



## *San José Fire Department*

ROBERT SAPIEN, JR., FIRE CHIEF

February 27, 2023

William Tognozzi

### **Re: Notice of Intended Discipline**

Dear Fire Captain Tognozzi:

This letter is to notify you of my intent to recommend to the City Manager that you be demoted from your position of Fire Captain to Fire Engineer in the Fire Department.

The proposed disciplinary action is based upon the following:

1. On or about October 5, 2022, under your direction, two unauthorized passengers boarded Fire Engine 4 for reasons unrelated City business, City-provided equipment was used to conduct unofficial City business, and Fire Engine 4 drove outside of Fire Station 4's first-in area for unauthorized reasons.

This conduct is cause for discipline pursuant to San Jose Municipal Code Section 3.04.1370:

- (B) Misconduct
- (D) Failure to satisfactorily perform the duties of his position
- (E) Failure to observe applicable rules and regulations
- (T) Misuse of city property

Your conduct is in violation of City Administrative Policy Manual Section 1.2.1, Code of Ethics Policy; City Administrative Policy Manual Section 1.8.1, Use of City and Personal Vehicles; Fire Department Rules and Regulations, Sections 26.1 and 26.2, General Conduct; Fire Department Rules and Regulations, Sections 12.1, 12.2 and 12.6, Fire Captains; Fire Department Routine Operating Policies and Procedures, Section 4.450.5, Ride-Along Programs; San Jose Fire Department Routing Operating Policies and Procedures, Section 4.420.36, Grocery, Dining, Refreshment, and Any Other Shopping; and San Jose Fire Department Routine Operating Policies and Procedures, Section 4.230.13, Leaving First-in Response Area.

Information supporting the charges above is contained in the attached material and is incorporated herein by reference.

In addition to considering the significance of the acts noted above, I have also reviewed your personnel history and noted that you have been employed with the City since approximately July 13, 2008.

Before the proposed discipline is implemented, you have a right to request a pre-disciplinary *Skelly* conference, which provides you an opportunity to respond and provide relevant information. Because this is not an evidentiary hearing, you have no right to call or to cross-examine witnesses. However, you may be represented by a union representative or legal counsel.

If you desire to exercise your right to a *Skelly* conference in this matter, you must make the request by notifying [REDACTED] at [REDACTED] within **five (5) calendar days** of service of this notice upon you. Provided you make the request in a timely manner, then a pre-disciplinary *Skelly* conference will be scheduled and conducted as soon as possible. Instead of a conference, you may elect to respond in writing. Any such written response must be submitted within **five (5) calendar days** of service of this notice upon you. Any request to extend the five (5) calendar day period must be made in writing within the five day period and must include the reasons for the extension.

If you do not choose to exercise your pre-disciplinary *Skelly* rights, the effective date of the discipline will be the soonest possible date following the five (5) calendar days in which you have to exercise your *Skelly* rights. You will receive a Notice of Discipline that will specify the effective date of the discipline. If you request a *Skelly* conference or submit a written response, a determination on the recommended disciplinary action will be made after consideration of the information you provide. If the City decides to proceed with formal disciplinary action after the *Skelly* process, you will receive a Notice of Discipline that will contain the actual effective date of the disciplinary action.

Please be aware that it is a violation of the City's Non-Retaliation Policy (City Policy Manual Section 1.1.4) to retaliate in any way against any person who participates in making a complaint, provides information, or otherwise participates in an investigation related to misconduct or violations of City policies or regulations.

Sincerely,

A handwritten signature in blue ink, appearing to read 'R. Sapien, Jr.', with a long, sweeping flourish extending to the right.

Robert Sapien, Jr.  
Fire Chief

c: City Manager's Office of Employee Relations



# Memorandum

**TO:** ROBERT SAPIEN, JR.  
Fire Chief

**FROM:** [REDACTED]

**SUBJECT:** Personnel Investigation

**DATE:** February 23, 2023

Approved

Date

2-23-2023

## CONFIDENTIAL PERSONNEL MATTER

### BACKGROUND

On or about October 6, 2022, the San José Fire Department was made aware of a video published on a social media site that involved San José Fire Engine 4 parked in front of The Pink Poodle adult entertainment club. An unidentified woman, dressed in a bikini, exited the fire engine and walked directly into The Pink Poodle from the fire engine. It was later determined that the video was taken on October 5, 2022, and the Fire Engine 4 B-Shift crew on the apparatus at the time consisted of Fire Captain William Tognozzi, Fire Engineer Brian Dragges, Firefighter Matthew Westcott, and Fire Engineer Zach Clark (backfilling as the Firefighter Paramedic).

The Fire Department Bureau of Administrative Services initiated an investigation and reviewed relevant information.

Upon review of GPS vehicle location data taken from Fire Engine 4 on October 5, 2022, it was further determined that after leaving The Pink Poodle, the fire engine did not return directly to Fire Station 4 but rather drove further than necessary, past several streets that would have led back to Fire Station 4, and stopped at or near another similar adult entertainment establishment called AJ's Restaurant & Bar for approximately two (2) minutes.

### EMPLOYMENT HISTORY

William Tognozzi (CA Tognozzi) was hired by the City of San José on July 13, 2008. His current classification is Fire Captain with the Fire Department.

## **SUMMARY OF ISSUES**

1. Did CA Tognozzi engage in inappropriate use of a City-provided vehicle by transporting unauthorized passengers on Wednesday, October 5, 2022, in violation of the Fire Department Routine Operating Policies and Procedures Ride-Along Programs, Fire Department Rules and Regulations General Conduct, Fire Department Rules and Regulations Fire Captains, the City's Code of Ethics Policy and/or City's Use of City and Personal Vehicles Policy?
2. Did CA Tognozzi engage in inappropriate use of a City-provided vehicle by utilizing the apparatus to conduct unofficial City business on Wednesday, October 5, 2022, in violation of the Fire Department Routine Operating Policies and Procedures Grocery, Dining, Refreshment, and Any Other Shopping, Fire Department Rules and Regulations General Conduct, Fire Department Rules and Regulations Fire Captains and/or the City's Use of City and Personal Vehicles Policy?
3. Did CA Tognozzi direct the Fire Engine 4 B-Shift crew to drive to, and remain idle at, another location outside of their first-in area after departing The Pink Poodle and before reporting back to Fire Station 4 on Wednesday, October 5, 2022, in violation of Fire Department Routine Operating Policies and Procedures Leaving First-In Response Area, Fire Department Rules and Regulations Fire Captains and/or the City's Code of Ethics Policy?

## **APPLICABLE POLICIES**

1. San Jose Fire Department Rules and Regulations, General Conduct
2. San Jose Fire Department Rules and Regulations, Fire Captains
3. San Jose Fire Department Routine Operating Policies and Procedures, Section 4.450.5, Ride-Along Programs
4. City Administrative Policy Manual, Section 1.2.1, Code of Ethics Policy
5. City Administrative Policy Manual, Section 1.8.1, Use of City and Personal Vehicles
6. San Jose Fire Department Routine Operating Policies and Procedures, Section 4.420.36, Grocery, Dining, Refreshment, and Any Other Shopping
7. San Jose Fire Department Routine Operating Policies and Procedures, Section 4.230.13, Leaving First-in Response Area

## **ATTACHMENTS**

1. Photographs
2. 10-05-2022 Incident memorandums to Battalion Chief Buller
3. GPS Vehicle Location Data
4. Social Media Video
5. City Administrative Policy Manual, Section 1.2.1, Code of Ethics Policy
6. San Jose Fire Department Rules and Regulations, General Conduct

7. San Jose Fire Department Rules and Regulations, Fire Captains
8. San Jose Fire Department Routine Operating Policies and Procedures, Section 4.450.5, Ride-Along Programs
9. SJS Incident Action Plan COVID-19 Response F-20058950
10. City Administrative Policy Manual, Section 1.8.1, Use of City and Personal Vehicles
11. San Jose Fire Department Routing Operating Policies and Procedures, Section 4.420.36, Grocery, Dining, Refreshment, and Any Other Shopping
12. National Fire Incident Reporting System (NFIRS) Data
13. San Jose Fire Department Routine Operating Policies and Procedures, Section 4.230.13, Leaving First-in Response Area

## INTERVIEWS

The following individuals were interviewed during this investigation:

- **October 11, 2022 and November 10, 2022:** William Tognozzi, Fire Captain with the Fire Department, has been employed by the City of San José since July 13, 2008. The interviews were conducted by [REDACTED] and [REDACTED] and [REDACTED] Union Representatives with the International Association of Firefighters, Local 230, were also present. CA Tognozzi was issued the Lybarger Grant of Immunity Admonition at the start of his administrative interview on October 11, 2022 and stated that he wished to voluntarily waive his right against self-incrimination and both interviews were tape recorded.
- **October 12, 2022 and November 10, 2022:** Brian Dragges, Fire Engineer with the Fire Department, has been employed by the City of San José since October 28, 2012. The interviews were conducted by [REDACTED] and [REDACTED] and [REDACTED] Union Representatives with the International Association of Firefighters, Local 230, were also present. FE Dragges was issued the Lybarger Grant of Immunity Admonition at the start of his administrative interview on October 12, 2022 and stated that he wished to voluntarily waive his right against self-incrimination and both interviews were tape recorded.
- **October 12, 2022 and November 10, 2022:** Matthew Westcott, Firefighter with the Fire Department, has been employed by the City of San José since June 2, 2019. The interviews were conducted by [REDACTED] and [REDACTED] and [REDACTED] Union Representatives with the International Association of Firefighters, Local 230, were also present. FF Westcott was issued the Lybarger Grant of Immunity Admonition at the start of his administrative interview on October 12, 2022 and stated that he wished to voluntarily waive his right against self-incrimination and

both interviews were tape recorded.

- **October 12, 2022 and November 10, 2022:** Zach Clark, Fire Engineer with the Fire Department, has been employed by the City of San José since September 14, 2014. The interviews were conducted by [REDACTED] and [REDACTED] and [REDACTED] Union Representatives with the International Association of Firefighters, Local 230, were also present. FE Clark was issued the Lybarger Grant of Immunity Admonition at the start of his administrative interview on October 12, 2022 and stated that he wished to voluntarily waive his right against self-incrimination and both interviews were tape recorded.
- **October 17, 2022:** [REDACTED] Battalion Chief with the Fire Department, has been employed by the City of San José since April 5, 2009. The interview was conducted by [REDACTED] and [REDACTED] and [REDACTED] Union Representatives with the International Association of Firefighters, Local 230, were also present. FE Clark was issued the Lybarger Grant of Immunity Admonition at the start of his administrative interview and stated that he wished to voluntarily waive his right against self-incrimination and the interview was tape recorded.
- **October 25, 2022:** [REDACTED] photographer, and an employee at The Pink Poodle adult entertainment club, was contacted for this investigation but refused to participate in the administrative investigation.

## ANALYSIS

### *Background*

On or about Thursday, October 6, 2022, a social media user published a video on Instagram depicting San Jose Fire Engine 4, with emergency lights on, parked in front of The Pink Poodle (328 S. Bascom Avenue, San Jose, CA 95128), an adult entertainment club. The video was approximately 22 seconds in length. The video showed an unidentified woman, dressed in a bikini and high heels, exit the fire engine and walk directly into The Pink Poodle. During the administrative interviews with the Fire Engine 4, B-Shift crew, it was ascertained that the video was taken on Wednesday, October 5, 2022. The crew was comprised of CA Tognozzi, FE Dragges, FE Clark (acting as a Fire Fighter Paramedic during the shift in question), and FF Westcott.

All Fire Engine 4 B-Shift crew members stated that there were two (2) unauthorized passengers on the fire engine on Wednesday, October 5, 2022. Unauthorized passenger #1 was a photographer named [REDACTED] who is also reportedly an employee at The Pink Poodle. [REDACTED] was characterized by all crew members as a friend of CA Tognozzi that he met a few months prior to the alleged incident while responding to calls for service

at, or in the vicinity of, The Pink Poodle. According to the parties, CA Tognozzi reportedly arranged for [REDACTED] to provide his photography services to take individual head shots of each Fire Engine 4 B-Shift crew member and a crew portrait several months prior at Fire Station 4. The stated intention of the photographs was to display them in Fire Station 4 on the crew wall and for inclusion in the San José Fire Department Yearbook.

During the interviews, it was explained that on Wednesday, October 5, 2022, [REDACTED] arrived at Fire Station 4 (710 Leigh Avenue, San Jose, CA 95128) in his own vehicle to present the crew with the printed proofs of the photographs<sup>1</sup> (please refer to Attachment 1. Photographs). He informed the crew that additional digital images were available on a flash drive at his "other job." It was reported by the interviewees that CA Tognozzi directed the Fire Engine 4 B-Shift crew to drive [REDACTED] to The Pink Poodle to pick up the flash drive, and, according to global positioning system (GPS) vehicle location data, the fire engine left Fire Station 4 at approximately 9:00 p.m. [REDACTED] was reported to have sat in the jump seat located in the fire engine cab, with a seatbelt, directly behind the fire engine's driver seat, facing the firefighters. All crew members confirmed they were knowledgeable of the destination to The Pink Poodle and that none expressed concerns about going to the location as they had been there before to respond to calls for service.

All parties interviewed indicated that upon arriving at The Pink Poodle, [REDACTED] exited the fire engine. It is unclear from the administrative interviews if [REDACTED] made a phone call to a coworker prior to arriving at The Pink Poodle who then brought the flash drive to him outside of The Pink Poodle or whether [REDACTED] had to go into The Pink Poodle to retrieve it. Statements from CA Tognozzi and FE Clark's 10-05-2022 Incident memorandum written on October 6, 2022 indicate a phone call was made and FE Dragges and FF Westcott were unsure (please refer to Attachment 2. 10-05-2022 Incident memorandums to Battalion Chief [REDACTED]). After arriving at The Pink Poodle at approximately 9:06 p.m., according to GPS vehicle location data (please refer to Attachment 3. GPS Vehicle Location Data), [REDACTED] reportedly exited the fire engine to retrieve the flash drive and the parties interviewed estimated that he returned about two (2) minutes later. As per the 10-05-2022 Incident memorandums authored by each crew member on October 6, 2022, and restated during the administrative interviews, when [REDACTED] returned to the fire engine, an unidentified woman in a bikini and high heels (passenger #2), followed him into the fire engine cab without their knowledge (please refer to Attachment 2. 10-05-2022 Incident memorandums to Battalion Chief [REDACTED]). During their administrative interviews, each person interviewed provided that they did not know her nor did they learn her name.

During his administrative interview, regarding the unidentified woman, CA Tognozzi stated, "She was insistent that she just wanted a ride around the block." FE Dragges shared during his administrative interview that "She was insistent on a ride." FF Westcott specified that "She was pretty excited and a little bit insistent, I think when a lot of people when have a chance to be inside a fire engine, it's an exciting time, so she seemed

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<sup>1</sup> It should be noted that on October 12, 2022, this investigator requested that the photographs be delivered to her immediately. Professional photographs as described by the crew with [REDACTED] name printed on them was delivered to Fire Administration on October 12, 2022.

excited." FE Clark stated he could not recall the specific conversation beside her stating to "give me a ride."

According to all crew members, CA Tognozzi asked the unidentified woman to exit the fire engine and she refused. FF Westcott reported that all crew members tried to tell the unidentified woman, "No," but that there was not any "hard and fast 'I'm gonna make this stand right here,'" and that the decision by CA Tognozzi to drive her around the block was made relatively quickly. FE Clark stated that he and CA Tognozzi told her to "get out of the rig," but that she repeated herself more than once saying, "No, give me a ride, I want a ride." The entire discussion according to the parties lasted roughly 20 to 60 seconds before CA Tognozzi made the decision to give her a ride around the building to appease her and alleviate the situation.

When asked where the unidentified woman sat, all parties interviewed reported that she sat in the jump seat directly behind the Fire Captain's seat, with a seatbelt fastened and facing FE Clark. When asked, all crew members stated there was no physical contact from her or with her at any time.

When asked where [REDACTED] sat, all parties interviewed reported that [REDACTED] sat in the other jump seat behind the Fire Engineer's seat with a seatbelt fastened and facing FF Westcott.

According to the parties interviewed, CA Tognozzi directed FE Dragges to drive the fire engine northbound on S. Bascom Avenue, turn right heading eastbound W. San Carlos Street, right on the southbound Laswell Avenue and right through a parking lot directly behind The Pink Poodle building. According to GPS vehicle location data, the fire engine returned to The Pink Poodle entrance at approximately 9:10 p.m. and the GPS vehicle location data confirms the route described during the administrative interviews (minus the detail about driving through the parking lot as the GPS vehicle location data was not detailed enough to either confirm or deny that they drove through the parking lot versus remaining on City streets while driving fully around the block). The published Instagram social media video captures the unidentified woman exiting the fire engine and walking towards the entrance to The Pink Poodle.

According to the GPS vehicle location data, upon the unidentified woman exiting the fire engine, the engine left The Pink Poodle. According to all parties interviewed, [REDACTED] remained on the fire engine.

During the administrative interviews, all crew members expressed discomfort with the incident that occurred, specifically referring to the unidentified woman's presence in the fire engine. CA Tognozzi stated that it was "an awkward silent ride where we just expressed that it was an uncomfortable situation" and that "we were happy that it was over." FE Dragges stated that there was an overall sense of "what the heck was that?" FF Westcott stated that he did not think there was much discussion while in the fire engine, but recalled that upon returning to the fire station, "We all expressed after the fact that it was an uncomfortable situation that we shouldn't put ourselves in again." FE Clark could not remember what exactly was said once the unidentified woman exited the engine



but said there was a sense of awkwardness that he felt and was “pretty sure that everyone else just felt the same way.”

When asked about the return route to Fire Station 4, CA Tognozzi stated during his first administrative interview, “I think when we went back to the station, we just went down San Carlos and right on Leigh. But honestly, I can’t remember.” FE Dragges, FF Westcott and FE Clark “could not recall.” When asked if any other stops were made after leaving The Pink Poodle and returning to Fire Station 4, CA Tognozzi stated “No.” According to GPS vehicle location data, the return route to Fire Station 4 indicated a second stop was made at approximately 9:14 p.m. at or near AJ’s Restaurant & Bar, a “nightly entertainment featuring beautiful bikini dancers in San Jose!” according to the establishment’s Facebook page located at, 1111 Auzerais Avenue, San Jose, CA 95126. The fire engine remained idle for about two (2) minutes at the location before returning to Fire Station 4 at approximately 9:20 p.m. according to the GPS vehicle location data.

Upon arriving at Fire Station 4, all parties reported that CA Tognozzi had a conversation with [REDACTED]. According to CA Tognozzi, he told [REDACTED] to leave. FE Dragges stated that he was not present for this conversation but reported that CA Tognozzi did talk to [REDACTED] and walked him to his vehicle but could not remember exactly if there was urgency for [REDACTED] to leave. FE Westcott stated that while he was not present for the conversation between CA Tognozzi and [REDACTED], CA Tognozzi discussed the conversation with him and the gist of it was “hey, we don’t want this happening, you know, this made us all uncomfortable, I think its best if you leave.” FE Clark reported that he remembers [REDACTED] getting off the rig and he observed CA Tognozzi immediately walking him to the front of Fire Station 4 where they had a discussion but could not hear any details. When asked if CA Tognozzi received the flash drive from [REDACTED] none of the crew members believed CA Tognozzi received it from him, which CA Tognozzi confirmed in his administrative interview.

On the evening of Thursday, October 6, 2022, the Instagram social media video was posted (please refer to Attachment 4. [Social Media Video](#).) Each interviewed party stated that they began receiving messages from various sources alerting them to the posted video. The crew was returning to Fire Station 4 at the time and reported Battalion Chief [REDACTED] meeting them at the fire station upon their return. According to CA Tognozzi, he informed Battalion Chief [REDACTED] of the video that surfaced, of which Battalion Chief [REDACTED] was already made aware, including the circumstances surrounding the unidentified woman exiting the fire engine and apologized that it “portrayed the Department in a poor light.” Battalion Chief [REDACTED] provided during his administrative interview that he directed all crew members to complete the aforementioned memorandums of the incident that occurred and submit them to him. Upon review of the memorandums, it was notable that none of them referred to any discomfort with the situation as had been presented during their initial administrative interviews. When asked during their follow up interviews why the memorandums lacked detail of the discomfort described by all crew members during the event, each party stated that their interpretation of the instruction to write a memorandum was to state the facts of what occurred to the best of their recollection, without describing their general feeling or emotion.

During the administrative interviews, each crew member was asked if they were familiar with the provisions of the City's Code of Ethics Policy (please refer to Attachment 5. City Administrative Policy Manual, Section 1.2.1, Code of Ethics Policy.) that provides that conduct of City employees should be above reproach to assure that their position with the City is not used for personal gain. A copy of the policy was provided to each crew member during the interview. CA Tognozzi replied that he was familiar with the policy, FE Dragges stated he was a little familiar, FF Westcott replied that he was familiar but has not committed them to memory and FE Clark stated that he thinks he is familiar. When each were asked if they thought their actions in this instance were consistent with the City's Code of Ethics Policy, CA Tognozzi responded that "it probably was not consistent with the policy as described." FE Dragges stated, "I would have to say no." FF Westcott replied, "I would say our intent of what we wanted to happen was, but now, especially with the video out, I would say no, it wasn't." He was then asked if the video was not made public, would he still think it would be consistent with the policy? He responded, "No, I don't, and we had said that after it had happened, it made us all uncomfortable." FE Clark sighed and said, "Ah man, obviously no, it wasn't a good look or the right thing to do, so I would say no."

Each crew member was asked if they were familiar with the Fire Department Rules and Regulations for General Conduct (please refer to Attachment 6. San Jose Fire Department Rules and Regulations, General Conduct), specifically Rule 26.1 regarding conduct of employees and Rule 26.2 regarding conduct that could impair the good order and discipline of the Department. A copy of the policy was provided to each person during the interview. CA Tognozzi, FE Dragges and FF Westcott replied that they were familiar with the rules and regulations. FE Clark said that he is familiar now. When each were asked if they thought their actions in this instance were consistent with the Department Rules and Regulations for General Conduct, CA Tognozzi replied, "I believe the incident that took place that night does not fall in line with this general conduct." FE Dragges stated, "I would say no, we made a bad judgement decision." FF Westcott responded, "I would say no," and FE Clark replied, "No."

CA Tognozzi was asked if he was familiar with the Fire Department Rules and Regulations for Fire Captains (please refer to Attachment 7. San Jose Fire Department Rules and Regulations, Fire Captains), specifically Rule 12.1 and 12.2 regarding the responsibility to be in charge and in control of their respective companies and putting in to place the rules, regulations, policies, practices and procedures of the Department, and Rule 12.6 regarding the use of good judgement in the performance of duties. He replied that he was familiar and believed that his actions were inconsistent with some of the Rules and Regulations. He was asked if he thought it was consistent in any other areas of the three Rules referenced, and he replied "No, I don't."

The decision to leave the fire station is made by the Company Officer or Fire Captain of the crew, as is where the crew will go and how they will get there. Similarly, whether any passengers will be permitted to "ride-along" is at the discretion of the Company Officer or Fire Captain. Lastly, the crew must remain together and complete errands as a crew in the event the crew is dispatched to a call for service. As such, this investigation is focused on CA Tognozzi's actions.

**1. Did CA Tognozzi engage in inappropriate use of a City-provided vehicle by transporting unauthorized passengers on Wednesday, October 5, 2022, in violation of the Fire Department Routine Operating Policies and Procedures Ride-Along Programs, Fire Department Rules and Regulations General Conduct, Fire Department Rules and Regulations Fire Captains, the City's Code of Ethics Policy and/or City's Use of City and Personal Vehicles Policy?**

On or about Wednesday, October 5, 2022, a video was taken that showed an unidentified woman passenger exiting Fire Engine 4. Through administrative interviews, it was discovered that there was an additional passenger present on Fire Engine 4, [REDACTED]

As provided above, [REDACTED] was utilized by CA Tognozzi to take professional photographs of Fire Engine 4 B-Shift crew members to display on the Fire Station 4 wall and for the San Jose Fire Department yearbook and this was arranged by CA Tognozzi. When [REDACTED] arrived in his own vehicle to Fire Station 4 on the evening of Wednesday, October 5, 2022 to provide the crew with proofs of the photographs, he reportedly offered the crew additional digital photos, of which the crew accepted. However, the parties interviewed said the digital photos were on a flash drive at his place of business, The Pink Poodle, and CA Tognozzi offered for the crew to drive [REDACTED] to The Pink Poodle in Fire Engine 4 to pick up the flash drive.

All crew members acknowledged the purpose of the transport and had no concern with the destination of The Pink Poodle as they had previously responded to calls for service at or near that location. During FE Dragges' interview, he shared that when [REDACTED] came by Fire Station 4, CA Tognozzi told the crew they were going to take him to The Pink Poodle to retrieve the other digital photos and he "assumed it was a ride-along at that point," based on CA Tognozzi's direction. FE Clark stated that [REDACTED] was not a technical ride-along, but rather understood that they were giving him a ride as a "courtesy" as [REDACTED] could have driven to The Pink Poodle himself.

As background, Fire personnel are permitted to provide "ride-alongs" to members of the public as ride-alongs allow the opportunity to acquaint the public with Fire Department responsibilities and operations in many different situations. The Ride-Along Program is detailed in the Fire Department Routine Operating Policies and Procedures, Section 4.450.5 (please refer to Attachment 8. San Jose Fire Department Routine Operating Policies and Procedures, Section 4.450.5, Ride-Along Programs.) In addition to a member of the public requesting a ride-along of the Public Education Office and completing a "release of liability" form, the member of the public is also required to review and complete a "SJFD Ride-Along Handout" at the fire station prior to going on an authorized ride-along. None of this occurred for either [REDACTED] or the unidentified woman passenger.

Moreover, the Ride-Along Program requires the Fire Captain providing the ride-along to complete a series of tasks on the day of the ride-along before commencing the ride along. Tasks include:

1. Provide the "Release of Liability" (form 240-133) and obtain the appropriate signatures.
2. Provide the "Ride-Along Handout" (form 240-150) to the citizen and review the rules.
3. Route completed forms through the Battalion Chief to the Public Education Officer immediately. We must maintain the Waiver of Liability form for one year.
4. Ride-Alongs will not be allowed without signed forms being present prior to the ride-along being initiated.
5. Conduct a brief orientation with the Ride-Along person.
6. Introduce the Ride-Along person to all station personnel.
7. Document the name of Ride-Along with contact information in Firehouse.

When asked during his administrative interview about the required ride-along tasks, CA Tognozzi acknowledged that none of the above occurred.

Notably, due to the COVID-19 pandemic, the regular ride-along program was suspended. SJS Incident Action Plan COVID-19 Response from October 1, 2022 to October 31, 2022 (0800-0800) General Message (please refer to Attachment 9. SJS Incident Action Plan COVID-19 Response F-200589501) states:

*Information* provide information for Ride-A-Longs Limited To Business Needs as follows: Ride-alongs in the fire apparatus may only be accommodated where a business need exists; all parties are strongly recommended to wear a mask while inside the fire apparatus and those joining from outside SJFD must provide proof of being fully vaccinated and boosted against COVID-19. Business needs include physicians and EMT/Paramedic students in need of hours as coordinated by BET, Fire explorers as coordinated by CA [REDACTED]. Business needs do not currently extend to potential recruits (requests for ride-a-longs).

Based on the above, no elective ride-alongs were authorized on or about October 5, 2022.

CA Tognozzi confirmed during his administrative interview that he is aware and knowledgeable of the San Jose Fire Department's Ride-Along Program and the proper procedures required. He also acknowledged that the ride-along policy was suspended during COVID-19 unless certain parameters were met or approval from Fire Senior Staff. He stated that, while not coordinated by him, Fire Engine 4 has provided ride-alongs during COVID-19 for physicians from Valley Medical Center. When asked if he ensured that both passengers on October 5, 2022 were in compliance with the ride-along procedures, he replied that he did not, but did verify that [REDACTED] was properly attired in that he was fully dressed in closed-toed shoes and semi-professional attire.

When the unidentified woman entered Fire Engine 4, none of the crew described her as an authorized ride-along. According to CA Tognozzi, she entered the apparatus behind [REDACTED] unexpectedly. He, as well as the others interviewed, said that he informed her that she should not be on the fire engine and asked her to "please get off." He stated that "she was insistent that she just wanted a ride around the block. At that point, I made the decision as the Company Officer to take her for a ride around the building so we could

alleviate ourselves of having her on the apparatus.” CA Tognozzi then reportedly directed FE Dragges to take her for a ride around the building, making a right on San Carlos, a right on the following street, Laswell Avenue, and then went through the parking lot of the business to the front of The Pink Poodle. The parties interviewed estimated that the ride around the block took approximately two (2) or three (3) minutes and they never left the vicinity of the building. The other crew members provided similar descriptions of this route and approximate length of time. The description of the route is consistent with available GPS vehicle location data, minus the detail about driving through the parking lot as the GPS vehicle location data was not detailed enough to either confirm or deny that they drove through the parking lot.

