



POLICY MANUAL

Emergency Operations Policy

General

Revised: 10-22-98

Code: 1 – 2 – 1

Book Chapter Subject

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1.0 Purpose: Establish General Guidelines for Handling Situations at Emergency Scenes.

1.01 Scope: All Emergency Response Personnel.

1.02 INFORMATION RELEASES

Any information regarding emergency incidents should be given out by a Chief Officer or a Public Information Officer.

1.03 PUBLIC INFORMATION OFFICER

A Public Safety-Public Information Officer has been designated for the Clovis Police and Fire Departments. This person will be dispatched to all major incidents or when requested by the Incident Commander. [See 1-2-12, Public Information.](#)

1.04 USE OF CIVILIANS PROHIBITED ON STRUCTURAL FIRES

Accepting the services of civilians for structural fire fighting is prohibited. The City of Clovis is liable for injuries sustained by members on duty, but extends no such guarantee to civilians who volunteer their services. All offers of assistance should be courteously declined.

Under case of critical situations or extreme emergencies, the officer-in-charge may elect to solicit assistance from civilians. If this is done, the following criteria must be followed so that both the City and the civilian is protected.

1. Personnel must be at least 18 years of age.
2. Good physical condition (judgment item).
3. Obtain name and address and date of birth for report.

1.05 VALUABLES AND MONEY

Members must make every effort to prevent loss or theft at the scene of an alarm. Any member finding money or valuables at the scene of an alarm shall report his findings to the Incident Commander. Post a watch and do not remove valuables.

If the Incident Commander is satisfied that the owner has been located, he shall, in the presence of a law enforcement officer, or another witness from this Department, surrender such items to the owner. The Incident Commander shall have the owner sign for any item of value that is removed from the scene or interior of the building.



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1.05 VALUABLES AND MONEY (Cont.)

If owner is not located, or can not comprehend, the Incident Commander shall receive a receipt for same from the law enforcement officer. The law enforcement officer shall take charge of such property.

Complaint of Loss of Valuables: Any member receiving a complaint of theft or loss of valuables shall report the incident to his Incident Commander. All reports shall be forwarded to the Battalion Chief for investigation and disposition.

1.06 DISRUPTION OF UTILITY SERVICES

Whenever utility service is shut off or disrupted in the course of an emergency, the Incident Commander or responding officer shall advise the property owner or occupant that they may have to contact the proper utility company to restore service.

Fire Department Personnel should not attempt to restore utility services unless, in the judgment of the officer-in-charge, that restoration of the service would not create a hazard.

1.07 ENCOUNTERING ANOTHER EMERGENCY EN-ROUTE

When a company responding to an alarm encounters another emergency en-route at which no apparatus is present, the Company Officer shall notify the Dispatcher and take whatever action may be necessary.