

Port Townsend Municipal Code chapter 2.42

Chapter 2.42

PROGRAM OF ACHIEVEMENT, VALOR RECOGNITION, AND LONGEVITY OF SERVICE AWARDS

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It shall be the policy of the city of Port Townsend to allow recognition and expression of its appreciation, in a manner appropriate for a governmental agency, to those who volunteer their time or services by serving as volunteer firefighters, as well as for acts of valor by volunteer firefighters. (Ord. 2417 § 1, 1994).

2.42.020 Authority.

The awards program approved and adopted by this chapter is authorized by RCW Title 35, and the general powers granted to second class cities, including but not limited to RCW 35.23.120, 35.23.440(i)(21) and (54), 35.24.090, 35.24.020, and 35.24.290(1) and (17). (Ord. 2417 § 1, 1994).

2.42.030 Achievement, longevity of service, and valor programs established.

The city hereby establishes a program of awards to reward volunteer firefighters of the city of Port Townsend fire department for achievement and distinguished service, as well as acts of valor, to the citizens and property owners of the city of Port Townsend, which are of benefit to the city. Participation shall be limited to volunteer firefighters unless specifically provided otherwise. The program shall be implemented in accordance with the document entitled "fire department annual awards program," (hereinafter "awards program") which is hereby adopted and incorporated by reference. (Ord. 2417 § 1, 1994).

2.42.040 Awards program administration.

The fire chief shall issue administrative rules and procedures for the administration of the awards program and further defining the eligibility and criteria consistent with the following guidelines:

- A. The recipients shall be selected upon either an objective basis that reflects time, effort or skills donated or applied as volunteer firefighters, or upon a subjective basis and evaluative basis that reflects a judgment on the merits of the services provided (e.g., "employee of the year");
- B. The primary value of the award, memento or apparel presented shall be in thought expressed rather than the intrinsic worth of the object or the food and entertainment provided; and
- C. The ceremony and presentations shall be in keeping with the pattern and practices of governmental agencies and public service organizations that solicit

and draw upon donated services in giving recognition to people who volunteer their time and skill for the support of city programs and activities. (Ord. 2417 § 1, 1994).

2.42.050 Achievement/longevity of service categories.

The following categories of awards are established:

A. Continuous Service Awards.

1. Continuous service awards shall be available to active volunteer firefighters in the form of service pins.

2. Each volunteer firefighter completing continuous city service in increments of five, 10, 15, 20, and 25 years shall receive a service award as set forth in the awards program.

B. Service Achievement Awards.

1. Achievement awards shall be available to all active volunteer firefighters in the form of an achievement pin.

2. Each firefighter completing the department's training requirements to the rank of firefighter level I, emergency medical technician, defibrillation technician, pharyngo-tracheal lumen airway technician, intravenous therapy technician, engineer, lieutenant, captain, assistant chief, training officer, or fire investigator shall receive a service award as set forth in the awards program.

C. Retirement Awards. A service award shall be available to all retiring volunteer firefighters.

D. Firefighter and Emergency Medical Technician of the Year Award. A recognition award shall be available to one or more volunteer firefighters recognizing outstanding service to the department and community as a firefighter, and one recognition award recognizing an emergency medical technician for same. (Ord. 2417 § 1, 1994).

2.42.060 Valor award.

The awards program for the city's recognition of acts of valor by volunteer firefighters of the city of Port Townsend fire department shall be administered in accordance with the following rules and regulations:

A. An award shall be a symbol of recognition, medal, or plaque of a design and/or mounted in a form approved by the chief of the fire department. In addition to an award, an appropriately worded certificate showing the purpose of the award shall be signed by the mayor of the city and the chief of the department.

B. There is created the valor award selection committee to consist of three members including the fire chief, assistant fire chief, and mayor. (Ord. 2417 § 1, 1994).

2.42.070 Program subject to budget allocations.

The awards program shall be subject to the availability of budgeted funds for the fire department as determined by the city council each year when setting the annual budget for the city or any amendments thereto. (Ord. 2417 § 1, 1994).

2.42.080 Severability.

If any clause, sentence, paragraph, section or part of this chapter is held to be invalid or unconstitutional by a court of competent jurisdiction, such order or judgment shall not affect the validity or constitutionality of the remainder of any part of this chapter. To this end, the provisions of each clause, sentence,

paragraph, section or part of this law are declared severable. (Ord. 2417 § 1, 1994).

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2.24.820 E-mail policy.