Despite the two passengers on the fire engine, all crew members stated that they were “in service,” meaning Fire Engine 4 was expected to respond to a call for service. When asked what the plan was if Fire Engine 4 received a call for service while the civilian passengers were on the engine, CA Tognozzi stated they would have stopped the apparatus, “just as I should have done from the first place and told her, ‘hey you have to get off, we have an emergency response,’” and left her at The Pink Poodle. As for [REDACTED], CA Tognozzi stated, “If we got an emergency response, we could have left him there and picked him up” and that he “could have brought him along with me and had him sit in the rig while we ran the emergency event.” FE Dragges stated that it is not uncommon for a ride-along to respond to calls for service. FF Westcott was not certain of the plan if there was a call for service, stating that it would be up to the Fire Captain. He further shared that they were close enough to The Pink Poodle they could have dropped off the unidentified woman passenger or [REDACTED] could have stayed in the fire engine while they responded to the call. FE Clark was also unsure of what the plan was but assumed that they would drive around the building, The Pink Poodle and drop both [REDACTED] and the unidentified woman passenger off in front of The Pink Poodle.

### *Analysis*

San Jose Fire Department Routine Operating Policies and Procedures, Section 4.450.5, Ride-Along Programs states:

4. Responsibilities of Fire Department Members Concerning Ride-Alongs
  - d. Any citizen requesting a Ride-Along, will first contact the Public Education Office who will then give the phone number of the closest Fire Station or the Fire Station of choice.
    1. Inform the requestor of the general requirements.
    2. Explain to the requester that a "Release of Liability" form and the "SJFD Ride-Along Handout" will be filled out at the fire station.
    3. Direct the requester to telephone the Captain at the fire station where the Ride-Along will occur to schedule the date and time.
  - b. The On Duty Captain will:
    1. Check the station calendar for activities on the day of the requested Ride-Along. The Captain will schedule the Ride-

- Along for a shift they are working on. If another day is requested they will direct the citizen to contact the Captain on the other shift for scheduling.
2. If there are no activities that would prevent the Ride-Along, record the requester's name and phone number on the calendar on the date requested and print his/her name after it. The calendar will read:  
"CITIZEN RIDE-ALONG"  
(Participant Name)  
(Participant's Phone Number)  
(Captain's Name and Assignment)
- c. On the day of the Ride-Along the on duty Captain will:
1. Provide the "Release of Liability" (form 240-133) and obtain the appropriate signatures.
  2. Provide the "Ride-Along Handout" (form 240-150) to the citizen and review the rules.
  3. Route completed forms through the BC to the Public Education Officer immediately. We must maintain the Waiver of Liability form for one year.
  4. Ride-Alongs will not be allowed without signed forms being present prior to the ride-along being initiated.
  5. Conduct a brief orientation with the Ride-Along person.
  6. Introduce the Ride-Along person to all station personnel.
  7. Document the name of Ride-Along with contact information in Firehouse.
- d. Responsibilities of On-Duty Personnel:
1. Ride-Along participants will be instructed to report to the on-duty Captain.
  2. All personnel in the station will be advised when a Ride-Along participant has arrived at the station.
  3. After all introductions are made, the Captain may choose to assign an Engineer or Firefighter to further indoctrinate the Ride-Along person.
  4. Because the citizen will be riding with a Firefighter it is suggested that the Captain assign the citizen to one specific Firefighter. This Firefighter, in coordination with the Captain, can instruct the citizen where to ride, what to look for in certain situations and what to expect in those situations. The assignment of one Firefighter to the citizen should help to minimize any confusion that may occur.
  5. Any problems that arise because of the citizen will be brought to the immediate attention of the Company Officer.

As described above, CA Tognozzi stated that none of the ride-along policies were followed for [REDACTED] or the unidentified woman.

The San Jose Fire Department's Rules and Regulations states:

### General Conduct

26.1 In matters of general conduct, members shall be governed by the ordinary and reasonable rules of behavior observed by law abiding and self-respecting citizens and shall not commit an act, either on or off duty, tending to bring reproach or discredit upon the Department or its members.

26.2 No member shall conduct themselves in a manner, or be a party to, any act which would tend to impair the good order and discipline of the Department.

### Fire Captains

12.1 Shall be in charge of a Fire Company, Bureau section, or in charge of highly technical duties within such Bureau.

12.2 Shall be in control of their respective companies while on duty and shall cooperate and coordinate with each other. They shall be responsible for putting into effect uniformly the rules and regulations, policies, practices and procedures of the Department.

12.6 Shall use good judgment in the performance of their duties.

All Fire Department employees are expected to follow general conduct as outlined in the Rules and Regulations to provide guidance and structure to representing themselves, the Fire Department and the City of San José in a positive and professional manner. Fire Captains are first line supervisors responsible for supervising personnel, emergency and non-emergency situations and are entrusted to use good judgement to perform their duties while ensuring all rules, regulations, policies, practices and procedures of the Fire Department are followed. Allowing two unauthorized civilians on a fire engine not only violates the Fire Department Ride-Along policy, but also created a safety risk in the event of an emergency. Appeasing the unidentified woman's requests for a ride-along rather than informing her that she had not been authorized to get onto the fire engine and requiring her to exit immediately led to a social media video displaying her exiting Fire Engine 4, tainting the image of the San Jose Fire Department and the City of San José and indicating a clear lack of judgment.

The City Administrative Policy Manual, Section 1.8.1, Code of Ethics states:

City employees and officials are expected to demonstrate the highest standards of personal integrity, honesty and conduct in all activities in order to inspire public confidence and trust in City employees.

Taking a woman dressed in a bikini and heels in a fire engine on an unauthorized ride-along in front of an adult entertainment club created the appearance of impropriety and eroded the public's confidence and trust of the Fire Department.

City Administrative Policy Manual, Section 1.8.1, Use of City and Personal Vehicles states:

#### I. TRANSPORTATION TYPES

The following transportation options listed below are potentially available for conducting City business:

##### A. City-Provided Vehicles

3. Police and Fire Vehicles: Vehicles whose primary use involves official business conducted by Police or Fire Departments.

#### V. CONDITIONS OF VEHICLE USE

City- and employee-owned vehicles used for City business shall be operated in a manner consistent with all safety and legal requirements.

Vehicles authorized for use based on this Policy shall only be used to conduct official City business. Mileage reimbursement for the use of personal vehicles will be strictly limited to uses related to City business and in accordance with City Policy Manual Section 1.8.3, Private Vehicle Mileage Reimbursement Policy.

##### A. Transportation of Passengers and Goods

Vehicles driven to conduct official City business shall not be used to transport any passengers other than authorized City employees on official City business or persons directly related to the official City business being conducted. Nothing herein shall be construed to prohibit the carrying of any person or persons in case of accident or emergency.

Transporting two unauthorized passengers for unofficial City business would constitute a violation of this City policy.

The other crew members identified CA Tognozzi as making all decisions and directing them to transport each passenger, which is consistent with his role as a Fire Captain. During his administrative interview, CA Tognozzi assumed responsibility for all decisions made to utilize a City-provided vehicle to transport unauthorized passengers on Fire Engine 4 on Wednesday, October 5, 2022. He stated, "I made a poor decision that night and what I should have done was when she got in the apparatus and didn't comply with getting out, I should have opened the door, got out of the apparatus, opened the door to her location and said, 'I need you to get off the apparatus.' And if she still didn't comply at that point then inform her that I'm gonna get PD to respond if you don't get off the apparatus. I thought I was solving an issue at a low level that night by complying, getting her around the block, appeasing her and her getting off."

CA Tognozzi was asked if he was familiar with the City's Use of City and Personal Vehicles Policy (please refer to Attachment 10. City Administrative Policy Manual, Section 1.8.1, Use of City and Personal Vehicles), specifically Section I.A. regarding the use of



fire vehicle for official City business conducted by the Fire Department and V.A. regarding vehicles driven to transport City employees on official City business or persons directly related to the official City business being conducted. A copy of the policy was provided to him during the interview. CA Tognozzi stated that he was familiar with the policy. CA Tognozzi acknowledged that his decision to transport the two passengers was not consistent with this policy. While some suggestion was made that [REDACTED] was a ride-along and met the requirements for basic attire consistent with the San Jose Fire Department Routine Operating Policies and Procedures for Ride-Along Programs (please refer to Attachment 8. San Jose Fire Department Routine Operating Policies and Procedures, Section 4.450.5 Ride-Along Programs), for [REDACTED] the ride-along requirements were not met.

Based on the information gathered during this investigation, including CA Tognozzi's admission that he did not follow the Fire Departments policies and procedures for official ride-alongs, it can be concluded that CA Tognozzi's allowance for the use of a City-provided vehicle to transport unauthorized passengers on Wednesday, October 5, 2022 was in violation of the Fire Department Routine Operating Policies and Procedures Ride-Along Programs, Fire Department Rules and Regulations for General Conduct 26.1 and 26.2, Fire Department Rules and Regulations for Fire Captains 12.1, 12.2 and 12.6, the City's Code of Ethics Policy and City's Use of City and Personal Vehicles Policy.

**2. Did CA Tognozzi engage in inappropriate use of a City-provided vehicle by utilizing the apparatus to conduct unofficial City business on Wednesday, October 5, 2022, in violation of the Fire Department Routine Operating Policies and Procedures Grocery, Dining, Refreshment, and Any Other Shopping, Fire Department Rules and Regulations General Conduct, Fire Department Rules and Regulations Fire Captains and/or the City's Use of City and Personal Vehicles Policy?**

On or about Wednesday, October 5, 2022, Fire Engine 4 transported a non-City employee to retrieve a personal item from The Pink Poodle based on the interview statements given by CA Tognozzi, FE Dragges, FE Clark, and FF Westcott. As was provided in the background section above, the purpose of the transport was to take [REDACTED] to pick up digital copies of photographs that he had taken for the crew, which the crew intended to utilize for the San Jose Fire Department yearbook.

All crew members reported that [REDACTED] delivered the printed copies of the photographs to Fire Station 4 on Wednesday, October 5, 2022. The photographs were provided to this investigator on October 12, 2022 and were professional photographs with [REDACTED] name printed on them. According to the crew members when interviewed, [REDACTED] arrived in his own vehicle to Fire Station 4 to provide the crew with proofs of the photographs and offered the crew additional digital photos, which the crew reportedly wanted. However, the digital photos were on a flash drive at [REDACTED] place of business, The Pink Poodle. CA Tognozzi stated that he offered for the crew to drive [REDACTED] to The Pink Poodle in Fire Engine 4 to pick up the flash drive and gave direction to FE Dragges for the fire engine to go in transit to the destination. All crew members acknowledged the purpose of the transport and had no concern with the destination of

The Pink Poodle as they had previously responded to calls for service at or near that location.

CA Tognozzi described transporting [REDACTED] to pick up the flash drive as an errand. When asked if he would consider this to be a normal department-sanctioned errand, similar to going to the grocery store in the same general vicinity of the fire station, he stated that The Pink Poodle is a location within Fire Engine 4's first-in area and that he did not think at the time that it was egregious to retrieve the digital photos from the flash drive. For context, a "first-in" area is a boundary within which a company is expected to be the first to arrive on a fire scene. He further stated that he "had a lack of discretion during this event" and "should have realized the potential outcomes of heading over to that location." FE Dragges and FF Westcott described the trip to be a common type of activity and did not express concerns about the direction from CA Tognozzi to transport [REDACTED] to pick up the flash drive. FE Clark stated that he did not consider this to be a routine activity and stated that it "felt like we were just giving him a ride" and that "it was a courtesy because he could have drove over there."

CA Tognozzi was asked if there was a reason why the flash drive needed to be picked up while everyone was on duty and if it was something that could have been picked up another day or another time. He replied that it could have been picked up another time and stated, "I made a poor decision that night. I should, we should never have had [REDACTED] on the apparatus to go pick them up in the first place. I didn't see any harm in it at the time. We didn't go over there with any anticipation that anything was going to happen. We just thought we were retrieving some photos. I should have had the foresight to have, you know, thought of all of the different possibilities. I made a mistake. I should have picked up, arranged a time with [REDACTED] when I was off duty to pick up the flash drive."

### *Analysis*

San Jose Fire Department Routing Operating Policies and Procedures - Grocery, Dining, Refreshment, and Any Other Shopping states:

A station's grocery shopping will be limited to once per shift, and will be done at a store within the station's first-in area. Fire apparatus will be used when grocery shopping, to maintain response readiness. When grocery shopping, fire apparatus should not be parked directly in front of the store, but in the parking lot in an area where it will least inconvenience the public. At least one member will stay with the apparatus at all times. On-duty line personnel shall not dine in any dining establishment unless prior approval has been obtained from the Battalion Chief. This does not prevent the company from ordering food "to go." Shopping for any refreshment is allowed, as long as it is in a store within the station's first-in area. However, personnel are not allowed to stay and consume the refreshment(s) in the store or any area outside the store. No Company/Battalion meeting is permitted in any public/private establishment without prior approval from the Battalion Chief. Any deviation from the above policy shall only occur with the approval of the Battalion Chief. No other shopping is allowed unless it is FD-related and has been approved by the responsible BC.

While fire crews are authorized to leave a fire station for allowable errands, it is limited to shopping for groceries, refreshments, picking up "to go" food orders at a store within the fire station first-in area, in order to be available to respond to a call for service. As noted in the policy above (please refer to Attachment 11. San Jose Fire Department Routing Operating Policies and Procedures, Section 4.420.36, Grocery, Dining, Refreshment, and Any Other Shopping), any deviation from the policy shall only occur with the approval of the Battalion Chief, of which no authorization was granted by Battalion Chief Buller to drive [REDACTED] to pick up a flash drive from The Pink Poodle or give a ride to the unidentified woman at The Pink Poodle.

The San Jose Fire Department's Rules and Regulations states:

#### General Conduct

26.1 In matters of general conduct, members shall be governed by the ordinary and reasonable rules of behavior observed by law abiding and self-respecting citizens and shall not commit an act, either on or off duty, tending to bring reproach or discredit upon the Department or its members.

26.2 No member shall conduct themselves in a manner, or be a party to, any act which would tend to impair the good order and discipline of the Department.

#### Fire Captains

12.1 Shall be in charge of a Fire Company, Bureau section, or in charge of highly technical duties within such Bureau.

12.2 Shall be in control of their respective companies while on duty and shall cooperate and coordinate with each other. They shall be responsible for putting into effect uniformly the rules and regulations, policies, practices and procedures of the Department.

12.6 Shall use good judgment in the performance of their duties.

It is the duty of the Fire Captain to ensure adherence to all Fire Department rules, regulations, policies, procedures and practices and to make decisions that do not jeopardize the character and trust of the San Jose Fire Department or the City of San José. Failure to comply with the San Jose Fire Department Routine Operating Policies and Procedures - Grocery, Dining, Refreshment, and Any Other Shopping by allowing an unauthorized activity to take place demonstrates poor judgement as an employee and supervisor.

The City's Use of City and Personal Vehicles Policy states:

#### I. TRANSPORTATION TYPES

The following transportation options listed below are potentially available for conducting City business:

#### A. City-Provided Vehicles

4. Police and Fire Vehicles: Vehicles whose primary use involves official business conducted by Police or Fire Departments.

#### V. CONDITIONS OF VEHICLE USE

City- and employee-owned vehicles used for City business shall be operated in a manner consistent with all safety and legal requirements.

Vehicles authorized for use based on this Policy shall only be used to conduct official City business. Mileage reimbursement for the use of personal vehicles will be strictly limited to uses related to City business and in accordance with City Policy Manual Section 1.8.3, Private Vehicle Mileage Reimbursement Policy.

#### A. Transportation of Passengers and Goods

Vehicles driven to conduct official City business shall not be used to transport any passengers other than authorized City employees on official City business or persons directly related to the official City business being conducted. Nothing herein shall be construed to prohibit the carrying of any person or persons in case of accident or emergency.

Use of a City vehicle, including a fire engine, to transport someone for reasons other than "official City business" is impermissible. As discussed more fully above, an authorized ride-along can be provided to a member of the public and would constitute official City business, but an unauthorized ride-along does not comport with City policy.

As the Fire Captain, it was CA Tognozzi's decision to leave Fire Station 4 and take ██████ to another location. While CA Tognozzi initially characterized the outing as an errand, FE Clark's description of the outing as a courtesy to ██████ is more apt. As FE Clark correctly noted, ██████ could have driven himself to another location to retrieve the flash drive, and if CA Tognozzi did not want to inconvenience ██████ CA Tognozzi could have made arrangements to retrieve it from ██████ at another time and without the use of a City vehicle. Likewise, as the Fire Captain, it was CA Tognozzi's decision to take the unidentified woman on a drive around the vicinity of The Pink Poodle. While CA Tognozzi and the others interviewed consistently stated that she was not invited into the apparatus and that CA Tognozzi authorized the drive around the vicinity of The Pink Poodle as a means of appeasing her, this is not an authorized or appropriate reason to have allowed her to remain on the apparatus and go for a drive. Instead, it would have been more appropriate for CA Tognozzi to have told FE Dragges to keep the fire engine parked in front of The Pink Poodle and informed the unidentified woman that the apparatus would not be moving until she exited.

During his administrative interviews, CA Tognozzi assumed responsibility for the decision to transport ██████ stating, "It was my decision to go over there to retrieve the USB for the flash drive." Further, CA Tognozzi stated with respect to the unidentified woman that he chose to take her around the immediate vicinity of The Pink Poodle to appease

her and alleviate the situation. CA Tognozzi stated that he was familiar with the City's Use of City and Personal Vehicles Policy and acknowledged that his actions in instance were not consistent with this policy.

Based on the information gathered during this investigation, including CA Tognozzi's acknowledgement that it was his decision to retrieve the USB flash drive, it can be concluded that CA Tognozzi's allowance for the use of a City-provided vehicle by utilizing the apparatus to conduct unofficial City business on October 5, 2022 was in violation of the Fire Department Routine Operating Policies and Procedures Grocery, Dining, Refreshment, and Any Other Shopping, Fire Department Rules and Regulations for General Conduct 26.1 and 26.2, Fire Department Rules and Regulations for Fire Captains 12.1, 12.2 and 12.6 and the City's Use of City and Personal Vehicles Policy.

**3. Did CA Tognozzi direct the Fire Engine 4 B-Shift crew to drive to, and remain idle at, another location outside of their first-in area after departing The Pink Poodle and before reporting back to Fire Station 4 on Wednesday, October 5, 2022, in violation of Fire Department Routine Operating Policies and Procedures Leaving First-In Response Area, Fire Department Rules and Regulations Fire Captains and/or the City's Code of Ethics Policy?**

After a video was published showing an unidentified woman passenger exiting Fire Engine 4 on or about October 5, 2022 in front of The Pink Poodle, GPS data from the fire engine was obtained and reviewed. The GPS vehicle location data for Fire Engine 4 indicated that on October 5, 2022, the fire engine left Fire Station 4 and went to The Pink Poodle, and then drove around the block in the immediate vicinity of The Pink Poodle as was explained by CA Tognozzi, FE Dragges, FE Clark, and FF Westcott. However, it was also determined that Fire Engine 4 made another stop prior to returning to Fire Station 4 after departing The Pink Poodle. According to the GPS vehicle location data, the fire engine made a second stop at 1111 Auzerais Avenue, approximately four (4) minutes later and the fire engine remained parked or idle at that location approximately two (2) minutes. A search of the area at 1111 Auzerais Avenue shows a largely industrial block dotted with automotive repair businesses that are not likely to be open for business after 9:00 p.m. Notably, 1111 Auzerais Avenue is also the approximate location of the driveway for AJ's Restaurant & Bar.

The chronology of the entire trip, according to GPS vehicle location data, from the time Fire Engine 4 left Fire Station 4 at 9:00 p.m. and returned to Fire Station 4 at 9:20 p.m. is as follows:

- 9:00:02 PM 1489 Fruitdale Avenue – Departure from Fire Station 4
- 9:02:03 PM 605 Richmond Avenue
- 9:04:03 PM 1724 Parkmoor Avenue
- 9:06:05 PM 358 S Bascom Avenue – Arrival at The Pink Poodle (Stop 1)
- 9:08:06 PM 307 Laswell Avenue
- 9:10:06 PM 358 S Bascom Avenue – Departure from The Pink Poodle
- 9:12:07 PM W San Carlos Street

- 9:14:07 PM 1111 Auzerais Avenue – Arrival in the immediate vicinity of AJ's Restaurant & Bar (Stop 2)
- 9:16:09 PM 1111 Auzerais Avenue – Departure from the immediate vicinity of AJ's Restaurant & Bar
- 9:18:10 PM 1396 Saddle Rack Street
- 9:20:10 PM 1779 Moorpark Avenue – Arrival at Fire Station 4

The GPS vehicle location data was not available at the time of the initial administrative interviews. When asked during his initial administrative interview if Fire Engine 4 made any other stops after leaving The Pink Poodle and arriving back at Fire Station 4, CA Tognozzi replied "No." When asked to describe the route back to Fire Station 4 after leaving The Pink Poodle, he replied, "I think when we went back to the station, we just went down San Carlos and right on Leigh. But honestly, I can remember."

During their second administrative interviews after the GPS vehicle location data had been obtained and analyzed by the investigators, each crew member was asked to describe the approximate route back to Fire Station 4 after leaving The Pink Poodle. CA Tognozzi stated that he could not recall the route back to the station and did not think any stops were made, but then stated, "I imagine it would be San Carlos to Leigh," which is the most direct route from The Pink Poodle back to Fire Station 4. FE Dragges stated, "I don't recall specifically, no. Likely just go down San Carlos and go Leigh or, I mean there's all sorts of streets along the way, but most likely Leigh." He was asked if he recalled if any other stops were made after leaving The Pink Poodle. He stated that could not recall but suggested that perhaps they received a call in that area, though it should be noted that according to the National Fire Incident Reporting System (NFIRS) Data for October 5, 2022 (please refer to Attachment 12. National Fire Incident Reporting System (NFIRS) Data), there were no calls for service for Fire Engine 4 between 9:00pm and 9:20pm. FF Westcott reported that he thought they went back to Fire Station 4. He stated that he had no recollection of the route taken from The Pink Poodle back to the fire station and does not recall if there were any stops made. He further provided that he "sits in the back seat and not paying too much attention." FE Clark stated that Fire Engine 4 headed back to Fire Station 4 after leaving The Pink Poodle and would have made a righthand turn onto San Carlos Street. From there, he reported that he assumed they made a right onto Leigh Avenue because that would have been the most direct route they could have taken. He was asked if they made any stops after leaving The Pink Poodle and said, "No." As FE Clark was backfilling as the Firefighter/Paramedic on Fire Engine 4 on October 5, 2022, he was not driving the apparatus. He stated that he has a "tendency when I'm in the back just to be in my own world" and had no recollection of the route taken.

Each crew member was informed that GPS vehicle location data was obtained for October 5, 2022, which included the Fire Engine 4 roundtrip location leaving from and returning to Fire Station 4. They were notified that the GPS data suggested that the route back to Fire Station 4 included going straight down San Carlos Street to Lincoln Avenue making a right on to Lincoln Avenue and then a right on to Auzerias Avenue, where the fire engine was parked or idle for a couple of minutes in the immediate vicinity of AJ's Restaurant & Bar, another adult entertainment club that describes itself online as a bikini bar. While no one expressed any doubt of the accuracy of the GPS vehicle location data,

they each maintained that they did not go to AJ's Restaurant & Bar and denied any recollection of stopping or even driving into that area. Notably, 1111 Auzerais Avenue is outside of Fire Engine 4's first-in area, the area that the Fire Engine 4 is primarily responsible for serving.

CA Tognozzi stated that it is the Fire Captain's responsibility to direct the Fire Engineer of the route. FE Dragges further indicated that, in general, the Fire Captain determines where the apparatus is going, provides navigation to the fire engineer, and instructs specific routes and directions to the destination. FE Clark also indicated that while he could not remember if CA Tognozzi gave direction of the route back to Fire Station 4 from The Pink Poodle, that the Fire Captain tells the Fire Engineer where to go and at times how to get there as a navigator.

During the administrative interviews, each crew member was asked if anyone else entered or exited Fire Engine 4 between leaving The Pink Poodle and arriving back at Fire Station 4. All replied, "No," and confirmed that this meant that [REDACTED] traveled with the crew on Fire Engine 4 until such time that they returned to Fire Station 4.

During both of his administrative interviews, CA Tognozzi described a discomfort that he felt once the unidentified woman's presence was recognized on the fire engine. Not only did he state that he was uncomfortable with her presence, but also provided that each of the other crew members was similarly uncomfortable. CA Tognozzi also stated that given the discomfort, once they returned to Fire Station 4, he instructed [REDACTED] to leave and that he did not bother to obtain the flash drive that had been the impetus to leave the fire station and drive to The Pink Poodle. FE Dragges, FE Clark, and FF Westcott each provided similar accounts. When asked how to reconcile their reported discomfort that ultimately led to CA Tognozzi dispensing of [REDACTED] as soon as Fire Engine 4 returned to Fire Station 4, with the circuitous that the GPS vehicle location data demonstrated the fire engine took upon return to the fire station, including stopping in the vicinity of AJ's Restaurant & Bar for a short period of time, none was able to provide a substantive explanation. CA Tognozzi stated, "I don't know, I don't know what to tell you. I don't remember the second leg of the trip." He was asked if this was something that he could forget, he stated, "it could under the circumstances," and stated that his lack of recollection could have been because he was "under stress" as it was a "stressful night." FE Dragges stated that "dismissing [REDACTED] quickly I think was just a matter of wanting to get back to the station, he gets off the rig, and he gets in his car and takes off." FF Westcott stated, "From the back seat, it's you know, I'm not making any of the decisions. So, I couldn't give you an answer. I couldn't reconcile that question for you." FE Clark stated, "Yeah. I hear what you're saying. I also don't know why we went that way. Um, and I don't know." He further reported that upon arrival to Fire Station 4, CA Tognozzi escorted [REDACTED] off the premises.

### *Analysis*

San Jose Fire Department Routine Operating Policies and Procedures, Section 4.230.13 Leaving First-in Response Area states:

No company will leave their first-in response area except with permission of their BC, and then, for department business only.

Any failures to obtain permission of the Battalion Chief to leave the first-in response area (please refer to Attachment 13. San Jose Fire Department Routine Operating Policies and Procedures, Section 4.230.13 Leaving First-in Response Area) (colloquially referred to as the "first-due" area) would constitute a violation of this operating policy, as would leaving the area for reasons other than department business.

Fire Department Rules and Regulations states:

Fire Captains

12.1 Shall be in charge of a Fire Company, Bureau section, or in charge of highly technical duties within such Bureau.

12.2 Shall be in control of their respective companies while on duty and shall cooperate and coordinate with each other. They shall be responsible for putting into effect uniformly the rules and regulations, policies, practices and procedures of the Department.

12.6 Shall use good judgment in the performance of their duties.

Directing the Fire Engineer to drive outside of the first-in response for reasons unrelated to a call for service or official City business represents poor judgement and violation of effectively following and enforcing Fire Department policies and procedures.

City Administrative Policy Manual, Section 1.2.1, Code of Ethics Policy states:

City employees and officials shall not use City time, City funds or City facilities, equipment or supplies for personal use or personal gain or for campaign related political activities, nor shall they use or attempt to use their position to secure unwarranted privileges or exemptions for themselves or others.

Taking the fire engine on an unnecessary trip for no discernable reason constitutes use of City equipment for personal purposes.

When asked how to reconcile their reported discomfort that ultimately led to CA Tognozzi dispensing of [REDACTED] as soon as the fire engine returned to Fire Station 4, with the circuitous route back to the station that the GPS demonstrated the engine took, including stopping in the vicinity of AJ's Restaurant & Bar for a period of time, none was able to make sense of the detour outside of their first-in area and their reported haste to separate themselves from [REDACTED]. As was noted above, there was no call for service in that area and Fire Engine 4 was not dispatched to any location during the relevant time period. As such, any trip that was taken was voluntary and at the discretion of CA Tognozzi.



It should be noted that this investigator attempted to determine why Fire Engine 4 was parked or idle in the vicinity of AJ's Restaurant & Bar. While the City is not aware of any information to suggest that any members of the crew entered AJ's Restaurant & Bar, nor that any one exited or entered Fire Engine 4 in that vicinity, it cannot be ignored that the apparatus was briefly parked in that area and that this is outside of their first-in area. Most strikingly, none of the four crew members acknowledge being there despite not questioning the GPS vehicle location data that places them at the location.

The list below provides information of businesses surrounding 1111 Auzerais Avenue and their hours of operation on Wednesdays based on a review of data collected from the internet. Of the businesses listed, AJ's Restaurant & Bar would have been the only business open during the time of the alleged stop on October 5, 2022.

