



Columbia Fire Department

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Removal Date: RETAIN

Memo: 08-005R

To: All Suppression Division Chiefs and Battalion Chiefs
From: Harry H. Tinsley, Assistant Chief of Operations
Date: 21 May 2008
Re: Suppression Chiefs Directives / SCDL & City ID checks

Effective immediately all Division Chiefs and Battalion Chiefs please ensure that you are performing the following management directives consistently;

On Friday's please conduct driver's license and City ID checks regularly. This must be completed every Friday by all on-duty Chiefs. A valid South Carolina driver's license is required and every employee must have their driver's license on their person. The City identification card is a requirement also; please ensure that your personnel have one on their person when on duty.

10. Failure to have City of Columbia Identification card on person while on duty
 - A. Employees will carry their City identification cards on their person at all times while, except when impractical or dangerous to their safety.

- 1st **Offense:** Oral
- 2nd **Offense:** Written
- 3rd **Offense:** Suspension (8 hours) to Discharge

The SC Driver's License for Fire Department employees is a condition of employment, and the employee must possess a valid driver's license at the time of employment and maintain such license during employment. If at any time an employee's driver's license is suspended or revoked, that employee must immediately notify his/her supervisor and the supervisor must send that information in writing up the chain of command to the office of the Assistant Chief of Operations, which will be forwarded to the Deputy Fire Chief. Please ensure that all suppression personnel understand this, should an employee be found not to have a valid driver's license through random checks conducted by the Administration and the supervising Chief officer did not know, the Chief officer will be subject to disciplinary action for failure to check their personnel on a consistent basis.

Battalion Chiefs must check and not delegate this to the Captains, as the Captain's driver's license and City ID's must be checked too. The Division Chief is required to check their Battalion Chiefs on Friday's as well.