

1.1.1a Rules and Regulations



YOUR ORGANIZATION
STANDARD OPERATING PROCEDURES/GUIDELINES

TITLE: Rules and Regulations

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Preparer

BY:

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Approver

BY:

These SOPs/SOGs are based on FEMA guidelines FA-197

1.0 POLICY REFERENCE

	The Fire Chief will structure the organization and make assignments of officers and members in an effort to provide the best possible services to City citizens, effectively utilize the time and talents of all members and position the Department to operate in a manner that facilitates change and places maximum emphasis on preparation for the future.
CFR	
NFPA	
NIMS	

2.0 PURPOSE

This standard operating procedure/guideline addresses the rules of conduct for all members of the City Fire Department

3.0 SCOPE

This SOP/SOG pertains to all personnel in this organization.

PREFACE

The Department's philosophy in approach to service delivery, personnel relations, and member

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conduct is contained in the Department's Mission and Values Statement. The specific rules and regulations contained in this policy and procedure are intended to support both the Department and City Mission and Values Statement and the City of Personnel Rules and Regulations.

The City Council has established personnel rules and regulations for all employees, as provided in the City Charter Resolution No. xx of [month, day, year], and Fire Department members are clearly expected to abide by them in the course of their employment.

Ordinances of the City, City Personnel Rules and Regulations, Memorandum of Understanding with City Firefighters Local xxx, and/or administrative policies have precedence over any provisions contained in these departmental rules and regulations where conflict occurs.

All members of the Fire Department can access a copy of these rules and regulations through the City's website, and it is their responsibility to be completely familiar with the contents. These Rules and Regulations will be reviewed periodically for necessary revisions. The on line version is considered the most current at all times

These rules and regulations cannot, nor are they expected to, provide a solution to every question or problem which may arise in an organization designed and established to render emergency services. They are not designed, nor intended, to limit any member in the exercising of his/her judgment or initiative in taking the action that a reasonable person would take in extraordinary situations which are bound to arise in the fire service.

All members of the Fire Department shall be held accountable for their actions and be subject to disciplinary action ranging from counseling to dismissal, according to the nature and degree of the offense, for any violation of these rules and regulations.

4.0 DEFINITIONS

These definitions are pertinent to this SOP/SOG.

5.0 PROCEDURES/GUIDELINES & INFORMATION

5.1 Rules of Conduct for all Members of the City Fire Department

RULES OF CONDUCT

All members shall direct their efforts towards fulfilling the mission of the City Fire Department. The following list of directives represents the personal conduct standards required of each member to fulfill that mission.

Article 1 Every member is expected to conduct themselves in a highly self-disciplined

manner, and is responsible for regulating his/her conduct in a positive, cooperative, and mature way.

- Article 2 All members, while on-duty, shall devote their entire time and attention to the service of the Fire Department. They shall attend all emergency incidents to which they may be assigned and perform duties as ordered by a supervisor.
- Article 3 Members shall participate in all Department training activities as directed, be thoroughly familiar with all equipment they may be required to use in performance of their duties, and perform related work as required.
- Article 4 Members shall work competently in their positions to cause all Department programs to operate effectively.
- Article 5 Members shall not engage in activities that are detrimental to themselves, the Department, or the City.
- Article 6 Members shall not use or be under the influence of alcoholic beverages, debilitating drugs or substances which impair physical and/or mental capacity, while on duty.
- Article 7 Members reporting for duty under the influence of any medication, prescription or nonprescription, that may impede mental or physical reaction must report that information to their supervisor.
- Article 8 Members shall use their training and capabilities to protect the public at all times, both on and off duty.
- Article 9 Members shall be on time for work. On time for work includes being ready to begin work/emergency response.
- Article 10 Members shall be held personally responsible for all Department property issued to them. Any property which may be lost or damaged through abuse, carelessness, or neglect may be replaced at the expense of the member to whom issued.
- Article 11 No advertising matter, posters, for sale signs, private notices, or other disfigurements shall be posted or permitted on Departmental property or apparatus without Department approval. No article shall be displayed on Department premises for sale. Use of the Department logo, pictures of apparatus or anything that might appear as an endorsement by this Department for private or personal business is prohibited.

- Article 12 Members shall not leave their quarters without permission of their supervisor and shall report back to their supervisor immediately upon return. The supervisor will initiate all actions necessary to follow accountability procedures/guidelines.
- Article 13 When any member is assigned to a fill-in position, he/she shall exercise the full authority and responsibility of that position.
- Article 14 All members will treat as confidential the official business of the Department. They shall not impart or discuss with anyone any matters concerning the Department or its members, except to officers of the Department or under process of law. Members will make every effort to protect patient privacy in accordance with state and federal laws.
- Article 15 No member shall make any purchase or incur any liability in the name of the Department without permission of the appropriate section or division head.
- Article 16 No member shall receive any fee nor solicit, demand, or suggest from any person or persons, pay for services rendered in the performance of duty, except their salary as paid by the City.
- Article 17 Members shall participate in all company activities as described in the quarterly management calendar.
- Article 18 All members reporting for duty and while on-duty will be clean shaven and neatly dressed in a proper and well-maintained uniform (see related policies and procedures).
- Article 19 All members shall insure the cleanliness of their assigned apparatus and station areas daily.
- Article 20 All members are to communicate with one another as to activities, suggestions, problems, and status of their respective units, companies, station facilities and shifts.
- Article 21 Members shall not engage in any sexual activity while on duty.
- Article 22 All members shall keep themselves physically fit and will participate in the physical fitness program.
- Article 23 Members shall not abuse their leave privileges.
- Article 24 Members will not knowingly falsify any Fire Department record.
- Article 25 No member shall remove, damage, or tamper with another member's personal

property or the property of the City.

- Article 26 No member shall display discriminatory or abusive behavior pertaining to politics, sex, religion, age, sexual preference, diversity, ethnicity, or labor/union membership while on duty or on Fire Department premises.
- Article 27 The carrying or possessing of a firearm or ammunition on or within City Fire Department property, facilities or equipment, at any time is specifically prohibited. (Law enforcement officers are exempt from this procedure.)
- Article 28 Seat belts will be worn by all members and their passengers when driving or riding in a Fire Department vehicle.
- Article 29 Use of personal cell phones, photo/electronic communication devices, music devices, etcetera, may not be used when:
- driving fire apparatus
 - while responding to or at emergency incidents
 - at public events/appearances