- City Body Repairs (1127 Auzerais Avenue): auto body shop, 8am–5pm
- Blossom Valley Collision (1176 Auzerais Avenue): auto body shop 7:30am–5:30pm
- Mex Auto Glass (375 Lincoln Avenue): auto glass shop 8am–5pm
- Roselli Foreign Car Repair (390 Lincoln Avenue): auto repair and maintenance 7am–5pm
- Chromatic Coffee Co (460 Lincoln Avenue #10): coffee shop 8am–3pm
- Good Karma Bikes (460 Lincoln Avenue #25): bicycle shop 12pm–4pm
- Apis Floral (460 Lincoln Avenue #25): florist 12pm–4pm
- Tangerine Hair Studio (460 Lincoln Avenue #25): hair salon 11am–7pm
- AJ's Restaurant & Bar (393 Lincoln Avenue): night club 5pm–1am

As shown in the list above, the various establishments in the area immediately surrounding 1111 Auzerais Avenue all close two or more hours earlier than Fire Engine 4 arrived and sat idle at that location, with the exception of AJ's Restaurant & Bar. It is unclear what the fire engine was doing at that location. What can be determined is that the Fire Engine 4 and its crew had no official City business reason to be there, nor is there reason to believe that there was an appropriate and work-related errand conducted in that area, particularly given the short period of time stopped at that location and the presence of [REDACTED] on the apparatus.

Furthermore, it is curious that none of the crew members seem to recall taking this detour. It would follow that if everyone was as uncomfortable as they described during their administrative interview by the unidentified woman entering and exiting the fire engine in front of The Pink Poodle, so much so that CA Tognozzi told [REDACTED] he needed to leave as soon as they returned to Fire Station 4 without even bothering to obtain the flash drive that prompted the excursion in the first place, that they would have taken the most direct route back to the fire station to distance themselves from [REDACTED] and the encounter with the unidentified woman, and would recall in similar detail any decision by CA Tognozzi to take the crew and the fire engine outside of their first-in area unnecessarily.

Based on the information gathered during this investigation, it is more likely than not that Fire Engine 4-B Shift crew drove, at CA Tognozzi's direction, to and remained idle at another location outside of their first-in area after departing The Pink Poodle and reporting

back to Fire Station 4 on October 5, 2022, in violation of the Fire Department Routine Operating Policies and Procedures Leaving First-In Response Area, Fire Department Rules and Regulations for Fire Captains 12.1, 12.2 and 12.6 and the City's Code of Ethics Policy.

## **FINDINGS**

- 1. Did CA Tognozzi engage in inappropriate use of a City-provided vehicle by transporting unauthorized passengers on Wednesday, October 5, 2022, in violation of the Fire Department Routine Operating Policies and Procedures Ride-Along Programs, Fire Department Rules and Regulations General Conduct, Fire Department Rules and Regulations Fire Captains, the City's Code of Ethics Policy and/or City's Use of City and Personal Vehicles Policy?**

Based on the information gathered during this investigation, including CA Tognozzi's admission that he did not follow the Fire Departments policies and procedures for official ride-alongs, it can be concluded that CA Tognozzi's allowance for the use of a City-provided vehicle to transport unauthorized passengers on Wednesday, October 5, 2022 was in violation of the Fire Department Routine Operating Policies and Procedures Ride-Along Programs, Fire Department Rules and Regulations for General Conduct 26.1 and 26.2, Fire Department Rules and Regulations for Fire Captains 12.1, 12.2 and 12.6, the City's Code of Ethics Policy and City's Use of City and Personal Vehicles Policy.

- 2. Did CA Tognozzi engage in inappropriate use of a City-provided vehicle by utilizing the apparatus to conduct unofficial City business on Wednesday, October 5, 2022, in violation of the Fire Department Routine Operating Policies and Procedures Grocery, Dining, Refreshment, and Any Other Shopping, Fire Department Rules and Regulations General Conduct, Fire Department Rules and Regulations Fire Captains and/or the City's Use of City and Personal Vehicles Policy?**

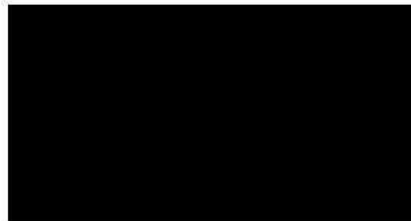
Based on the information gathered during this investigation, including CA Tognozzi acknowledgement that it was his decision to retrieve the USB flash drive, it can be concluded that CA Tognozzi's allowance for the use of a City-provided vehicle by utilizing the apparatus to conduct unofficial City business on Wednesday, October 5, 2022 was in violation of the Fire Department Routine Operating Policies and Procedures Grocery, Dining, Refreshment, and Any Other Shopping, Fire Department Rules and Regulations for General Conduct 26.1 and 26.2, Fire Department Rules and Regulations for Fire Captains 12.1, 12.2 and 12.6, and the City's Use of City and Personal Vehicles Policy.

- 3. Did CA Tognozzi direct the Fire Engine 4 B-Shift crew to drive to, and remain idle at, another location outside of their first-in area after departing The Pink Poodle and before reporting back to Fire Station 4 on Wednesday, October 5, 2022, in violation of Fire Department Routine Operating Policies and Procedures Leaving First-In Response Area, Fire Department Rules and Regulations Fire Captains and/or the City's Code of Ethics Policy?**

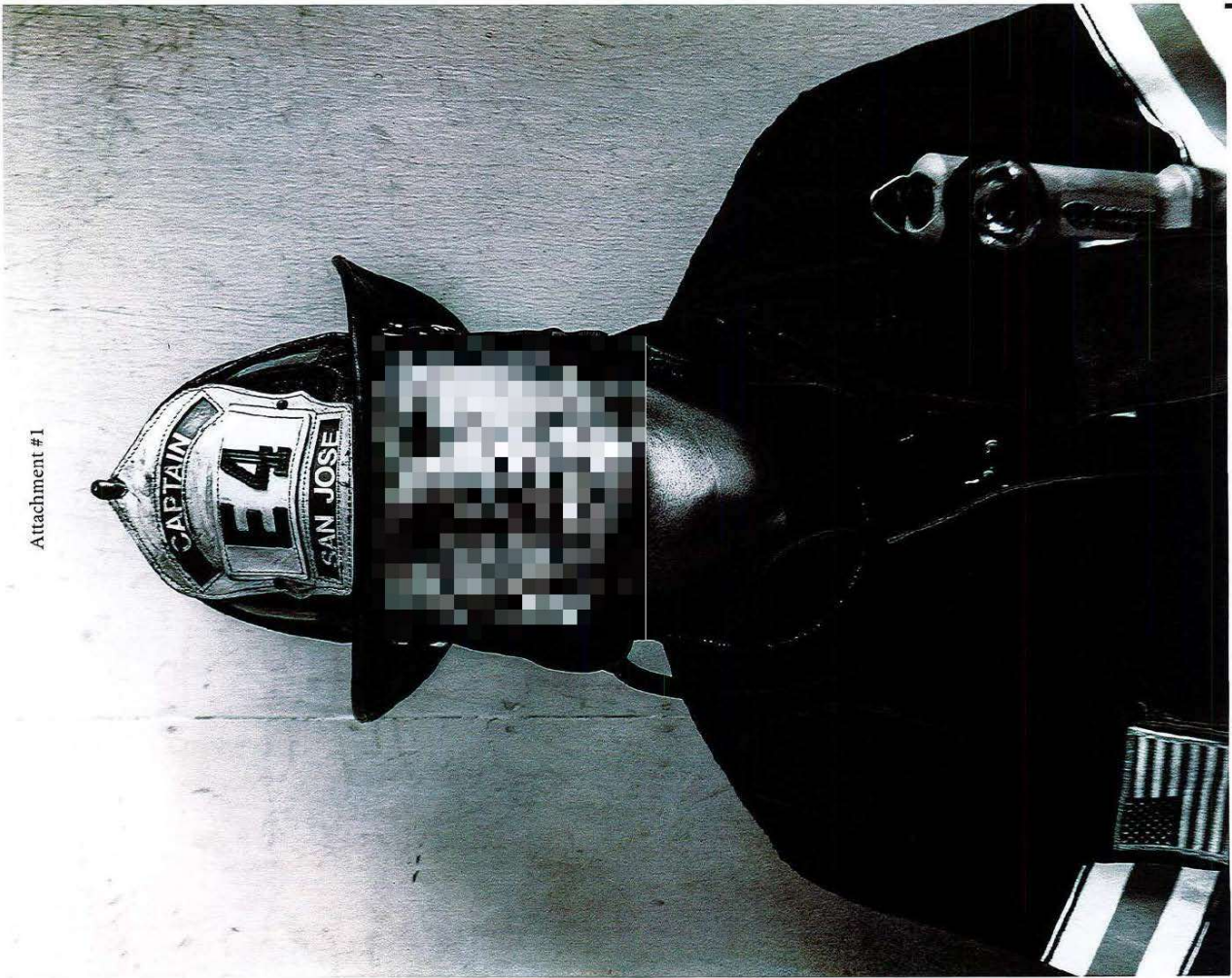
Based on the information gathered during this investigation, it is more likely than not that Fire Engine 4-B Shift crew drove, at CA Tognozzi's direction, to and remained idle at another location outside of their first-in area after departing The Pink Poodle and reporting back to Fire Station 4 on October 5, 2022, in violation of the Fire Department Routine Operating Policies and Procedures Leaving First-In Response Area, Fire Department Rules and Regulations for Fire Captains 12.1, 12.6 and 12.6 and the City's Code of Ethics Policy.

### **RECOMMENDATION**

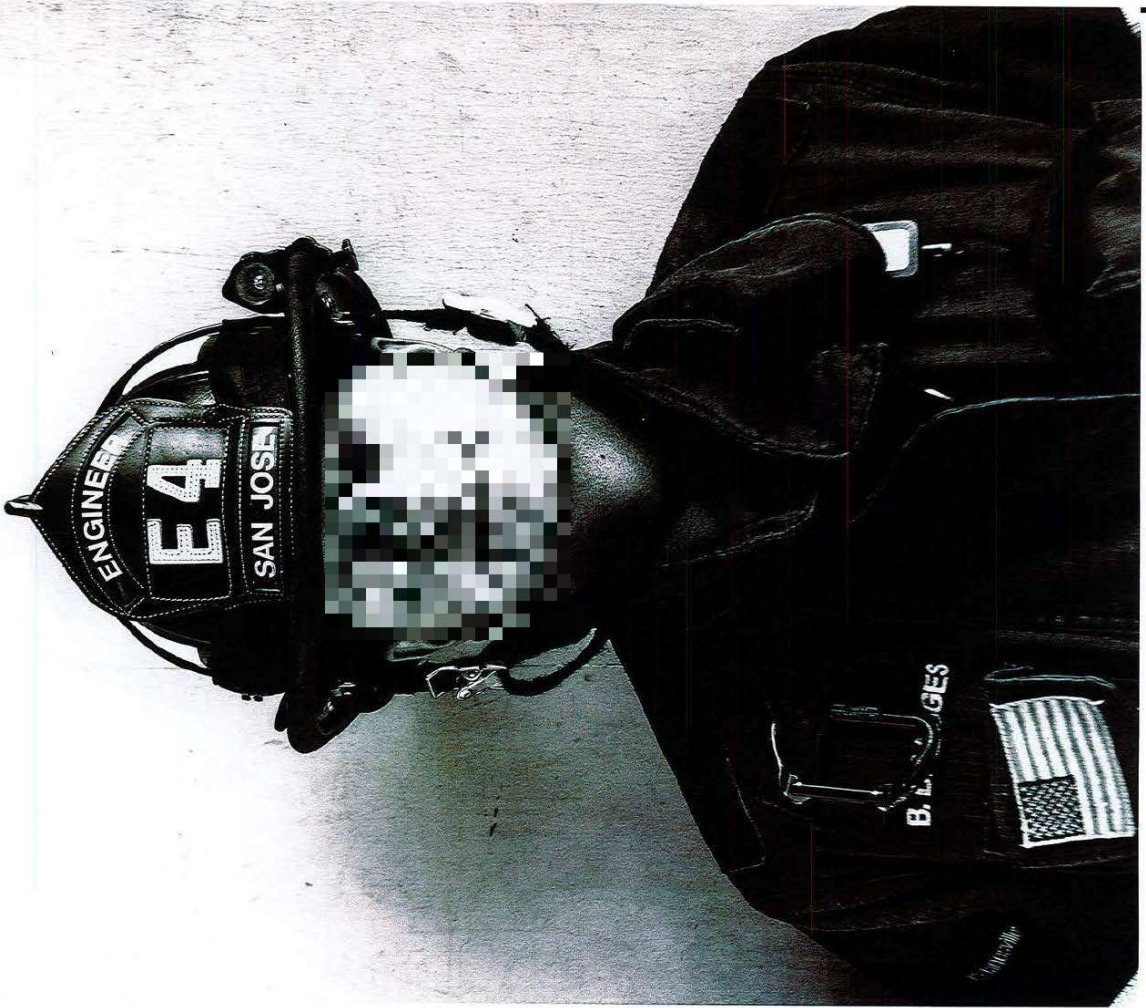
Based on the findings, it is recommended that appropriate action be taken.



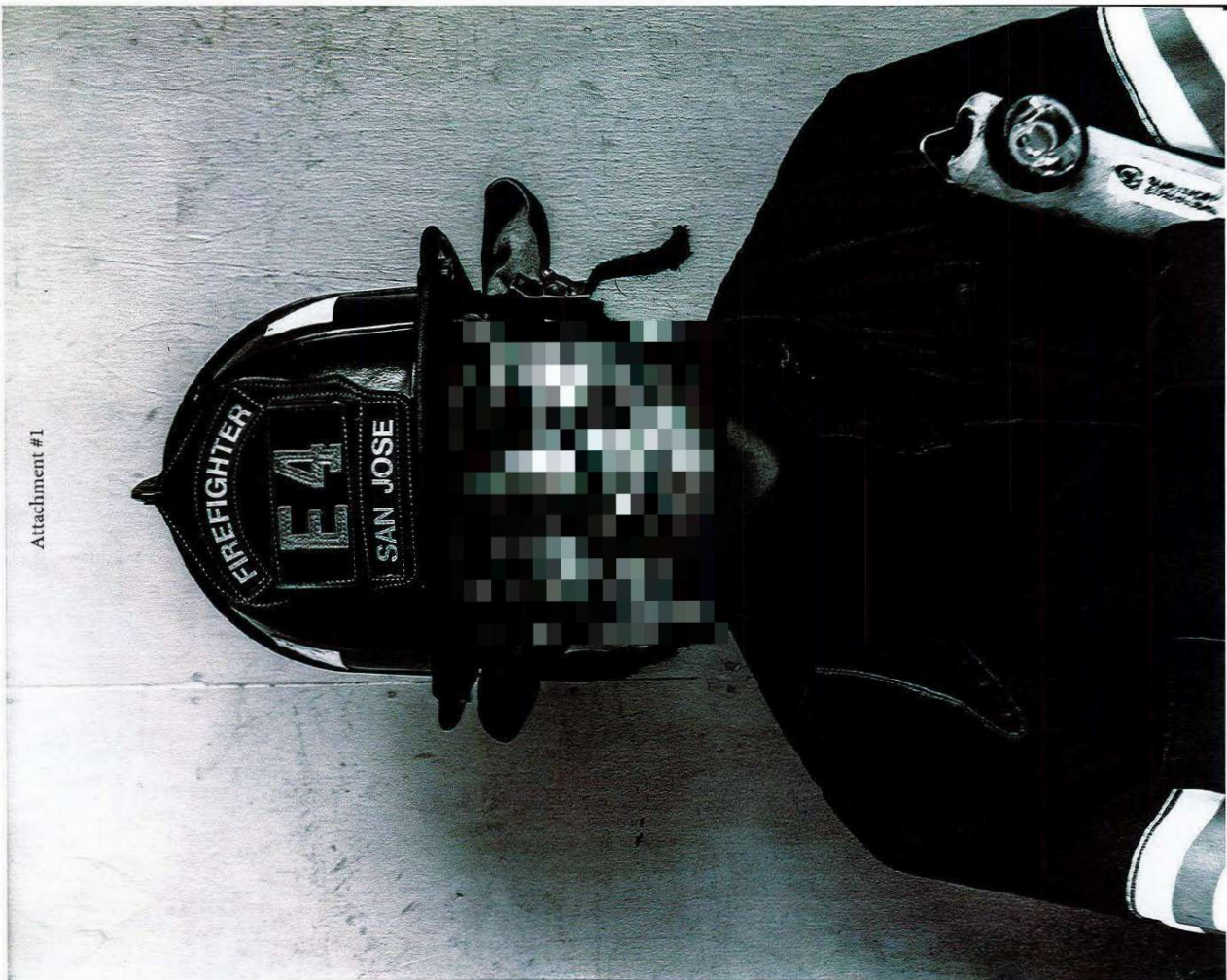
Attachment #1

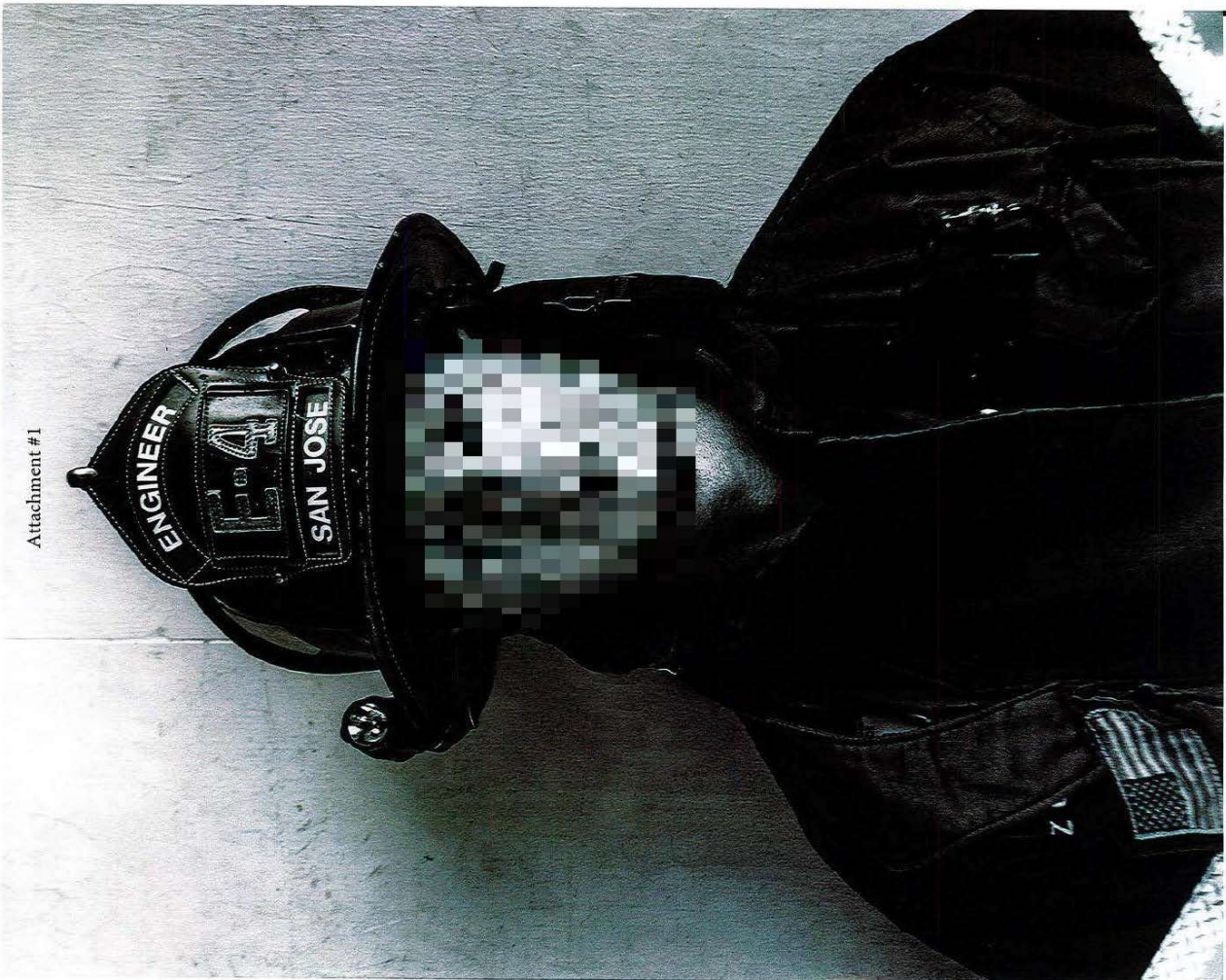


Attachment #1



Attachment #1





Attachment #1







# Memorandum

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**TO:** [REDACTED]

**FROM:** CA William Tognozzi E4B

**SUBJECT:** 10-05-22 Incident

**DATE:** 10-06-22

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On the night of 10/05/22 a friend/professional photographer of E4B's came by the station to deliver crew photos. The crew requested copies of the photos, but the photographer did not have his equipment with him. The photographer stated it was at his other place of employment which was in our first-due. We offered to take him by to retrieve his thumb drive. The photographer called a co-worker and asked her to bring out the thumb drive when the Engine pulled up. The co-worker was very excited to see the fire engine and jumped in and requested a ride around the block. E4 obliged and gave the employee a quick ride around the block and dropped her off back in front of her place of employment.

 #817

William Tognozzi  
Fire Captain  
San Jose Fire Department





# Memorandum

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**TO:** [REDACTED]

**FROM:** FE Brian Dragges E4B

**SUBJECT:** 10-05-2022 Incident

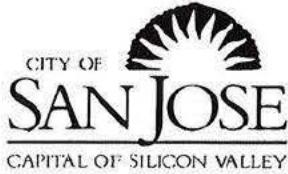
**DATE:** 10-06-22

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On October 5<sup>th</sup> 2022 a friend and professional photographer came to the station to give us photos he had taken of our crew for the station. Our friend had digital copies of the photos to share with us but forgot it at his other work place. He asked if we would take him for a ride in the fire engine to his other workplace to retrieve a USB drive which had the photos. Upon arrival at his workplace he had a co-worker bring the drive out to him, and when the co-worker met us at the fire engine she unexpectedly got in. She asked if we could drive her around the block, and we proceeded a short distance around the block.

Brian Dragges  
Fire Engineer  
San Jose Fire Department





# Memorandum

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**TO:** [REDACTED]

**FROM:** FF Matthew Westcott E4B

**SUBJECT:** 10-05-2022 Incident

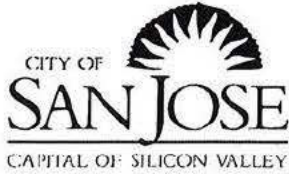
**DATE:** 10-06-22

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On the night of October 5<sup>TH</sup> 2022 a friend of ours, who had taken professional crew photos a month or two before, came to the station to deliver the photos. The crew wanted copies that he didn't have with him. We drove the photographer to his other job when a co-worker came out to deliver the other photos. She unexpectedly came into the engine and asked for a ride around the block. E4 took her and the photographer for a ride around the block and then dropped her back off in front of her place of work.

Matthew Westcott  
Firefighter  
San Jose Fire Department





# Memorandum

**TO:** [REDACTED]

**FROM:** FE Zach Clark RB5B

**SUBJECT:** 10-05-22 Incident

**DATE:** 10-06-22

On the night of October 5<sup>th</sup> 2022, a photographer came by the station to drop off photos that were taken a couple months before. The photographer had additional photos that he had at his place of work. E4 drove him to pick up the additional photos. He called his co-worker who was inside the establishment and she came over to the rig with the thumb drive and got in unexpectedly and wanted to go for a ride around the block. We drove both her and the photographer around the block and dropped her off in front of the photographer's place of business.

Zach Clark  
Fire Engineer  
San Jose Fire Department



Attachment #3

Report: Activity Detail  
 Report Run Date/Time 10/23/22 9:09:15 AM PDT  
 Start Date 10/5/22 12:00:00 AM  
 End Date 10/6/22 11:50:00 PM  
 Report Time Window 12:00 AM-11:50 PM  
 Selected Vehicle 53327

License Plate 1022787  
 Total Distance (mi) 77.4  
 Include Sensor Activity No  
 Landmark Privacy All Landmarks

\* Posted Speed values are compared against the Instantaneous Speed to produce speed violations.

\*\* Some vehicles selected may not qualify for the time period specified.

\*\*\* Low GPS Accuracy. X indicates the possibility of imprecise data due to signal interruption.

\*\*\*\* Due to potentially erroneous speed data this location update has been removed from consideration for Speed Alerts and Report.

