

VOLUNTEER HANDBOOK

DISCLAIMER

The purpose of this Handbook is to acquaint volunteers of the Township of Washington with the policies and practices which apply to a volunteer's position with the Township of Washington. The policies and practices contained in this Handbook are only guidelines and maybe canceled or changed by the Township of Washington at any time with or without notice. This Handbook is not intended to nor does it create an employment contract between the Township of Washington and any of its volunteers.

THIS HANDBOOK IS NOT A CONTRACT OF EMPLOYMENT.

Except as otherwise provided by contract or applicable law, a volunteer's service is at-will. This means that any volunteer may voluntarily terminate his/her service with the Township of Washington at any time, for any reason. It also means that the Township of Washington may terminate any volunteer's service with the Township of Washington at any time, with or without good cause. Nothing contained in this Handbook constitutes a contractual right, express or implied. No provision contained in this Handbook or any other policy or procedure may be changed by any oral statement but must be in writing signed by an authorized representative of the Township of Washington.

The Township of Washington retains all rights to discharge or discipline volunteers. As a volunteer of the Township of Washington, you agree to conform to all applicable policies, procedures, rules, regulations, statutes and collective negotiations agreements.

This Handbook is not meant to affect, or to be a comprehensive description of local, State or federal statutes, rules or regulations, disciplinary procedures, benefits, workers' compensation, leaves, compensation, the policies, practices and procedures of the Township of Washington, or collective negotiations. The rights and responsibilities of volunteers are always governed by existing law and any applicable agreements or established past practice. Nothing in this Handbook provides legal rights in addition to those, if any, provided to volunteers under local, State or federal statutes, rules, regulations, collective negotiations agreements or established past practice. If any part of this Handbook conflicts with local, State or federal statutes, rules, regulations, executive orders, a collective negotiations agreement or established past practice, the part of the Handbook which conflicts with a local, State or federal statute, rule, regulation, collective negotiations agreement or established past practice will be null and void as it applies to the affected group of volunteers. Likewise, if at any time, any local, State or federal statutes, rules, regulations, executive orders or collective negotiations agreement should be amended, this Handbook will be deemed to have been likewise amended, even though actual changes to the Handbook have not been made.

Please be aware that this Handbook contains a summary of several laws, rules, regulations, and policies that are applicable to volunteers. However, this Handbook is not intended to be a comprehensive description of every policy that applies to volunteers. The [Public Entity's] Personnel, Policies and Procedures Manual, a more comprehensive document that is applicable to volunteers, is also available for review.

In the event of a declared State of Emergency or otherwise, if any local, State or Federal statute, rule, regulation or Executive Order temporarily amends, alters, suspends or discharges any of the terms set forth in this Handbook, the terms and provisions herein shall be similarly temporarily amended, altered, suspended and or discharged, without the need for formal written amendment of this Handbook.

This Handbook shall apply to all volunteers of the Township of Washington, including but not limited to volunteer firefighters, first aid squads, and CERT team members.

Volunteers will be notified when any material changes are made to the policies contained in this Handbook.

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I. ANTI-DISCRIMINATION POLICIES

A. Equal Opportunity

The Township of Washington is committed to providing equal opportunity through its employment practices and through the many activities, programs, and services it provides to the community. The Township of Washington will make all personnel decisions without regard to race, creed, color, national origin, ancestry, religion, age, marital status, civil union status, domestic partnership status, affectional or sexual orientation, familial status, genetic information, sex, gender identity or expression, disability (including perceived disability, physical, mental, and/or intellectual disabilities, AIDS or HIV infection), pregnancy, childbirth, breastfeeding, political affiliation (to the extent protected by law), atypical hereditary cellular or blood trait, or because of the liability for service in the Armed Forces of the United States, veteran status, citizenship status, or any other group status protected by law, unless required by a bona fide occupational qualification.