The electronic mail system hardware and software is the property of the county. Additionally, all messages composed, sent, or received on the electronic mail system are, and remain, the property of the county and as such can be viewed, retrieved and monitored by the county. E-mail is not the private property of the employee. The use of the computers and the electronic mail system is reserved solely for the conduct of business of the county. Employees are not authorized to retrieve or read e-mail messages that are not sent to them. The e-mail system:

A. Shall be used for business purposes. Any personal use shall be kept to a minimum and authorized by the department head.

B. E-mail messages shall be stored no longer than two weeks on the system. Information requiring longer retention shall be printed and stored as hard copies.

C. Shall not be used to solicit or proselytize for commercial venture, religious or political causes, outside organizations, or other non-job-related solicitation.

D. Shall not be used to create any offensive or disruptive messages including sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin, or disability.

E. Shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary or financial information, or similar materials without prior written authorization from the owner of the material.

F. Shall not be used to communicate confidential and sensitive information such as performance reviews, disciplinary and/or corrective actions, attorney-client-privileged information, personnel information and health or medical information. (Res. 77-99 § 9.4.3, 1999).

2.24.830 Internet access.

Internet access is provided to employees to conduct county business only in a timely and efficient manner. Employees accessing the Internet are representing Okanogan County and all communications shall be for business related purposes only. Since there is only one Internet connection shared by all county departments, the use of the Internet by any one employee could impact all other uses. The county has the right to monitor Internet use to assure that Internet use is for legitimate business purposes and that access to the Internet is not abused by any one employee.

Downloading of files without the express consent of the department head is prohibited. Files downloaded from the Internet, or any other outside service, may contain a computer virus and must be scanned by a virus checking software prior to being used on a county computer. Uploading to the Internet is prohibited unless authorized by the department head to avoid interception and unauthorized access to information. (Res. 77-99 § 9.4.4, 1999).

2.24.500 Harassment – Definitions.

Harassment can take many forms and can include slurs, comments, jokes, innuendoes, unwelcome compliments, pictures, cartoons, pranks or other verbal or physical conduct which is based upon a person's protected status (i.e., race, religion, creed, color, national origin, sex, marital status, age, or the presence of any physical, mental or sensory handicap).

A. Harassment. Harassment based upon a person's protected status, is prohibited by federal and state anti-discrimination laws and violates Okanogan County policy where it:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive working environment;
2. Has the purpose or effect of unreasonably interfering with an individual's work performance; or
3. Otherwise unreasonably affects an individual employment opportunity.

B. Sexual Harassment. Sexual harassment is a type of harassment and occurs when the verbal and physical conduct described above is sexual in nature or is gender-based, that is, directed at a person because of their gender. Sexual harassment does not refer to casual conversation or compliments of a socially acceptable nature.

1. Sexual harassment violates federal and state law and is prohibited under Okanogan County's harassment policy. Sexual harassment exists in the workplace when:

- a. Submission to the conduct is either explicitly or implicitly a term or condition of employment.
- b. Submission to or rejection of the conduct is used as a basis for an employment decision affecting such individual.
- c. The conduct unreasonably interferes with the individual's job performance or creates a work environment that is intimidating, hostile, or offensive.

2. Sexual harassment includes but is not limited to:

- a. Unwelcome verbal behavior such as comments, suggestions, jokes, or derogatory remarks based on sex.
- b. Physical behavior such as pats, squeezes, repeatedly brushing against someone's body, or impeding or blocking normal work or movement.
- c. Posting of sexually suggestive or derogatory pictures, cartoons, or drawings, even at one's work station.
- d. Unwanted sexual advances, pressure for sexual favors and/or basing employment decisions (such as an employee's performance evaluation, work assignments, advancement) upon the employee's acquiescence to sexually harassing behavior in the workplace.

C. Workplace Misconduct. Workplace misconduct, which does not meet the definition of harassment as described above, is inappropriate or offensive conduct and is unwelcome, unsolicited and disrespectful of the individual. Workplace misconduct is prohibited by Okanogan County. Examples of workplace misconduct would be joking, teasing, spreading rumors, yelling, cursing, threatening, or conduct which has not become pervasive or egregious enough to meet the legal definition of harassment or sexual harassment.

Harassment, particularly sexual harassment, can be difficult to define. Misconceptions abound. For this reason, the county strongly urges employees to use the harassment reporting policy to report all incidents of harassment, sexual harassment or other inappropriate behavior as soon as possible. This policy is intended to assist the county in addressing not only illegal harassment, but also any conduct that is otherwise offensive and inappropriate and to support the county's commitment to maintain a respectful and productive workplace for all employees. (Res. 77-99 § 6.5.2, 1999).