Satellite	Driver	VIN	Date	Ignition/Status	Address	City	State/Province	Zip County	Latitude	Longitude	Odometer (mi)	Heading	Average Speed (mph)	Instantaneous Speed (mph)	Max Speed (mph)	Posted Speed (mph)
Unassigned		4S7AT4193WC025075	10/5/22	1:18:18 AM On	655 Richmond Ave	San Jose	California	95128 Santa Clara	37.314773	-121.922915	175,283.5	-	0	0	0	25
Unassigned		4S7AT4193WC025075	10/5/22	1:20:18 AM On	655 Richmond Ave	San Jose	California	95128 Santa Clara	37.314773	-121.922915	175,283.5	-	0	0	0	25
Unassigned		4S7AT4193WC025075	10/5/22	1:22:17 AM Off	2520 Moorpark Ave	San Jose	California	95128 Santa Clara	37.316053	-121.937992	175,283.5	-	4	0	11	35
Unassigned		4S7AT4193WC025075	10/5/22	1:33:06 AM On	2520 Moorpark Ave	San Jose	California	95128 Santa Clara	37.316053	-121.937992	175,283.5	-	0	0	0	35
Unassigned		4S7AT4193WC025075	10/5/22	1:35:06 AM On	1984 Moorpark Ave	San Jose	California	95128 Santa Clara	37.316236	-121.926542	175,284.2	E	20	0	0	35
Unassigned		4S7AT4193WC025075	10/5/22	7:18:18 AM On	2520 Moorpark Ave	San Jose	California	95128 Santa Clara	37.316053	-121.937992	175,284.6	-	0	30	31	35
Unassigned		4S7AT4193WC025075	10/5/22	7:20:18 AM On	833 St Elizabeth Dr	San Jose	California	95126 Santa Clara	37.309724	-121.915662	175,284.9	S	17	17	26	25
Unassigned		4S7AT4193WC025075	10/5/22	7:21:36 AM Off	1424 Curc Dr	San Jose	California	95126 Santa Clara	37.307804	-121.914453	175,285.0	-	10	0	0	25
Unassigned		4S7AT4193WC025075	10/5/22	7:30:47 AM On	1424 Curc Dr	San Jose	California	95126 Santa Clara	37.307804	-121.914453	175,285.0	-	0	0	0	25
Unassigned		4S7AT4193WC025075	10/5/22	7:32:47 AM On	1407 Curc Dr	San Jose	California	95126 Santa Clara	37.307875	-121.913813	175,285.1	-	1	0	11	25
Unassigned		4S7AT4193WC025075	10/5/22	7:34:49 AM On	Meridian Ave	San Jose	California	95126 Santa Clara	37.31072	-121.913884	175,285.3	-	6	0	26	35
Unassigned		4S7AT4193WC025075	10/5/22	7:36:50 AM On	1530 Southwest Expy	San Jose	California	95128 Santa Clara	37.310791	-121.917155	175,285.5	-	5	0	25	30
Unassigned		4S7AT4193WC025075	10/5/22	7:38:50 AM On	1707 Fruitdale Ave	San Jose	California	95128 Santa Clara	37.310791	-121.922844	175,285.8	-	10	2	30	35
Unassigned		4S7AT4193WC025075	10/5/22	7:40:52 AM On	655 Richmond Ave	San Jose	California	95128 Santa Clara	37.314631	-121.922986	175,286.1	-	0	0	0	25
Unassigned		4S7AT4193WC025075	10/5/22	7:51:13 AM On	1424 Curc Dr	San Jose	California	95126 Santa Clara	37.307804	-121.914453	175,286.1	-	0	0	0	35
Unassigned		4S7AT4193WC025075	10/5/22	7:53:06 AM On	1424 Curc Dr	San Jose	California	95126 Santa Clara	37.307804	-121.914453	175,286.1	-	0	0	0	25
Unassigned		4S7AT4193WC025075	10/5/22	7:54:17 AM Off	415 Meridian Ave	San Jose	California	95126 Santa Clara	37.319893	-121.913884	175,286.1	-	1	0	10	35
Unassigned		4S7AT4193WC025075	10/5/22	8:08:37 AM On	415 Meridian Ave	San Jose	California	95126 Santa Clara	37.319893	-121.913884	175,286.1	-	0	0	0	25
Unassigned		4S7AT4193WC025075	10/5/22	8:10:37 AM On	Parkmoor Ave	San Jose	California	95128 Santa Clara	37.317262	-121.921635	175,286.7	W	20	25	34	40
Unassigned		4S7AT4193WC025075	10/5/22	8:12:38 AM On	Moorpark Ave	San Jose	California	95128 Santa Clara	37.31648	-121.923057	175,286.9	E	6	14	27	35
Unassigned		4S7AT4193WC025075	10/5/22	9:39:35 AM On	415 Meridian Ave	San Jose	California	95126 Santa Clara	37.319893	-121.913884	175,287.1	-	0	0	0	35
Unassigned		4S7AT4193WC025075	10/5/22	9:41:35 AM On	415 Meridian Ave	San Jose	California	95126 Santa Clara	37.319893	-121.913884	175,287.1	-	0	0	0	35
Unassigned		4S7AT4193WC025075	10/5/22	9:43:37 AM On	S Bascom Ave	San Jose	California	95128 Santa Clara	37.303608	-121.931804	175,287.4	S	29	30	30	35
Unassigned		4S7AT4193WC025075	10/5/22	9:45:38 AM On	Qual Hollow Dr	San Jose	California	95128 Santa Clara	37.29856	-121.932728	175,288.0	W	19	11	31	25
Unassigned		4S7AT4193WC025075	10/5/22	9:47:38 AM On	Qual Hollow Dr	San Jose	California	95128 Santa Clara	37.296711	-121.934933	175,288.3	-	10	0	17	25
Unassigned		4S7AT4193WC025075	10/5/22	9:47:51 AM Off	Qual Hollow Dr	San Jose	California	95128 Santa Clara	37.296711	-121.934933	175,288.3	-	0	0	0	25
Unassigned		4S7AT4193WC025075	10/5/22	10:15:36 AM On	Qual Hollow Dr	San Jose	California	95128 Santa Clara	37.296711	-121.934933	175,288.3	-	0	0	0	25
Unassigned		4S7AT4193WC025075	10/5/22	10:17:37 AM On	1589 S Bascom Ave	Campbell	California	95008 Santa Clara	37.284506	-121.931804	175,288.8	-	14	4	27	35
Unassigned		4S7AT4193WC025075	10/5/22	10:18:37 AM On	1877 S Bascom Ave	Campbell	California	95008 Santa Clara	37.292017	-121.931804	175,289.0	S	5	15	26	35
Unassigned		4S7AT4193WC025075	10/5/22	10:21:45 AM Off	1997 S Bascom Ave	Campbell	California	95008 Santa Clara	37.28768	-121.932515	175,289.3	-	0	0	0	35
Unassigned		4S7AT4193WC025075	10/5/22	10:43:36 AM On	1997 S Bascom Ave	Campbell	California	95008 Santa Clara	37.28768	-121.932515	175,289.3	-	0	0	0	35
Unassigned		4S7AT4193WC025075	10/5/22	10:45:36 AM On	1870 S Bascom Ave	Campbell	California	95008 Santa Clara	37.289386	-121.931591	175,289.5	-	9	1	27	35
Unassigned		4S7AT4193WC025075	10/5/22	10:47:37 AM On	S Bascom Ave	San Jose	California	95128 Santa Clara	37.288062	-121.931591	175,290.1	N	17	21	37	40
Unassigned		4S7AT4193WC025075	10/5/22	10:49:37 AM On	2486 Enborg Ln	San Jose	California	95128 Santa Clara	37.311004	-121.93728	175,291.3	W	36	31	43	25
Unassigned		4S7AT4193WC025075	10/5/22	10:51:39 AM On	2400 Moorpark Ave	San Jose	California	95128 Santa Clara	37.315413	-121.936995	175,291.8	-	15	2	31	25
Unassigned		4S7AT4193WC025075	10/5/22	10:52:22 AM Off	2400 Moorpark Ave	San Jose	California	95128 Santa Clara	37.315413	-121.937137	175,291.8	-	0	0	4	35
Unassigned		4S7AT4193WC025075	10/5/22	10:52:22 AM Off	2400 Moorpark Ave	San Jose	California	95128 Santa Clara	37.315413	-121.937137	175,291.8	-	0	0	0	35
Unassigned		4S7AT4193WC025075	10/5/22	11:05:58 AM On	Moorpark Ave	San Jose	California	95128 Santa Clara	37.316053	-121.93536	175,292.1	E	10	17	22	32
Unassigned		4S7AT4193WC025075	10/5/22	11:07:58 AM On	Moorpark Ave	San Jose	California	95128 Santa Clara	37.31302	-121.923484	175,292.9	S	24	24	32	35
Unassigned		4S7AT4193WC025075	10/5/22	11:10:00 AM On	Leigh Ave	San Jose	California	95128 Santa Clara	37.315413	-121.937137	175,293.1	-	0	0	0	35
Unassigned		4S7AT4193WC025075	10/5/22	11:15:47 AM On	2400 Moorpark Ave	San Jose	California	95128 Santa Clara	37.315413	-121.937137	175,293.1	-	0	0	0	35
Unassigned		4S7AT4193WC025075	10/5/22	11:17:45 AM On	2400 Moorpark Ave	San Jose	California	95128 Santa Clara	37.315413	-121.937137	175,293.1	-	0	0	0	35
Unassigned		4S7AT4193WC025075	10/5/22	11:18:50 AM Off	2400 Moorpark Ave	San Jose	California	95128 Santa Clara	37.315413	-121.937137	175,293.1	-	0	0	0	35
Unassigned		4S7AT4193WC025075	10/5/22	11:33:32 AM On	2400 Moorpark Ave	San Jose	California	95128 Santa Clara	37.315413	-121.937137	175,293.2	-	5	5	17	35
Unassigned		4S7AT4193WC025075	10/5/22	11:35:33 AM On	Fruitdale Ave	San Jose	California	95128 Santa Clara	37.318257	-121.923768	175,294.0	E	26	27	34	25
Unassigned		4S7AT4193WC025075	10/5/22	11:37:33 AM On	554 Leigh Ave	San Jose	California	95126 Santa Clara	37.323377	-121.920284	175,294.6	E	16	24	30	35
Unassigned		4S7AT4193WC025075	10/5/22	11:39:34 AM On	1574 W San Carlos St	San Jose	California	95126 Santa Clara	37.323377	-121.920284	175,294.6	E	2	2	24	25
Unassigned		4S7AT4193WC025075	10/5/22	11:41:34 AM On	Fiesta Ln	San Jose	California	95126 Santa Clara	37.324017	-121.918577	175,294.7	-	2	5	34	35
Unassigned		4S7AT4193WC025075	10/5/22	11:42:30 AM Off	1501 Fiesta Ln	San Jose	California	95126 Santa Clara	37.323946	-121.918008	175,294.7	-	2	0	8	25
Unassigned		4S7AT4193WC025075	10/5/22	11:57:55 AM On	1501 Fiesta Ln	San Jose	California	95126 Santa Clara	37.323946	-121.918008	175,294.7	-	0	0	0	25
Unassigned		4S7AT4193WC025075	10/5/22	11:59:55 AM On	Leigh Ave	San Jose	California	95128 Santa Clara	37.31648	-121.923768	175,295.5	S	27	27	37	25
Unassigned		4S7AT4193WC025075	10/5/22	12:01:56 PM On	2001 Southwest Expy	San Jose	California	95126 Santa Clara	37.301262	-121.927893	175,296.7	SW	35	29	46	40
Unassigned		4S7AT4193WC025075	10/5/22	12:03:56 PM On	2140 Southwest Expy	San Jose	California	95126 Santa Clara	37.29792	-121.931463	175,297.0	-	9	2	30	40
Unassigned		4S7AT4193WC025075	10/5/22	12:05:18 PM Off	1550 Southwest Expy	San Jose	California	95126 Santa Clara	37.298773	-121.930453	175,297.2	E	4	0	15	40
Unassigned		4S7AT4193WC025075	10/5/22	12:19:04 PM On	1550 Southwest Expy	San Jose	California	95126 Santa Clara	37.298773	-121.930453	175,297.2	E	0	0	0	40
Unassigned		4S7AT4193WC025075	10/5/22	12:21:05 PM On	1715 Southwest Expy	San Jose	California	95126 Santa Clara	37.308453	-121.922133	175,297.8	-	22	0	39	40
Unassigned		4S7AT4193WC025075	10/5/22	12:23:05 PM On	522 Leigh Ave	San Jose	California	95128 Santa Clara	37.310577	-121.9232	175,298.1	-	9	0	32	40
Unassigned		4S7AT4193WC025075	10/5/22	12:25:06 PM On	736 Leigh Ave	San Jose	California	95128 Santa Clara	37.314631	-121.923271	175,298.5	-	9	0	32	35
Unassigned		4S7AT4193WC025075	10/5/22	12:27:06 PM On	736 Leigh Ave	San Jose	California	95128 Santa Clara	37.31456	-121.923284	175,298.5	-	0	0	1	35
Unassigned		4S7AT4193WC025075	10/5/22	12:29:07 PM On	736 Leigh Ave	San Jose	California	95128 Santa Clara	37.314631	-121.923342	175,298.5	-	0	0	0	35
Unassigned		4S7AT4193WC025075	10/5/22	12:31:07 PM On	891 Leigh Ave	San Jose	California	95128 Santa Clara	37.311004	-121.923413	175,298.7	-	7	0	30	35
Unassigned		4S7AT4193WC025075	10/5/22	12:33:07 PM On	1845 Fruitdale Ave	San Jose	California	95128 Santa Clara	37.31072	-121.924124	175,298.9	W	12	16	29	30
Unassigned		4S7AT4193WC025075	10/5/22	12:35:08 PM On	2195 Fruitdale Ave	San Jose	California	95128 Santa Clara	37.31072	-121.931591	175,299.1	W	10	12	16	25
Unassigned		4S7AT4193WC025075	10/5/22	12:37:08 PM On	2391 Fruitdale Ave	San Jose	California	95128 Santa Clara	37.310435	-121.936711	175,299.5	-	12	4	21	35
Unassigned		4S7AT4193WC025075	10/5/22	1:41:58 PM On	2456 Enborg Ln	San Jose	California	95128 Santa Clara	37.310506	-121.936924	175,300.6	-	0	0	0	25
Unassigned		4S7AT4193WC025075	10/5/22	1:43:55 PM On	2456 Enborg Ln	San Jose	California	95128 Santa Clara	37.310506	-121.936924	175,300.6	-	0	0	0	25
Unassigned		4S7AT4193WC025075	10/5/22	1:45:19 PM Off	1877 Dandini Cir	San Jose	California	95128 Santa Clara	37.306524	-121.925546	175,300.6	-	1	0	6	25
Unassigned		4S7AT4193WC025075	10/5/22	2:02:35 PM On	1877 Dandini Cir	San Jose	California	95128 Santa Clara	37.306524	-121.925546	175,300.6	-	0	0	0	

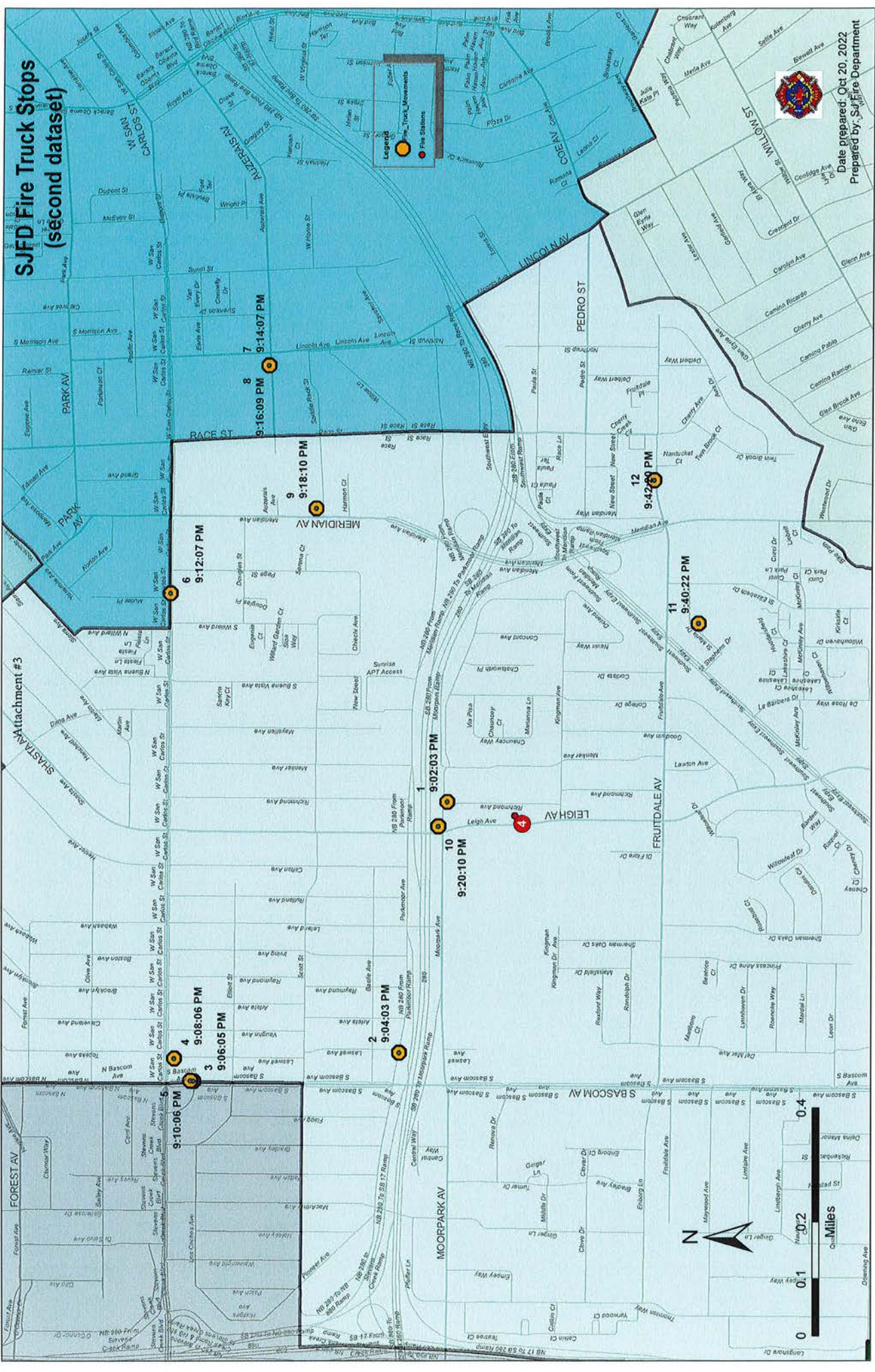
Attachment #3

Satellite	Driver	VIN	Date	Ignition/Status	Address	City	State/Province	Zip County	Latitude	Longitude	Odometer (mi)	Heading	Average Speed (mph)	Instantaneous Speed (mph)	Max Speed (mph)	Posted Speed (mph)
Unassigned	Unassigned	4S7AT4193WC025075	10/5/22	2:26:35 PM On	1877 Dandini Cir	San Jose	California	95128 Santa Clara	37.306524	-121.925546	175,301.4	-	0	0	0	25
Unassigned	Unassigned	4S7AT4193WC025075	10/5/22	2:28:39 PM On	1877 Dandini Cir	San Jose	California	95128 Santa Clara	37.306524	-121.925546	175,301.4	-	0	0	0	25
Unassigned	Unassigned	4S7AT4193WC025075	10/5/22	2:30:40 PM On	1877 Dandini Cir	San Jose	California	95128 Santa Clara	37.306524	-121.925546	175,301.4	-	0	0	0	25
Unassigned	Unassigned	4S7AT4193WC025075	10/5/22	2:32:40 PM On	3205 Loma Verde Dr	San Jose	California	95117 Santa Clara	37.298773	-121.952995	175,301.8	-	12	0	0	25
Unassigned	Unassigned	4S7AT4193WC025075	10/5/22	2:34:41 PM On	3201 Loma Verde Dr	San Jose	California	95117 Santa Clara	37.298844	-121.954346	175,301.8	NW	12	10	39	25
Unassigned	Unassigned	4S7AT4193WC025075	10/5/22	2:36:41 PM On	3104 Payne Ave	San Jose	California	95117 Santa Clara	37.301546	-121.950151	175,302.3	-	2	0	12	25
Unassigned	Unassigned	4S7AT4193WC025075	10/5/22	2:38:43 PM On	750 S Winchester Blvd	San Jose	California	95128 Santa Clara	37.314204	-121.949907	175,303.1	N	16	32	37	40
Unassigned	Unassigned	4S7AT4193WC025075	10/5/22	2:40:44 PM On	2835 Moorpark Ave	San Jose	California	95128 Santa Clara	37.316124	-121.939271	175,303.9	E	21	30	36	35
Unassigned	Unassigned	4S7AT4193WC025075	10/5/22	2:42:44 PM On	Moorpark Ave	San Jose	California	95128 Santa Clara	37.316124	-121.932231	175,304.2	-	11	0	30	35
Unassigned	Unassigned	4S7AT4193WC025075	10/5/22	2:44:46 PM On	1953 Moorpark Ave	San Jose	California	95128 Santa Clara	37.316408	-121.924693	175,304.6	E	12	21	35	35
Unassigned	Unassigned	4S7AT4193WC025075	10/5/22	2:46:46 PM On	1877 Dandini Cir	San Jose	California	95128 Santa Clara	37.306524	-121.925546	175,305.0	-	0	0	0	25
Unassigned	Unassigned	4S7AT4193WC025075	10/5/22	3:58:52 PM On	840 S Bascom Ave	San Jose	California	95128 Santa Clara	37.312071	-121.931804	175,305.2	N	21	34	34	35
Unassigned	Unassigned	4S7AT4193WC025075	10/5/22	4:00:54 PM On	840 S Bascom Ave	San Jose	California	95128 Santa Clara	37.314915	-121.933155	175,305.4	-	10	0	34	35
Unassigned	Unassigned	4S7AT4193WC025075	10/5/22	4:02:20 PM Off	Renova Dr	San Jose	California	95128 Santa Clara	37.314915	-121.933155	175,305.4	-	0	0	15	0
Unassigned	Unassigned	4S7AT4193WC025075	10/5/22	4:10:57 PM On	Renova Dr	San Jose	California	95128 Santa Clara	37.314915	-121.933155	175,305.4	-	10	0	15	0
Unassigned	Unassigned	4S7AT4193WC025075	10/5/22	4:12:57 PM On	Moorpark Ave	San Jose	California	95128 Santa Clara	37.316124	-121.932231	175,305.7	-	10	0	22	35
Unassigned	Unassigned	4S7AT4193WC025075	10/5/22	4:14:58 PM On	Moorpark Ave	San Jose	California	95128 Santa Clara	37.316408	-121.923232	175,306.2	E	15	17	39	35
Unassigned	Unassigned	4S7AT4193WC025075	10/5/22	5:22:38 PM On	Renova Dr	San Jose	California	95128 Santa Clara	37.314915	-121.933155	175,306.4	-	0	0	0	15
Unassigned	Unassigned	4S7AT4193WC025075	10/5/22	5:24:39 PM On	Renova Dr	San Jose	California	95128 Santa Clara	37.314915	-121.933155	175,306.4	-	0	0	0	15
Unassigned	Unassigned	4S7AT4193WC025075	10/5/22	5:26:49 PM Off	Renova Dr	San Jose	California	95128 Santa Clara	37.314915	-121.933155	175,306.4	-	0	0	0	15
Unassigned	Unassigned	4S7AT4193WC025075	10/5/22	5:29:25 PM On	Renova Dr	San Jose	California	95128 Santa Clara	37.314915	-121.933155	175,306.4	-	0	0	0	15
Unassigned	Unassigned	4S7AT4193WC025075	10/5/22	5:41:25 PM On	W San Carlos St	San Jose	California	95128 Santa Clara	37.323448	-121.923826	175,306.8	-	15	0	31	25
Unassigned	Unassigned	4S7AT4193WC025075	10/5/22	5:43:26 PM On	483 Leigh Ave	San Jose	California	95128 Santa Clara	37.320035	-121.92384	175,307.0	-	11	5	25	25
Unassigned	Unassigned	4S7AT4193WC025075	10/5/22	5:45:26 PM On	Leigh Ave	San Jose	California	95128 Santa Clara	37.316835	-121.923768	175,307.3	-	6	0	25	25
Unassigned	Unassigned	4S7AT4193WC025075	10/5/22	5:47:28 PM Off	736 Leigh Ave	San Jose	California	95128 Santa Clara	37.314631	-121.92322	175,307.5	-	0	0	19	35
Unassigned	Unassigned	4S7AT4193WC025075	10/5/22	7:09:36 PM On	736 Leigh Ave	San Jose	California	95128 Santa Clara	37.314631	-121.92322	175,307.5	-	6	0	0	35
Unassigned	Unassigned	4S7AT4193WC025075	10/5/22	7:11:38 PM On	Leigh Ave	San Jose	California	95128 Santa Clara	37.314631	-121.92322	175,307.5	-	0	0	0	35
Unassigned	Unassigned	4S7AT4193WC025075	10/5/22	7:13:39 PM On	1815 Moorpark Ave	San Jose	California	95128 Santa Clara	37.317191	-121.92384	175,307.5	NW	2	12	12	25
Unassigned	Unassigned	4S7AT4193WC025075	10/5/22	7:15:39 PM On	655 Richmond Ave	San Jose	California	95128 Santa Clara	37.314631	-121.923057	175,308.1	-	11	0	34	35
Unassigned	Unassigned	4S7AT4193WC025075	10/5/22	7:15:58 PM Off	655 Richmond Ave	San Jose	California	95128 Santa Clara	37.314631	-121.923128	175,308.1	-	0	0	20	25
Unassigned	Unassigned	4S7AT4193WC025075	10/5/22	7:59:13 PM On	655 Richmond Ave	San Jose	California	95128 Santa Clara	37.314631	-121.923128	175,308.1	-	0	0	0	25
Unassigned	Unassigned	4S7AT4193WC025075	10/5/22	8:01:23 PM Off	655 Richmond Ave	San Jose	California	95128 Santa Clara	37.314631	-121.923128	175,308.1	-	0	0	0	25
Unassigned	Unassigned	4S7AT4193WC025075	10/5/22	8:16:48 PM On	655 Richmond Ave	San Jose	California	95128 Santa Clara	37.310791	-121.917582	175,308.4	NW	11	12	34	40
Unassigned	Unassigned	4S7AT4193WC025075	10/5/22	8:18:50 PM On	Southwest Expy	San Jose	California	95128 Santa Clara	37.31459	-121.92413	175,309.0	-	17	0	32	35
Unassigned	Unassigned	4S7AT4193WC025075	10/5/22	8:20:51 PM On	736 Leigh Ave	San Jose	California	95128 Santa Clara	37.314631	-121.923484	175,309.0	-	0	0	1	35
Unassigned	Unassigned	4S7AT4193WC025075	10/5/22	8:22:51 PM On	736 Leigh Ave	San Jose	California	95128 Santa Clara	37.315555	-121.923555	175,309.1	N	0	0	16	25
Unassigned	Unassigned	4S7AT4193WC025075	10/5/22	8:24:52 PM On	727 Leigh Ave	San Jose	California	95128 Santa Clara	37.317262	-121.926684	175,309.3	W	7	22	22	25
Unassigned	Unassigned	4S7AT4193WC025075	10/5/22	8:26:52 PM On	Parkmoor Ave	San Jose	California	95128 Santa Clara	37.323377	-121.93075	175,310.1	W	25	27	34	35
Unassigned	Unassigned	4S7AT4193WC025075	10/5/22	8:28:54 PM On	Stevens Creek Blvd	San Jose	California	95050 Santa Clara	37.323377	-121.947306	175,310.8	-	20	0	39	35
Unassigned	Unassigned	4S7AT4193WC025075	10/5/22	8:30:55 PM On	3027 Stevens Creek Blvd	Santa Clara	California	95050 Santa Clara	37.323377	-121.947306	175,310.8	-	25	0	34	35
Unassigned	Unassigned	4S7AT4193WC025075	10/5/22	8:32:55 PM On	Tatum Ln	San Jose	California	95128 Santa Clara	37.321315	-121.947733	175,311.0	S	4	6	11	20
Unassigned	Unassigned	4S7AT4193WC025075	10/5/22	8:34:55 PM On	Olsen Dr	San Jose	California	95128 Santa Clara	37.319253	-121.946737	175,311.1	-	5	0	15	20
Unassigned	Unassigned	4S7AT4193WC025075	10/5/22	8:36:56 PM On	428 S Winchester Blvd	San Jose	California	95128 Santa Clara	37.320106	-121.925008	175,311.3	NE	4	9	15	40
Unassigned	Unassigned	4S7AT4193WC025075	10/5/22	8:38:58 PM On	Santana Row	San Jose	California	95128 Santa Clara	37.321386	-121.947875	175,311.3	NE	6	1	10	40
Unassigned	Unassigned	4S7AT4193WC025075	10/5/22	8:40:59 PM On	Stevens Creek Blvd	San Jose	California	95128 Santa Clara	37.323306	-121.946026	175,311.6	E	5	6	20	35
Unassigned	Unassigned	4S7AT4193WC025075	10/5/22	8:42:59 PM On	Stevens Creek Blvd	San Jose	California	95128 Santa Clara	37.323306	-121.933226	175,312.3	E	21	25	35	35
Unassigned	Unassigned	4S7AT4193WC025075	10/5/22	8:45:00 PM On	599 S Bascom Ave	San Jose	California	95128 Santa Clara	37.316408	-121.931875	175,312.8	E	15	0	36	35
Unassigned	Unassigned	4S7AT4193WC025075	10/5/22	8:47:00 PM On	736 Leigh Ave	San Jose	California	95128 Santa Clara	37.314631	-121.923484	175,313.4	-	17	0	35	35
Unassigned	Unassigned	4S7AT4193WC025075	10/5/22	8:49:01 PM On	Southwest Expy	San Jose	California	95128 Santa Clara	37.308302	-121.919928	175,314.1	NE	21	35	35	40
Unassigned	Unassigned	4S7AT4193WC025075	10/5/22	8:50:28 PM Off	1530 Southwest Expy	San Jose	California	95128 Santa Clara	37.308966	-121.916942	175,314.3	-	7	0	35	40
Unassigned	Unassigned	4S7AT4193WC025075	10/5/22	8:58:02 PM On	1530 Southwest Expy	San Jose	California	95128 Santa Clara	37.31072	-121.918008	175,314.6	W	0	0	0	40
Unassigned	Unassigned	4S7AT4193WC025075	10/5/22	9:00:02 PM On	1489 Fruitdale Ave	San Jose	California	95128 Santa Clara	37.31072	-121.918008	175,314.6	W	9	21	30	40
Unassigned	Unassigned	4S7AT4193WC025075	10/5/22	9:02:03 PM On	605 Richmond Ave	San Jose	California	95128 Santa Clara	37.316266	-121.922773	175,315.2	-	20	4	30	25
Unassigned	Unassigned	4S7AT4193WC025075	10/5/22	9:04:03 PM On	1724 Parkmoor Ave	San Jose	California	95128 Santa Clara	37.317404	-121.930808	175,315.7	W	15	24	30	35
Unassigned	Unassigned	4S7AT4193WC025075	10/5/22	9:06:05 PM On	358 S Bascom Ave	San Jose	California	95128 Santa Clara	37.322666	-121.931804	175,316.1	-	11	0	30	35
Unassigned	Unassigned	4S7AT4193WC025075	10/5/22	9:08:06 PM On	307 Laswell Ave	San Jose	California	95128 Santa Clara	37.323164	-121.931093	175,316.3	S	2	11	15	35
Unassigned	Unassigned	4S7AT4193WC025075	10/5/22	9:10:06 PM On	358 S Bascom Ave	San Jose	California	95128 Santa Clara	37.322737	-121.931804	175,316.3	-	11	0	30	35
Unassigned	Unassigned	4S7AT4193WC025075	10/5/22	9:12:07 PM On	W San Carlos St	San Jose	California	95128 Santa Clara	37.323448	-121.916231	175,317.2	E	2	0	11	35
Unassigned	Unassigned	4S7AT4193WC025075	10/5/22	9:14:07 PM On	1111 Auzerias Ave	San Jose	California	95128 Santa Clara	37.321031	-121.908906	175,317.8	-	17	0	34	35
Unassigned	Unassigned	4S7AT4193WC025075	10/5/22	9:16:09 PM On	1111 Auzerias Ave	San Jose	California	95128 Santa Clara	37.321031	-121.908906	175,317.8	-	0	0	34	25
Unassigned	Unassigned	4S7AT4193WC025075	10/5/22	9:18:10 PM On	1396 Saddle Rock St	San Jose	California	95126 Santa Clara	37.319751	-121.913457	175,318.1	-	9	1	21	25
Unassigned	Unassigned	4S7AT4193WC025075	10/5/22	9:20:10 PM On	1775 Moorpark Ave	San Jose	California	95128 Santa Clara	37.316408	-121.923555	175,318.9	E	24	17	34	35
Unassigned	Unassigned	4S7AT4193WC025075	10/5/22	9:40:22 PM On	1530 Southwest Expy	San Jose	California	95126 Santa Clara	37.308966	-121.916942	175,319.0	-	0	0	0	40
Unassigned	Unassigned	4S7AT4193WC025075	10/5/22	9:42:20 PM On	Fruitdale Ave	San Jose	California	95126 Santa Clara	37.311075	-121.912391	175,319.2	E	22	30	30	30
Unassigned	Unassigned	4S7AT4193WC025075	10/5/22	9:44:20 PM On	Paula St	San Jose	California	95126 Santa Clara	37.314275	-121.906417	175,319.7	-	16	0	30	25
Unassigned	Unassigned	4S7AT4193WC025075	10/5/22	9:46:21 PM On	1153 Lincoln Ave	San Jose	California	95125 Santa Clara	37.307448	-121.900444	175,320.3	SE	21	15	29	25
Unassigned	Unassigned	4S7AT4193WC025075	10/5/22	9:48:21 PM On	1255 Minnesota Ave	San Jose	California	95125 Santa Clara	37.301191	-121.904071	175,321.0	W	16	34	37	30
Unassigned	Unassigned	4S7AT4193WC025075	10/5/22	9:50:23 PM On	1593 Hamilton Ave	San Jose	California	95125 Santa Clara	37.294435	-121.914524	175,322.0	W	32	41	35	35
Unassigned	Unassigned	4S7AT4193WC025075	10/5/22	9:52:24 PM On	S Bascom Ave	San Jose	California	95128 Santa Clara	37.29792	-121.931662	175,323.2	N	35	45	36	35
Unassigned	Unassigned	4S7AT4193WC025075	10/5/22	9:54:24 PM On	1305 S Bascom Ave	San Jose</										

# SJFD Fire Truck Stops (second dataset)



Date prepared: Oct 20, 2022  
Prepared by: SJ Fire Department



Attachment #3

Forest Ave

Moorepark

Bascom Ave

Lehigh St

Meridian Ave

Pedro St

Lincoln Ave

Million St

Forest Ave

Moorepark

Bascom Ave

Lehigh St

Meridian Ave

Pedro St

Lincoln Ave

Million St

Forest Ave

Moorepark

Bascom Ave

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**Code of Ethics****1.2.1****PURPOSE AND SCOPE**

In order to best serve the citizens and customers of the City of San Jose, the elected and appointed officials, and employees of the City must act individually and collectively to create a City government that is responsible, fair, honest and open. City employees and officials are expected to demonstrate the highest standards of personal integrity, honesty and conduct in all activities in order to inspire public confidence and trust in City employees.

