he is under the influence of an intoxicating substance.

[Return to Table of Contents](#)

- ii. Members refusing to remove themselves from fire district activities should be referred to the Fire Chief for progressive discipline.

2. DOCUMENTATION AND REPORTING

- a. Any invocation of this policy during an incident should be documented in the incident report narrative noting:
 - i. Observations of personnel onscene.
 - ii. Actions taken by personnel onscene.
- a. The Fire Chief should be informed of any incident in which a member is removed from activities for potential intoxication.
- b. The Fire Chief should report the results of any investigation regarding potential member intoxication to the Board of Commissioners.

2. PROGRESSIVE DISCIPLINE

- a. No further progressive discipline need be pursued as long as:
 - i. The member in question immediately stopped participating upon request.
 - ii. The member has not exhibited a pattern of potential intoxication at fire district activities.
 - b. The following progressive disciplinary steps may be invoked by the Fire Chief at his/her discretion:
 - i. A disciplinary meeting with the Fire Chief resulting in discipline up to and including a written reprimand that will be placed on the member's file for up to 1 year from the date of the incident.
 - ii. Referral to the Board of Commissioners for discipline up to and including dismissal from the fire district.
 - iii. Any member dismissed from the district under this procedure may be reinstated at the discretion of the Board of Commissioners.
 - c. Pursuant to Spokane County Fire District 2 Policy 2.1.1(15), all fire district personnel are considered to be at will employees and may be terminated by the Board of Commissioners at any time without cause. The progressive discipline steps outlined above are recommendations only and fire district personnel have no right to a progressive disciplinary process.
3. In the event that a member is removed from participation in a district activity, the incident commander should attempt to ensure the member's safety by doing the following as appropriate:
- a. Arrange a ride home for the member.
 - b. Request a medical evaluation for the member.

4. Members involved in incidents involving property damage, personal injury, or death shall be tested for drugs and alcohol at the first opportunity. This testing shall be conducted within two hours of the incident unless extenuating circumstances prevent that testing. If testing is not completed within two hours, the reason for the delay shall be documented and testing will be completed at the next opportunity.

Guide

1. Members should keep in mind that perception is important. If there is a chance that a member will be perceived as being under the influence, that member should elect not to participate in fire district activities regardless of their actual intoxication status.
2. When removing potentially intoxicated personnel from fire district activities, every attempt should be made to:
 - a. Be as discreet as possible.
 - b. Be as non-confrontational as possible.
 - c. Clearly state observed behaviors and/or odors that are leading to removing the member from the fire district activity.
3. In the event that a member exhibits a pattern of potential intoxication at fire district activities or any recreational drug use, the Fire Chief should attempt to connect that member to substance abuse treatment resources.
4. The intent of this policy, procedure, and guide is to protect the safety of the public and district personnel by ensuring that members are performing their duties free from the influence of intoxicating agents. In exercising their discretion to exempt district sponsored activities from the prohibition against alcohol consumption, the fire chief and commissioners should ensure:
 - a. The exempted event in no way entails the rendering of fire protection or medical aid to the public.
 - b. Medical standby crew for the event has been designated if the event itself may result in a medical emergency (ie: a crew softball game).
 - c. District coverage has been provided for through mutual aid from neighboring districts or by designating district personnel who will abstain from alcohol consumption for the duration of the event.

2.5.4 Harassment/Discrimination

Approved:

2.5.4 Page 1 of 5

Policy

1. HARASSMENT

- a. It is the intent of the Fire Commissioners that all individuals shall be provided an environment free from any form of harassment, as defined below, in all facilities, events or activities directly or indirectly under the control of Spokane County Fire District #2. Therefore, it shall be the policy of the board that harassment directed to any individual or group on the basis of race, creed, color, national origin, age, sex, marital status, sexual orientation, or the presence of a physical, sensory or mental disability is a violation of the mission and purpose of Spokane County Fire District #2 and shall not be tolerated, and, pursuant to this policy, shall be prohibited.
- b. Prohibited harassment shall include verbal and written comments, slurs, jokes, innuendoes, cartoons, pranks, and any and all other physical or nonphysical conduct or activity that can be construed as derogatory, intimidating, hostile or offensive: or any behavior or action, either physical or verbal, which is sexual in nature and “unwelcomed, unwanted, or uninvited.” Confirmed violations of this policy by any member or employee may lead to corrective discipline including suspension and dismissal.

2. DISCRIMINATION

- a. Spokane County Fire District #2, as an employer, recognizes its responsibility in providing cultural and social leadership and in upholding the laws of the United States and the State of Washington regarding nondiscrimination. In that regard, the fostering and developing of values that promote open-mindedness, awareness, sensitivity and respect for differences including perspectives of those of a different race, sex, social class or disability will be encouraged. The understanding of special and cultural traditions of different minority groups, women and disabled persons in working environments is a fundamental role of this fire department. Prejudice and bigotry, including racism, sexism, and any other bias that creates barriers, perpetuates stereotypes or promotes ignorance, is contrary to the mission and obligations of the fire district and has no value or place in this organization. Confirmed violation of this policy by any member or employee may lead to corrective discipline including suspension and dismissal.

