

SUBLIMITY FIRE DISTRICT

Operational Guide

SUBJECT: Rules & Regulations	O.G. NUMBER:
PURPOSE: To describe the districts Rules & Regulations	Original Date: 5/10/98
	Revision Date:

The following Rules and Regulations are hereby set forth to govern the Sublimity Fire District.

Introduction

This manual is for the guidance and information of fire department personnel. Its purpose is to give department members complete information regarding the rules, regulations, standard operating procedures, assignments, and general knowledge for proper conduct and behavior as a member of the Sublimity Fire District. In service to the public the department member must remember that their first duty to the citizens of Sublimity Fire District is the protection of life and property, and that they are doing something for someone, whether it be rescue, protection of property, or special services.

In order to perform their duties properly, it is essential that the members of the fire department familiarize themselves thoroughly with all the rules, regulations, and standard operating procedures pertaining to their positions and to conduct themselves, both on and off duty, in such a manner that will not discredit the department.

The right is reserved to amend or revoke any of the rules, regulations, and operational guides or to make additional ones as the circumstances or the good of the service may require.

No arbitrary rules can be established which will embrace all cases arising in the general discharge of department duties; something must be necessarily left to the intelligence and discretion of the individual.

These procedures are to be followed unless specifically ordered otherwise by competent authority or in cases where practical application would be contrary to the overall responsibilities and objectives of department policy. In all instances, good judgment, and execution of duties in a fair and impartial manner are paramount.

Anyone deviating from these procedures must be prepared to justify such actions. They will be judged, not in the light of subsequent events but by the situation existing at the time of action.

MEMBERSHIP

Applicants for becoming active members of the Sublimity Fire District are to secure and complete an application form, health form, and submit same to the Fire District .

A background investigation of applicant the application will be forwarded to the Fire Chief for his review and signature. The application will then be submitted to the Association Executive Board for acceptance.

After acceptance, the firefighter will undergo a physical exam in accordance with the department safety and health program. He will serve a probationary period that will end upon his completion Basic Firefighter training and at least 12 months with the District.

TRAINING AND EDUCATION

Training and education shall be done in accordance with the Sublimity Fire District Safety and Health Program.

GENERAL DUTIES

Officers and members shall be responsible for the helmet, coat, boots, pants, gloves, radio alerter , Alphanumeric pager and other equipment issued to them. When membership in the department is terminated, the member shall return all department property in their possession to the fire chief. All equipment must be kept clean and in good order.

Each member of the Fire Department shall obey all rules, regulations, and procedures of Fire Department as well as other applicable local, state, and federal laws.

Each member of the Fire Department shall obey all lawful orders. In the event there is a question of legality of an order, a firefighter shall obey the order and take up the matter with their supervisor. If a firefighter refuses to obey an order, they should be prepared to justify their action.

All firefighters are required to cooperate with one another, not only in the ordinary routine of duty, but also and especially when unusual conditions or special circumstances call for amicable and unreserved cooperation in the general interest.

Firefighters are required to have the necessary knowledge in the operation and use of all firefighting equipment necessary to perform the duties assigned at the scene of a fire, firefighters shall render all necessary assistance to prevent or extinguish fires and prevent loss of property or personal injury. As required or directed, these duties may include but not be limited to:

A. Operate and use all firefighting equipment including SCBA as needed.

B. Remove persons from structures involved in fires or filled with smoke and help secure medical attention for all sick and injured persons.

C. Perform interior structural firefighting.

D. Report all information relating to the cause or circumstance of a fire to the Fire Chief or Assistant Fire Chief as quickly as possible during or after a fire. However, it is not the responsibility of a firefighter to interrogate witnesses or conduct an investigation other than when assigned or order to do so. Firefighters shall report to the Fire Chief or Police Department the names of persons suspected of causing fires or turning in false alarms. The Police Department shall be called immediately when it is necessary to apprehend a person relating to the setting of fires or violation of city ordinances.

All injuries received on duty shall be reported as soon as possible to the Fire Chief or officer in charge.

ASSISTANCE

All members are required to aid another firefighter exposed to danger.