The Township of Washington will ensure that personnel decisions are made in accordance with principles of Equal Employment Opportunity by imposing only nondiscriminatory job requirements. The Township of Washington will not discriminate with regard to any term, condition or privilege of a volunteer's position. Township of Washington-sponsored training, education, tuition assistance, and social and recreation programs will be administered without discrimination. The Township of Washington has an Affirmative Action Officer ("AAO"), who is assigned overall responsibility of the Affirmative Action Program. Any volunteer with a question or grievance should contact the Affirmative Action Officer at:

Andrew Coppola, acoppola@wtmorris.net, 908-876-8622

B. Americans with Disabilities Act

In compliance with the Americans with Disabilities Act ("ADA"), the ADA Amendments, and the New Jersey Law Against Discrimination ("NJLAD"), the Township of Washington does not discriminate based on disability. The Township of Washington will endeavor to make every work environment handicap accessible and consider reasonable accommodations, when appropriate. Future construction and renovation of facilities will be in accordance with the ADA Accessibility Guidelines, as well as the ADA Amendments Act.

II. ANTI-HARASSMENT POLICY

The Township of Washington has committed to a workplace free from harassment that is based on race, creed, color, religion, sex, gender identity or expression, national origin, ancestry, age, marital status, civil union status, domestic partnership status, affectional or sexual orientation, familial status, genetic information, disability (including perceived disability, physical, mental, and/or intellectual disabilities, AIDS or HIV infection), pregnancy, childbirth, breastfeeding, political affiliation (to the extent protected by law), atypical hereditary cellular or

blood trait, or because of the liability for service in the Armed Forces of the United States, veteran status, citizenship status or any other group status protected by law. Any such harassment is a violation of federal and State anti-discrimination laws and will not be tolerated by the Township of Washington. This policy applies to all Volunteers and volunteers as well as to any individuals who may come in contact with Volunteers and volunteers. Reprisals against anyone who makes a complaint under this policy will not be tolerated and violators of the policy will be subject to discipline, up to and including termination, and may be subject to any other liability authorized under applicable law.

Additionally, it is a violation of this policy to engage in sexual (or gender-based) harassment of any kind, including hostile work environment harassment, quid pro quo harassment, or same-sex harassment. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when, for example,

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

Examples of prohibited behaviors that may constitute sexual harassment and are therefore a violation of this policy include, but are not limited to:

1. Generalized gender-based remarks and comments;
2. Unwanted physical contact such as intentional touching, grabbing, pinching, brushing against another's body or impeding or blocking movement;
3. Verbal, written or electronic sexually suggestive or obscene comments, jokes or propositions including letters, notes, e-mails, text messages, invitations, gestures or inappropriate comments about a person's clothing;
4. Visual contact, such as leering or staring at another's body; gesturing; displaying sexually suggestive objects, cartoons, posters, magazines or pictures of scantily-clad individuals; or displaying sexually suggestive material on a bulletin board, on a locker room wall, or on a screen saver;
5. Explicit or implicit suggestions of sex by a supervisor or manager in return for a favorable employment action such as hiring, compensation, promotion, or retention;

6. Suggesting or implying that failure to accept a request for a date or sex would result in an adverse employment consequence with respect to any employment practice such as performance evaluation or promotional opportunity; or
7. Continuing to engage in certain behaviors of a sexual nature after an objection has been raised by the target of such inappropriate behavior.

Any volunteer found to have violated any portion or portions of this policy may be subject to appropriate administrative and/or disciplinary action which may include, but which shall not be limited to: referral for training, referral for counseling, written or verbal reprimand, suspension, reassignment, demotion or termination of volunteer position. Referral to another appropriate authority for review for possible violation of federal and State statutes may also be appropriate.

Volunteer Responsibilities – The Township of Washington cannot address or correct harassing conduct that it is not aware of. Any volunteer who believes that he/she has been subjected to any form of prohibited discrimination/harassment, or who witnesses others being subjected to such discrimination/harassment, or otherwise has knowledge of others being subjected to such discrimination/harassment is expected to promptly report the incident(s) to a supervisor or directly to the Township of Washington’s Equal Employment Opportunity/Affirmative Action Officer or to any other persons designated by the Township of Washington to receive workplace discrimination complaints. Specifically, volunteers are encouraged to submit complaints in writing in accordance with the complaint procedure on the Work/Volunteer page of the township website.

All volunteers are expected to cooperate with investigations undertaken pursuant to this section. Failure to cooperate in an investigation may result in administrative and/or disciplinary action, up to and including termination.

Supervisor Responsibilities – Supervisors shall make every effort to maintain a work environment that is free from any form of prohibited discrimination/harassment. Supervisors shall immediately refer allegations of prohibited discrimination/harassment to the Township of Washington’s Equal Employment Opportunity/Affirmative Action Officer, or any other individual designated by the Township of Washington to receive complaints of workplace discrimination/harassment. A supervisor’s failure to comply with these requirements may result in administrative and/or disciplinary action, up to and including termination.

