

## **GENERAL POLICIES**

When an individual resides within the Residential Quarters of the Department of Commerce, State Fire Marshal (SFM) – Ohio Fire Academy (OFA), he/she agrees to be governed by the policies, rules, and regulations set forth. No resident's conduct should diminish the rights of others. Residents are citizens of two communities: the SFM and the City of Reynoldsburg. The following Standards of Conduct will apply to all residents during their stay in the Residential Quarters.

### **Standards of Conduct:**

- a) **Alcohol and/or illegal drugs are strictly prohibited at the SFM facility.**
- b) **Commission of acts - harmful or potentially dangerous to others.**
- c) **Damage to or theft of Fire Marshal - State of Ohio owned property.**
- d) **Damage to or theft from fellow residents residing at the SFM facility.**
- e) **Destruction or a disruption of Fire Marshal activities such as administration of the-SFM, Academy programs, social functions, and or outside agencies at the SFM.**
- f) **Engaging in gambling activities is prohibited.**
- g) **Failure to comply with the directions of State Fire Marshal officials or designees acting in the performance of their duties.**
- h) **Firearm/weapon - Bringing a firearm/weapon on or into Fire Marshal owned property is strictly prohibited.**
- i) **Harassment (Refer to Addendum I).**
- j) **Immoral, obscene, indecent, or improper conduct.**
- k) **Misconduct, abusive or obscene language, excessively noisy, drunken, or illegal behavior on campus or in neighboring communities.**
- l) **Poor personal appearance.**
- m) **Threats or act of physical violence towards anyone while residing in the facility.**
- n) **Unsanctioned entry to or misuse of Fire Marshal facilities.**
- o) **Violation of rules governing the use of, or residence of, Fire Marshal owned or Fire Marshal controlled property.**
- p) **Violation of tobacco use policy.**

## **I. Discipline**

**Disciplinary Action:** Disciplinary actions include a wide range of sanctions, but are not limited to eviction from the Residential Quarters.

**Right of Appeal:** The resident has the right to file a grievance or appeal to any disciplinary action sanctioned against them. An appeal/grievance must be submitted in writing to the OFA Superintendent or Deputy Superintendent.

## II. Assigned Room

The SFM reserves all rights related to any person's eligibility for, room assignment in and use of any SFM room or other associated area. The SFM, at its sole discretion, may make changes to any person's access to any part of the facility or exclude any person from the occupancy and use of all or any parts of the Residential Quarters. The SFM makes no representation of and assumes no liability for the suitability or condition of its or other selected facilities, including any assigned room or associated areas.

The SFM (including the Ohio Fire Academy) is not liable to any resident or visitor for any damages to or for the loss of any resident or visitor's personal property (including such person's motor vehicles, bicycles or other means of transportation) caused by any means or regardless of where such damage or loss occurs, including damages or property loss caused by theft, vandalism, fire, water, mildew, rain, smoke or explosion. In accordance with Ohio law, the SFM assumes no liability for and shall be indemnified and held harmless for any claims, demands or suits of any nature, kind or description whatsoever, including, but not limited to claims for direct, indirect or consequential damages, acts of god, of any types, costs and expenses, for or on account of any loss or damage to property owned or possessed by any occupant of the Residential Quarters or associated areas, or any injury to any resident which may result from any cause, including but not limited to, the condition, operation and use of the facility and the acts or omissions of members of the SFM's staff or the acts or omissions of any other occupant of the Residential Quarters or associated areas.

As a condition of any use or access to the Residential Quarters, all residents and visitors as deemed to agree to and must accept all portions of this policy and such person waive all claims against the SFM for its implementation of this policy. In addition to the general provisions stated above, the following are specific regulations applicable to the use of the SFM's Residential Quarters and associated areas:

- Residents may not alter the structure of the room, its furnishings or its surroundings (e.g. installing radio or television antennas, modify or tamper with electrical outlets or fixtures, plumbing, heating, and air conditioner). Tampering with electrical outlets, sprinklers or fixtures may present cause for eviction.
- Residents are responsible for all damages to any parts, fixtures or other state property in their assigned rooms caused by any means (other than ordinary wear and tear) or by any persons. Residents are responsible for all damages to any parts, fixtures or other state property in any areas associated with the assigned room (other than ordinary wear and tear) attributable to that resident.
- Residents shall keep assigned room neat and orderly at all times.
- Residents may not affix anything to the walls.
- **NO SMALL KITCHEN APPLICANCES** are allowed in any assigned room.
- All rooms are designated **NON-TOBACCO AND NON SMOKING AREAS**.
- The Ohio Fire Academy will provide cleaning of restrooms on Tuesdays, Thursdays, Fridays and upon check-out.
- Residents may not store hazardous, explosive or flammable materials in or around any room. Candles are not permitted in any part of the facility.