As stated in the City Charter, "The citizens of San Jose expect and must receive the highest standard of ethics from all those in the public service. City officers and employees must be independent, impartial and responsible in the performance of their duties and accountable to the members of the public."

The purpose of this Code of Ethics is to establish policy and guidelines, reflecting expected values and behaviors for use by and applicable to elected and appointed City officials, City officers, including Board and Commission members, and employees. Individuals employed by the City under contractual agreement must also observe the provisions of this policy for the term of their contract or as the contract may stipulate.

For additional regulations regarding ethics please refer to Title 12 of the San Jose Municipal Code.

**POLICY**

Elected and appointed officials and employees of the City of San Jose at all levels are guardians of the public trust. City officials and employees are required to be impartial and responsible in the fulfillment of their duties. The citizens and customers of San Jose expect and must receive the highest standard of ethics from all those in public service, regardless of personal consideration.

**1. Responsibilities of Public Service**

City officials and employees are obligated to uphold the Constitution of the United States and the Constitution of the State of California and to comply with Federal, State, and local laws and City policies. Recognizing the special responsibilities of serving the City and its citizens and customers, City officials and employees are required to maintain the highest standards of integrity and honesty, and they are expected to treat all members of the public and fellow City employees with respect, courtesy, concern and responsiveness. The conduct of City officials and employees in both their official and private affairs should be above reproach to assure that their City position is not used for personal gain.

**2. Access to City Government, Services & Resources**

The City of San José is committed to open and transparent government and strives to consistently meet the community's expectations by providing excellent service in a positive, timely, and transparent manner. City employees and officials are obligated to serve the public by reaching decisions and conducting activities in full view of the public in accordance with the Brown Act and the Consolidated Open Government and Ethics Resolution (Resolution #77135).



**Code of Ethics****1.2.1****3. General Rule with Respect to Conflicts of Interest**

City employees and officials are expected to avoid any conflicts of interest. Further, employees should avoid the appearance of conflicts of interest in order to ensure that City decisions are made in an independent and impartial manner.

All City officials, officers and employees are prohibited from making, participation in making, or attempting in any way to use his or her official position to influence a City decision in which the employee knows or has reason to know he or she has a financial interest as defined by law. For example, City employees and officials shall not make personal investments nor maintain any direct or indirect interest in enterprises, activities, or entities which they have or have reason to believe may be involved in decisions or recommendations to be made by them or persons under their supervision, or which may create a conflict between their private interests or may impair their independence of judgment in the accomplishment of their official duties. If, however, persons in the public service have financial interests in matters coming before them, or before the department in which they are employed, they shall remove themselves from making, participating in the making, or seeking to influence any decision regarding such matter. Employees who are designated in the City's Conflict of Interest Code, shall file the appropriate disclosure statements required under State Law.

A conflict of interest may arise when dealing with a current or prospective vendor, supplier, or other business. Please refer to Section 3 below and seek guidance from a supervisor or from the Employee Helpline at 535-8150.

**4. Acceptance of Favors, Gratuities and Gifts**

City employees and officials shall not accept money or other consideration or favors from anyone other than the City for the performance of an act which they would be required or expected to perform in the regular course of their duties; nor shall such persons accept any gifts as defined in the City's Gift Ordinance, gratuities or favors of any kind which be perceived or interpreted as an attempt to influence their actions with respect to City business.

This is just a summary of your obligations, for additional information regarding specific regulations on the acceptance of gifts; please refer to policy 1.2.2, titled Gift Policy in the City Policy Manual. Additionally, if there are any discrepancies between this Gift Policy and Title 12 of the San Jose Municipal Code, Title 12 of the San Jose Municipal Code supersedes.

**5. Use of Confidential Information**

City employees and officials shall not use confidential information acquired by or available to them in the course of their employment with the City for personal gain or for personal, non-City business related reasons. City employees and officials shall uphold the public's right to know, and in accordance with the Brown Act, uphold the public's right to know not only the decisions taken, but also the deliberations which shape public policies. Any

**Code of Ethics****1.2.1**

employee or official, who is aware of a breach of confidentiality, is expected to bring forth that information to the appropriate officials in a timely manner.

**6. Use of City Employment and Facilities for Personal Gain**

City employees and officials shall not use City time, City funds or City facilities, equipment or supplies for personal use or personal gain or for campaign related political activities, nor shall they use or attempt to use their position to secure unwarranted privileges or exemptions for themselves or others.

This is just a summary of your obligations, for additional information please refer to policy 1.6.2, titled Personal Use of City Equipment, and 1.7.1, titled Use of E-Mail, Internet Services and Other Electronic Media, in the City Policy Manual.

**7. Outside Employment**

No employee shall engage in any work, employment or occupation outside City employment, which is detrimental to City service, which prevents or impedes the efficient performance of their duties in City employment, or which is in any way in conflict with their employment with the City. No employee shall engage in any work, employment or occupation outside City employment unless they have notified their department via an Outside Work Permit, and the permit has been approved by the Department Director.

This is just a summary of your obligations, for additional information please refer to policy 1.2.3, titled Outside Employment Policy, in the City Policy Manual.

**8. Discussion of Future Employment**

All offers or discussions of offers to City employees of future employment outside City service must be reported immediately to the employee's supervisor whenever such discussions occur with, or when such offer is made by, any person, firm or organization presently dealing with the City concerning matters directly within the employee's current areas of decision-making responsibilities. It shall be within the supervisor's discretionary powers to relieve said employee from further decision-making responsibilities in relationship to said person, firm or organization if he or she determines that the offer of employment or discussions of an offer of employment would impair the employee's independence or judgment or could be construed by others as a bid for favorable treatment.

**9. Reporting of Improper Activities**

The City of San Jose has a responsibility to conduct its affairs ethically and in compliance with the law. City employees and persons in City service are expected and encouraged to promptly raise questions and concerns regarding possible violations of City policy or local, State or Federal law with his/her immediate supervisor or another management employee within the employee's department. Employees may also call the Employee Helpline at 535-8150 or the Whistleblower Hotline at 535-8200.

It is the policy of the City to prohibit the taking of any adverse employment action against those who in good faith report or participate in investigations into complaints of alleged



San Jose Fire Department

GENERAL CONDUCT

- 26.1 In matters of general conduct, members shall be governed by the ordinary and reasonable rules of behavior observed by law abiding and self-respecting citizens and shall not commit an act, either on or off duty, tending to bring reproach or discredit upon the Department or its members.
- 26.2 No member shall conduct themselves in a manner, or be a party to, any act which would tend to impair the good order and discipline of the Department.
- 26.3 Members shall devote their time and effort to the welfare of the Department. They shall not be employed in or connected with any business or occupation which will impair their departmental proficiency or bring adverse criticism upon the Department, or be in conflict with City employment.
- 26.4 In matters affecting the policies and practices of the Department, no member shall give utterance by public speech or publication, or take any similar action either directly or indirectly without first obtaining the approval of the Fire Chief.
- 26.5 No information relative to the business affairs or policies of the Department shall be provided to any person or persons not connected therewith, except as authorized by the Fire Chief.
- 26.6 No member shall, on or off duty, use the uniform, badge or prestige of the Department for the purpose of personal gain, aggrandizement or admission to any paid event.
- 26.7 No member shall lend their name, as a member of the Department, to any commercial or business enterprise; nor shall approve or countenance the use of the name, uniform or prestige of the Department for any such purpose.
- 26.8 No member shall receive or accept a reward, fee or valuable gift from any person for services rendered in the performance of duty, except with the permission of the Fire Chief. No member shall give or contribute toward the giving of any present or anything of value to any member or officer of superior rank without first obtaining permission from the Fire Chief.
- 26.9 Except as otherwise provided in the Memorandum of Agreement, the Personnel Administrative manual, the City of San Jose Municipal Code, or other relevant City Documents; or in cases where routine business of the Department requires; no member shall contact the City Manager, individual members of the City Council, Civil Service Commission, City departments, other Commissions Boards or Agencies outside of the Department on any matter affecting the Department or any employee thereof except in writing through regular channels.
- 26.10 No member whose examination or hearing is pending or being heard shall directly or indirectly intercede with a member of an Examination Board, board of Inquiry, Civil Service Commission, or City Council.
- 26.11 No member shall directly or indirectly solicit the influence or intercession of any person or persons to effect their transfer or promotion.

## San Jose Fire Department

- 26.12 No member shall solicit or accept the personal or financial aid of any subordinate to promote their private interests or those of any superior officer.
- 26.13 No member shall use the uniform, badge or prestige of the Department to attempt to influence the vote of any person for, or against, any candidate for public office.
- 26.14 Members shall avoid political or religious discussions or arguments in quarters or elsewhere while on duty. Adverse references to nationality or ethnic background are prohibited and subject to disciplinary action.
- 26.15 No member shall report for, or be on duty, under the influence of any intoxicating liquor, drug or substance; nor shall be absent from duty or render themselves unfit to fully perform their duties for reasons attributable to or produced by indulgence in such intoxicating liquor, drug or substance.
- 26.16 No member shall partake of any intoxicating liquor, drug or substance while on duty, in uniform, on Department property or driving a City of San Jose vehicle.
- 26.17 No member shall be a party to any malicious gossip, report or activity which would tend to disrupt Department morale or bring discredit to the Department or any member thereof. Members of the department shall not make public, derogatory statements or publicly criticize Department policies, activities or members except in an official written communication, through channels, addressed to the Fire Chief.
- 26.18 Members shall not use obscene, uncivil, or boisterous language at fires, in quarters, or while engaged in games in which the Department is represented. Engagement in an altercation under any circumstances is prohibited. Members are expressly forbidden to engage in any boisterous conduct, "horseplay", or similar activities not occasioned by the requirements of their duty and which may result in injury or illness to anyone.
- 26.19 The falsification of records, the making of misleading entries or statements with the intent to deceive or the willful mutilation of any useful Department record, book, paper or document is prohibited.
- 26.20 Members shall not loan, sell, give away or appropriate for their own use any public property, nor shall they pilfer or be guilty of theft at emergencies or elsewhere.
- 26.21 No member shall go off duty unless properly relieved by a member in uniform except with specific instructions from their superior officer.
- 26.22 Members shall not gamble in quarters, on details, or while on duty.
- 26.23 Punctuality is required of all members. Failure to report to duty or the place of assignment at the time specified is considered cause for disciplinary action. Tardiness shall be reported immediately by the tardy member's immediate supervisor.
- 26.24 Inefficiency, indifference, or failure to cooperate by members in the performance of their duties shall be sufficient basis for disciplinary action.

## San Jose Fire Department

- 26.25 No officer or member shall willfully disobey any lawful order issued by a superior officer; nor shall they speak disrespectfully of, or to, any officer or member while either is on or off duty.
- 26.26 The wrongful or injurious exercise of authority on the part of any member of the Department shall be cause for disciplinary action.
- 26.27 The violation of any provisions of the Rules and Regulations, OAG, or Orders, policies and procedures of the Department, or the neglect or evasion of the duties prescribed, shall be sufficient cause for disciplinary action.
- 26.28 The SJFD will provide a work environment which allows all individuals to maintain personal privacy, dignity, and respect, free from degradation, intimidation or threats.

## San Jose Fire Department

### FIRE CAPTAINS

- 12.1 Shall be in charge of a Fire Company, Bureau section, or in charge of highly technical duties within such Bureau.
- 12.2 Shall be in control of their respective companies while on duty and shall cooperate and coordinate with each other. They shall be responsible for putting into effect uniformly the Rules and regulations, policies, practices and procedures of the Department.
- 12.3 Shall perform the duties of Station Captain when assigned (Description of Station Captain duties and authority is listed in the OAG, Section 420.43)
- 12.4 Shall respond with their companies to alarms as designated by the Communications Center. When first to arrive, they shall assume command and direct operations until relieved by a superior officer; Captains and Acting Captains are specifically directed to order multiple alarms, or other special equipment as necessary, without waiting for the arrival of a superior officer.
- 12.5 Shall familiarize themselves with their districts and the general duties of their respective commands to enable themselves to assume the responsibilities and efficiently discharge the duty of Company Commanders.
- 12.6 Shall use good judgment in the performance of their duties; and at fires they shall use their best efforts in laying lines, placing ladders, spotting equipment, calling for assistance, and in other operations necessary to the preservation of life and property.
- 12.7 Shall instruct and train members under their command by regularly conducting training sessions and drills so as to maintain the efficiency and coordination of their commands at a high standard.
- 12.8 Shall adhere to the established policies and procedures in matters pertaining to shift-trades, seniority rights and emergency lay-offs.
- 12.9 Shall designate qualified members to act as drivers when the Fire Engineer is absent, following established policy guidelines.
- 12.10 Shall not permit intoxicated or otherwise undesirable persons to remain in or about quarters at any time, nor allow visitors after 2100 hours without specific permission of the Battalion Chief. Children are not permitted in quarters unless accompanied by an adult.
- 12.11 Shall inspect buildings, streets, alleys and special properties, within respective inspection districts, for potentially hazardous conditions, and keep accurate records thereof.
- 12.12 Shall not permit members to go off duty until properly relieved by members in uniform, or until other arrangements have been authorized by the Battalion Chief.
- 12.13 Shall conduct a roll call of those under their command at 0800 hours. At this time, they shall inform their command of all orders and Departmental communications received during the previous shift, and shall provide any additional information and instructions deemed necessary for the operation of their companies.

San Jose Fire Department

- 12.14 Shall post a Floor Watch and other watch duty to be maintained in the manner prescribed by the OAG (Section 420.44.C)
- 12.15 Shall see that all apparatus and equipment assigned to or stored in quarters or offices is properly cared for and protected. A thorough inspection of quarters and equipment shall be made daily to see that the department standard of quality and appearance is constantly maintained.
- 12.16 When a subordinate under their command commits an infraction of the Rules and Regulations not considered a flagrant offense, Company Commanders may impose penalties involving extra duty assignments, loss of privileges with the exception of loss of vacation seniority pick, or other penalties not unusual or excessive for the offense committed. If these actions are taken, the supervisor shall recommend the appropriate discipline of at least a documented oral counseling, and shall submit the necessary supporting documentation. Any recommended disciplinary action on the part of Company Commanders shall not preclude further action by superior officers, who upon review of the case may impose additional penalties as circumstance may warrant.
- 12.17 Shall personally direct subordinates at emergency scenes, assisting when necessary, and shall exercise necessary actions so that companies are able to respond to subsequent emergencies as quickly as possible.
- 12.18 Shall immediately begin abatement of emergencies even if the location is found to be out of Departmental jurisdictional boundaries.
- 12.19 Shall maintain the proper safeguards of Fire Department facilities, equipment and supplies and shall verify the inventory of their stations as required.
- 12.20 Shall perform other duties and assignments as may be required.



**ROUTINE OPERATIONS POLICIES AND PROCEDURES**  
**San Jose Fire Department**

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Chapter Title: ROPP Section No.: 4.450

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Section Title: Public Relations Effective Date: May 2006

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4.450.5 Ride-Along Programs (REV 06/10)

A. Citizen Ride Along

1. Purpose

The Ride-Along program of the San Jose Fire Department has been established to provide citizens with an opportunity to observe Fire Department operations. To acquaint the public with Fire Department responsibilities and operations in many different situations. The Department upon request will conduct tours of fire stations and provide citizens with the opportunity to Ride-Along.

2. Procedure

A citizen may contact their local Fire Station or the Public Education Officer to identify a Ride-Along company. The Public Education Officer may be reached at 277-2878. Ride-Alongs will begin no earlier than 0830 hrs. and at the discretion of the Battalion Chief will last a minimum of four hours and a maximum of fourteen hours.

For the Ride-Alongs, only apparatus with an available jump seat and seat belt will be used.

3. Eligibility

- a. Any person of the age 18 or older. A person may participate more than once but preference would be given to someone who has never had a Ride-Along.
- b. Any relative of a Fire Department member who is 13yrs or older and has written permission from that member. Minors must be accompanied by an off duty adult. All required forms must be completed.
- c. The procedures for determining age of citizens and hours of Ride-Alongs are guidelines that may be altered at the discretion of the Battalion Chief.

4. Responsibilities of Fire Department Members Concerning Ride-Alongs

- a. Any citizen requesting a Ride-Along, will first contact the Public Education Office who will then give the phone number of the closest Fire Station or the Fire Station of choice.
  1. Inform the requestor of the general requirements.
  2. Explain to the requester that a "Release of Liability" form and the "SJFD Ride-Along Handout" will be filled out at the fire station.
  3. Direct the requester to telephone the Captain at the fire station where the Ride-Along will occur to schedule the date and time.

**ROUTINE OPERATIONS POLICIES AND PROCEDURES**  
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- b. The On Duty Captain will:
1. Check the station calendar for activities on the day of the requested Ride-Along. The Captain will schedule the Ride-Along for a shift they are working on. If another day is requested they will direct the citizen to contact the Captain on the other shift for scheduling.
  2. If there are no activities that would prevent the Ride-Along, record the requester's name and phone number on the calendar on the date requested and print his/her name after it. The calendar will read:  
"CITIZEN RIDE-ALONG"  
(Participant Name)  
(Participant's Phone Number)  
(Captain's Name and Assignment)
- c. On the day of the Ride-Along the on duty Captain will:
1. Provide the "Release of Liability" (form 240-133) and obtain the appropriate signatures.
  2. Provide the "Ride-Along Handout" (form 240-150) to the citizen and review the rules.
  3. Route completed forms through the BC to the Public Education Officer immediately. We must maintain the Waiver of Liability form for one year.
  4. Ride-Alongs will not be allowed without signed forms being present prior to the ride-along being initiated.
  5. Conduct a brief orientation with the Ride-Along person.
  6. Introduce the Ride-Along person to all station personnel.
  7. Document the name of Ride-Along with contact information in Firehouse.
- d. Responsibilities of On-Duty Personnel:
1. Ride-Along participants will be instructed to report to the on duty Captain.
  2. All personnel in the station will be advised when a Ride-Along participant has arrived at the station.
  3. After all introductions are made, the Captain may choose to assign an Engineer or Firefighter to further indoctrinate the Ride-Along person.
  4. Because the citizen will be riding with a Firefighter it is suggested that the Captain assign the citizen to one specific Firefighter. This Firefighter, in coordination with the Captain, can instruct the citizen where to ride, what to look for in certain situations and what to expect in those situations. The assignment

**ROUTINE OPERATIONS POLICIES AND PROCEDURES**  
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of one Firefighter to the citizen should help to minimize any confusion that may occur.

5. Any problems that arise because of the citizen will be brought to the immediate attention of the Company Officer.
- e. Any of the following reasons shall constitute grounds for rescheduling a Ride-Along:
  1. A Ride-Along company has been assigned an apparatus which cannot safely accommodate an observer.
  2. A classroom drill lasting more than 2.5hrs.
  3. More than one probationary firefighter assigned to the company.
  4. Other circumstances that would negatively impact company operations or performance, at the discretion of the Company Officer.
  5. Ride-Alongs will not be allowed without signed forms (forms 240-133 and 240-150) being presented prior to the Ride-Along being initiated.
  6. If a Ride-Along is canceled or terminated because of a fire department conflict, every effort will be made by the Company Officer to notify the BC who may be able to accommodate the Ride-Along on another company for that day.
- f. Reason to terminate the Ride-Along
  1. Citizen conduct or behavior is inappropriate, or not in compliance with Department policy or Ride-Along Handout.
  2. Any Department-initiated termination of a Ride-Along shall be documented in Firehouse and a memo shall be sent through the chain-of-command to the Director of BFO thoroughly documenting the reason(s) for the denial, cancellation or termination.

#### 4.450.5 B. Student Ride-Along

##### 1. Purpose

The Student Ride-Along program is affiliated with two educational programs; The Fire Science Department at Mission College and Police & Fire Academy at Santa Teresa High School. While the Ride-Along programs are designed to give the students an exposure to emergency services, the Mission College program has an additional element. We are assisting the students in obtaining their EMT-1 certification by allowing them to complete three patient contacts. All of the policies within the citizen Ride-Along program apply to the student Ride Along program. Specific policies that apply to the student Ride Along program have been included in this section.

##### 2. Procedure

**ROUTINE OPERATIONS POLICIES AND PROCEDURES**  
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For the Student Ride-Along program, as long as the individual is in school, they will be permitted to perform the Ride-Along.

3. Eligibility for the Ride-Along program
  - a. The Public Education Officer will administer the Student Ride-Along program.
  - b. The Public Education Officer or designee will notify the Company Officer of the scheduled day for a student Ride-Along and any requirements needed. Some students in EMT programs may need to perform patient contacts to complete their requirements for EMT-1. The company officer will be informed of these requirements prior to the Ride-Along.

RECORD # \_\_\_\_\_

**SAN JOSE FIRE DEPARTMENT  
PUBLIC EDUCATION PROGRAM  
CITIZEN RIDE-ALONG PROGRAM  
(408) 794-6959**

MR. MRS. MS. \_\_\_\_\_ ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE (HOME) \_\_\_\_\_ (EMERGENCY) ON DATE OF RIDE ALONG \_\_\_\_\_

**I HAVE READ AND UNDERSTAND THE CONTENTS OF THE SAN JOSE FIRE DEPARTMENT RIDE-ALONG HANDOUT AND AGREE TO FOLLOW ALL INSTRUCTIONS CONTAINED WITHIN. I UNDERSTAND THAT FAILURE TO DO SO MAY CAUSE TERMINATION OF THE RIDE-ALONG.**

\_\_\_\_\_  
Signature of Applicant/Declarant Date

\_\_\_\_\_  
Signature of Parent/Guardian if Applicant is under 18 Date  
**Minimum age unless otherwise approved is 17**

**TO SCHEDULE A DATE AND TIME CONTACT THE ENGINE CAPTAIN (SEE ATTACHMENT)**

DATE HANDOUT SENT: \_\_\_ / \_\_\_ / \_\_\_ CONFIRMED DATE: \_\_\_ / \_\_\_ / \_\_\_ TIME: \_\_\_\_\_

APPROVED-CAPT/B.C. \_\_\_\_\_  
Print Name Signature

IF DISAPPROVED REASON \_\_\_\_\_

\_\_\_\_\_  
Print Name Signature Captain

Comments (Captain) \_\_\_\_\_

\_\_\_\_\_  
Print Name Signature of Battalion Chief Date

BATTALION CHIEF: PLEASE RETURN TO THE PUBLIC EDUCATION OFFICE WHEN COMPLETED.  
(REFER TO OAG 450.5)

**SAN JOSE FIRE DEPARTMENT RIDE-ALONG  
PROGRAM DECLARATION OF ASSUMPTION OF RISK.  
RELEASE OF LIABILITY AND HOLD HARMLESS AGREEMENT**

(for official use) RECORD # \_\_\_\_\_

I, \_\_\_\_\_ THE UNDERSIGNED, DECLARE THAT I AM \_\_\_\_\_ YEARS OF AGE AND HAVE REQUESTED TO ACCOMPANY SAN JOSE FIRE DEPARTMENT PERSONNEL DURING THE PERFORMANCE OF THEIR OFFICIAL DUTIES, WHICH MAY INCLUDE RIDING ALONG IN AN EMERGENCY RESPONSE VEHICLE.

**I AM AWARE THAT RIDING ALONG WITH THE SAN JOSE FIRE DEPARTMENT AND ACCOMPANYING SAN JOSE FIRE PERSONNEL IN THE PERFORMANCE OF THEIR DUTIES ARE INHERENTLY DANGEROUS ACTIVITIES, AND I AM VOLUNTARILY PARTICIPATING IN THESE ACTIVITIES WITH FULL KNOWLEDGE OF THE DANGER INVOLVED. I HEREBY AGREE TO ACCEPT ANY AND ALL RISKS OF INJURY OR DEATH. PLEASE INITIAL HERE ( )**

I FURTHER AGREE TO HOLD THE CITY OF SAN JOSE, ITS OFFICERS, EMPLOYEES AND AGENTS, HARMLESS FROM ANY AND ALL LIABILITY, ACTIONS, CAUSES OF ACTION, DEBTS, CLAIMS, AND DEMANDS OF EVERY KIND AND NATURE WHATSOEVER WHICH I NOW HAVE OR WHICH MAY ARISE OUT OF OR IN CONNECTION WITH MY PARTICIPATION IN THE RIDE-ALONG PROGRAM.

IN ADDITION, I HEREBY RELEASE AND DISCHARGE THE CITY OF SAN JOSE, ITS OFFICERS, EMPLOYEES AND AGENTS, FROM ALL ACTIONS, CLAIMS OR DEMANDS I, MY HEIRS, DISTRIBUTES, GUARDIANS, LEGAL REPRESENTATIVES, OR ASSIGNS NOW HAVE OR MAY HAVE FOR INJURY OR DAMAGE RESULTING FROM MY PARTICIPATION.

I FURTHER AGREE THAT WHILE PARTICIPATING IN THE RIDE-ALONG PROGRAM I WILL FOLLOW ALL ORDERS, RULES AND REGULATIONS CONCERNING MY PARTICIPATION. I UNDERSTAND THAT THE CITY MAY TERMINATE MY PARTICIPATION IN THE PROGRAM AT ANY TIME AND FOR ANY REASON.

**I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT I AM ASSUMING ALL RISKS OF THIS ACTIVITY, THAT I AM HOLDING THE CITY HARMLESS FROM ALL CLAIMS, AND THAT I AM RELEASING THE CITY FROM ALL LIABILITY ARISING OUT OF MY PARTICIPATION IN THE RIDE-ALONG PROGRAM.**

\_\_\_\_\_  
SIGNATURE OF APPLICANT/DECLARANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF PARENT/GUARDIAN IF APPLICANT IS UNDER 18

\_\_\_\_\_  
DATE

I have carefully read this document and fully understand its contents. I have explained this document to my child/ward. I am aware that this is a release of liability and I sign it voluntarily.

Attachment #8  
SAN JOSE FIRE DEPARTMENT  
CITIZEN RIDE-ALONG PROGRAM INSTRUCTIONS  
(408) 794-6959

THE OPPORTUNITY TO OBSERVE FIRE DEPARTMENT ACTIVITIES IS OFFERED. STRICT ADHERENCE TO THE FOLLOWING INSTRUCTIONS ARE NECESSARY IN ORDER TO SAFEGUARD PARTICIPANTS AND TO MINIMIZE THE POSSIBILITY OF INTERFERENCE WITH NORMAL DEPARTMENTAL ACTIVITIES. FAILURE TO COMPLY WITH THE FOLLOWING **MAY** RESULT IN THE DENIAL OR TERMINATION OF THE REQUEST FOR A RIDE-ALONG.

**\*DO NOT** CONTACT THE FIRE STATIONS FOR INITIAL APPROVAL.

\*THIS REQUEST EXPIRES THIRTY DAYS FROM THE DATE HANDOUT WAS SENT.


\*RIDE-ALONG PERIOD, ANY HOURS BETWEEN 10 AM AND 7 PM (**per the captain**).

\* YOU **MAY** NOT REQUEST A RIDE-ALONG WITHIN **SIXTY** DAYS OF A PRIOR ONE.

