

SAN MARCOS FIRE DEPARTMENT

Operations Directive



ISSUED: 6-1-13

EFFECTIVE: 7-1-13

REVISED: 3-31-14

229

THIRD-OUT RIDERS

229.1 Purpose:

The purpose of this directive is to provide guidelines for third-out riders and Fire Department personnel regarding third-out riders.

229.2 Qualifications:

Any special request for Fire Department ride-outs may be granted by either Assistant Chief or the Fire Chief.

229.3 Requests:

- A. All requests for ride-outs should be made, through the proper channels, to the Operations Assistant Chief at least two weeks prior to the requested date. Any request may be disallowed at any time for any reason by the respective Station Captain, the on-duty Battalion Chief, either Assistant Chief, or the Chief of the Department. The refusal and the reason for the refusal should be documented.
- B. Scheduling of ride-out requests will be coordinated by the Assistant Chief of Operations. Only one rider per fire apparatus, per shift will be permitted and notification of the scheduled ride will be given to the shift Battalion Chief and Station Officer at least one shift in advance via e-mail.

229.4 Guidelines:

- A. All third-out riders must sign a Third-Out Rider Release form prior to the beginning of their ride-out.

SAN MARCOS FIRE DEPARTMENT

Operations Directive - 229

Third-Out Riders

Effective Date: 7-1-13

Page 2 of 4

- B. Only authorized persons will be allowed to ride on a San Marcos Fire Department apparatus.
- C. Third-out riders must follow all requirements and rules prior to, and while riding.
- D. No one under 18 years of age may ride regardless of affiliation without permission from either Assistant Chief or the Fire Chief.
- E. Ride-outs will be from 7:00 am to 10:00 pm. No rider will be permitted to stay overnight at the fire station.
- F. It is the responsibility of all Fire Department personnel to ensure that the rider has been approved to ride and a Third-out Rider Release form has been signed. Posting of the riders name on the Outlook calendar for that shift will constitute approval.
- G. It is the responsibility of all Fire Department personnel to note the personal appearance of each third-out rider when he/she reports to ride. If he/she does not meet the rules and regulations pertaining to dress, he/she will be advised by Fire Department personnel and will not be permitted to ride until he/she has complied with the rules.

229.5 Types of Third-Out Riders:

- A. Citizens Fire Academy (CFA) Participants:
 - 1. CFA Participants will be required to ride-out at least one time during the Academy. The CFA Coordinator will schedule ride-outs through the Assistant Chief of Operations. Subsequent ride-outs by participants/CFA Alumni are encouraged.
- B. Observers:
 - 1. These are individuals who for some personal reason may desire to observe fire service operations. Frequently this is to gain a sense of Fire Department roles in the community and to understand the interaction of various agencies.
- C. Observers and CFA Participants should not be involved in on-scene operations, including the patient care process. Riders shall be allowed to observe Fire and EMS personnel operating at a scene, which includes rendering patient care.
- D. Be aware that representatives of the media or legal profession may observe events that they feel compelled to make public. These persons should be screened carefully and apprised of the terms of the Rider Release form before being allowed to ride. Media must have

permission to enter private property from owners or representatives of owners to avoid invasion of privacy.

229.6 General Rules of Conduct and Dress:

- A. The Station Captain will function as the immediate supervisor of the rider in all matters.
- B. The Station Captain has the authority to request the rider to leave the station, skip a run, etc. for any reason deemed appropriate.
- C. If the rider is a state licensed physician he/she may, at his or her discretion, be responsible for the patient, and assume patient control.
- D. The Station Officer will have authority as to the station duties, in which the rider will be allowed to participate. These decisions should be based on the officer's judgment of the riders overall ability to perform said duties safely.
- E. All station conduct rules will apply to the riders. All riders are cautioned that professional conduct at all times is a requirement for continuing in a ride-out situation.
- F. Both men and women shall be groomed neatly. Men must have short hair that does not touch their collar, and facial hair, if present, shall be neatly groomed. Women shall fasten hair away from the face at all times at the station and on calls. Women shall wear minimal makeup, minimal jewelry, and no dangling earrings. Both men and women shall not wear strong smelling cologne.
- G. The acceptable dress code will be communicated to the rider prior to their scheduled ride-out day and will be enforced by the Captain at the time of ride-out. General guidelines are listed below:
 - 1. Light blue or white button-up shirt for Observers. CFA t-shirt will be allowed for all CFA Participants.
 - 2. Dark blue or black slacks - blue jeans are unacceptable.
 - 3. Uniforms of the rider's normal employment, school, volunteer organization, etc. are acceptable as long as they adhere to these guidelines and present a professional image.
 - 4. Pants shall be full length, and not tight fitting.

SAN MARCOS FIRE DEPARTMENT

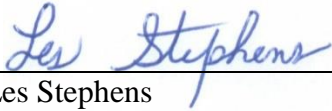
Operations Directive - 229

Third-Out Riders

Effective Date: 7-1-13

Page 4 of 4

5. All clothes shall be clean, pressed, and free of holes, with no tears, rips, or frayed edges. Clothes designed to have holes, slits, etc. are not acceptable.
6. Black leather shoes or boots are acceptable if in good condition. Sandals or flip-flops are not acceptable. Shoes and boots must be of a low heel style, sufficient to discourage ankle injuries or falls. Non-slip soles are preferable.
7. The overall look that the rider should project is one of professionalism.



