

# ***Town of Seneca***

3675 Flint Rd  
Stanley, NY 14561

June 19, 2006

## Town of Seneca Volunteer Emergency Personnel Policy

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### **Purpose:**

As a rural municipality, the Town of Seneca recognizes that Town employees are often members with volunteer emergency response agencies such as fire, ambulance and first responder. The Town supports participation in these volunteer agencies and the purpose of this policy is to provide guidelines for employees who are members of volunteer organizations.

### **Employee Time:**

All employees who are an active member of one or more volunteer emergency response organizations shall provide a list of all agencies they have membership in to the Secretary to the Supervisor prior to responding to any emergencies with a Town owned or leased vehicle, or during normally scheduled Town paid work hours. Any status changes such as joining an additional organization shall be forwarded to the Secretary to the Supervisor prior to responding to emergency or public service calls for that organization with a Town owned or leased vehicle, or on Town paid regularly scheduled hours. Resignation from any volunteer organization shall be forwarded to the Secretary to the Supervisor within two working days.

Time taken during regularly scheduled hours by an employee for an emergency in which their organization is called as a first or mutual aid responder will not be charged as time off to the employee and will be paid as regular working hours. All employee time taken for emergency response during regularly scheduled hours shall be reported to the Secretary to the Supervisor for tracking.

### **Town Vehicles:**

Employees who are a member of a volunteer emergency response organization may be allowed to respond to emergencies within the town limits with a town owned or leased vehicle when their organization is called as a first or mutual aid responder during regularly scheduled work hours.

Employees shall not respond to an emergency as a representative of a volunteer organization with a Town owned or leased vehicle during non-work time.

Employees shall not respond with Town owned or leased vehicles or during normally scheduled Town paid time to any emergency, as a representative of a volunteer organization, in which their organization is not a called first or mutual aid responder.

Employees shall not respond to any emergency or public service call outside the Town of Seneca limits with any Town owned or leased vehicle.

Any employee who happens upon an emergency during their normal daily course of travel with a Town owned or leased vehicle shall respond appropriately to the situation.

Failure by any employee to adhere to this policy will result in disciplinary action up to and including termination.