

STATE OF COLORADO
COUNTY OF GILPIN
CITY OF BLACK HAWK

COUNCIL BILL NUMBER: CB32

ORDINANCE NUMBER: 2016-32

**TITLE: AN ORDINANCE APPROVING AN ADDITION TO THE CITY OF
BLACK HAWK FIRE DEPARTMENT STANDARD OPERATING
GUIDELINES**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BLACK HAWK,
GILPIN COUNTY:

Section 1. In accordance with Section 2-178 of the Black Hawk Municipal Code, the City Council hereby approves the attached City of Black Hawk Fire Department Standard Operating Guideline, and directs that they be incorporated into the Fire Department's Comprehensive Standard Operating Guidelines.

Section 2. Safety Clause. The Board of Aldermen hereby finds, determines, and declares that this Ordinance is promulgated under the general police power of the City of Black Hawk, that it is promulgated for the health, safety, and welfare of the public, and that this Ordinance is necessary for the preservation of health and safety and for the protection of public convenience and welfare. The Board of Aldermen further determines that the Ordinance bears a rational relation to the proper legislative object sought to be attained.

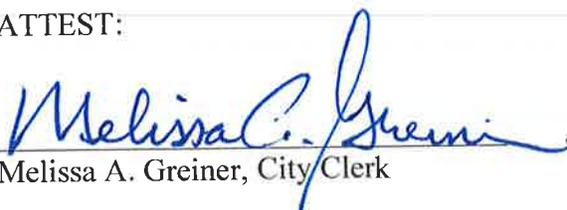
Section 3. Severability. If any clause, sentence, paragraph, or part of this Ordinance or the application thereof to any person or circumstances shall for any reason be adjudged by a court of competent jurisdiction invalid, such judgment shall not affect application to other persons or circumstances.

Section 4. Effective Date. The City Clerk is directed to post the Ordinance as required by the Charter. This Ordinance shall become effective upon posting by the City Clerk.

READ, PASSED AND ORDERED POSTED this 9th day of November, 2016.


David D. Spellman, Mayor

ATTEST:


Melissa A. Greiner, City Clerk



Ride Along Policy

Purpose

To establish a standard for the Black Hawk Fire Department Ride-Along /Observation Program. The Black Hawk Fire Department encourages community involvement in the operation of the Fire Department. This allows interested citizens and student interns to ride as observers with the fire department personnel for legitimate civic or educational reasons. The program is to provide the public and students the opportunity to observe activities of Fire and EMS services and to gain a better understanding of the duties and responsibilities for Fire and EMS personnel.

The Ride-Along program shall be regulated through the Fire Department's Administration.

Policy

It is the responsibility of all fire department members to ensure all non-department personnel have complied with the Department's Ride-Along program requirements prior to riding on department apparatus. This includes the completion of the Ride-Along application, Waiver of Liability, and HIPPA/Rules participant agreement.

Non-department personnel are those individuals who are not affiliated with any agency within the Black Hawk Fire Department system. It is the responsibility of the Fire Chief, or his designee, to approve all requests prior to non-department personnel riding on department apparatus.

Procedural Guidelines

1. Eligible Participants

1. All persons wishing to participate in the ride-along program must be pre-approved by the Fire Chief or designee.
2. Participants must be 21 years of age or older and have no physical limitations of a nature which would jeopardize the safety of the individual or others.

2. Approval and Assignment Process

1. All requests for riding on department apparatus should be made in writing to the Fire Chief and or his designee, utilizing the Department Ride-Along application. Any request should be submitted as far in advance as possible, at minimum five business days prior to the requested ride-along date.
2. Upon approval, the individual will be required to read and sign the Ride-Along Program HIPPA Privacy Agreement, Release of Liability and Rules of Conduct forms for the period the individual will be riding.
3. The original signed forms shall be maintained on file with the Administrative division. A copy of the forms shall be forwarded to the appropriate shift Captain.
4. The Shift Captain shall be responsible for the placement of the participant and ensure each ride-along/observer receives a safety briefing on general safety

guidelines, Infection Control, patient confidentiality and has an understanding of Rules of Conduct.

5. The fire department administration will maintain all records relating to the ride-along program, to include the original request and release forms of all ride-along participants for two years.

3. Participant Restrictions and Responsibilities

1. Ride-Along Hours/Standards

1. Emergency service observation hours shall be limited to 0800 – 2000 hours
2. Under **NO** circumstances shall ride-along/observer(s) stay overnight at the Fire station.
3. Ride-Along/observer(s) are restricted from entering any sleeping quarters at the Fire station.
4. Ride-Along/observer(s) are limited to the following Ride-Along(s) per year:
 - General Ride-Along/Observer – One (1) every year (12) months
 - Emergency Service Personnel – Four (4) per year
 - Collegiate Mentoring Programs – Four (4) per year
 - EMS Students – Evaluated according to student needs and requirements.