For purposes of this section, a “supervisor” is defined broadly to include any manager and/or other individual who has authority to control the work environment of any other staff member, including volunteers.

Investigation of Complaints – Any complaint made under this section shall be investigated by the Township of Washington in a manner consistent with the New Jersey State Model Procedures for Internal Complaints Alleging Discrimination in the Workplace. Additionally, all complaints and investigations shall be handled, to the extent possible, in a

manner that will protect the privacy interests of those involved. To the extent practical and appropriate under the circumstances, confidentiality shall be maintained throughout the investigatory process. In the course of an investigation, it may be necessary to discuss the claims with the person(s) against whom the complaint was filed and other persons who may have relevant knowledge or who have a legitimate need to know about the matter. All persons interviewed, including witnesses, shall be directed not to discuss any aspect of the investigation with others in light of the important privacy interests of all concerned. Failure to comply with this confidentiality directive may result in administrative and/or disciplinary action, up to and including termination of employment.

III. CONDUCT OF VOLUNTEERS

A. Ethical Conduct

Pursuant to the provisions of the Local Government Ethics Law:

1. No volunteer or member of his or her immediate family will have an interest in a business organization or engage in any business, transaction or professional activity, which is in substantial conflict with the proper discharge of his or her duties in the public interest.
2. No volunteer should use or attempt to use his or her official position to secure unwarranted privileges or advantages for him or herself or others.
3. No volunteer should act in his or her official capacity in any matter wherein he or she, a member of his or her immediate family, or business organization in which he or she has an interest, has a direct or indirect personal or financial interest that might reasonably be expected to impair his or her objectivity or independence of judgment.
4. No volunteer should undertake any employment or service, whether compensated or not, which might reasonably be expected to prejudice his or her independence of judgment in the exercise of his or her official duties.
5. No volunteer, member of his or her immediate family, or business organization in which he or she has an interest, should solicit or accept any gift, favor, loan, political contribution, service, promise of future employment, or other thing of value based upon an understanding that the gift, favor, loan contribution, service, promise or other thing of value was given or offered for the purpose of influencing him or her directly or indirectly in the discharge of his or her official duties.
6. No volunteer will use, or allow to be used, his or her public employment, or any information, not generally available to members of the public, which he or she receives or acquires in the course of and by reason of his or her employment, for the purpose of securing financial gain for himself or herself, any member of his or her immediate family, or any business organization with which he or she is associated.

7. No volunteer or business organization in which he or she has an interest will represent any person or party other than the Township of Washington in connection with any cause, proceeding, application or other matter pending before any agency in the local government in which he or she serves. A volunteer or members of his or her immediate family may represent himself or herself in proceedings concerning the volunteer's own interests.

The NJ Local Government Ethics Law can be found at N.J.S.A. 40A:9-22.1 et seq. If any questions arise, contact your board attorney or the Administration at adiministration@wtmorris.net which will refer questions to counsel as appropriate.

B. Political Activity

Pursuant to New Jersey law governing elections, no holder of a public office or position will demand payment or contribution from another holder of a public office or position for the campaign purpose of any candidate or for the use of any political party.

No volunteer will directly or indirectly use or seek to use his or her position to control or affect the political action of another person or engage in political activity during working hours. No volunteer whose principal position is in connection with a program financed in whole or in part by Federal funds or loans, will engage in any of the following prohibited activities under the "Hatch Act":

1. Using official authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office;
2. Directly or indirectly coercing, attempting to coerce, commanding or advising an officer or volunteer to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes; or
3. Being a candidate for public office in a partisan election.

The Hatch Act, 5 U.S.C. 1501 et seq., is enforced by the Special Counsel of the United States Merit System Protection Board. Department Heads or supervisors can advise a volunteer if his/her position is federally-funded.

Nothing in this policy shall be construed as restricting volunteers from engaging in lawful, political activity while outside of working hours and outside of their official job duties.

IV. WORKPLACE

A. Appearance Policy

Volunteers are expected to present themselves in a neat, business-like manner and shall dress appropriately for the work they perform. At the discretion of the Township of Washington, individual Departments may implement specific dress code requirements. Uniforms, where required, shall be worn in accordance with applicable departmental standards.