- **All Rooms are subject to random inspections. The Ohio Fire Academy, designated SFM staff, or contract employees of the SFM may enter, inspect, or search a room in the Residential Quarters under the following conditions:**
  - when there is a reasonable suspicion that an occupant may be physically harmed or endangered,
  - when there is a reasonable suspicion that Ohio Fire Academy regulations or federal, state or local laws are being violated, or
  - for periodic health and safety inspection of the room, which may occur daily.

Determination of what constitutes “reasonable suspicion” may be made by the State Fire Marshal or Chief Deputy State Fire Marshal.

- **“Quiet Hours” will be observed from 11:00 p.m. to 6:00 a.m. (23:00 – 06:00).**
- **The Residential Quarters are available for the resident only.**
- **The main entrance to the State Fire Marshal’s Office and Ohio Fire Academy will be locked at 12:00 a.m./midnight and will remain locked until 6:00 a.m.**
- **Guests of residents are not permitted in the rooms or the student lounge area. Guests must sign-in upon arrival and are permitted in the Lobby of the main building only.**
- **Check-Out: 8:00 a.m. on the day of departure.**
- **Beds: Bed number one shall be the bed on the left; Bed number 2 shall be the bed on the right, as you are standing at the foot of the bed.**
- **Lockers: Four lockers are provided in each room.  
To lock the unit press “C” - enter any four digit code and key symbol.  
To unlock the unit press “C” - enter your four digit number and the key symbol. It is your responsibility to secure your items in your locker.**

### **Linens:**

**Towels, washcloths and bath mats shall be replaced on Tuesdays, Thursdays, Fridays and upon check-out.**

**Bed linen shall be replaced on Fridays and upon check-out.**

*Towels and wash clothes shall not be used for the following:  
polishing shoes/boots and or soaking up blood or other body fluids.*

- **Lost/Damaged Items: Linens, mattresses, furniture or other issued items that are missing, lost, or damaged are subject to a replacement charge payable by the person assigned such item(s).**

### III. Emergencies

**Emergencies: IN CASE OF EMERGENCY CALL 911**

**Fire Alarms:** Please review fire escape plans posted in rooms and become familiar with evacuation procedures and designated meeting places in the event of a fire or fire drill.

**Tornado Warnings:** In the event of a tornado, or a tornado drill, persons in the main building should go directly to the basement. Persons in the “A” building, go directly to the hallway by the restrooms. “B” Building, go directly to classrooms B101, B102 or the restrooms. If you are on the training grounds, seek an area of refuge (e.g. 1<sup>st</sup> floor interior area of the burn building.) Those in the Residential Quarters should seek shelter in your room’s restroom.

**Injury Procedure:** Academy staff shall be notified any time a resident requires medical attention.

### IV. Facilities

**Computer:** Computers are available in the Computer Lab (Room 2110) for students and residents to use in completing class assignments, research and email communications.

*The accessing, downloading and visiting pornographic, sexually explicit or sexually oriented, or other objectionable and/or offensive websites and information is prohibited. Any student found doing so will be subject to immediate dismissal. (reference “Computer Use Agreement Appendix F)*

**Parking:** Residents may park in the area reserved for staff & visitors.

**Physical Training Equipment:** Exercise equipment is available for use by Ohio Fire Academy students, faculty, employees of the State Fire Marshal and the Department of Natural Resources.

**Recreation:** Recreational equipment (pool table, foosball and basketball) is available for your recreation (contact OFA staff for equipment).

**Television:** Televisions are available in the student lounge. Residents are permitted to bring a small T.V. (not larger than a 13 inch) for their room. Cable service is provided.

**Tobacco Use:** Effective April 4, 2007, Smoking will be allowed outside the shipping and receiving area located on the west side of the building near the mail room. Smoking is not permitted in the “A” building, main building, loading dock by the cafeteria, maintenance building, entrances to the residential quarters, student lounge or on the grounds/parking. Please place all tobacco waste products in the appropriate waste containers.

**Vending Machines:** Vending machines are located on the first floor of the main building in the cafeteria.

## **V. Food Service**

The SFM provides food service through a third party source. The guidelines for the meal plan have been constructed in such a way to meet the needs of most individuals.

**Food service hours are:** Breakfast: 7:00 a.m. – 8:00 a.m.  
Lunch: 11:00 a.m. – 1:00 p.m.

Coffee, pop, snacks, etc. are available through the cafeteria’s serving line from 7:00 a.m. - 1:00 p.m.

**VI. ID Policy:** The Ohio Fire Academy/State Fire Marshal’s Facility located at 8895 E. Main St. Reynoldsburg, OH will issue ID badges and electronic key cards. All badges/cards will be issued based on the specific needs of the resident.

