FELTON FIRE PROTECTION DISTRICT

STANDARD OPERATING PROCEDURES

ARTICLE: 1 SOP: 1111

SECTION: 1100 PERSONNEL

SUBJECT: Open Reporting

“Open Reporting” pertains to reporting any forms of workplace risk or wrongdoing including but not limited to:

* Injuries
* Safety violations
* Use of drugs or alcohol while engaged in any fire district activity
* Sexual harassment
* Unlawful discrimination
* Violence
* Theft
* Illegal practices while engaged in fire district activity
* Retaliation for making a report or participating in a related investigation

1. **Notify Supervisor of Complaint**

A member shall notify the fire chief or the officer in charge if he/she is aware of work-related harassment, or have any other complaints, reports, concerns, or questions about the fire district’s policy. The first choice for a member to report a complaint is to the officer in charge of the incident or the apparatus the member is assigned to at the time the wrong-doing is witnessed. If the member feels uncomfortable reporting to this person, or if this person is the source of the complaint, report, concern or question, the member may report to the Fire Chief. If these alternatives are not satisfactory to the member, the member may direct their complaint, report, concern or question directly to any member of the fire district’s Board of Directors.

1. **Non-confrontation**

Members are not required to directly confront any person or persons who are the source of the problem or closely associated with the person who is the source of the problem. Instead, the member may utilize any of the other various avenues of internal complaint. The member is required to make reasonable effort to bring forward any allegations of unlawful harassment or discrimination so the fire district may stop such wrongdoing and prevent future occurrences.

1. **Non-retaliation**

The Felton Fire Protection District prohibits retaliation made against any member who lodges a good faith complaint of harassment, or who participates in any related investigation. Policy violators are subject to disciplinary action, up to and including termination.

Dated: November 7, 2005