Volunteers violating this policy shall be required to take corrective action, or will be sent home.

B. Vehicle Use Policy

Township of Washington vehicles may be assigned to volunteers for use during the performance of official Township of Washington business only. Any volunteer who utilizes an Township of Washington-assigned vehicle for personal use may be subject to disciplinary action. Additionally, the volunteer to whom a vehicle is assigned is the party responsible for its security and maintaining it in a safe operating condition. Vehicles may only be taken home with the advance approval of the Township of Washington.

Driver's License Policy - Any volunteer whose work requires the operation of a Township of Washington-assigned vehicle, or the operation of their own vehicle for Township of Washington business, must hold a valid New Jersey State Driver's License. Such volunteers shall be required to submit to a driving records check by the New Jersey Motor Vehicle Commission as a condition of employment. Periodic checks of volunteers' drivers' licenses will also be made.

Volunteers who drive their own vehicle for Township of Washington business must obtain pre-approval to do so and provide the Township of Washington with a copy of their current Certificate of Insurance. Drivers are required to notify their immediate supervisor in those cases where a license is expired, suspended, or revoked for any reason. Failure to report such an instance subjects the volunteer to disciplinary action, up to and including termination. Any volunteer who does not hold a valid New Jersey Driver's License shall not be allowed to operate a Township of Washington-assigned vehicle until such time as a valid license is obtained.

Please see additional guidelines for fire and first aid in Section X.

C. Computer Usage

In order to provide a viable data and communication system for the Township of Washington that supports the needs of all departments, security and confidentiality of the information must not be compromised. Security is a major concern throughout every office of the Township of Washington and its volunteers. This provision shall apply to the day-to-day operations of all the Township of Washington's information and technology equipment, as well as mobile or portable units. Although this policy comprehensively addresses current security

concerns, impending and future system developments may require additional security considerations.

Every volunteer must be cognizant of the potential for civil liability inherent in the dissemination of information obtained through the Township of Washington's information systems. The Township of Washington reserves the right to prosecute, in a civil or criminal manner, as well as discipline in accordance with the Township of Washington's rules and regulations, any volunteer who violates any section of this provision.

The Township of Washington shall have the express right to access the Township of Washington's information and technology equipment utilizing any administrative or user password for the purpose of troubleshooting, supporting or maintaining the computer network or while investigating an incident or violation of this policy. All electronic information devices, their contents, e-mail or electronic correspondence originating from or arriving on a device owned or authorized on the Township of Washington's computer network, is the property of the Township of Washington and is subject to entry and inspection without notice. Any data or information created or stored on the Township of Washington's computer network becomes the sole property of the Township of Washington. Ownership of said data is forfeited and all rights to ownership are surrendered to the Township of Washington.

In order to ensure that the Township of Washington's electronic network is being used only for legitimate business purposes, the Township of Washington reserves the right to enter or search any computer file, the e-mail system, and/or monitor computer and e-mail use. Accordingly, no volunteer should have any reasonable expectation of privacy regarding their use of the Township of Washington's computer or when utilizing the Township of Washington's computer network, including, but not limited to, electronic mail. All such documents or information may be subject to the provisions of the Open Public Records Act ("OPRA"), N.J.S.A. 47:1A-1 et seq.

Further, Township of Washington business which is conducted by a volunteer on his or her personal computer or device is subject to this policy and may be subject to the provisions of OPRA.

D. Social Networking Policy

For purposes of this policy, a social network is defined as a site that uses internet services to allow individuals to construct a profile within that system, define a list of others users with whom they share some connection, and view and access their list of connections and those made by others within that system. The type of network and its design vary from site to site. Examples of the types of internet based social networking activities include: blogging, networking, photo sharing, video sharing, microblogging, podcasting, as well as posting comments on the sites. The absence of, or lack of explicit reference to a specific site or activity does not limit the extent of the application of this provision.

The use of the internet and social networking sites, including but not limited to Snapchat, Facebook, and Twitter, is a popular activity; however, volunteers must be mindful of the negative impact of inappropriate or unauthorized postings upon the Township of Washington and its relationship with the community. This provision identifies prohibited activities by volunteers on the internet where posted information is accessible to members of the general public, including, but not limited to, public postings on social networking sites.