This time limit may be waived for the purposes of student / provider awareness. The Department has the authority to approve or deny any request for participation in this program, or alter such request in the best interest of the department.

5. With the exception of limited EMS awareness, Ride-Along participants shall act as observers, that is, they must not become physically or verbally involved in an incident, unless directed to by a firefighter/EMS provider
6. Ride-Along/observer(s) shall not attempt to assist firefighters with any aspect of routine duties or emergency operations. Observer(s) shall remain in cab during initial stages of any firefighting activity to eliminate impeding operations and safety concerns.
7. Under no circumstances will a Ride-Along/observer be permitted to enter a building that is on fire or an IDLH environment.
8. The Officer in Charge (OIC), or designee, shall take reasonable care to prevent the ride-along/observer from becoming physically involved in or assisting in the following types of incidents:
 - Crime Scenes
 - Violent patients
 - Patients with known infectious diseases
 - Fireground operations

- Situations involving or likely to involve the display or use of firearms
 - Other activities or situations that is likely to increase the participant's risk or exposure.
9. If the OIC, or designee, receives a potentially hazardous call or realizes they may become immediately involved in a potentially hazardous situation, the ride-along/observer should be instructed to remain in the apparatus. It is acceptable to leave the individual at the fire station.
 10. At the discretion of a released EMS provider / EMS preceptor, EMS student ride-alongs may practice limited skills under direct observation and/or supervision. These skills shall correspond with the scope of practice and training guidelines associated with the student's education program. The released EMS provider shall be responsible for all care given by the EMS student
 11. Student/Observer under the direction of the officer in charge may assist crew members as needed with minor cleaning, re-stocking of supplies and carrying equipment to and from incidents.
 12. Failure to follow the directions of the OIC or designee, Rules of Conduct or Fire department Policies/Procedures will result in removal of the privilege to participate as a Ride-Along/Observer.

2. Dress and Appearance

1. Ride-Along/Observer shall be neat and clean in appearance. Their personal hygiene and grooming must be acceptable to the shift and shift officer. While participating in the Ride-Along Program, the Rider is, in effect, representing the Fire Department.
2. Ride-Along/Observer shall wear suitable attire. Dark pants and light plain shirts are recommended (no jeans). No writing or artwork is allowed on clothing, except small brand logos are acceptable. The following clothing items are prohibited: open toe shoes, sandals, high heels, shorts, tank tops, garments with offensive messages, garments that are excessively loose, and/or excessive loose jewelry with the exception of a ring and a watch.
3. Ride-Along/Observer must wear flat, closed-toe shoes.
4. Jacket: Dark solid color recommended.
5. Ride-alongs from agencies outside of BHFD may wear their agency uniform with prior approval. Student ride-alongs may wear their class uniforms with prior approval.
6. Hair: Long hair shall be pulled back and tied so as not to interfere with activities.
7. Body art will comply with the City of Black Hawk policies.

3. Rules of Conduct

1. No firearms or other weapons may be brought onto department property or carried during the ride along.
2. No alcoholic beverages or drugs are to be brought onto city or department property nor consumed prior to the ride. The smell of alcoholic beverages or marijuana, etc., on the breath will prohibit you from participating.
3. Participants shall wear a seat belt as per State Law and department policy.

4. Participants shall carry a valid Driver's license or identification with them during the ride along at all times.
5. At no time will observers be permitted to take pictures, use a video camera or any other audio-visual recording device while on the scene of an incident. Requests for media ride-alongs will be dealt with separately through the Fire Chief.
6. Ride-Along/Observer(s) will treat private health information as strictly confidential. Disclosure of private health information outside of the organizations who are working with the patient is strictly forbidden. No response documents or copies, on which individually identifiable information such as name, address, SSN, etc. shall be removed, disclosed or transmitted off site.
7. Use of tobacco products is not permitted in any station or vehicle.
8. Ride-Along Participants will be responsible for bringing his/her own meals or can make arrangements to buy-in for meals with officer in charge.

BLACK HAWK FIRE DEPARTMENT

RIDE-ALONG PACKET

All riders must complete this packet and turn it in to an officer for approval. Ride-alongs are NOT permitted unless this packet is complete and approved by an officer.