3. ILLEGAL DISCRIMINATION

- a. State and federal laws, as well as Spokane County Fire District 2 policies, prohibit certain types of behavior, conduct, or activity by employees/volunteers that are illegal discrimination. Illegal discrimination can take the form of denying a right, benefit, or privilege enjoyed by others, but not granted to an individual or group because of that persons or groups: (1) age, (2) sex (gender), (3) marital status, (4) race, (5) creed, (6) color, (7) national origin (ancestry), (8) disability.

4. HARASSMENT AS ILLEGAL DISCRIMINATION

- a. Verbal, non-verbal, or physical conduct that is harassing is a form of illegal discrimination if the conduct is within the categories mentioned above. The most common type of harassment are sexual harassment and racial/national origin harassment.

5. SEXUAL HARASSMENT

- a. There are two types of sexual harassment. One is called “quid pro quo” which literally means “you scratch my back and I will scratch your back,” and the second is called “hostile environment.” Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
 - i. Submission to such conduct is made explicitly or implicitly a term or condition of an individual’s employment or membership (quid pro quo); or
 - ii. Submission to or rejection of such conduct by an individual is used as the basis advancement or employment decisions affecting that individual (quid pro quo); or
 - iii. Such conduct has the purpose or effect of unreasonably interfering with individual’s performance or creating an intimidating, hostile or offensive environment (hostile environment).
- b. Quid Pro Quo
 - i. The classic situation of requesting or demanding sexual favors as a prerequisite to obtaining or receiving a benefit, right, or privilege.
Example: Sex for extra privileges, better equipment, or advancement.
- c. Hostile Environment
 - i. The situation of having a work or other environment that is hostile or offensive because of sexual joking or innuendos, profanity, slurs, obscenities, posters, pinching, etc. and
 - ii. any other verbal, physical, or other expressive conduct of a sexual nature.
- d. Welcome vs. Unwelcome Behavior and What is Hostile or Offensive
 - i. Many employees state that the other party fully participated in the activity or, in other words, they welcomed or even consented to the activity. However, be aware that what is welcomed or unwelcome or offensive is in the eyes of the recipient of that behavior. You may think the behavior is welcomed but the standard does not judge you by what you think, but rather what you do.
 - ii. The test is how the behavior, either physical or verbal, is perceived by the person toward whom the behavior is directed. It does not matter if the person making the remark or doing the behavior thinks his or her actions are a joke, harmless, or not offensive.
 - iii. Also, be advised that consent is very narrowly construed. Power and authority differences between supervisor and subordinate may negate many arguments of consent. (See Attachment “A” for WHRC guidelines).

6. RACIAL AND/OR NATIONAL ORIGIN HARASSMENT

- a. The same general standards and guidelines used to determine hostile environment in sexual harassment are applicable to racial or national origin harassment. The use of racial or ethnic slurs, jokes and any other verbal or non-verbal derogatory conduct is prohibited. A learning or work environment that is contaminated by racial or ethnic slurs, stereotyping, jokes, and the like, may be construed to be hostile and offensive. If so, it is not only inappropriate but also illegal.

7. DO'S AND DONT'S

a. DO-

- i. Treat all people with at least civility.
- ii. Acknowledge appropriate job.
- iii. Correct inappropriate job behavior without referring to or attacking the person or the person's status as a member of a group. The behavior, not the person, needs correction.
- iv. Attempt to make the work place a group everyone can belong to equally.
- v. Suggest first, demand later, and threaten only as a last resort.
- vi. Identify your personal stereotypes and acknowledge how much narrower a person they make you. Acknowledge you do not have the power or right to change another person but you do have the obligation to help him or her change if he or she wants to change.

b. DON'T-

- i. Immediately assume inappropriate job behavior is the result of anything other than the failure to communicate expectations or the lack of training about how to accomplish a task.
- ii. Tell racial, sexual, religious, or ethnic jokes or refer to any behavior you think is confined to a particular group.
- iii. Make statements or do anything which implies physical, emotional, or intellectual limitations based on group membership.
- iv. Make statements implying the sole basis for an individual's employment or presence is membership in a distinct group.
- v. Make statements implying a member of another group would do a better job at tasks solely because of membership in the other group.
- vi. Make statements implying an individual should be limited to stereotyped job function.
- vii. Use words or symbols which historically or traditionally connote hatred or insult to a group.
- viii. Refer to a person, either directly or indirectly, by any name, title or description related to the racial, sexual, religious, handicaps, sexual preference, or ethnic group to which the person belongs.