Les Stephens
Fire Chief

RELEASE, WAIVER OF LIABILITY, AND CONFIDENTIALITY AGREEMENT

The undersigned ("Undersigned") has decided voluntarily to, and does hereby specifically request, authorization to ride in emergency response vehicles or apparatus operated by the San Marcos Fire Department ("Department") in the normal course of the Department's operations, for the limited purpose of observation ("Ride-Along"). In consideration of being permitted to Ride-Along and observe the operations of the Department, I, the Undersigned, for myself, and my personal representative, heirs, and next of kin:

1. Represent and warrant that I am at least eighteen (18) years of age.
2. Represent and warrant that this release is made by me voluntarily and without any mental, physical or economic duress.
3. Acknowledge, agree, and represent that if I feel anything to be unsafe or unlawful in connection with the Ride-Along, I will, as soon as practicable, advise the operator of the emergency response vehicle or apparatus and the appropriate Battalion Chief on duty of such, and if necessary cease further participation in the Ride-Along.
4. Hereby acknowledge that the Ride-Along: 1) may involve the operation of motor vehicles through various vehicle handling maneuvers and may involve exposure to considerable danger, as well as stressful or disturbing situations, 2) is inherently dangerous and 3) involves the risk of some or all of the following: serious injury, death, or property damage. I further agree to properly wear my safety belt at all times while in a Department vehicle and to properly utilize all safety gear or equipment provided to me for my use during the Ride-Along. I also expressly acknowledge that it is my responsibility to determine my fitness to participate in the Ride-Along, and to notify the Department of any physical or medical conditions that might have an effect on the advisability or appropriateness of my participation in the Ride-Along, or that might make my participation unduly dangerous.
5. Hereby acknowledge that I will retain my status as a civilian and will have none of the powers, protections or benefits of an employee of the Department and may not have any of the protections provided by law to emergency services providers. I further acknowledge that I will have no role, other than that of an observer, unless specifically directed to take action by a member of the Department.
6. Represent and warrant that I am not impaired by alcohol, drugs, medication, illness, fatigue, or injury and will conduct myself in a professional manner at all times during my Ride-Along.
7. **Hereby release and discharge the City of San Marcos, Texas, and all of its present and former agents, employees, officials and representatives in their official, individual and representative capacities (collectively referred to hereinafter as the "City") from any and all claims, demands, causes of action, judgments, liens and expenses (including attorney's and expert witness fees), costs and damages (whether common law, statutory or constitutional and whether actual, punitive, consequential or incidental), of any conceivable character, due to or arising from injuries to persons (including death) or to property (both real and personal) created by, arising from or in any manner relating to my participation in the program and activities for which this Release is given. THIS RELEASE EXPRESSLY INCLUDES LIABILITY ATTRIBUTABLE TO THE NEGLIGENCE OF THE CITY OR OTHER**

RELEASED PARTY AND LIABILITY ASSESSED WITHOUT REGARD TO FAULT OR ASSESSED IN THE ABSENCE OF FAULT.

- 8. Acknowledge that the execution of this release shall not constitute a waiver by the City of the defense of governmental immunity or official immunity, where applicable, or any other defense recognized by the state or federal courts.

- 9. Acknowledge that all patients' Protected Health Information ("PHI") which includes patient medical and financial information, employee records, and any other individually identifiable information of a private or sensitive nature are considered confidential information and that I must comply with the Health Insurance Portability and Accountability Act ("HIPAA") privacy and security regulations and all other applicable laws with respect to maintaining the confidentiality of such information. Confidential information and PHI should not be read, discussed, or disclosed by me unless necessary for me to assist a firefighter in his or her specific job function. I acknowledge that the unauthorized disclosure of PHI or other confidential information to unauthorized persons, or unauthorized access to, or misuse, theft, destruction, alteration, or sabotage of such information, can subject me to civil and criminal liability and that discussing or revealing PHI or other confidential information to friends or family members is prohibited and an example of an inappropriate disclosure of such information.

- 10. Authorize the San Marcos Fire Department to conduct a Criminal Background check.

- 11. Acknowledge, by my signature below, that I understand that the PHI, other confidential records, and data to which I have knowledge and access in the course of my Ride Along with the Department are to be kept confidential. I understand that my duty to maintain confidentiality continues even after my Ride-Along is over.

I HAVE READ THIS RELEASE, WAIVER OF LIABILITY AND CONFIDENTIALITY AGREEMENT AND FULLY UNDERSTAND ITS TERMS. I UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND HAVE SIGNED IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT, ASSURANCE OR GUARANTEE BEING MADE TO ME AND INTEND MY SIGNATURE TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW.

Date of Ride-Along: _____, 20____.

Signed this ____ day of _____, 20____.

Battalion Chief (Please Print)

Rider's Full Name (Please Print)

Battalion Chief (Signature)

Rider's Signature

Assistant Chief (Please Print)

Address

Assistant Chief (Signature)

Telephone

Date of Birth

Email Address