- 1) You shall sign all forms provided by the Fire Department. The forms **shall** be submitted when you report for your ride-along. Failure to do so **may** terminate your ride-along.
- 2) The time and date you sign up for **shall** be your only scheduled ride-along unless it is changed by the Fire Department. Call the fire station between 8:00 -9:00 AM the morning of your scheduled ride-along for confirmation. In the event the apparatus cannot safely accommodate a ride-along, or other unforeseen circumstances arise, it may be necessary to reschedule your ride-along.
- 3) If you are unable to keep your appointment, please notify the fire station as soon as possible.
- 4) Please ring the front door bell, state your business and ask for the Engine Captain on-duty. If the fire station is empty you may call 277-8950 and advise the Communications Center you've arrived at the fire station and follow their directions.
- 5) Persons riding along are under the complete control of the Engine Captain at all times.
- 6) You **may not** leave the cab at the scene of an incident without instructions from the Captain.
- 7) Do not converse with victims, or members of the public unless directed by the Engine Captain.
- 8) Persons riding along **shall not** interfere with fire company activities at any time.
- 9) Tape recorders and cameras **shall not** be permitted.
- 10) Bring enough money to purchase meals.
- 11) Sweat pants, shorts, skirts or dresses **may not** be worn during you ride-along period.
- 12) Clothing with offensive writing or pictures **shall not** be permitted during the ride-along period. Failure to abide by this **may** cause termination of the ride-along.
- 13) Open-toed shoes **may not** be worn Shoes with skid-resistant soles are **mandatory**.
- 14) Professional attire and good hygiene **shall** be required at all times.
- 15) Persons riding along **shall** wear an orange vest labeled "SJFD RIDE-ALONG", when in public. The Fire Department will provide the vest.
- 16) Persons **shall** be physically able to enter and exit an enclosed cab fire engine without assistance and in a timely manner that will not hinder Fire Department operations. All persons riding along **shall** be able to effectively communicate with all Fire Department members.
- 17) Please act professionally and think **SAFETY AT ALL TIMES** during your ride-along. If you have a problem of any kind, please speak to the Engine Captain immediately.
- 18) The on-duty Engine Captain has the authority to terminate any ride-along session for **misbehavior** or **failure** to follow agreed upon rules.

## RIDE ALONG-ENGINES

**RIDE ALONG ENGINES**

STATION	ADDRESS	CROSS STREETS	PHONE	
E1	225 N. MARKET ST.	AT ST. JAMES		BA. HQ
E2	2949 ALUM ROCK AVE.	AT CEDAR LN.		BA. HQ
E6	1386 CHERRY AVE.	AT MINNESOTA		
E8	802 E. SANTA CLARA ST.	AT 17 <sup>TH</sup> ST.		
E9	3410 ROSS AVE.	AT HILLSDALE		
E13	4380 PEARL AVE.	BY BRANHAM		BA. HQ
E14	1201 SAN TOMAS AQUINO	AT SARATOGA		
E16	2001 S. KING RD.	AT CUNNINGHAM		
E18	4430 S. MONTEREY RD.	AT SKYWAY		
E21	1749 MT. PLEASANT RD.	BY EASTRIDGE DR.		
E24	1924 YERBA BUENA.	SILVERCREEK RD.		
E26	528 TULLY RD.	BY SENTER		





# **SJS Incident Action Plan**

## **COVID-19 Response**




### **F-200589501**




**October 1, 2022 to October 31, 2022 (0800-0800)**



### INCIDENT OBJECTIVES (ICS 202)

<b>1. Incident Name:</b> SJS COVID-19	<b>2. Operational Period:</b> Date From: 10/01/22 Time From: 0800	Date To: 10/31/2022 Time To: 0800															
<b>3. Objective(s):</b> <ul style="list-style-type: none"> <li>- Provide for the safety of department personnel and the community</li> <li>- Maintain operational readiness</li> <li>- Provide timely COVID-19 response information to department personnel</li> <li>- Coordinate response efforts with City EOC, critical stakeholders, and partners</li> <li>- Maintain fiscal accountability and keep costs commensurate with values at risk</li> <li>- Provide excellent customer service in the best tradition of the San José Fire Department</li> </ul>																	
<b>4. Operational Period Command Emphasis:</b> <ul style="list-style-type: none"> <li>- Maintain alignment with current CDC, County Public Health, San Jose City OER and EMS system guidelines and/or protocols</li> <li>- Ensure ample supply of PPE and consumable goods.</li> <li>- Transition to COVID-19 Vaccinated &amp; up-to-date workforce</li> <li>- Ensure compliance with weekly Covid-19 testing &amp; verification with Non-Vaccinated workforce</li> </ul>																	
General Situational Awareness <ul style="list-style-type: none"> <li>- Monitor COVID-19 related Department Updates and Directives</li> <li>- Monitor State and County Public Health Orders</li> <li>- Monitor COVID-19 Vaccination Program</li> <li>- Monitor Health &amp; Well-Being of Fire Department Personnel</li> </ul>																	
<b>5. Site Safety Plan Required?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <p>Approved Site Safety Plan(s) Located at:</p>																	
<b>6. Incident Action Plan</b> (the items checked below are included in this Incident Action Plan): <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><input checked="" type="checkbox"/> ICS 203</td> <td style="width: 33%;"><input type="checkbox"/> ICS 207</td> <td style="width: 34%;"><u>Other Attachments:</u></td> </tr> <tr> <td><input checked="" type="checkbox"/> ICS 204</td> <td><input checked="" type="checkbox"/> ICS 208</td> <td><input checked="" type="checkbox"/> ICS 2 15A</td> </tr> <tr> <td><input type="checkbox"/> ICS 205</td> <td><input type="checkbox"/> Map/Chart</td> <td><input checked="" type="checkbox"/> Command/General Staff Contacts</td> </tr> <tr> <td><input type="checkbox"/> ICS 205A</td> <td><input type="checkbox"/> Weather Forecast/Tides/Currents</td> <td><input checked="" type="checkbox"/> Logistics/Medical Supply Unit Processes</td> </tr> <tr> <td><input type="checkbox"/> ICS 206</td> <td></td> <td><input checked="" type="checkbox"/> General Messages/Information</td> </tr> </table>			<input checked="" type="checkbox"/> ICS 203	<input type="checkbox"/> ICS 207	<u>Other Attachments:</u>	<input checked="" type="checkbox"/> ICS 204	<input checked="" type="checkbox"/> ICS 208	<input checked="" type="checkbox"/> ICS 2 15A	<input type="checkbox"/> ICS 205	<input type="checkbox"/> Map/Chart	<input checked="" type="checkbox"/> Command/General Staff Contacts	<input type="checkbox"/> ICS 205A	<input type="checkbox"/> Weather Forecast/Tides/Currents	<input checked="" type="checkbox"/> Logistics/Medical Supply Unit Processes	<input type="checkbox"/> ICS 206		<input checked="" type="checkbox"/> General Messages/Information
<input checked="" type="checkbox"/> ICS 203	<input type="checkbox"/> ICS 207	<u>Other Attachments:</u>															
<input checked="" type="checkbox"/> ICS 204	<input checked="" type="checkbox"/> ICS 208	<input checked="" type="checkbox"/> ICS 2 15A															
<input type="checkbox"/> ICS 205	<input type="checkbox"/> Map/Chart	<input checked="" type="checkbox"/> Command/General Staff Contacts															
<input type="checkbox"/> ICS 205A	<input type="checkbox"/> Weather Forecast/Tides/Currents	<input checked="" type="checkbox"/> Logistics/Medical Supply Unit Processes															
<input type="checkbox"/> ICS 206		<input checked="" type="checkbox"/> General Messages/Information															
<b>7. Prepared by:</b> Name: <u>Scott Coscarelli</u> Position/Title: <u>Plans/DC</u> Signature: 																	
<b>8. Approved by Incident Commander:</b> Name: <u>Robert Sapien Jr.</u> Signature: 																	
ICS 202	IAP Page _____	Date/Time: <u>10-3-2022</u> 															

### ORGANIZATION ASSIGNMENT LIST (ICS 203)

<b>1. Incident Name:</b> SJS COVID-19		<b>2. Operational Period:</b> Date From: 10/01/2022 Date To: 10/31/2022 Time From: 0800 Time To: 0800	
<b>3. Incident Commander(s) and Command Staff:</b>		<b>7. Operations Section:</b>	
IC/UCs	Robert Sapien, Jr.	Chief	John Healy
Deputy IC	James Williams II	Deputy	
Deputy		Staging Area	
Safety Manager	Stephanie Lau	Branch	
Public Info. Officer	Erica Ray	Branch Director	Duty Chief
Liaison Officer		Deputy	
<b>4. Agency/Organization Representatives:</b>		Division/Group	Battalion 1
Agency/Organization	Name	Division/Group	Battalion 2
		Division/Group	Battalion 5
		Division/Group	Battalion 10
		Division/Group	Battalion 13
		Branch	
		Branch Director	Christina Hermann
		Deputy	Communications
<b>5. Planning Section:</b>		Division/Group	
Chief	Scott Coscarelli	Division/Group	
Deputy		Division/Group	
Resources Unit		Division/Group	
Situation Unit		Division/Group	
Documentation Unit		Branch	
Demobilization Unit		Branch Director	
Technical Specialists		Deputy	
		Division/Group	
		Division/Group	
		Division/Group	
<b>6. Logistics Section:</b>		Division/Group	
Chief	Aaron Freyler	Division/Group	
Deputy		Air Operations Branch	
Support Branch		Air Ops Branch Dir.	
Director			
Supply Unit			
Facilities Unit	Randy Sommers	<b>8. Finance/Administration Section:</b>	
Ground Support Unit	Johnny Jimenez	Chief	Athena Trede
Service Branch		Deputy	
Director		Time Unit	M. Figueroa, A. Villanueva, D. Souza (PTRC)
Communications Unit	On Duty Senior PSRD	Procurement Unit	
Medical Unit	DECO: Med 30 / DICO: EMS Staff	Comp/Claims Unit	Roger Hurtado
Food Unit		Cost Unit	
<b>9. Prepared by:</b> Name: <u>Scott Coscarelli</u> Position/Title: <u>Plans/ DC</u> Signature: 			
ICS 203	IAP Page _____	Date/Time: <u>09/22/2022 - 0500</u>	







1. INCIDENT NAME: SJS COVID-19 RESPONSE

## GENERAL MESSAGE: LOGISTICS

2. TO: ALL PERSONNEL

3. FROM: Scott Coscarelli

POSITION/TITLE: Plans/DC

DATE: 10/01-10/31/22

### SUPPLY

**\*Access to Company Stores is still restricted to Company Stores personnel. Delivery via Company Store Courier Services.**

#### COMPANY STORES ORDERING:

OneDrive: Access sent to all Battalion Chiefs and Captains (through city email) for regular Company Stores ordering. Station Ordering and Company Stores Courier Delivery is now coordinated on regularly scheduled courier days.

Located within OneDrive (for BCs and CAs): See the "Company Stores" folder under "shared with you."

1)"Battalion COVID SUPL Order Form"= COVID-19 PPE supply ordering.

2)"Company Stores Order Form"= normal station ordering.

Complete both order requests by 1000 hours on your regular scheduled courier days (Mo/Tu/Th/Fr).

One Drive access allows file sharing and automatically saves entries. Do not make any additional copies and no need to email (auto saves). Place initials at bottom of form to identify order request is complete.

#### COMPANY STORES REFILLING PROCESS:

Large hand sanitizer bottles can be attained thru the OneDrive (see above)

Gallon sized alcohol containers for P100 alcohol sanitizer can be attained thru the OneDrive (see above)

#### EQUIPMENT:

Spare Eye Protection should be carried in the airway bag for use during nebulized treatment, CPAP, and advanced airway procedures.

Touchless Thermometers shall remain in EMS equipment for medical response.

SCBA bottles, Oxygen bottles, and Scott Air Packs needing repair can be swapped out with the air room at BET. Battalion Chiefs need to coordinate with Alex Ward to procure any bottles as the training center. Air Units may be utilized to support inventory after business hours.

### FACILITIES

Employees are expected to complete a short health screening when entering a City facility. A QR code and link is posted at City facility entrances and will take you to a survey where you enter your employee ID and select the facility you are entering. Please note: if you visit multiple facilities during the course of your work shift, you will need to check-in at each facility.

APPROVED BY: Scott Coscarelli

SIGNATURE: 

POSITION/TITLE: Plans/DC

NOTES:



1. INCIDENT NAME: SJS COVID-19 RESPONSE

**GENERAL MESSAGE: OPERATIONAL CONTINGENCIES**

2. TO: ALL PERSONNEL

3. FROM: Scott Coscarelli

POSITION/TITLE: Plans/DC

DATE: 10/01-10/31/22

4. MESSAGE

The following contingency plans are available to guide operations in the event of deteriorating conditions:

- 1) Response to High Risk Facilities.
- 2) Continuity of Fire Communications.
- 3) Civil Unrest.
- 4) Advanced Biohazard Decontamination.
- 5) Continuity of Field Operations.
- 6) PPE Supply Contingency.
- 7) EMS Responses at the Airport.
- 8) Food Acquisition Contingency.

Immediately notify available Battalion Chief in the event of deteriorating conditions.

FOLLOW QR CODE BELOW:



APPROVED BY: Scott Coscarelli

SIGNATURE:

A handwritten signature in black ink, appearing to be "Scott Coscarelli", written over a horizontal line.

POSITION/TITLE: Plans/DC

NOTES:



1. INCIDENT NAME: SJS COVID-19 RESPONSE

### GENERAL MESSAGE: INFORMATION

2. TO: ALL PERSONNEL

3. FROM: Scott Coscarelli

POSITION/TITLE: Plans/DC

DATE/TIME: 10/01-10/31/22

#### MASKING GUIDELINES FOR EMPLOYEES & MEMBERS OF THE PUBLIC

Masks are strongly recommended to be worn while indoors or in vehicles with others, including when sitting alone in a cubicle. This applies to both employees and all members of the public (age 2+) when entering City facilities including fire stations, Fire Communications, BFP, Training Center, etc.

#### HEALTH SCREENINGS

Before entering any City facility, all employees, vendors, contractors and volunteers are required to complete a COVID-19 Health Screening to confirm you are not currently experiencing any symptoms. Health screening data is also used for contact tracing and notifications to appropriate City employees who may have had contact with a person who has tested positive for COVID-19. Visitors and members of the public are not required to complete the health screening when entering City facilities.

#### RIDE-A-LONGS LIMITED TO BUSINESS NEEDS

Ride-alongs in fire apparatus may only be accommodated where a business need exists; all parties are strongly recommended to wear a mask while inside the fire apparatus and those joining from outside SJFD must provide proof of being fully vaccinated and boosted against COVID-19. Business needs include physicians and EMT/Paramedic students in need of hours as coordinated by BET, Fire Explorers as coordinated by CA Ryan Ira. Business needs do not currently extend to potential recruits (requests for ride-a-longs).

#### IN-PERSON OUTREACH & STATION VISITS

Community outreach and education requests, including station visits, will be supported by the Department to the best of our ability. In keeping with the City's strong indoor mask recommendation, all visitors to fire stations and all other SJFD facilities are strongly recommended to wear a mask while indoors. All outreach and recruitment-related activities conducted by line personnel must be reported up through the chain of command and logged in Firehouse.

#### MEDIA REQUESTS

COVID-19 has created a great deal of media and public interest. If you are approached by a member of the media, personnel are not to answer questions or conduct interviews without specific direction from the Duty Chief or Fire Chief. Media inquiries should be sent up through your chain of command. Please gather the reporter's name, news agency, and contact information and contact your supervisor.

#### SITUATIONAL AWARENESS RESOURCES:

1. Centers for Disease Control: <https://www.cdc.gov/>
2. California Department of Public Health: <https://www.cdph.ca.gov/>
3. Santa Clara County Public Health: <https://www.sccgov.org/sites/phd/Pages/phd.aspx>
4. City of San Jose: <https://www.sanjoseca.gov/news-stories/news/emergency-notifications>

APPROVED BY: Scott Coscarelli



SIGNATURE:

POSITION/TITLE: Plans/DC


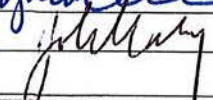
NOTES:



**SAFETY MESSAGE/PLAN (ICS 208)**

<b>1. Incident Name:</b> SJS COVID-19	<b>2. Operational Period:</b> Date From: 10/01/2022 Date To: 10/31/2022 Time From: 0800 Time To: 0800	
<b>3. Safety Message/Expanded Safety Message, Safety Plan, Site Safety Plan:</b> Asymptomatic COVID-19 positives are common. Assume you and any others may be infected at all times.  <b>EMERGENCY RESPONSE</b>  Minimize potential exposures by following "One-in" procedures when appropriate to patient care needs. Minimum of EMS gloves, N95 Mask, eye protection, and gown during patient contacts. (Upgrade to sealed eye protection and P-100 for high exposure risk procedures, Tyvek Suit as needed to avoid contamination).  Have patients don surgical masks when appropriate to patient care needs. Maintain social distancing from bystanders.  Apply COVID-19 exposure prevention practices at all times.  Paramedics need to evaluate the patient before asking them to come outside. Do not ask dispatcher's to have the patient meet the crew outside or in a specific room since the dispatcher legally can not instruct a patient to do this without being medically evaluated by the paramedic first.  <b>MEDICAL MONITORING</b>  All personnel are required to complete the Covid-19 Daily Self-Health Screening utilizing the Citywide QR Code. This will replace any prior QR codes used by the Fire Department for Covid-19 Health Screening.  <a href="https://csjmap.org/selfchk">https://csjmap.org/selfchk</a>   Please note: if you visit multiple facilities and/or fire stations during the course of your work shift, you will need to check-in at each facility and complete the QR code again. Worksite visitors will also be screened.  Medical monitoring will be conducted prior to entry into workplace, and continue throughout work shift. Assess for the presence of any of the following COVID-19 related symptoms: Fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea and/or vomiting, or diarrhea.  Isolate, notify supervisor when symptomatic and contact the designated exposure control officer (MED 30).  <b>PERSONAL BEST PRACTICES</b>  Wash hands frequently (soap, warm water, 20 seconds), use hand sanitizer when soap and water are unavailable. Avoid touching face (eyes, mouth, nose). Avoid human contact and maintain social distancing (6'), wear masks in public spaces, make only necessary entries into occupied buildings. Disinfect surfaces you've touched.  <b>BEHAVIORAL HEALTH</b> Recognize signs of stress in self and others; access available assistance: Employee Assistance Program (EAP) and/or SJFD Peer-to-peer support.		
<b>4. Site Safety Plan Required?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Approved Site Safety Plan(s) Located At:		
<b>5. Prepared by:</b> Name: <u>Stephanie Lau</u> Position/Title: <u>Safety Manager</u> Signature: 		
ICS 208	IAP Page _____	Date/Time: 09/28/2022 -0500

**INCIDENT ACTION PLAN SAFETY ANALYSIS (ICS 215A)**

<b>1. Incident Name:</b> SJS COVID-19		<b>2. Incident Number:</b> F-200589501	
<b>3. Date/Time Prepared:</b> Date: 05/30/2022      Time: 0700		<b>4. Operational Period:</b> Date From: 10/01/2022      Date To: 10/31/2022 Time From: 0800      Time To: 0800	
<b>5. Incident Area</b>	<b>6. Hazards/Risks</b>	<b>7. Mitigations</b>	
Field Response	COVID-19 Exposure	PPE, hygiene protocols, decontamination, reporting, other directives	
Field Response	COVID-19 Exposure	Complete PCRs promptly and to standard to ensure tracing accuracy	
Worksites	COVID-19 Exposure	Health Screening, Non-Vaccinated Testing Verification, Medical Monitoring	
Worksites	COVID-19 Exposure	Workplace and personal hygiene, social distancing, face coverings, visitor restrictions	
Public Spaces	COVID-19 Exposure	Avoid non-essential trips to occupied public spaces, social distance, personal hygiene, face coverings	
All areas	Impacts of Stress	EAP, Peer-to-Peer Support	
<b>8. Prepared by (Safety Manager):</b> Name: Stephanie Lau      Signature: 		Prepared by (Operations Section Chief): Name: John Healy      Signature: 	
ICS 215A	Date/Time:	09/28/2022 - 0500	

**SAFETY ALERT #23-004**

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**TO:** ALL PERSONNEL **FROM:** James Williams,  
Assistant Fire Chief

**SUBJECT:** HEALTH ORDER REQUIRING USE OF FACE COVERINGS IN HIGHER-RISK SETTINGS AND RECISSION OF PRIOR HEALTH ORDERS **DATE:** September 29, 2022

**DISPOSITION:** Retain and post at the worksite until 3/29/2023, then discard.

**ACTION:** Battalion Chiefs and Company Officers to review with personnel under their supervision

**PURPOSE:** Procedural

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**PURPOSE**

On September 12, 2022, the Santa Clara County Public Health Department issued a new Health Order ([covid19.sccgov.org/health-order-requiring-use-face-coverings-higher-risk-settings-and-rescission-prior-health-orders](https://www.sccgov.org/health-order-requiring-use-face-coverings-higher-risk-settings-and-rescission-prior-health-orders)) rescinding the prior Health Orders providing new guidance and recommendations. For clarity, other than the mandatory requirement to wear Face Coverings in Higher-Risks Settings as provided in the current Health Order, all other mandatory COVID-19-related countywide Health Officer Orders are rescinded. However, the risks of COVID-19 in Higher-Risks Settings remains significant, and so it continues to be important for Face Coverings to be used in Higher Risks Settings. Order of the Health Officer of the County of Santa Clara requires that *all* individuals who work in Higher-Risk Settings must wear Face Coverings in Higher-Risk Settings.

- a. "Higher-Risk Settings" are settings that involve working in shared air space or proximity to people who are at higher risk of severe illness, hospitalization, or death from COVID because of age or underlying medical condition, as well as congregate settings where outbreaks are likely to occur. For the purposes of this Order, Higher-Risk Settings are those portions of the following facilities where there is shared air space or proximity to patients, clients, or vulnerable populations:
  - i. skilled nursing facilities, long-term care facilities, adult day care facilities, and memory care facilities;
  - ii. healthcare delivery facilities (such as hospitals, clinics, medical offices, dialysis centers, etc.) where patient care is provided, as well as medical first responders;
  - iii. jails and other correctional facilities; and
  - iv. congregate shelters.

For purposes of this Order, personnel who are not permanently stationed or regularly assigned to a Higher-Risk Settings but who, in the course of their duties, may enter or work in Higher-Risk Settings even on an intermittent or occasional basis or for short periods of time are considered to work onsite in Higher-Risk Settings.

**COVID-19 Twice Weekly Testing Rescinded**

The City has been providing reasonable accommodation of testing twice weekly for employees with approved exemption from receiving the COVID-19 vaccination in order to remain in the workplace. As COVID-19 positive cases trend downward in Santa Clara County and within the City, and COVID-19 related hospitalizations remain relatively low and stable, **effective October 1, 2022, personnel with approved exemptions will no longer be required to submit to twice weekly COVID-19 testing to remain in the workplace.**

Safety Alert #23-004  
September 29, 2022

## **BACKGROUND**

**Rescission of Prior Health Orders.** The March 7, 2022, Health Officer Order Requiring Up to Date COVID-19 Vaccination of Personnel in Higher-Risk Settings is hereby rescinded. The January 31, 2022, Health Officer Order Requiring Certain Healthcare Facilities Within the County to Provide COVID-19 Diagnostic Testing is hereby rescinded. The September 4, 2020, Health Officer Order Mandating that All Health Care Facilities in Santa Clara County Require Healthcare Workers Receive an Annual Influenza Vaccination is hereby rescinded. For clarity, other than the mandatory requirement to wear Face Coverings in Higher-Risk Settings as provided in the current Order, all other mandatory COVID-19-related countywide Health Officer Orders that were in effect are hereby rescinded.

### **Mandatory Requirement to Wear Face Coverings in Higher-Risk Settings.**

- a. Regardless of vaccination status, all persons in Higher-Risk Settings must wear Face Coverings, except in those circumstances or for those persons exempted pursuant to the “Guidance on the Use of Face Masks” issued on April 20, 2022 by the California Department of Public Health (CDPH) and in effect as of September 12, 2022 at: <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/guidance-for-face-coverings.aspx>, and included in this Order as Appendix A. For clarity, this provision does not incorporate any changes to the Guidance made by the CDPH after the Effective Date of this Order.
- b. All businesses and governmental entities with Higher-Risk Settings must enforce this face covering requirements for all personnel and for all customers or members of the public entering Higher-Risk Settings, regardless of vaccination status. All such businesses and governmental entities must post clearly visible and easy-to-read signage at all entry points for indoor settings to communicate the Face Covering requirements to all persons entering the facility. In addition, those responsible for indoor public settings are strongly encouraged to provide Face Coverings at no cost to individuals who do not have one upon entry.

### **Definitions**

- a. “Business” includes any for-profit, non-profit, or educational entity, whether a corporate entity, organization, partnership, or sole proprietorship, and regardless of the nature of the service, the function it performs, or its corporate or entity structure. For clarity, “business” also includes a for-profit, non-profit, or educational entity performing services or functions under contract with a governmental entity.
- b. “Face Covering” means a face covering that is well-fitted to an individual and covers the nose and mouth especially while talking, consistent with the guidance of the CDPH at <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/guidance-for-face-coverings.aspx>. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric or any mask that has an unfiltered one-way exhaust valve. Individuals are strongly urged to wear KN95, KF94, N95, or similarly protective face coverings.
- c. “Higher-Risk Settings” are settings that involve working indoors in shared air space or proximity to people who are at higher risk of severe illness, hospitalization, or death from COVID-19 because of age or underlying medical condition, as well as congregate settings where outbreaks are likely to occur. For the purposes of this Order, Higher-Risk Settings are those portions of the following facilities where there is shared indoor air space or proximity to patients, clients, or vulnerable populations:
  - i. skilled nursing facilities, long-term care facilities, adult day care facilities, and memory care facilities;
  - ii. healthcare delivery facilities (such as hospitals, clinics, medical offices, dialysis centers, etc.) where patient care is provided, as well as medical first responders while providing medical response;
  - iii. jails and other correctional facilities; and
  - iv. congregate shelters.

Safety Alert #23-004  
September 29, 2022

- v. "Personnel" means any of the following individuals who perform onsite functions: employees; contractors and sub-contractors (such as those who deliver goods or perform services onsite); independent contractors; vendors; volunteers and interns; and any other individuals who routinely are onsite at the request of the business or governmental entity.

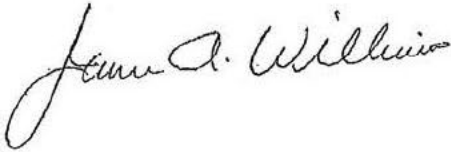
**CONCLUSION**

The City has the ability to revisit this accommodation at any time and will engage employees in the interactive process should any changes to the reasonable accommodations provided above be deemed necessary.

To report a change in your COVID-19 Vaccination Status, please following the steps below:

1. Attain Covid-19 Vaccine or Booster
2. Obtain CDC card or updated CDC card with Booster
3. Take a clean photograph of the card. (Photograph should only be a jpg or png)
4. Email picture to [SJFDTraining@sanjoseca.gov](mailto:SJFDTraining@sanjoseca.gov) with Employee Name and Employee Identification Number in the email Subject Line.

*APPROVED FOR POSTING:*



**JAMES WILLIAMS**, Assistant Fire Chief

13

ALL PERSONNEL SHALL READ

A-SHIFT

B-SHIFT

C-SHIFT

40-HR

**SAFETY ALERT #22-012**

**TO:** ALL PERSONNEL **FROM:** Scott Coscarelli, Deputy Chief  
Bureau of EMS & Training

**SUBJECT:** 2019 NOVEL CORONAVIRUS (SARS- COV-2) **DATE:** February 1, 2022  
RETURN-TO-WORK *UPDATED*

**DISPOSITION:** Retain and post at the worksite until 08/01/2022, then discard.

**ACTION:** Battalion Chiefs and Company Officers to review with personnel under their supervision

**PURPOSE:** Procedural (Interim)

**PURPOSE/BACKGROUND**

The City of San José has revised the return-to-work guidance for employees with COVID-19 related symptoms and close contact exposures under revised guidance from the U.S. Centers for Disease Control (CDC) and Santa Clara County Public Health (SCCPH). *This Safety Alert replaces Safety Alert #22-009 issued on January 22, 2022.* To reduce the risk of workforce exposure to COVID-19, the following return-to-work and exposure protocols are in effect.

**ACTION**

Fire Department employees who display symptoms, test positive with COVID-19 or identify as or are known to be a “close contact” exposure of a lab-confirmed case of COVID-19 or have an unknown exposure must use the following guidelines:

- <https://www.sanjoseca.gov/home/showdocument?id=81284&t=637779542872446312>

*Workplace and Community exposures MUST still be reported to the DECO (Med 30) 408-930-5530.*

Personnel who have declined vaccination or who do not meet the above criteria must continue to follow reporting, isolation, and other instructions as detailed in the COVID-19 Procedure: Clearance to Report to Work/Return to Work.

