



RUSSELLVILLE FIRE DEPARTMENT
POLICY MANUAL

Policy Number:
Section:
Original Date:
Revised Date:

PURPOSE

This policy describes and defines prohibited hazing, reaffirms the City of Russellville' policy ("the Policy") prohibiting hazing, and outlines the Department's responsibility for compliance with this policy. The impact of hazing activities can result in irrevocable harm to its victims, their families, and the community as a whole. It is the responsibility of every member of the Russellville Fire Department to support the prevention of hazing. Supervisors as well as each individual must accept the personal obligation to uphold the basic values of being just, civil, and respectful of the rights of others.

POLICY

Management is responsible to follow, maintain and enforce the policy and ensure that any violation of this policy is dealt with fairly, quickly, and impartially. When a violation of this policy occurs or is suspected, managers shall promptly notify their direct supervisor. The HR Director and the Fire Chief shall be notified verbally and in writing.

Supervisors are responsible to follow, maintain and enforce the policy. Supervisors are to conduct an annual review of the policy with each employee they supervise to ensure they understand the policy. Supervisors shall regularly inspect the workplace to ensure that the policy is being followed. When a violation of this policy occurs or is suspected, supervisors shall promptly notify their direct supervisor. The HR Director and the Fire Chief shall be notified verbally and in writing.

Employees have the responsibility to understand and follow the policy. Every employee, including management and supervisors, shall treat every other employee with dignity and respect in regards to this policy. When a violation of this policy occurs or is suspected, employees shall promptly notify their direct supervisor. The HR Director and the Fire Chief shall be notified verbally and in writing.

Hazing Defined

Hazing is any intentional, knowing, or reckless act committed by an individual or in concert with other persons, against another employee, in which both of the following apply:

1. The act was committed in connection with an initiation into a work group, station, shift, or division in or affiliated with the Department.
2. The act contributes to a substantial risk of or causes physical injury, mental harm, mental or personal degradation

Hazing Prohibited

1. Hazing is prohibited. All personnel must take reasonable measures within the scope of their individual authority to prevent violations of this policy.
2. Aiding and abetting another person who is engaged in hazing is prohibited.

Approved

Fire Chief

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3. It is not a defense to a violation of this policy that the hazing victim consented to or participated in the hazing activity.
4. Infringement on bodily integrity is unacceptable. This includes but is not limited to roping, tying, choking, taping, handcuffing, or holding down.
5. Any infringement on bodily integrity will be linked to the intermediate level within the Department's discipline Policy.

Acceptable Activities

Acceptable activities may include those not mentioned above that enhance station life by fostering team building activities, which ultimately improves job performance, increases effectiveness, and builds crew continuity.

Responsibilities

1. It is the responsibility of the supervisor to set the tone and maintain a workplace environment where all employees feel safe and are able to carry out their duties.
2. It is imperative that the employee being offended asks the person(s) being offensive to stop the undesired behavior. If the behavior continues, the employee being offended is to immediately inform their supervisor.
3. Any retaliation or sanction towards an employee for reporting hazing activity is prohibited and will be considered a major infraction in the discipline Policy.

Hazing Violations

1. Violations of this policy or interference in an investigation under this policy by personnel are subject to discipline. Any Department member, who knowingly permitted, authorized or condoned hazing activity is subject to disciplinary action.
2. The Russellville Fire Department and the City of Russellville HR Director will investigate all complaints received. Discipline, if appropriate, will be imposed in accordance with Russellville Fire Department policy.
3. Any violation involving a crime, emergency or an imminent threat to the health or safety of any person should be reported immediately to local law enforcement officials.
4. The Department will report to law enforcement any complaint involving criminal conduct that creates a substantial risk to the health or safety of any person in the department.

Confidential Reporting

1. Violations of this policy can be reported confidentially to any one of the following:
 - a. Direct supervisor or Chain of Command
 - b. The City of Russellville Human Resources Department
 - c. The Arkansas Civil Rights Division
 - d. The US Equal Employment Opportunity Commission

Approved

Fire Chief

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