Specifically, the Township of Washington reserves the right to investigate postings, private or public, that violate workplace rules, such as the prohibition of sexual harassment and other discriminatory conduct, where such postings lawfully are made available to the Township of Washington by other volunteers or third parties. Volunteers should use common sense in all communications, particularly on a website or social networking site accessible to anyone. If you would not be comfortable with your supervisor, coworkers, or the management team reading your words, you should not write them.

Be advised that volunteers can be disciplined for commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment. You can also be sued by agency Volunteers or any individual who views your commentary, content, or images as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment. What you say or post on your site or what is said or posted on your site by others could potentially be grounds for disciplinary action, up to and including termination. However, nothing in this social networking policy is designed to interfere with, restrain, or prevent social media communications during non-working hours by those engaging in protected concerted activities regarding wages, hours, or other terms and conditions of employment pursuant to the New Jersey Employer-Employee Relations Act or to prevent communications which are protected by the First Amendment freedom of speech clause, unless such communications are made as part of the volunteers' official job duties.

Volunteers can only use the Township's Communication Media for legitimate business purposes. Volunteers may not use the Township's Communication Media in any way that is defamatory, obscene, or harassing or in violation of any Township rules or policy. Examples of forbidden transmissions or downloads include sexually-explicit messages; unwelcome propositions; ethnic or racial slurs; or any other message that can be construed to be harassment or disparaging to others based on their actual or perceived age, race, religion, sex, sexual orientation, gender identity or expression, genetic information, pregnancy, disability, national origin, ethnicity, citizenship, marital status or any other legally recognized protected basis under federal, state or local laws, regulations or ordinances. Further, discriminatory remarks, harassment, bullying, threats of violence and similar behavior that is not tolerated in the workplace are also not acceptable through Communication Media, whether it is performed on the Township's equipment or on the employee's own personal Communication Media.

Any communication media, such website, social media, etc. operated by any volunteer of the on behalf of the Township or a board, committee or commission is considered Township Communication Media under this policy. No such media purported to represent the Township or

one of its boards, committee or commissions can be operated without the consent of the governing body and administrative authority must be given to the Township's IT professional or Township Administrator.

All Volunteers may access only data for which the Township has given permission. All Volunteers must take appropriate actions to ensure that Township data is protected from unauthorized access, use or distribution consistent with these policies. Volunteers may not access or retrieve any information technology resource and store information other than where authorized. All Township data must be stored centrally as required by the Township. This provides greater security, and ensures backup of all Township data is performed.

V. DRUG- AND ALCOHOL-FREE WORKPLACE POLICY

The possession or use of unlawful drugs and the abuse of alcohol pose a threat to the health and safety of all Volunteers and volunteers. To that end, the Township of Washington has adopted a Drug and Alcohol Free Workplace Policy and all volunteers are subject to the rules and regulations set forth in that policy. Specifically, the manufacturing, distribution, dispensing, and/or use of alcohol or unlawful drugs on the Township of Washington's premises, or during work hours, by volunteers is strictly prohibited.

Any volunteer who is observed by a supervisor or Department Head to be intoxicated or under the influence of alcohol and drugs during working hours, or is under reasonable suspicion of same, shall be immediately tested and is subject to discipline, up to and including termination. Volunteers who are required to maintain a Commercial Driver's License ("CDL") are subject to random drug testing as required by the federal government. Refusal to submit to testing when requested may result in immediate disciplinary action, including termination.

The full Drug and Alcohol Free Workplace Policy and the CDL Drug and Alcohol Testing Policy are both available for review in the Township of Washington's Personnel, Policies and Procedures Manual.

VI. DOMESTIC VIOLENCE POLICY

The Township of Washington hereby adopts the Statewide Domestic Violence Policy for Public Employers released by the New Jersey Civil Service Commission, which is applicable to all public employers pursuant to N.J.S.A. 11A:2-6a. Such policy requires that the Township of Washington designate a Human Resources Officer ("HRO") to assist volunteers who are victims of domestic violence. The HRO must receive training on responding to and assisting volunteers who are domestic violence victims in accordance with the policy. Volunteers who are victims of domestic violence are encouraged to seek immediate assistance from their HRO. The Township of Washington will develop a plan to identify, respond to, and correct performance issues that may be caused by a domestic violence incident.