***Symptomatic Employees:***

Symptoms consistent with COVID-19 - you **MUST** immediately self-isolate, notify your supervisor and the DECO (regardless of vaccination status or how mild symptoms are).

Fire Department employees who are off work under Department monitoring for COVID-19 or COVID-19-like illness will provide a status update on the first day of symptoms getting better and fever-free (without the use of fever-reducing medications) to the Department Infection Control Officer (DICO) 408-896-8524. **The employee shall always keep their supervisor apprised of their quarantine/isolation period so Telestaff or Peoplesoft will be updated accordingly.** The DICO will use established criteria based upon Centers for Disease Control (CDC), Santa Clara County Public Health, ALS Medical Director(s), and City Emergency Operations Center Standard Operating Procedures to guide employees return-to-work recommendations.

**NOTE:** Under no circumstances should an employee present to their station/place of work to report a potential exposure. Instead, they should contact the DECO (MED 30) by phone 408-930-5530 from their home quarantine location.

***Compensation and Leave:***

Effective October 1, 2021, City paid administrative leave will only be provided to employees who are required to quarantine due to a **work-related** exposure and are unable to work remotely. **Employees must use their sick leave before being eligible for City paid administrative leave.** Employees will not be required to reduce their sick leave balance below 48 hours of accrued leave.

Employees who are required to quarantine due to a **non-work-related** exposure and/or are experiencing COVID-19 symptoms and are unable to work remotely, may use their **accrued leave balances, including sick leave.** Employees who are unable to work for any other reason must request a Leave of Absence.

Safety Alert #22-012  
February 1, 2022

***Workers' Compensation:***

If an employee tests positive for COVID-19 and believes they have contracted the virus while at work performing their usual and customary job duties, then the employee should file a claim for Workers' Compensation benefits. Any such employee should report the claim immediately to their supervisor and Workers' Compensation Liaison who will provide the employee with a Workers' Compensation Claim Form DWC-1. Supervisors will proceed with completing the Form 5020 and 240-120F.

Please note that claims may be investigated for up to 90 days to determine work-relatedness. Any questions concerning Workers' Compensation benefits should be directed to the Health and Safety Division within the Human Resources Department.

***Contingency Protocols:***

Should community cases surge to such an extent that the application of standing return-to-work protocols results in critical personnel shortages, a *Contingency Return-to-Work* protocol may be activated, temporarily suspending the *Home Isolation & Quarantine Guidelines*. Thresholds for critical personnel shortages will be determined at the Command level based upon existing conditions and protocols will be added to the SJS COVID-19 Response IAP. If activated, this *Contingency Return-to-Work* protocol will remain in place for as long as necessary to ensure the continued provision of essential services.

**CONCLUSION**

Risk of COVID-19 illness and exposure persists as a threat to the health of our coworkers, loved ones, community, and to the execution of our mission. All personnel must continue to maintain strict adherence to best practices including social distancing, frequent hand washing, mask wearing, work area decontamination, and medical monitoring. Response personnel must continue strict adherence to PPE and decontamination protocols. Each of us must also maintain these disciplines while away from work to avoid exposure. Upon onset of symptoms, all personnel must isolate and report as appropriate.

***DO NOT ENTER THE WORKPLACE WITH ACTIVE SYMPTOMS!***

As always, guidance at the local, national and international levels remains in a constant state of flux due to frequent updates/changes as new evidence becomes available amidst the COVID-19 pandemic. The Department continues to actively monitor the situation and strives to provide the most current guidance.

You may direct medical/vaccination-related questions to Dr. Gautreau at: [mgautreau@stanford.edu](mailto:mgautreau@stanford.edu) or the DICO at 408-896-8524.

*APPROVED FOR POSTING:*



SCOTT COSCARELLI, Deputy Chief  
Bureau of EMS & Training

## COVID Vaccination and Testing

Please be polite and professional.

\*Class B uniform and mask are required for testing or vaccine\*

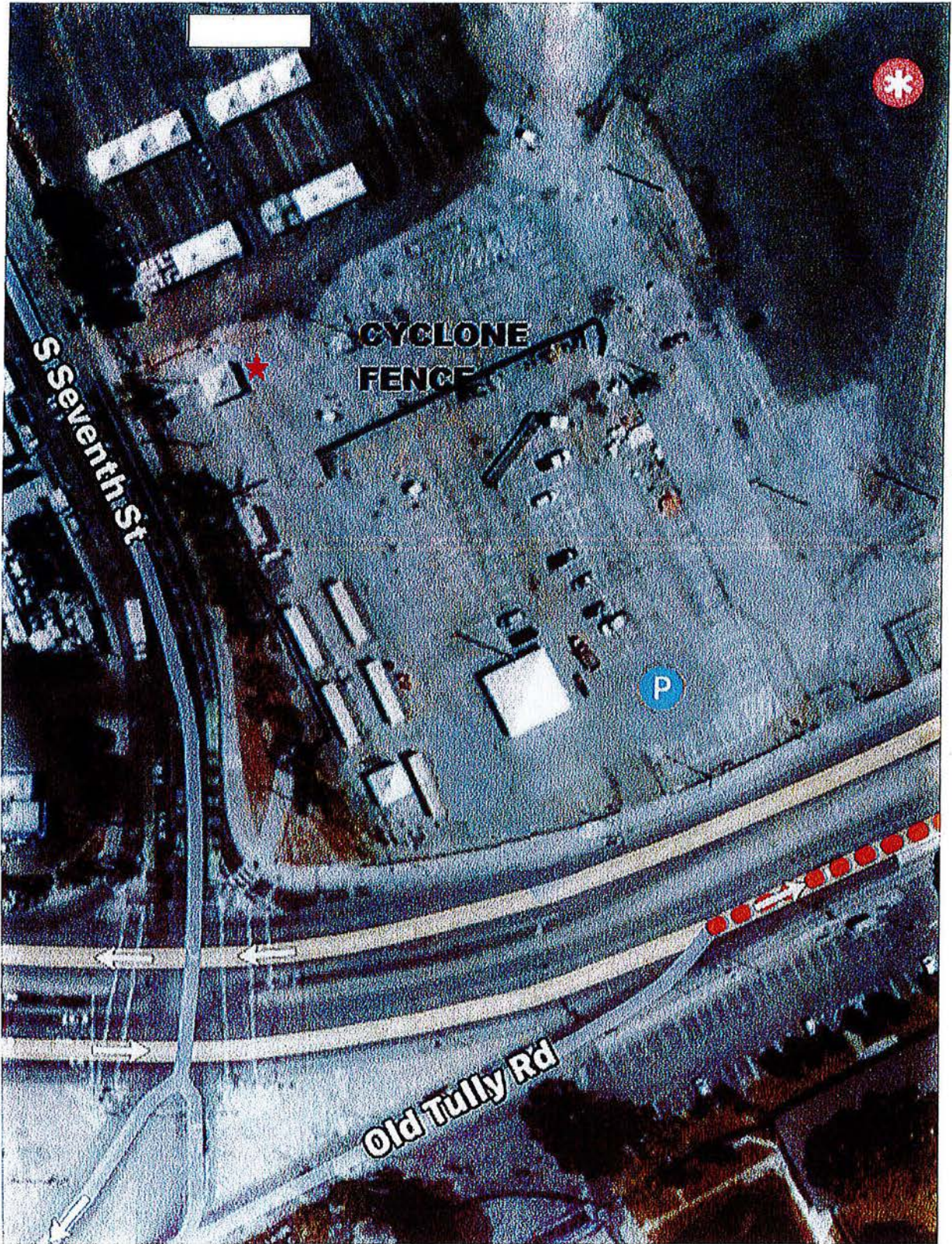
### I. TESTING –

#### Adjacent to Santa Clara County Fairgrounds

Tuesday-Wednesday (1130-1900); Thursday-Monday (0830-1545)

- a. Create an appointment at  
<https://scl.fulgentgenetics.com/appointment/screen/landing>
- b. Members in Uniform – Appointments do not have to be for today. Having an appointment gives them a place holder to attach your results
- c. Non-Uniformed Members – Show up for your specific appointment date/time only
- d. Have the appointment QR code on your phone or mobile device
- e. Enter employee parking lot (Lot A) - WB Old Tully Road, East of 7<sup>th</sup> Street
- f. Go north through the row of tents and temporary structures to the white tent, past the left side of the cyclone fence (Red star on the map) This is where your testing will take place.
- g. Show QR Code
- h. Get tested



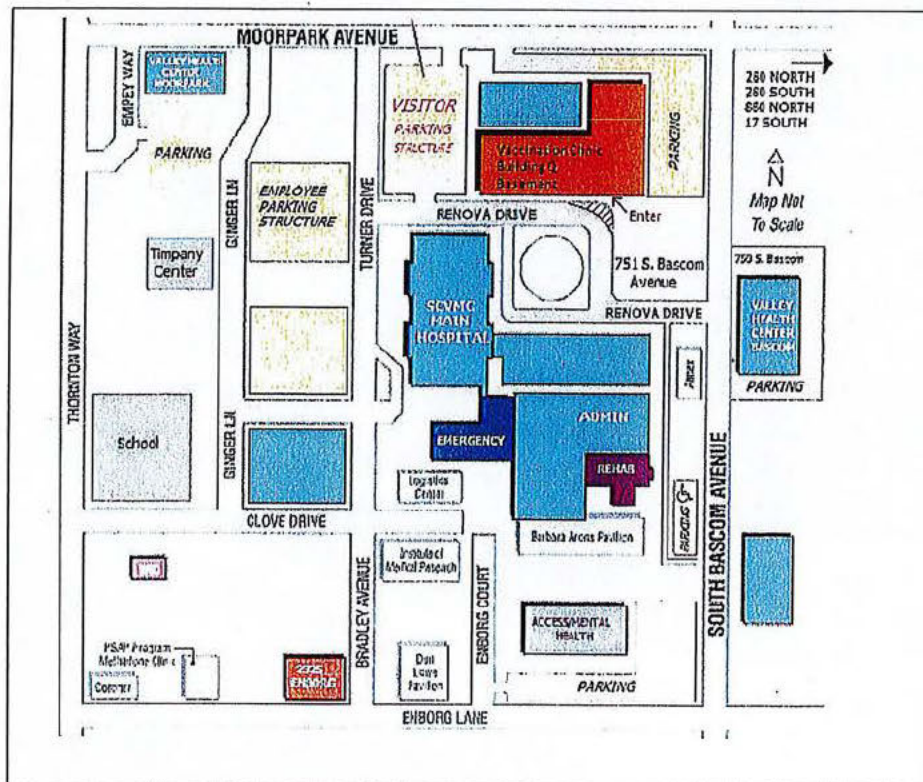


## VACCINATION –

### i. VMC Specialty Center – 751 South Bascom Ave. (Building Q)

Monday-Friday (0945-1715)

- i. Complete the paperwork prior to arrival (attached)
- ii. no appointment needed, but can speed the process if using <https://vax.sccgov.org/>
- iii. Renova Drive WB from Bascom Ave.
- iv. Park in front of the building, fire department parking by hydrant
- v. Enter lobby, go downstairs (Basement Level)
- vi. Get Vaccinated
- vii. Obtain CDC vaccination card or updated CDC card with Booster
- viii. Take a clear photograph of the card. (photo should only be a jpg or png)
- ix. Email image to [SJFDTraining@sanjoseca.gov](mailto:SJFDTraining@sanjoseca.gov) - **Include name and employee ID in email.**

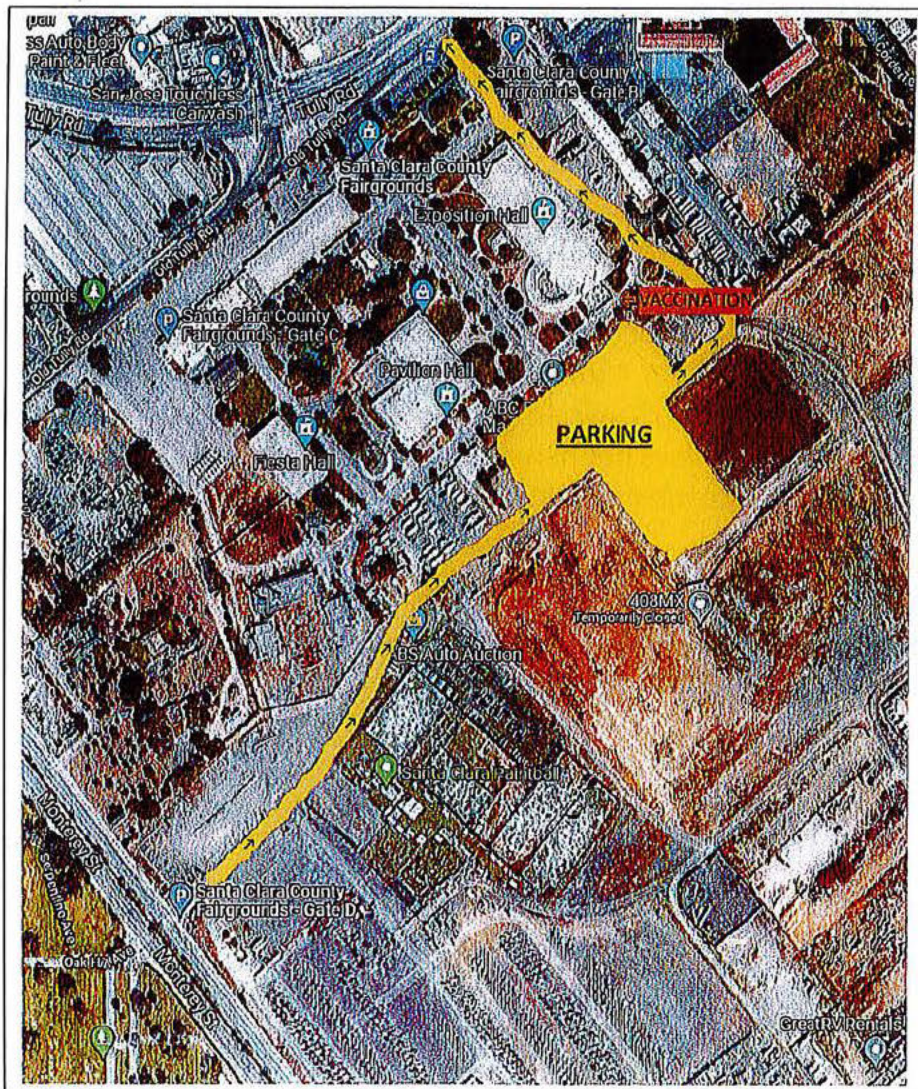


**j. Santa Clara County Fairgrounds – 344 Tully Road**

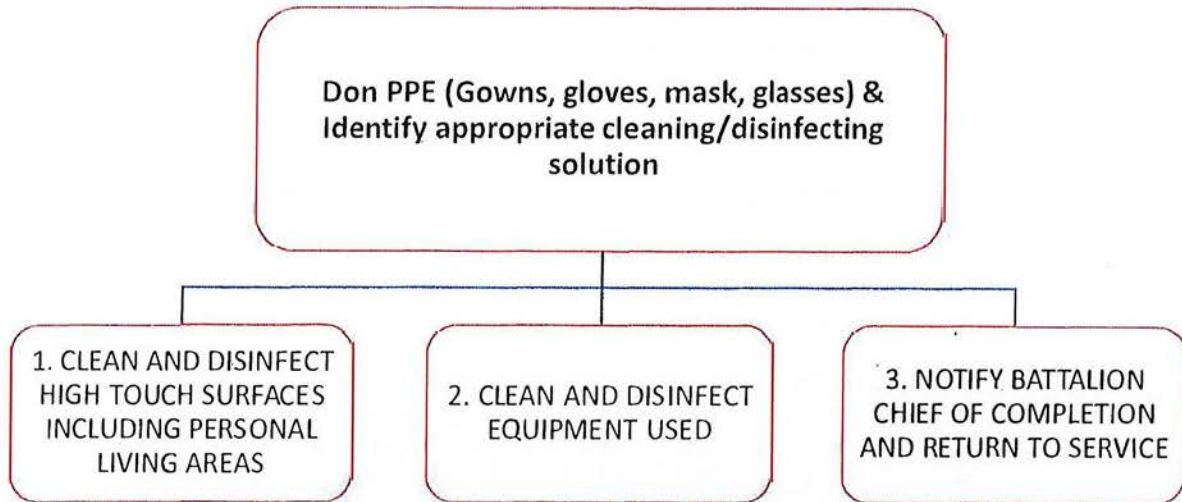
Tuesday-Wednesday (1300-1930)

Thursday-Monday (0830-1530)

- i. No appointment needed, but can speed the process if using <https://vax.sccgov.org/>
- ii. Enter from Monterey Rd., Gate D
- iii. Follow direction from Parking Staff
- iv. Move to the front of the line, right side
- v. Get vaccinated
- vi. Obtain CDC vaccination card or updated CDC card with Booster
- vii. Take a clear photograph of the card. (photo should only be a jpg or png)
- viii. Email image to [SJFDTraining@sanjoseca.gov](mailto:SJFDTraining@sanjoseca.gov) - **Include name and employee ID in email**



## FIRE STATION AND APPARATUS DECONTAMINATION PROCEDURES (If so directed, notify Battalion Chief and place Station out of service)



### CDC DEFINITIONS

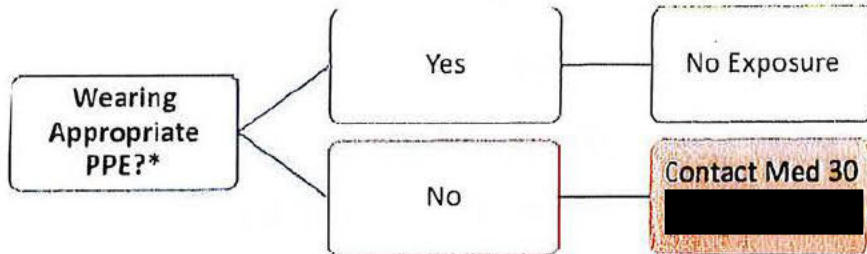
- **Cleaning** refers to the removal of germs, dirt, and impurities from surfaces. It does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.
- **Disinfecting** refers to using chemicals, for example, EPA-registered disinfectants, to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface *after* cleaning, it can further lower the risk of spreading infection.

SEE LOGISTICS INFORMATION FOR SUPPLY ORDERING

GO HERE TO LEARN MORE ABOUT EFFECTIVE DISINFECTANTS:

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

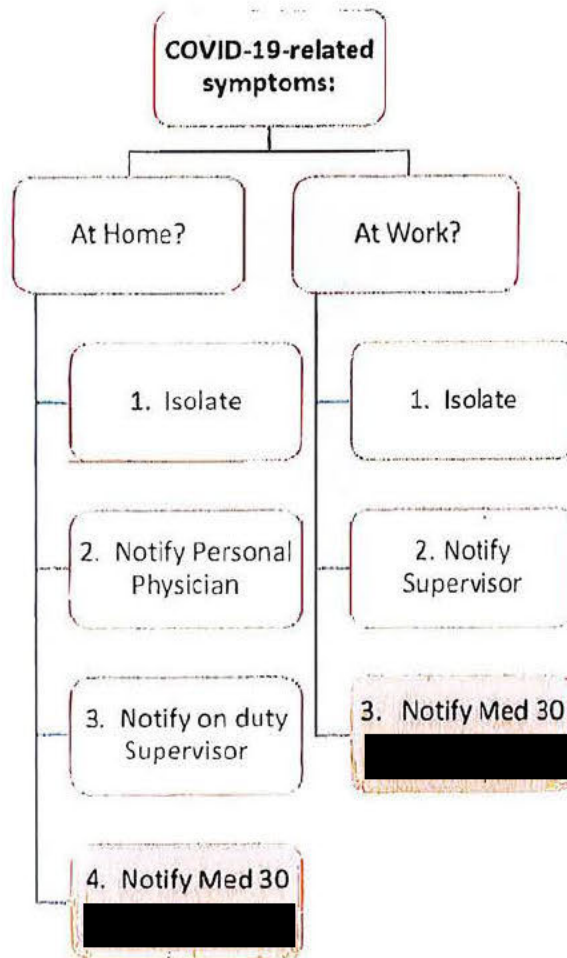
**ON DUTY EXPOSURE SUSPECTED:**



\*Uncertainty or unusual circumstances: Contact Med 30

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**DEVELOP SYMPTOMS (AT ANY TIME)**





**Have you experienced these symptoms within the last three days?**



**Fever or Chills**



**Cough**



**Shortness of Breath or Difficulty Breathing**



**Sore Throat**  
\*New or Unexplained



**Fatigue**  
\*New or Unexplained



**Muscle or Body Aches**  
\*New or Unexplained



**Headache**  
\*New or Unexplained



**Loss of Taste or Smell**



**Nausea, Diarrhea, or Vomiting**  
\*New or Unexplained

**DO NOT ENTER  
IF YOU HAVE ANY OF THE ABOVE SYMPTOMS**

**SEEK MEDICAL CARE AND TESTING**



## You should get a COVID-19 test if:

- You have new symptoms such as fatigue, headache, body/muscle aches, cough, fever, sore throat, and/or congestion.
- You have symptoms and are at high risk for severe illness because of other medical conditions, age, or have a compromised immune system. You may qualify for treatment to reduce your risk of severe illness.



## Consider getting tested if:



You had a known exposure to someone with COVID 2-5 days ago, especially if you are unvaccinated.

## Given how extremely contagious the Omicron variant is, if you have symptoms of COVID-19 and cannot get tested:



- Assume you have COVID-19 and follow isolation guidelines.
- If members of your household are having similar symptoms, and at least one of them tests positive for COVID-19, you can probably assume that all members have COVID-19.

## Do not get a PCR test if:

- You have tested positive in the last 90 days.
- You have already tested positive with a rapid home test.
- You need a negative test to end isolation early (for that, use a rapid home/antigen test).



**Please do not come to the Emergency Room if you ONLY need a COVID-19 test.**



[sccFreeTest.org](https://www.sccFreeTest.org)



**SJS COVID-19 CONTACT LIST**

POSITION	LAST	FIRST	RADIO	PHONE	EMAIL
IC	Sapien	Robert	4A1		<a href="mailto:Robert.sapien@sanjoseca.gov">Robert.sapien@sanjoseca.gov</a>
Deputy IC	Williams II	James	4A2		<a href="mailto:JamesA.williams@sanjoseca.gov">JamesA.williams@sanjoseca.gov</a>
PIM	Ray	Erica			<a href="mailto:Erica.ray@sanjoseca.gov">Erica.ray@sanjoseca.gov</a>
Safety	Lau	Stephanie			<a href="mailto:Stephanie.lau@sanjoseca.gov">Stephanie.lau@sanjoseca.gov</a>
Plans / Duty Chief	Coscarelli	Scott	4A4		<a href="mailto:Scottcoscarelli@sanjoseca.gov">Scottcoscarelli@sanjoseca.gov</a>
Logistics / Duty Chief	Freyler	Aaron	4A5		<a href="mailto:Aaron.freyler@sanjoseca.gov">Aaron.freyler@sanjoseca.gov</a>
LOGS / Supply Unit	Kahihikolo	Michelle			<a href="mailto:Michell.kahihikolo@sanjoseca.gov">Michell.kahihikolo@sanjoseca.gov</a>
LOGS / Facilities	Sommers	Randy			<a href="mailto:Randy.sommers@sanjoseca.gov">Randy.sommers@sanjoseca.gov</a>
LOGS / DECO	Med 30				
LOGS / DICO	EMS Staff				
Operations / Duty Chief	Healy	John	4A3		<a href="mailto:John.healy@sanjoseca.gov">John.healy@sanjoseca.gov</a>
OPS / Comm	Herrmann	Christina			
OPS / Comm	Senlor-PSRD				
Finance Chief	Trede	Athena			<a href="mailto:Athena.trede@sanjoseca.gov">Athena.trede@sanjoseca.gov</a>
FIN / Comp Claim	Hurtado	Roger			
FIN / Time (Telestaff)	Villanueva	Alyssa			
FIN / Time	Figuroa	Mariela			
FIN / PTRC/214	Souza	Dale			
BFP Chief	Dobson	James	4B1		<a href="mailto:James.Dobson@sanjoseca.gov">James.Dobson@sanjoseca.gov</a>





**Use of City and Personal Vehicles****1.8.1****PURPOSE**

To establish the policy, procedures and guidelines for the use of City and personal vehicles for the efficient and effective delivery of City services, while minimizing City expenditures and maximizing current resources. This procedure applies to all City employees, volunteers, and officials, and supersedes all other administrative directives previously issued pertaining to the use of City-provided or personal vehicle use while conducting City business.

**POLICY**

Transportation required for employees to conduct official City business will be available by the use of a City-provided vehicle or the use of an authorized personal vehicle at the City's sole discretion.

The City Manager has the responsibility for administration of the provisions of this policy, and is responsible for making decisions regarding certain specific vehicle uses as described in this policy. The Public Works Department has the responsibility to manage the City's transportation vehicle fleet by working with departments to maximize utilization of vehicles, maintaining the fleet in good working condition, determining which vehicles will be removed from the fleet, and managing the acquisition and disposal of vehicles. All activity associated with cleaning, fueling, maintaining, modifying, and procuring City vehicles shall be facilitated through the Public Works Department.

Non-City employees which may include volunteers, consultants, contractors, and other persons who are not City employees, may be authorized on a case by case basis and in accordance with this policy to use a City vehicle in order to conduct official City business. Use of City vehicles by non-City employees will require prior approval from the Department Director (or designee) who is responsible for the services being provided by the non-City employee and a City Driving Permit issued by the City's Safety Officer.

City-provided vehicles shall be used only for official City business.

**I. TRANSPORTATION TYPES**

The following transportation options listed below are potentially available for conducting City business:

**A. City-Provided Vehicles**

1. Transport Vehicles: Vehicles whose primary use is to transport employees from place to place during the course of conducting official City business.
2. Special Purpose Vehicles: Vehicles whose primary use requires special equipment designed to perform job functions, or whose primary use is in a restricted area where non-City vehicles are prohibited.
3. Police and Fire Vehicles: Vehicles whose primary use involves official business conducted by the Police or Fire Departments.

## Use of City and Personal Vehicles

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**B. Employee-Owned Vehicles** - Employee-owned vehicles may be used during the course of conducting official City business if authorized by the Department Director (or designee) and meet all requirements related to the use of a personal vehicle listed in section II. A. below. Once authorized to use an employee-owned vehicle, employees will be eligible for mileage reimbursement subject to the provisions of the Mileage Reimbursement Policy, (please refer to policy 1.8.3 in the City Administrative Policy Manual).

### II. QUALIFICATIONS FOR EMPLOYEES AND NON-CITY EMPLOYEES OPERATING VEHICLES

#### A. City Employees

City employees who drive a vehicle in the course of conducting official City business must have the following:

1. Valid California State Driver License appropriate to the type of vehicle being driven; and
2. City Driving Permit issued by the City's Safety Officer, unless the employee is a sworn employee in the Police or Fire Department who has completed drivers training as part of the Police or Fire academy.

Employees authorized to use special purpose vehicles will maintain and comply with vehicle specific training and licensing requirements as defined by any relevant Federal and State rules and regulations, including the California Department of Motor Vehicles, and the employee's job classification minimum qualifications.

Before an employee may be authorized to use a personal vehicle to conduct official City business, the employee must also furnish proof of possession of a valid California State Driver license and current liability insurance as required by the State of California Vehicle Code Section 16451 as may be amended. These requirements will be documented on the Transportation Request form completed by the employee and approved by the Department Director (or designee). This is in addition to the requirement of having a valid City Driving Permit issued by the City's Safety Officer.

Employees cannot drive their vehicles on City business unless these requirements are met. Employees are specifically required to immediately contact their supervisor if, at any time, there is a change to these requirements or they do not meet all requirements.

Employees who are unable to comply with these requirements shall not be permitted to drive any City vehicle and shall not be permitted to drive a personal vehicle to conduct City business.

#### B. Non-City Employees

Generally, non-City employees are prohibited from driving City vehicles. Non-City employees may be authorized to drive City vehicles on a case by case basis and must meet the requirements set forth in this policy.

## Use of City and Personal Vehicles

### 1.8.1

Non-City employees authorized to drive a City vehicle during City business must have the following:

1. Valid California State Driver License appropriate to the type of vehicle being driven; and
2. City Driving Permit issued by the City's Safety Officer.

Non-City employees authorized to drive City vehicles must also obtain written approval from the City's Department Director (or designee) who is responsible for the services being provided by the non-City employee. This is in addition to the requirements provided above.

Non-City employees authorized to drive a City vehicle must be at least 18 years of age.

Non-City employees authorized to use special purpose vehicles will maintain and comply with vehicle specific training and licensing requirements as mandated by any relevant Federal and State rules and regulations, including the California Department of Motor Vehicles.

Before a non-City employee may be authorized to use a personal vehicle to conduct official City business, the non-City employee must also furnish proof of possession of a valid California State Driver license and current liability insurance as required by the State of California Vehicle Code Section 16451 as may be amended. This is in addition to the requirement of having a valid City Driving Permit issued by the City's Safety Officer.