MANNER OF ISSUING ORDERS

Orders from a superior to subordinate shall be in clear and understandable language, civil in tone, and issued in pursuit of departmental business.

ADDRESS AND TELEPHONE NUMBERS

Immediately upon being appointed to the department, members shall inform the administration of their correct address and telephone number. Changes in address or telephone number shall be reported within seven (7) days of such change.

DEPARTMENT PROPERTY AND EQUIPMENT

Officers and members are responsible for the proper care of department property and equipment assigned to or used by them.

DAMAGED/INOPERATIVE PROPERTY OR EQUIPMENT

Members shall immediately report to their commanding officer any loss or damage to department property assigned to them and inform their officer of any defects or hazardous conditions existing in any departmental equipment or property.

EQUIPMENT TO BE WORN FOR FIRE SERVICE

Officers and members, when engage in emergency service or drills, shall possess and wear regulation fire helmets, coats, bunker pants, boots, and gloves. During drills in extremely warm weather any items EXCEPT fire helmets may be dispensed with at the discretion of the commanding officer. All equipment must be kept clean and in good order. Self contained breathing apparatus, nomex hoods, and pass alarms will be worn by all firefighters while working inside buildings or confined spaces where toxic products of combustion or an oxygen deficiency may be present. Such apparatus shall be worn during emergency situations involving toxic substances (as per OSHA Section 1910.156).

ALCOHOLIC BEVERAGES

There shall be no alcoholic beverages allowed in any fire station.

RULES OF CONDUCT

A member of the Fire Department found guilty of any of the following will be considered in violation of the Rules and Regulations which govern the Fire Department and will be subject to disciplinary action.

Conduct which brings discredit upon the Fire Department.

Disobedience of an order.

Leaving assignment without being properly relieved or without proper authorization.

Knowingly make a false report either written or oral.

Disseminating or releasing any information contained in a department record except in conformance with Fire Department orders. No information relative to the business or affairs of the Fire Department shall be furnished to persons not connected therewith except as authorized by the Fire Chief.

Removing, altering, or changing any official Fire Department record except as authorized by the Fire Chief as directed by superior officer or the Fire Department orders.

Obligating the Fire Department financially in any manner except as authorized by the Fire Chief.

Being under the influence on intoxicating beverages or illegal drugs while working at incident scenes.

DISCIPLINARY ACTION

Members may be subject to disciplinary action by the chief for causes as listed:

1. Convicted of a felony
2. Violations of rules and regulations of department after written warning
3. Failure to obey a direct order given by an officer or an officer failing to obey an order by a superior officer
4. Being under the influence of intoxicants while at an alarm
5. Guilty of insubordination or disgraceful conduct, while in the capacity of a firefighter
6. Offensive in conduct or language in public or towards the public officials while engaged in fire department activities
7. Carelessness or negligent with apparatus and equipment or other property of the department
8. Use of any fire department equipment for personal use

Who is subject to Disciplinary Action

Any member who violates the Rules and Regulations of the department or who disobeys and order is subject to appropriate disciplinary action.

Penalties

The following penalties may be assessed against any member of the department as disciplinary action although not necessarily in the sequence noted:

1. Oral reprimand
2. Written reprimand (Optional- A behaviour contract may be entered into if the officer deems appropriate)

3. Suspension

4. Dismissal

Departmental Authority to Discipline

Final departmental disciplinary authority and responsibility rest with the fire chief and is subject to review and approval of the Board of Directors. For disciplinary purposes, the assistant chief has the authority to reprimand and may recommend such other disciplinary action as they deem necessary.

Charges must be preferred and a written report of the action taken or recommended given to the fire chief as soon as possible. If the person who has been disciplined so desires, he may apply to the fire chief for a hearing.

Reports of Disciplinary Action Taken or recommended

Whenever disciplinary action is taken or recommended, a written report must be submitted to the fire chief immediately in quadruplicate, the original and three copies containing the following information:

1. The name, rank, and assignment of the person being disciplined.
2. The date(s) and time(s) of the misconduct and location(s).
3. The section numbers of this manual violated.
4. A complete statement of the facts of the misconduct.
5. The disciplinary action imposed or recommended.
6. The written signature and rank of the preparing officer and his position in relation to the member being disciplined.