The full policy is available for review in the Township of Washington's Personnel, Policies and Procedures Manual.

Primary HRO: Andrew Coppola, Administrator acoppola@wtmorris.net, x 1221

Secondary HRO: Denean Probasco, Assistant Administrator/Clerk dprobasco@wtmorris.net, x 1225

VII. PROTECTION AND SAFE TREATMENT OF MINORS

The Township of Washington is fully committed to protecting the health, safety and welfare of minors who interact with officials, Volunteers, and volunteers of the Township of Washington to the maximum extent possible and has adopted a policy which establishes the guidelines for officials, Volunteers, and volunteers who set policy for the Township of Washington or may work with or interact with individuals under 18 years of age, and those who supervise Volunteers, and volunteers who may work with or interact with individuals under 18 years of age, with the goal of promoting the safety and wellbeing of minors.

All such prospective volunteers may be required to undergo a thorough and complete background check, including but not limited to a fingerprint identification check, credit check, motor vehicle record check, reference check (personal and professional), and a check of the Megan's Law directory for New Jersey and any other State where the applicant previously resided. The full policy is available for review in the Township of Washington's Protection and Safe Treatment of Minors Policy on the township website.

In addition to those volunteers who interact with minors, all volunteers may be required to undergo a thorough and complete background check, subject to any state or federal law requirements.

VIII. COMPLAINT PROCEDURE

A volunteer should discuss any complaints with his or her immediate supervisor for the purpose of resolving the matter informally. It is the policy of the Township of Washington to maintain open lines of communication with all employees and volunteers. Any complaints that are not resolved between the volunteer and the supervisor, may be brought to the attention of the Department Head, or for board and committee members their liaison or the Administrator, for additional review and resolution.

IX. PUBLIC MEETINGS

The Washington Township Committee appoints various boards, committees and commissions which hold public meetings.

1) Definition of public meeting: any gathering whether in person or by means of communication equipment (including email), which is attended by, or open to, all of the members of the public body, held with the intent, on the part of the members of the body present, to discuss or act as a unit upon specific business of that body. It is not necessary for the meeting to occur at a specific

location (such as in the municipal building), nor that a quorum be physically present (the meeting can occur if in person, or by means of communication equipment). The location, date and time of public meetings need to be advertised beforehand. Boards and committees must notify the Clerk's Office of any changes to meeting dates, times or location to ensure adequate notice (five business days prior for changes or to hold special meetings) requirements are met.

2) Communication (including email) about the specific business of the committee outside scheduled meetings should not include a majority of the membership with the exception of information sent in preparation of meetings such as agendas, minutes for review or cancellations/changes to meetings.

3) The purpose of minutes is to record actions taken and items discussed so that a person not in attendance would have a reasonable understanding of what occurred, they are not intended to be a transcript of proceedings. What to include in minutes: (a) the kind of meeting, "regular" or "special;" (b) name of the committee; (c) date of meeting and place (d) attendance, the facts of the presence of the regular chairman and secretary, or in their absence the names of their substitutes, (e) whether the minutes of the previous meeting(s) were approved (f) all the main motions (except such as were withdrawn) and points of order and appeals, whether sustained or lost, and all other motions that were not lost or withdrawn; (g) and the hours of meeting and adjournment; (h) names of persons making a motion and second; (i) items discussed. Templates for meeting agendas and minutes can be obtained by the Chair or Secretary from the Clerk's Office.

4) Oaths must be taken before a volunteer can participate as a member at a meeting. Oaths can be administered by the Township Clerk or Deputy Clerk before the first meeting of the year or by the attorneys for the planning and zoning boards for their respective members. New or reappointed members can have their oaths administered by the Clerk at the annual reorganization meeting (or at the meeting during which they are appointed if later in the year). If not administered at the meeting where the appointment was made, the volunteer can schedule a day and time to take the oath with the Clerk's Office at clerk@wtmorris.net 908-876-3315, option 2.

X. VOLUNTEER FIRE COMPANY AND FIRST AID COMPANY POLICIES

A. Fire Company and First Aid Squad Roster Policy:

Before the end of each calendar year, each company and first aid squad shall provide a roster of active volunteers, indicating those who are drivers, those who are authorized to have blue lights and those who will be officers the following year along with any other information required to ensure compliance with Township policies or insurance requirements.