RIDER INFORMATION

FULL LEGAL NAME: _____

DOB: _____ PHONE #: _____

ADDRESS (STREET)

CITY, STATE, ZIP:

REQUESTED RIDE ALONG DATE:

REASON FOR RIDE ALONG:

EMERGENCY CONTACT

NAME: _____ RELATION TO RIDER: _____

PHONE #: _____ ADDRESS (STREET) _____

CITY, STATE, ZIP: _____

APPLICATION APPROVAL (FOR DEPARTMENT USE ONLY)

REVIEWED BY: _____ DATE: _____

ALL FORMS AND SIGNATURES COMPLETE? YES: [] NO: []

APPROVED: [] DENIED: [] DENIAL REASON: _____

APPLICANT NOTIFIED OF DENIAL OR ACCEPTANCE ON (DATE): _____

BLACK HAWK FIRE DEPARTMENT
CONFIDENTIALITY (HIPAA) GUIDELINES

Federal law prohibits the unauthorized sharing of patient information. Patient information such as their name, demographic data, medical condition, or any other identifying information is strictly confidential and is NOT to be disclosed, in any form, to anyone except FIRE/AMBULANCE personnel and others who are authorized under HIPAA to receive such information. Riders are encouraged to treat ALL patient information as confidential and to consult the ambulance crew with any questions regarding HIPAA laws.

Please carefully read and agree to the following statement:

I, _____, will treat all patient identifiable information as strictly confidential. This information includes, but is not limited to, the patient's name, address, telephone number, date of birth, age, social security number, medical condition, treatment received, and past medical history. I will not share, in any form, patient identifiable information with friends, family, or others who are not directly involved with patient care. If, at any time during or after the ride-along, I am asked a question about a patient, I will refer the asking person to the ambulance crew or fire department officers. I understand that if I disclose patient identifiable information, even unintentionally, I may be subject to civil and/or criminal penalties.

Signature: _____ **Date:** _____

**BLACK HAWK FIRE DEPARTMENT
RIDE ALONG PROGRAM**

COVENANT NOT TO SUE, PROMISE TO RELEASE

VISITOR'S IDENTIFICATION

DATE _____

TO WHOM IT MAY CONCERN:

The Chief of the Black Hawk Fire Department has granted permission for me to ride along with his department for the purpose of _____. In consideration hereof, I have waived all claims of liability against Black Hawk Fire Department or any member thereof for personal injuries I might incur while in or adjacent to Fire Department apparatus. It is further understood that my presence in these various locations is granted subject to the discretion of officer of the Black Hawk Fire Department, and may summarily revoked at any time.

Signature

Type or Print Applicants Name

PARENTS OR GUARDIANS CONSENT FOR PERSONS UNDER 18 YRS. OF AGE

I/we, the undersigned, represent that I/we are the legally appointed or natural guardian/guardians of the above person who is under the age of 18 years; that he/she has signed the within and foregoing document with our full knowledge and consent; and that I/we join in the executions of the same and agree to the terms thereof and do hereby bind myself/ourselves and my/our heirs, executors, personal representatives and assigns.

Signature

Signature

Address

Phone Number

Date

This permission is valid from the hours of _____ to _____ Station _____

Approved By

BHFD-ADM # 000 -04/00

IN CONSIDERATION of permission which I have received to follow a course of training and/or to accompany fire fighters of the Black Hawk Fire Department of Black Hawk, Colorado, in the course of his or their duty, I the undersigned, do by these presents, release the Black Hawk Fire Department, its officers, fire fighters and employees from any and all liability, claims, demands, actions and causes of actions which I may hereafter have on account of any and all injuries and damage to me or to my property, or my death connected with my training at the Black Hawk Fire Department or arising out of or related to any happening or occurrence while I am accompanying any officer or fire fighter of the Black Hawk Fire Department on duty, or incidental thereto, and for the same consideration, I promise to release, and covenant not to sue the said fire department and the said persons, and agree to forever hold them harmless from any such liability, claims, demands, actions or causes of actions.

I further understand and agree that any injury incurred while in training or accompanying a Black Hawk officer or fire fighter will not qualify me for benefits under Workmen's Compensation in force and effect by the Black Hawk Fire Department.

The terms hereof shall be in full force and effect on the date hereof and on any other occasion when I may be in training or shall accompany any Black Hawk Fire Department officer or fire fighter.

I have read and understand the conditions of this program as stated above and hereby voluntarily assume all risk of loss, damage to me or my property, including death, which may be sustained while in training or incidental to accompanying one or more Black Hawk Fire Department members while on duty.

This release and agreement shall be binding upon me and my heirs, executors, administrators, personal representatives and assigns, and shall inure to the benefit of the said fire department, officers and members herein designated, and their heirs, executors, administrators, personal representatives, assigns and successors in office.

Dated this _____ day of _____ 20 _____

Signature

Occupation

Address

Phone Number

Date of Birth