

## City of Phoenix Fire Department Management Procedures Volume 1 Index

R=Revision N=New

Revised 3/2025

| Number  | Rules and Regulations                                                                                      | Rev. Date |
|---------|------------------------------------------------------------------------------------------------------------|-----------|
| 102.01  | Rules of Conduct                                                                                           | 12/18 R   |
| 102.01A | Employee Contact with Elected Officials                                                                    | 04/06 R   |
| 102.02  | Uniform, Insignias and Hair Regulations                                                                    | 07/09 R   |
| 102.02B | Uniform Committee                                                                                          | 04/07 R   |
| 102.04  | Change of Employee Data-Phone, Address, etc.                                                               | 03/06 R   |
| 102.05  | Employee Discipline                                                                                        | 09/09 R   |
| 102.05B | Complaint Management Process                                                                               | 01/22 R   |
| 102.05C | Property Liability Claims                                                                                  | 04/06 R   |
| 102.06  | Use of Privately-owned Vehicles on Fire Department Business                                                | 11/08 R   |
| 102.07  | Driver's License                                                                                           | 06/19 R   |
| 102.07A | Vehicles: Overnight Parking and Take-Home Vehicles Usage and Permit Requirements (Temporary and Long Term) | 9/22 R    |
| 102.09A | Historical Item Conservation & Preservation                                                                | 07/03 R   |
| 102.10  | Outside Agency Commendations/Critiques                                                                     | 11/08 R   |
| 102.11  | Facility Rental                                                                                            | 11/08 R   |
| 102.12  | Electronic Communications and Internet Usage Policy                                                        | 06/19 R   |
| 102.13  | Emergency Access Key Security                                                                              | 10/20 R   |
| 102.14  | Phoenix Fire Department Procurement Card (P-Card) Usage                                                    | 05/21     |
|         | <b>Leave Management</b>                                                                                    |           |
| 103.01  | Vacation                                                                                                   | 02/23     |
| 103.02  | Sick Leave/ 56 Hour Members                                                                                | 10/21 R   |
| 103.02A | Sick Leave/ Emergency Sick Leave                                                                           | 07/07 R   |
| 103.02B | Bereavement                                                                                                | 07/24 R   |
| 103.02C | Extended Sick Leave                                                                                        | 02/23 R   |
| 103.02D | Sick Leave/ 40-Hour Employees                                                                              | 02/23 R   |
| 103.02E | Pregnant Fire Department Members                                                                           | 12/19 R   |
| 103.02F | Alternate Assignment Review Committee                                                                      | 11/07 N   |
| 103.04  | Long Term Disability                                                                                       | 02/23 R   |
| 103.05  | Shift Trades (AWRs)                                                                                        | 06/24 R   |
| 103.06  | Industrial Leave                                                                                           | 02/23 R   |
| 103.07  | Maximum Allowable Hours Worked                                                                             | 07/24 R   |
| 103.10  | Local 493 Day Procedure                                                                                    | 03/23 R   |
|         | <b>Payroll and Assignments</b>                                                                             |           |
| 104.01  | Overtime                                                                                                   | 12/14 R   |
| 104.02  | Assignments                                                                                                | 03/25 R   |
| 104.02A | Assignments-Job Descriptions                                                                               | 5/22 R    |
| 104.02B | Alternate Assignment                                                                                       | 2/23 R    |

|         |                                                                    |         |
|---------|--------------------------------------------------------------------|---------|
| 104.02C | Special Assignment                                                 | 05/22 R |
| 104.02D | Employment Relationship of Family Members                          | 11/08 R |
| 104.02E | Field Incident Technician Assignment Procedure                     | 04/06 R |
| 104.02F | Seniority                                                          | 10/20 R |
| 104.02G | C957 Assignment Procedure                                          | 05/22 R |
| 104.03  | Constant Staffing                                                  | 09/09 R |
| 104.03A | Command Officer Deployment (Emergency Services Shifts)             | 01/25 R |
| 104.03B | Emergency Reserve Program                                          | 11/23   |
|         | <b>Personnel</b>                                                   |         |
| 105.01  | Health and Wellness Center                                         | 03/25 R |
| 105.01A | Member Services/ Member Assistance Program                         | 10/18 R |
| 105.01C | Alternative Dispute Resolution Process                             | 11/08 R |
| 105.02  | Member Death - Initial Action                                      | 03/25 R |
| 105.02A | Disposition of the Personal Effects of Deceased Member             | 11/08 R |
| 105.02B | Line of Duty Death- Investigation                                  | 11/08 R |
| 105.02C | Communicating Serious Illness or Injury of Fire Department Members | 04/06 C |
| 105.02D | Fire Department Chaplin                                            | 10/07 R |
| 105.02E | Ceremonial Guidelines                                              | 3/25N   |
| 105.03  | Retirement and Separation w/ Attachment                            | 01/25R  |
| 105.04  | Pension Board Elections                                            | 03/25 R |
| 105.05  | Employee and Citizen Recognition                                   | 09/18 R |
| 105.05A | Records of Exceptional Performance (Green Sheets)                  | 12/18 R |
| 105.06  | Access to Fire Department Human Resource Files                     | 06/19 R |
| 105.07  | Cadet Program and Procedures                                       | 03/23 R |
| 105.07A | Cadet Riding Procedures                                            | 02/23 R |
| 105.09  | Position Reclassification                                          | 04/06 R |
| 105.10  | Reemployment Policy                                                | 11/08 R |
| 105.11  | Removing Documentation from Personnel Files                        | 09/13 R |
| 105.16  | Labor Management Team Procedure                                    | 07/23 R |
| 105.17  | Harassment - Free Environment                                      | 10/07 N |
| 105.18  | Social Media Policy                                                | 06/15 N |
|         | <b>Administrative Services</b>                                     |         |
| 106.05  | Interview Requests and Subpoenas                                   | 01/25N  |
| 106.09  | Media Request Guidelines                                           | 06/19   |
|         | <b>Public Information and Education</b>                            |         |
| 107.01  | Fire Station/Apparatus Use and Function                            | 03/25 N |
| 107.02A | Ride-Along Program                                                 | 07/24   |
| 107.03  | Charitable Contributions                                           | 09/18 N |
|         | <b>Safety and Physical Fitness</b>                                 |         |
| 110.01  | Vehicle Collision Reporting                                        | 03/25 R |
| 110.02  | Personal Injury Reporting                                          | 06/22   |
| 110.03  | Firearms                                                           | 04/06 R |
| 110.07  | Hazard Communication Program                                       | 05/22 R |
| 110.15  | Safety Management System                                           | 07/16 R |
| 110.16  | Hearing Conservation Program                                       | 05/22   |

|        |                               |         |
|--------|-------------------------------|---------|
| 110.17 | Physical Training/Safety      | 04/06 R |
| 110.18 | Reporting Violent Acts        | 06/20   |
|        | <b>Education and Training</b> |         |
| 111.03 | Peer Review Process           | 09/18 R |