B. Joint Insurance Fund Training for Officers Policy:

Within two months of appointment, all sworn officers of each volunteer fire company and the first aid squad shall complete “The Rights and Responsibilities of a Volunteer in Local Government” online training (or equivalent training). The training is available on the Morris County MELJIF’s website at:

<https://njmel.org/mel-safety-institute/resource-center/libraries/online-video-library/>

The attached certification shall be submitted upon completion.

C. Driving of Fire and First Aid Vehicles Policy:

Vehicles owned and/or insured by the Township may be driven only by qualified members of the volunteer fire companies and first aid squad under the following conditions:

1. The member must have completed CEVO or EVOC training by July 1, 2021 and every other year thereafter. Members joining or wishing to become qualified after July 1, 2021 must complete CEVO training before driving a Township owned and/or insured vehicle and every other year thereafter.
2. The member must have no more than 4 points on his/her driver’s license
3. The member must be 18 years of age, have at least one year of driving experience and have completed driver training (CEVO and pump operation).
4. The member must have submitted the MVC motor vehicle consent form. The consent form authorizes annual driving record checks.
5. The member must comply with any vehicle operation policies or other requirements of the members’ fire company or first aid squad.

D. Use of Blue Lights Policy:

Blue Lights must be used in strict compliance with the MEL Safety Institute's Blue Light Best Practices for Emergency Responders (attached). The application must include the Annual Authorization for the Use of a Blue Warning Light signed by both the applicant and an authorized officer of the fire company or first aid squad. The Annual Authorization for the Use of a Blue Light Warning Light must be completed by March 1st of each year.

E. Vehicle Use Policy

General Guidelines

- A Washington Township FD vehicle (car, SUV, or truck) is available for use by a qualified Washington Township FD (WTFD) firefighter for WTFD authorized business.
- The Township Fire Companies Command vehicles are kept ready at the Company Chief's residents or at their respective fire station. Schedule of its use is through the Company Fire Chief or his/her designate.
- A strict NO SMOKING policy will be adhered to at all times while operating the township vehicle. If you need to smoke, smoke outside of the vehicle.
- No cell phone usage or texting by the operator.
- The vehicle is to be returned in the same condition that it was picked up. Any litter will be removed and disposed of.
- The vehicle will be returned to its original location.
- Any damage to the vehicle will be immediately reported to the Township Administrator or designee.
- All traffic laws will be strictly obeyed while operating the township vehicle. Any violation incurred while operating the township vehicle will be immediately reported to the Township Administrator.

Description of Vehicle Apparatus

Command or Support Vehicles:

- A Command Vehicle is a car or SUV assigned to the Chief for emergency response and department or squad business.
- Support Vehicles are commonly a van, SUV or pick up type truck and used for personnel or equipment transport, emergency response, training and department or squad business.

Fire Fighting Apparatus:

- Pumpers (Engines) – there are two engines assigned to each fire company. Examples are: Engines 1-1 and 1-2 (LV), Engines 2-1 and 2-2 (FM) and Engines 3-1 and 3-2 (SM).
- Special Units – we have 3 special purpose fire apparatus in Washington Township. They are as follows: Cascade 1-3 (LV), Tender 2-7 (FM), QUINT 2-9 (FM), QUINT 3-9 (SM).

Non-Emergency Vehicle Use

Command or Support Vehicles:

Acceptable uses for command or support vehicles within Morris and Hunterdon Counties or a 25-mile radius outside of Washington Township include WTFD related meetings, training, drills, parades, vendor/supply houses to deliver or pick up equipment or supplies with the permission of any one of the following, in order: The Company Chief or his/her Officer in Charge (OIC), the Township Deputy or the Township Chief. The operator must notify Dispatch via radio on Fire Main Channel of his/her destination when leaving and upon return to the Township.

Fire Fighting Apparatus:

Acceptable uses for Pumper/Specialty Vehicles within Morris and Hunterdon Counties or a 25-mile radius outside of Washington Township include training, drills, and parades with the permission of any one of the following, in order: The Company Chief or his/her OIC, the Township Deputy or the Township Chief. The Company Chief will insure backup coverage for firefighting apparatus used outside the mutual aid area. The operator must notify Dispatch of his/her destination when leaving and upon return to the Township.