ID badges must be worn visibly.

Residents will be required to present their identification badge upon request from Security and /or OFA/SFM Staff.

## Addendum I – Anti Harassment

### ANTI-HARASSMENT

*Policy Number 205.0*

**Purpose:** To ensure employees can work without fear of a hostile or offensive work environment.

**Revised Date:** February 2005

**Cross Reference:** Title VII of the Civil Rights Act of 1964 and subsequent amendments  
Ohio Revised Code 4112

#### I. Policy

It is the policy of the Department to maintain a work environment free from any discrimination and to prohibit harassment of applicants, customers, clients, employees, temporary employees, interns, contractors and consultants, including discriminatory sexual advances or harassment adversely affecting an individual's terms and conditions of employment.

Accordingly, the Department is committed to addressing Equal Employment Opportunity (EEO) concerns and continually improving our EEO program. The Department has developed a plan to correct problem areas and to continually improve our EEO program. The EEO plan is updated annually and a copy can be obtained from the Human Resources Office upon request. Dissemination of the agency's policy statement is made to all employees as well as recruitment sources. In addition, the EEO Section displays informational posters from the Ohio Civil Rights Commission and the Equal Employment Opportunity Division to publicize this commitment to equal employment opportunity.

It is the policy of the Department to fully comply with the State of Ohio's EEO program and all applicable cities, state and federal laws, rules, regulations and guidelines as they relate to non-discrimination in employment. It is illegal to discriminate against or harass an applicant or employee due to his/her race, color, sex (including sexual harassment and pregnancy), national origin, ancestry, disability, religion, age (40 or over) or veteran's status (i.e. Vietnam Era, Desert Storm/Shield). In addition, retaliation against an individual because they have raised a complaint of employment discrimination or participated in an investigation of such a complaint is also illegal. Harassment may consist of unwelcome conduct, either verbal or physical, which is based upon a person's protected status. The Department will not tolerate harassing conduct that affects tangible job benefits, that unreasonably interferes with another's work performance, or that creates an intimidating, hostile or offensive work environment, based upon an individual's race, color, sex, national origin, ancestry, disability, religion, age or veteran's status.

For purposes of the Department's EEO policy, sexual harassment may include unwelcome sexual advances, requests for sexual favors and other physical, verbal or visual conduct based upon sex when:

- 1) Submission to the conduct is an explicit term or condition of employment;
- 2) Submission to or rejection of the conduct is used as the basis for an employment decision;
- 3) The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

#### II. Procedures

Any employee, temporary or intern who believes that he/she is a victim of harassment or discrimination based upon his/her race, color, sex, national origin, ancestry, disability, religion, age (40 or over) or veteran's status, should report such incidents to the Department's EEO Administrator, his/her manager or to the Chief of Human Resources. Every attempt will be made to resolve the situation in a timely manner. Resolution may include non-formal discussions between the parties, internal investigations and possible recommendations for additional training and/or disciplinary action, up to and including possible termination. The nature of the resolution will be determined based upon the individual circumstances of the situation and the results of the internal investigation.

All managers and supervisors shall respond to every complaint they receive or any possible violation of this policy and shall report the incident to the EEO Administrator within twenty four hours. Failure to do so may result in disciplinary action.

Once the EEO Administrator has received an allegation of an EEO violation, an informal inquiry will be conducted. If the informal inquiry substantiates a possible EEO violation, the person accused of engaging in improper activity will be notified that the issue has been brought to the attention of the Human Resources Office. Upon determination by the EEO Administrator that a formal investigation is warranted, further interviews will be conducted with any individual who is believed to have relevant information concerning the issues involved. Written statements detailing the information provided will be prepared and provided to each witness for his/her review and signature. All employees are expected to fully comply with any EEO investigation and must provide a truthful statement upon request. Failure to do so will be considered a violation of the EEO policy. Once the evidence has been gathered the EEO Administrator will review the findings and prepare a report of summary. If the EEO Administrator determines that there has been a violation of the EEO policy or that further administrative action is necessary, appropriate recommendations will be made to the Chief of Human Resources. The complainant, the complainant's supervisor, and the person accused of improper conduct will be notified of the conclusion of the investigation and will have the results communicated to them.

An employee has the right to appeal the Department findings to the Ohio Department of Administrative Services, Equal Employment Opportunity Division within fifteen (15) days.

### III. Additional Information

An employee may elect to file his/her complaint with the State of Ohio, Department of Administrative Services Equal Employment Opportunity Division instead of utilizing the Department's internal EEO process. A complainant has thirty (30) calendar days after the alleged discriminatory act in which to file with the Equal Employment Opportunity Division. Further information is available at 30 E. Broad St., Level 18, Columbus, Ohio 43266-0601. Telephone: (614) 466 – 5628. Additionally, complaints may be filed with the Ohio Civil Rights Commission within six (6) months of the date of alleged discrimination or with the Equal Employment Opportunity Commission within 300 days of the alleged acts.