These requirements shall be documented on the Transportation Request form completed by the non-City employee and approved by the Department Director (or designee) who is responsible for the services being provided by the non-City employee.

Non-City employees who are unable to comply with these requirements shall not be permitted to drive any City vehicle and not permitted to drive a personal vehicle to conduct City business.

### **C. Driving Status Change**

City or Non-City employees authorized to drive a City vehicle on City business shall immediately cease driving the vehicle and notify the Department Director (or designee) who is responsible for the services being provided by the employee or non-City employee in writing of the suspension, revocation, cancellation, expiration, lost privilege, disqualification, or other action affecting the status of their driver license or their authority to drive a vehicle. Notification must be made no later than the first day the employee is scheduled to work following the day the City employee or non-City employee received notice of the suspension, revocation, cancellation, expiration, lost privilege, disqualification, or other action affecting the status of their driver license or their authority to drive a vehicle.

If a City or non-City employee is notified that an action MAY be taken which could affect their driver license including the possible suspension, revocation, cancellation, expiration, lost privilege, disqualification, or other action affecting the status of their driver license or their authority to drive a vehicle, the employee or non-City employee shall notify the City's Department Director (or designee) who is responsible for the services being provided by the employee or non-City employee as soon as practicable, but no later than the first day the

**Use of City and Personal Vehicles****1.8.1**

employee is scheduled to work following the day the employee or non-City employee received notice of the potential action. The employee or non-City employee shall continue to keep the City's Department Director (or designee) who is responsible for the services being provided by the employee or non-City employee informed of any further changes or updates regarding their driving status. Additionally, City employees and Non-City employees required to drive for City business are required to maintain a valid California license for the type of vehicle being operated and may be required to enroll in the California Department of Motor Vehicles Employer Pull Notice Program.

**III. REQUIREMENTS FOR CITY-PROVIDED VEHICLES****A. City-Provided Vehicles****1. Transport Vehicles**

All City transport vehicles should meet the 9,000 miles per year minimum utilization standard.

The Public Works Department will periodically conduct a break-even analysis to identify the annual mileage at which it is cost beneficial for the City to provide a vehicle instead of mileage reimbursement. The minimum utilization standard is subject to change based on the results of this break-even analysis.

Departments with transport vehicle needs below the minimum utilization standard should consider approving the use of the employee's personal vehicle, rather than a City provided vehicle. In addition to the mileage reimbursement option, there are two sources of transport vehicles for the use of employees. Descriptions and requirements for each are listed below:

**a. Department Complement**

Departments receive a complement of transport vehicles based on their operational needs. Vehicles within the complement can be used by authorized employees and non-City employees on a work shift basis, or on an occasional, as needed basis. Departments are expected to work closely with the Public Works Department to ensure that transport vehicles within their complement are utilized in such a way that they meet or exceed the minimum utilization standards specified above.

**i. Work Shift Basis**

Departments may make transport vehicles within their complement available to individual employees or authorized non-City employees for use throughout their work shift. The same vehicle may be assigned to the same employee on a regular basis for convenience, but vehicles should be rotated among employees and authorized non-City employees to the extent necessary to balance utilization and achieve the minimum utilization standard.

**Use of City and Personal Vehicles****1.8.1**

Departments may request an exception to the minimum utilization standard for vehicles that will be used on a work shift basis. All requests for exceptions must be made in writing to the Public Works Department for review and subsequently submitted to the City Manager's Office for approval and must document the extenuating circumstances for requesting the exception. Factors that will be considered include, but are not limited to: service delivery considerations, employee safety, and job requirement considerations. The Public Works Department will assist in the review of exception requests by reviewing issues such as Citywide fleet availability and the size and utilization of the department's transport vehicle complement.

If such an exception is not approved, transportation needs may still be met through other transport vehicle options described in this section, or by the use of employee-owned vehicles as described in Section I.b. of this policy.

Approved exceptions will be documented, including the justification for approval, and will be forwarded to and maintained by the Public Works Department. Exceptions are subject to annual review.

ii. Occasional Basis

Departments may make transport vehicles within their complement available to individual employees for use on an as needed, occasional basis. Employees' supervisors should approve these uses, and such vehicles should be available to all employees within the department or within the work group designated for use of the vehicle.

Departments are responsible for ensuring that such vehicles meet the minimum utilization standard. Vehicles not meeting the utilization standard require an approved exception, as described in Section III.A.(1) above. Utilization reports will be provided semi-annually to departments by the Public Works Department. The Public Works Department will work with user departments to rotate assignments of vehicles to permit maximum utilization and utilize the fleet as effectively as possible. Transport vehicle utilization review will occur annually and may result in underutilized vehicles being removed, redeployed, or retired.

Short term specialized needs may require the use of rented or leased vehicles to supplement the department's ongoing complement. Departments must make written requests for such vehicles, providing justification for the need to add such vehicles to the department's approved complement. Such requests will be submitted and reviewed for approval by the Public Works Department. Review will include Citywide fleet availability and the size and utilization of the department's transport vehicle complement. Acquisition and coordination of approved rental or leased vehicle request will be facilitated through the Public Works Department.

## Use of City and Personal Vehicles

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#### b. Citywide Fleet

The City's motor pool, which is managed and maintained by the Public Works Department, provides a source of vehicles for employees who need transportation for general, short-term, or occasional usage in conducting official City business.

The employee's supervisor shall approve requests for a pool vehicle and the employee shall submit the request to the Public Works Department motor pool location. In approving this request, the supervisor should consider approving the use of the employee's personal vehicle, rather than a City-provided vehicle.

Pool vehicles shall not be utilized for out-of-county travel without prior authorization by the driver's Department Director or designee. Utilization of a pooled vehicle for 24 hours or longer will not be permitted, except when authorized by the Department Director or designee and the Public Works Department. Such utilization may be approved if the use of a pool vehicle is for a work-related event in which circumstances are such that returning the vehicle within the same day is unreasonable and/or not in the City's best interest. Justification in writing must be provided and filed with the Public Works Department.

After checking out a vehicle and making the required trip, the vehicle shall be returned to the Public Works Department.

#### 2. Special Purpose Vehicles

Departments may obtain Special Purpose vehicles, which include sedans and light trucks, for use when the job function:

- Requires a vehicle that is outfitted with specialized equipment or is used as a work platform;
- Requires a vehicle to be utilized in a restricted area where non-City vehicles are prohibited; or
- Requires that certain City-furnished tools, equipment, or materials be frequently utilized and it is inefficient, impractical, or not possible to transport them in non-City vehicles.

The Department Director (or designee) shall submit a list of Special Purpose vehicles to the Public Works Department for review, along with a justification of the reasons for categorizing the vehicle as a Special Purpose vehicle. Special Purpose vehicles will not be subject to the minimum utilization standard. The City Manager's Office shall review the list and approve the Special Purpose vehicle categorization for those vehicles meeting the above criteria. The Public Works Department shall assist this review by assisting in the analysis of described uses and other information relevant to the determination of the categorization of such vehicles. The Public Works

## Use of City and Personal Vehicles

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Department will maintain the justification documentation for each Special Purpose vehicle.

Thereafter, the use and deployment of Special Purpose vehicles may be subject to annual approval by the City Manager's Office. Annually the Public Works Department will review the utilization of such vehicles to ensure that they are utilized efficiently and effectively.

#### **Department Vehicle Complement and Utilization Authorization Process:**

City vehicle complements assigned to departments and their utilization shall be reviewed by the Public Works Department as often as necessary and authorized by the City Manager's Office. Departments shall clearly identify vehicles as special purpose or transport including exceptions to utilization standards by written request from the Department Director. The Department Director's written request shall be submitted as directed by the Public Works Department and shall include the following:

1. A list of Special Purpose vehicles with justification of the reasons for categorizing the vehicle as a Special purpose vehicle;
2. A list of Transport vehicles and its assignment by work shift or occasional basis;
3. The Director's justification for exception to utilization standards in either transport or special purpose including use of the vehicle by job function assignment and the actual number of miles of usage from previous year; and
4. In the case of transport vehicles, the Department shall assess and include the cost-benefit of providing mileage reimbursements or auto allowances (where possible) to support these position assignments.
5. Include vehicle parking locations when not in use.

Department list shall be sent to the Public Works Department. The Public Works Department shall compile and summarize all department requests, review all requests to ensure that they adhere to the policy, and submit to the City Manager's Office for final review and approval.

The results of this assessment shall be included in the Department's request for vehicle complements and shall be considered by the City Manager's Office in the final review of the Department's request.

The City Manager's Office shall prepare a final list of authorized vehicle complements by department which shall be maintained by the City Manager's Office and a copy provided to the Public Works Department. The Public Works Department shall provide individual approved list to each submitting department.



## Use of City and Personal Vehicles

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### 3. Police and Fire Vehicles

Vehicles equipped with the necessary tools (e.g. communications equipment, sirens, safety equipment) shall be available for police and firefighters to carry out their duties during the assigned shift. The supervisor will authorize the use of Police and Fire vehicles.

The Police and Fire Departments will work with the Public Works Department to rotate these vehicles in their assignments to evenly distribute utilization such that vehicles meet the utilization levels required for their respective replacement cycles.

### 4. Take-Home Vehicles

Take-home vehicles are to enable after-hours emergency response by authorized City employees who are on standby duty assignments that require Special Purpose or Police and Fire vehicles.

Authorization for a take-home vehicle is granted to a classification meeting the requirements described below, and in no event does authority for a take-home vehicle belong to any specific City employee who is not in a classification that meets the requirements described below. This means that an individual employee previously granted authorization for a take-home vehicle whose assignments are updated so as to no longer require Special Purpose or Police and Fire vehicles is no longer authorized for a take-home vehicle.

Non-City employees shall not be permitted to take City vehicles home under any circumstances.

**Take-Home Vehicle Requirements:** Special Purpose, Police or Fire vehicles may be used by authorized non-sworn and Sworn City employees on a take-home basis, provided that all of the following minimum requirements are met:

- The employee is required to be on standby duty and must respond to after-hours emergencies; and
- The standby duty job function requires a Special Purpose, Police or Fire vehicle; and
- The standby duty job function has met the minimum call-back events threshold over the last 12 months as established for that function. The minimum call-back standards may differ based on the job function but should not be less than 24 events per year; and
- The employee responding to the call-back will be able to respond to the first call-back instance and be onsite within a maximum of 45 minutes of the call; and

## Use of City and Personal Vehicles

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- The one-way commute miles of the employee assigned to call-back duty do not exceed 30 miles; and
- The Department Director or Chief has received authorization from the City Manager's Office for take-home use of the vehicle.

Departments may have more stringent policies that identify stricter and/or additional requirements pertaining to the use of take-home vehicles which support their specific operations. Departments opting to develop stricter or additional requirements shall identify these additional requirements in a Departmental Policy made available to all Department staff, and shall provide a copy of the Department Policy to the Public Works Department.

### Annual Take-home Authorization Process

Take-home use of Special Purpose, Police or Fire vehicles shall be authorized annually by the City Manager's Office and be based upon written request from the Department Director or Chief. The Department Director's written request shall be submitted annually by January 15<sup>th</sup> and include:

1. A list of employees by job classification and vehicle number(s) to be used in the job function assignment;
2. Call-back performance data including the number of annual call-backs by vehicle and job assignment for the previous calendar year;
3. The Director's or Chief's justification for the take-home use of the vehicle by job function assignment, and
4. Any policy exemption requests as it relates to response times by specific units and one-way commute mileage criterion by assignment and annual threshold of call-backs.

Department list shall be sent to the Public Works Department. The Public Works Department shall compile and summarize all department requests, review all requests to ensure that they adhere to the policy, and submit to the City Manager's Office for final review and approval.

In the event that the number of annual call-backs does not meet the minimum threshold, the Department shall assess the cost-benefit of providing mileage reimbursements or auto allowances (where possible) to support these position assignments. The results of this assessment shall be included in the Department's annual request for take-home vehicles and shall be considered by the City Manager's Office in the final review of the Department's request.

The call-back performance data, noted above, shall be the department's record reporting the total number of call-backs by vehicle and job function assignment for the previous calendar year. This data shall be a record identifying **all** of the take-

**Use of City and Personal Vehicles****1.8.1**

home assignments in the preceding 12 months and shall identify each employee who worked assignments using a take-home vehicle and the one-way trip mileage from the employee's home to their primary work reporting location. A copy of this record shall also be provided to the Finance Department in order for the Finance Department to determine if the employee's use of a take-home vehicle is subject to IRS reporting requirements.

The City Manager's Office shall prepare a final list of authorized take-home vehicle uses which shall be maintained by the City Manager's Office and a copy provided to the Public Works Department. The Public Works Department shall provide individual approved list to each requesting department. Additions to the take-home list shall be requested to the City Manager's Office via the Public Works Department in writing from the Department Director or Chief for approval. Any take-home use of a vehicle not appearing on the approved list will be considered a violation of this policy and may result in disciplinary action.

Employees subject to standby or call-back duty who are not authorized for take-home use of a Special Purpose, Police or Fire vehicle are expected to be responsible for their own transportation when responding to calls.

Employees approved for take-home use of vehicles will comply with all applicable requirements outlined in the "Non-Sworn and Sworn Operations Requirements" section above in addition to more stringent Departmental guidelines, if any. Such employees shall park the vehicle in the City parking lot designated by the operating Department on scheduled days off. If the employee is required to be on call, the Department Director (or designee) or Chief may authorize the employee to use the vehicle in conducting official City business during scheduled days off.

#### IV. EMPLOYEE-OWNED VEHICLES

City employees may be authorized to operate personal vehicles within the scope of their employment for official City business, provided that they comply with the requirements of this Policy.

City employees authorized to operate personal vehicles are eligible to receive mileage reimbursement for official City business use only subject to the requirements in City Policy Manual Section 1.8.3, Private Vehicle Mileage Reimbursement Policy. Reimbursement for mileage does not include commuting travel from home to work or return, nor conducting personal business. Refer to City Policy Manual Section 1.8.3, Private Vehicle Mileage Reimbursement Policy for procedures and guidelines on Mileage Reimbursement.

Personal vehicles, while being used for official City business, shall be considered an official vehicle and must be in safe mechanical condition as required by law.

#### V. CONDITIONS OF VEHICLE USE

City- and employee-owned vehicles used for City business shall be operated in a manner consistent with all safety and legal requirements.

**Use of City and Personal Vehicles****1.8.1**

Vehicles authorized for use based on this Policy shall only be used to conduct official City business. Mileage reimbursement for the use of personal vehicles will be strictly limited to uses related to City business and in accordance with City Policy Manual Section 1.8.3, Private Vehicle Mileage Reimbursement Policy.

**A. Transportation of Passengers and Goods**

Vehicles driven to conduct official City business shall not be used to transport any passengers other than authorized City employees on official City business or persons directly related to the official City business being conducted. Nothing herein shall be construed to prohibit the carrying of any person or persons in case of accident or emergency.

City-owned vehicles shall not be used to transport any items or goods that are not the property of the City, unless such transportation is directly related to official business being conducted by the City.

**B. Parking Locations**

All City provided vehicles must be parked, when not in use, in the City parking lot designated by the Department. Employees approved for take-home use of vehicles shall comply with the terms set forth under Section III.A.(4) of this policy. Departments may authorize remote parking locations, however, employees must use the remote parking location nearest their primary work area. Employees are prohibited from parking a City vehicle in any location other than the Department's approved location in order to park closer to the employee's home. It is the responsibility of the Department to ensure that assigned vehicles are being parked in the required designated area when not in use.

Employees driving City vehicles shall not use public metered parking spaces during regular business hours that are adjacent to City buildings if there is a City parking facility available within reasonable walking distance.

Departments will be required to maintain a list of each vehicle and the vehicle's designated parking area. This list will be provided to the Public Works Department annually.

**C. Vehicle Idling**

In order to reduce emissions that are a result of idling diesel and gasoline engines, no City-owned diesel or gasoline powered vehicles/equipment or stationary engines may idle for more than five (5) consecutive minutes, with the following exceptions:

- Idling when queuing;
- Idling to verify that the vehicle is in safe operating condition;
- Idling for testing, servicing, repairing or diagnostic purposes;

**Use of City and Personal Vehicles****1.8.1**

- Idling when it is necessary to accomplish work for which the vehicle was designed (such as operating a crane or when emergency vehicles used by Police and Fire are at the scene of an incident); and
- Idling to bring the machine system to operating temperature.

For the purpose of this section, queuing shall mean the intermittent starting and stopping of a vehicle while the driver, in the normal course of doing business, is waiting to perform work or a service, and when shutting the vehicle engine off would impede the progress of the queue and is impracticable. Queuing does not include the time a driver may wait motionless in line in anticipation of the start of a workday or a location where work or a service will be performed.

**D. Cellular Telephone Safety While Driving****1. Wireless Telephones**

Employees and non-City employees are not allowed to use their wireless telephone (either City-issued phones or personal phones) while driving on City business or while conducting City business unless the telephone is designed and configured to allow hands-free listening and talking, and is used in that manner while driving. Even when using a hands-free wireless telephone, conducting City business on a cellular telephone while driving should be kept to a minimum and only done when necessary. This section does not apply to an employee or non-City employee using a wireless telephone for emergency purposes (such as calling 911) while driving on City business.

**2. Electronic Wireless Communications Devices**

Employees and non-City employees shall not use an electronic wireless communication device to write, send, or read a text-based communication while driving on City business. "Write, send, or read a text-based communication" means using an electronic wireless communications device to manually communicate with any person using a text-based communication, including, but not limited to, communications referred to as a text message, instant message, or electronic mail.

**3. Sworn Police and Fire Personnel**

Sworn Police and Fire personnel using wireless telephones and electronic wireless communication devices in the course and scope of their duties shall do so in accordance with their respective Duty Manuals and applicable policies and procedures relating to the use of wireless telephones and electronic wireless communication devices.

**Use of City and Personal Vehicles****1.8.1**VI. COLLISION/ACCIDENT REPORTING

## A. Non-Sworn Employees and Non-City Employees

Reporting of vehicle collisions or accidents by City employees driving a City-owned vehicle or their authorized personal vehicle and non-City employees driving a City-owned vehicle on City business is required. Reporting must be prompt, accurate and complete. These reports must be made within no less than 24 hours of the accident (or 48 hours if the accident occurs on a weekend) to the employee's immediate supervisor. Non-City employees shall report accidents to the City's Department Director (or designee) who is responsible for the services being provided by the non-City employee. In all cases, accident reports involving City-owned equipment shall be provided to the Public Works Department.

Incidental damage to a vehicle or equipment, defined as damage while the vehicle is unattended or damage such as a broken windshield from a flying rock must also be reported to the employee's immediate supervisor or in the case of non-City employees to the City's Department Director (or designee) who is responsible for the services being provided by the non-City employee. In all cases, incidental damage to City-owned equipment shall be reported to the Public Works Department.

The reporting procedure to be followed by City employees and non-City employees who are involved in a vehicle accident while driving a City-owned or authorized personal vehicle on City business shall be as follows:

- a) Stop immediately and render aid if such is necessary.
- b) Call the police. Tell the police this is an accident involving a City-owned vehicle or authorized private vehicle on City business.
- c) Do not make or sign statements for anyone except the police.
- d) Prepare a Standard Accident Report and give it to the supervisor, or in the case of non-City employees to the City's Department Director (or designee) who is responsible for the services being provided by the non-City employee.

The Department Director will route copies of the accident report to the Department Safety Officer, City Attorney's Office, Finance Department (Risk Management), and the Public Works Department (Fleet Management).

## B. Sworn Police and Fire Personnel

Reporting of vehicle collisions or accidents by sworn Police and Fire personnel driving a City-owned vehicle or their authorized personal vehicle while in the course and scope of their duties shall do so in accordance with their respective Duty Manuals and applicable City policies and procedures relating to vehicle collisions or accidents.

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### VII. TRAFFIC AND PARKING CITATIONS

Traffic and/or parking citations, including toll violations, issued to a City employee or non-City employee while using a City or authorized personal vehicle on City business are the sole responsibility of the employee or non-City employee involved.

### VIII. VEHICLE GRAPHICS (IDENTIFICATION OF CITY-OWNED VEHICLES)

All City-owned motor vehicles and other fleet equipment, except as exempted by the Public Works Department, shall be plainly marked with the City emblem on each side. All City-owned motor vehicles and other fleet equipment shall be identified with City equipment numbers, assigned by the Public Works Department and displayed on each side and/or on the rear of the equipment. Decals and/or graphics shall not be added or removed to/from City vehicles without the approval of a written request to the Public Works Department. Approved City vehicle decal and/or graphics work shall be facilitated through the Public Works Department.

### IX. VEHICLE TELEMATICS SYSTEMS (GPS)

City vehicles may be equipped with electronic systems that provide and capture the following data and information but not limited to: vehicle location, routing and associated times, speed, mileage, fuel consumption, engine idle duration, engine hours, emissions compliance, engine diagnostics, utilization, etc. The purpose of this technology is to enhance fleet asset management, safety, productivity, service response, reduce emissions etc. The data and information may be used for incident and/or disciplinary investigations.

## AUTHORIZATION AND PROCEDURES

Departments who have identified a need for a vehicle to conduct official City business must initiate the process to obtain authorization to use a City vehicle or personal vehicle. Authorization for operating a vehicle official City business will not be granted until the Department Director or designee has completed and approved a Transportation Request Form verifying the need for a City vehicle for City business and the Transportation Request Form has been approved by the Human Resource Safety Officer and a City Driving Permit has been issued to the employee.

The following procedure applies to obtaining authorization to use City-Provided or Personal vehicles on official City business. The policy requirements and annual authorization process for take-home vehicles is found under Section III.A.(4) of this policy.

### Responsibility

### Action

Department

1. Complete Transportation Request Form. Indicate the type of transportation required, including justification for such type.
2. Provide proof of minimum State required insurance by producing a copy of the policy or a statement of insurance coverage showing the policy number,

**Use of City and Personal Vehicles**

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expiration date, and liability coverage for privately owned vehicle(s) which would be used for City business.

Note: City employees and non-City employees who operate City-provided vehicles while conducting City business must possess a valid California Driver License, a current City Driving Permit and have a Transportation Request Form approved on file.

- 3. Forward request to supervisor or in the case of non-City employees the Department Director (or designee) who is responsible for the services being provided by the non-City employee.
- 4. Verify information on Driver License and City Driving Permit.
- 5. Sign and forward request to the Department Director or designee.
- 6. Review request and, if approved, sign and submit to the Human Resources Safety Division for obtaining a City Driving Permit.
- 7. If the request denied, the Department Director should consider alternative methods of transportation to assist the employee or non-City employee in performing his or her duties.
- 8. Review Transportation Request form.
- 9. If request is complete, sign Transportation Request Form and issue a City Driving Permit to employee through requesting department coordinator and include copy of the final completed Transportation Request Form.
- 10. If incomplete, return to requesting Department for completeness and resubmittal.

Department Director or designee

Human Resources

The following procedure applies to obtaining authorization to use a Citywide Pool vehicle on official City business.

**Responsibility**

**Action**

Department/Supervisor/  
Employee

- 1. Department is to verify the employee's valid California Driver License and current City Driving Permit.
- 2. Employee shall access the Motor Pool Reservation link



**Use of City and Personal Vehicles**

**1.8.1**

on the City's Intranet site to initiate the reservation process.

Fleet Management Division

3. Review the request, Citywide Pool availability, and issue a disposition to the requesting department.

Approved:

/s/ Jennifer Schembri  
Director of Employee Relations  
Director of Human Resources

January 14, 2020  
Date

Approved for posting:

/s/ Jennifer Maguire  
Assistant City Manager

January 14, 2020  
Date

**ROUTINE OPERATIONS POLICIES AND PROCEDURES**  
**San Jose Fire Department**

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Chapter Title: ROPP

Section No.: 4.420

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Section Title: Station Routine

Effective Date: May 2006

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4.420.36 Grocery, Dining, Refreshment, and Any Other Shopping (REVISED 12/04)

A station's grocery shopping will be limited to once per shift, and will be done at a store within the station's first-in area. Fire apparatus will be used when grocery shopping, to maintain response readiness. When grocery shopping, fire apparatus should not be parked directly in front of the store, but in the parking lot in an area where it will least inconvenience the public. At least one member will stay with the apparatus at all times. On-duty line personnel shall not dine in any dining establishment unless prior approval has been obtained from the Battalion Chief. This does not prevent the company from ordering food "to go." Shopping for any refreshment is allowed, as long as it is in a store within the station's first-in area. However, personnel are not allowed to stay and consume the refreshment(s) in the store or any area outside the store. No Company/Battalion meeting is permitted in any public/private establishment without prior approval from the Battalion Chief. Any deviation from the above policy shall only occur with the approval of the Battalion Chief.

No other shopping is allowed unless it is FD-related and has been approved by the responsible BC.

- A. Single Piece Company: The apparatus will be taken with all company personnel.
- B. Two Piece Company: Either piece of apparatus from that company may do the shopping, but it will have a minimum of two personnel.
- C. When grocery shopping, all personnel will:
  - 1. Be in a clean and complete station uniform, with badge
  - 2. Carry cell phone and a handie-talkie, with the volume set so as not to bother the public while in the store
  - 3. Conduct themselves in a professional manner, both in the store and in the parking lot.

Any abuse of this policy will result in disciplinary action. Supervisors will be held accountable.

Attachment #12

Incident_No	NFIRS_Incident_Type_Code	NFIRS_Incident_Type_Description	Street_Prefix	Street_Or_Highway	City	State	Zip	Latitude	Longitude	Shift	district	station	alm_date	alm_time	alm_dttm	unit
22-2789062	554	Assist invalid		CURCI DR	SAN JOSE	CA	95128	37.307564	-121.914544	B	10	4	10/5/2022	7:14	10/5/22 7:14	E04
22-2789070	321	EMS call, excluding vehicle accident with injury		MERIDIAN AV	SAN JOSE	CA	95128	37.319903	-121.914008	B	10	4	10/5/2022	7:44	10/5/22 7:44	E04
22-2789090	321	EMS call, excluding vehicle accident with injury		QUAIL HOLLOW DR	SAN JOSE	CA	95128	37.296837	-121.935025	B	10	4	10/5/2022	9:36	10/5/22 9:36	E04
22-2789103	321	EMS call, excluding vehicle accident with injury		MOORPARK AV	SAN JOSE	CA	95128	37.315332	-121.937231	B	10	4	10/5/2022	10:43	10/5/22 10:43	E04
22-2789113	321	EMS call, excluding vehicle accident with injury		ST ELIZABETH DR	SAN JOSE	CA	95128	37.309804	-121.914933	B	10	4	10/5/2022	11:12	10/5/22 11:12	E04
22-2789118	321	EMS call, excluding vehicle accident with injury	W	SAN CARLOS ST	SAN JOSE	CA	95128	37.323651	-121.918396	B	10	4	10/5/2022	11:35	10/5/22 11:35	E04
22-2789125	321	EMS call, excluding vehicle accident with injury		SOUTHWEST EXPY	SAN JOSE	CA	95128	37.298162	-121.930168	B	10	4	10/5/2022	11:53	10/5/22 11:53	E04
22-2789133	554	Assist invalid		ENBORG LN	SAN JOSE	CA	95128	37.310709	-121.936979	B	10	4	10/5/2022	12:26	10/5/22 12:26	E04
22-2789143	321	EMS call, excluding vehicle accident with injury		DANDINI CL	SAN JOSE	CA	95128	37.306384	-121.925316	B	10	4	10/5/2022	13:38	10/5/22 13:38	E04
22-2789185	321	EMS call, excluding vehicle accident with injury	S	BASCOM AV	SAN JOSE	CA	95128	37.314034	-121.933504	B	10	4	10/5/2022	15:54	10/5/22 15:54	E04
22-2789208	321	EMS call, excluding vehicle accident with injury	S	BUENA VISTA AV	SAN JOSE	CA	95128	37.320387	-121.918804	B	10	4	10/5/2022	17:18	10/5/22 17:18	E04
22-2789259	321	EMS call, excluding vehicle accident with injury		SOUTHWEST EXPY	SAN JOSE	CA	95128	37.306541	-121.920974	B	10	4	10/5/2022	19:54	10/5/22 19:54	E04
22-2789275	321	EMS call, excluding vehicle accident with injury		SOUTHWEST EXPY	SAN JOSE	CA	95128	37.309971	-121.917409	B	10	4	10/5/2022	20:45	10/5/22 20:45	E04
22-2789294	321	EMS call, excluding vehicle accident with injury		PAULA ST	SAN JOSE	CA	95128	37.3143	-121.905858	B	10	4	10/5/2022	21:37	10/5/22 21:37	E04
22-2789299	321	EMS call, excluding vehicle accident with injury	S	S BASCOM AV / STOKES ST	SAN JOSE	CA	95128	37.301523	-121.931711	B	10	4	10/5/2022	21:46	10/5/22 21:46	E04
22-2789302	321	EMS call, excluding vehicle accident with injury	S	BASCOM AV	SAN JOSE	CA	95128	37.30584	-121.932244	B	10	4	10/5/2022	21:56	10/5/22 21:56	E04