8. YOUR RESPONSIBILITY AND POTENTIAL LIABILITY

a. RESPONSIBILITY

- i. All employees and members of Spokane County Fire District 2 have an obligation to avoid discriminatory conduct. However, you should assume the ethical responsibility to prevent this type of behavior as well. Employees who have managerial responsibilities such as supervisors, administrators, are expected to engage in prevention and corrective practices. Don't put yourself and the District at risk by engaging in or ignoring discriminatory and harassing behavior.

b. LIABILITY, LEGAL DEFENSE AND INDEMNITY

- i. Co-worker to co-worker sexual harassment: A co-worker is personally liable: the District is liable only if it knew or should have known and did not take all reasonable steps to correct the situation, including preventative training, adequately investigating the complaint, disciplining the perpetrator and, if an incident has occurred, further training all employees.
- ii. Supervisor to worker: The supervisor is personally liable and the District is generally liable even if the District did not know or reasonably could not have known of the sexual harassment. There may be instances where a relationship between two people is consenting. However, if one person has power or authority over another, such as an officer with a firefighter, or a supervisor over a subordinate, then the element of coercion is present that may negate the concept of consent.
- iii. The test for hostile work environment: Whether a reasonable person the victim's gender or race/ethnicity would believe a hostile work environment exists.
- iv. The Board of Commissioners has the authority to deny a request for legal defense and to deny indemnification for payment of damages, if in the opinion of the Board of Commissioners, the charges alleged have merit and the conduct in questions is outside the good faith performance of the employee's duties and responsibilities. Additionally, the commission of an act of illegal discrimination may be grounds for sufficient cause to initiate dismissal proceedings against the employee.

9. DONT'S

- a. Condone or give the appearance of condoning, by action or inaction, sexual or racial/ethnic jokes or remarks, unwanted touching, or any other form of sexual or racial harassment.
- b. Assume the victim is exaggerating, making up or overly sensitive. Real cases of sexual harassment have involved bizarre and flagrant behavior, including repeated forcible rape.
- c. Assume because the victim did not immediately complain, the victim is lying or exaggerating.
- d. Allow any gender or racial/ethnic group to be treated with less respect than another.
- e. Allow a "boys will be boys" atmosphere.
- f. Fail to make people responsible for their own actions.

ATTACHMENT “A”
HUMAN RIGHTS COMMISSION
POLICY ON SEXUAL HARASSMENT

The Equal Opportunity Commission (EEOC) amended its Guidelines on Discrimination Because of Sex in order to clarify its position on the issue of sexual harassment, effective November 10, 1980.

The Washington State Human Rights Commission (WSHRC) adopted a Policy Statement on Sexual Harassment at the Commission’s interpretation of RCW 49.60 which prohibits discrimination on the basis of race, creed, color, national origin, sex, marital status, age or the presence of any sensory, mental or physical handicap (emphasis added).

- A. Harassment on the basis of sex is a violation of RCW 49.60. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:
 - (1) submission to such conduct is made explicitly or implicitly a term or condition of an individual’s employment;
 - (2) submission to or rejection of such conduct by an individual’s work performance or creating an intimidating, hostile, or offensive working environment.
- B. In determining whether alleged conduct constitutes sexual harassment, the Commission will look at the record as a whole and at the totality of the circumstances, such as the nature of the sexual advances and context in which alleged incidents occurred. The determination of the legality of a particular action will be made from the facts, on a case-by-case basis.
- C. Applying general RCW 49.60 principles, and employer, employment agency, joint Apprenticeship committee or labor organization (hereinafter collectively referred to as “employer”) is responsible for its and those of its agents and supervisory employees with respect to sexual harassment regardless of whether the specific acts complained of were authorized or even forbidden by the employer and regardless of whether the employer knew employment relationship and job functions performed by the individual in determining whether an individual acts in either a supervisory or agency capacity.
- D. With respect to conduct between fellow employees, an employer is responsible for acts of sexual harassment in the workplace where the employer, its agents or supervisory employees, knows or should have known of the conduct, unless it can show that it took immediate and appropriate corrective action.
- E. An employer: may also be responsible for the acts of non-employees, with respect to sexual harassment of employees in the workplace, where the employer, its agents or supervisory employees, knows or should have known of the conduct and fails to take immediate and appropriate corrective action. In reviewing these cases the Commission will consider the extent of the employer’s control and any other legal responsibility which the employer may have with respect to the conduct of such non-employees.
- F. Prevention is the best tool for the elimination of sexual harassment. An employer should take all steps necessary to prevent sexual harassment from occurring; such as affirmatively raising the subject, expressing strong disapproval, developing appropriate sanctions, informing employees of their right to raise and how to raise the issue of harassment under RCW 49.60, and developing methods to sensitize all concerned.

Other related practices

Where employment opportunities or benefits are granted because of an individual’s submission to the employer’s sexual advances or requests for sexual favors, the employer may be held liable for unlawful sex discrimination against other persons who were qualified for, but denied that employment opportunity or benefit.

Appendix A: List of Forms

2.1.9a. Volunteer Application

[Return to Table of Contents](#)