If you have any questions about this policy or believe that you have been subjected to harassment or discrimination in violation of this policy, please contact:

EEO Administrator - 77 S. High St., Level 23 - Columbus, Ohio 43266-0544  
(614) 728 – 4292 or EEO Administrator@com.state.oh.us.

## Division of State Fire Marshal, Ohio Fire Academy Dormitory Policy

This policy establishes the use of the Department of Commerce (“DOC”), State Fire Marshal (“SFM”), Ohio Fire Academy (“Academy”) dormitories located at 8895 E. Main St. Reynoldsburg, OH 43068.

1. The intended purpose of the Academy dormitories is to provide accommodations to students attending multi-day training at the Academy training facilities. Academy dormitories include any accommodations and dormitory common areas located on the SFM campus. Students who are officially registered for a course or courses at the Academy may register for and occupy a dormitory room, based on availability, at the Academy for over-night stay while attending courses at the academy.
2. In accordance with this policy, it is acceptable for visiting course instructors or other visiting fire officials to occasionally use the VIP room(s) or other rooms of the academy dormitory.
3. Full-time DOC employees including, but not limited to, SFM Academy staff and instructors may have an occasional need and are permitted to use the academy dormitories if they are participating in a multiday course where the course is scheduled to occur or continues into the evening and the class schedule requires the employee to be available early the next morning of the multiday course.
4. Other events such as inclement weather, i.e. snow emergencies, or other extreme events or emergencies may also necessitate the need for DOC employees to stay in the academy dormitories.
5. It is inappropriate and unacceptable for any DOC employee to use Academy dormitory rooms for any purpose other than those listed above without the approval of one of the following: the Director of Commerce, the State Fire Marshal, Chief Deputy Fire Marshal or Academy Superintendent.
6. Single or consecutive overnight stays that are not in accordance with the foregoing provisions are not permitted.



Division of State Fire Marshal  
POLICIES AND PROCEDURES

OHIO FIRE ACADEMY

SUBJECT: Dormitory Use

POLICY#  
OFA 036

Signature:

Initiated  
2/26/2013

APPROVED: Larry L. Flowers, State Fire Marshal

Revised  
10/03/2013

**A. Purpose**

This policy establishes the proper use of the Department of Commerce (“DOC”), State Fire Marshal (“SFM”) Ohio Fire Academy (“Academy”) dormitories located at 8895 E. Main St. Reynoldsburg, OH 43068.

**B. Scope**

This SOP will identify the circumstances under which a person may use the Academy Dormitories.

**C. Student Dormitory Use**

The primary function of the Academy dormitories is to provide accommodations to students attending multi-day training at the Academy training facilities. Academy dormitories include dormitory rooms, any accommodations and dormitory common areas located on the SFM campus. Students (including SFM employees) who are officially registered and have paid any applicable fees, including room and board for a course or courses at the Academy may register for and occupy a dormitory room through the SFM/Academy Registrar’s office, based on availability, at the Academy for over-night stay while attending courses at the academy. Students are permitted to occupy dormitories the night before a course that is scheduled to start the next morning. Students may also occupy dormitories the night a course is completed if the course is concluded late in the evening.

## D. Other Dormitory Use

1. The Director of DOC, State Fire Marshal, Chief Deputy Fire Marshal or Academy Superintendent must grant prior approval of the following Academy dormitory use requests:
  - It is acceptable for visiting course instructors, instructors in training or other visiting fire officials to occasionally use the academy dormitories.
  - DOC employees and others acting in an official DOC/SFM capacity such as guest instructors and intermittent instructors, may have an occasional need and are permitted to use the academy dormitories, if they are participating in a course that is scheduled to begin early in the morning or if they are participating in a course where the course is scheduled to occur or continues into the evening
  - DOC employees traveling on official SFM business late in the evening and who are required to be available the next morning for SFM business may use the academy dormitories.
  - Other events such as inclement weather, i.e. snow emergencies, or other extreme events or emergencies may also necessitate the need for DOC employees or other individuals at or near the SFM property to stay in the academy dormitories.
2. Requests submitted to the OFA Registrar's office for a dormitory room shall include documented approval (e-mail) from the Director of DOC, State Fire Marshal, Chief Deputy Fire Marshal or Academy Superintendent.

## E. Violations

1. Overnight stays that are not in accordance with the foregoing provisions are in violation of this policy and not permitted. Persons who violate this policy may be subject to discipline up to and including removal from employment and/or referral to the appropriate authorities.

END