Required Notification Procedures:

The Company Chief or his/her OIC must notify the following Township Official(s) by email outlining the dates, times and the WTFD vehicles to be used as specified in the following vehicle use categories:

- Training: Provide the Township Administrator or designee with a minimum of one-week notice.
- Trade Shows:
 - Provide the Township Administrator or designee with a minimum of 30 days' notice.
 - Command/Support Vehicles may be used to attend trade shows with the above-specified notice.
 - The WTFD annually attends the Fire Expo in Harrisburg PA held in May.

- Parades:
 - The WTFD may use the Departments 3 specialty apparatus (tanker, ladder, and cascade) for parades within the Departments mutual aid response area. A mutual aid Company will provide dual alert coverage with comparable apparatus for parades.
 - WTFD vehicles and special apparatus shall not be used or displayed on parades outside of the mutual aid area.
 - The WTFD may request permission from the Township Committee for attendance in any special show or parade outside of the mutual aid area, by submitted written request at least 30 days PRIOR to the event.
 - All other events require at least 30 days prior written notice to the Township Administrator or designee and the Fire Commissioner.

Assistant Chief Vehicle Policy

The Township of Washington shall continue to assume all fuel, maintenance and insurance costs for Fire Company Chiefs' vehicles. If a new vehicle is purchased by a Fire Company and the former Chief's vehicle becomes a Second Command/Assistant Chiefs' vehicle, the township shall assume the fuel and insurance costs as well as up to \$1,000 annually in maintenance costs for the Second Command/Assistant Chief's vehicle.

Upon reaching \$1,000 in maintenance costs in a budget year:

- a. it shall be up to each Company to determine whether to complete or continue maintenance at that Company's cost; and
- b. the Township and Company shall jointly decide when a vehicle shall be removed from the Township-maintained fleet; and
- c. Continued use of the vehicle by the company shall not compel the Township to assume any maintenance costs over \$1,000 per year.

CERTIFICATION OF TRAINING

All officers:

I hereby certify I have completed training required under the **Joint Insurance Fund Training for Officers Policy**

Date:

Signature:

Print Name and Title:

Organization:

Fire company and first aid chiefs:

I hereby certify I have informed members of the opportunity to take training and distributed the civil rights policy as required under the Joint Insurance Fund Training for Officers Policy

Date:

Signature:

Print Name: _____, Chief

Organization:

Please sign, date and return to the Administrator or Township Clerk at

43 Schooley's Mountain Rd.

Long Valley, NJ 07853

Fax 908-876-5138

Email: admin@wtmorris.net

Authorization for the Use of a Blue Warning Light

Name of Organization

I, (print name) _____, accept the rights and responsibilities of using a blue emergency warning light and the permit issued to me. Specifically, I understand:

- It is understood that I must remain an active member in good standing of a volunteer fire company, first aid or rescue squad, or a county or municipal Office of Emergency Management volunteer whose official duties include responding to a fire or emergency call to utilize a blue emergency warning light.
- The use of blue emergency warning light shall only be used when the vehicle is being operated in response to an emergency.
- The use of a blue emergency warning light does not extend privileges beyond that of any other motorist. All rules and regulations governed under Title 39 – Motor Vehicle and Traffic Regulations shall be followed. This includes but is not limited to speeding, stopping at stop signs and red lights, using proper lanes of travel, and yielding when required. I may not pass a stopped school bus.
- I will not use a blue emergency warning light when non-department members, including spouse, children, and friends are in the vehicle.
- A blue emergency warning light ‘requests’ other motorists to grant me right of way. If a motorist does not or cannot yield right of way, I will follow at a safe distance.
- A blue emergency warning light still requires me to operate my personal vehicle with ‘due regard.’ Due regard is defined as “appropriate carefulness, which is the degree of care that a prudent person would exercise.”
- I accept responsibility for my actions and behaviors when using a blue emergency warning light and accept liability and legalities from my actions.
- If for any reason, I cease to be an active response member of the _____. I will return my blue light permit to the N.J. Motor Vehicle Commission within 10 days as required by law.

Please initial:

_____ I have been given an opportunity to review the relevant sections of Title 39 and the Division of Fire Safety Booklet 5

_____ I have been given a chance to ask questions for clarification of an officer of the organization.

Signature of Member _____ Date _____

Name & Rank of Officer _____

Signature of Officer _____ Date: _____