

	<h1>COMMERCE FIRE DEPARTMENT</h1>
	<h2>Standard Operating Guidelines</h2>
	Subject: General Rules & Regulations
	Reference Number: 1.06
	Effective Date: 12/5/2013 Last Date Revised: 8/6/2015
Approved By: Chief Kevin Dean	

Scope:

These rules and regulations cannot, nor are they expected to, provide a solution to every question or problem which may arise in an organization established to render emergency services. It is expected that they will be sufficiently comprehensive to cover, whether in a general or specific way, the obligations and responsibilities of the members of the Commerce Fire Department.

Responsibilities of All Members:

- Members shall know and abide by all rules and regulations of the department.
- Members shall be courteous and respectful in all dealings with the public.
- Members are strictly required to be courteous and respectful in their conversation with each other.
- Members shall immediately report to an officer any accidents or injuries that occurred while engaged in a department response or other activity.
- Members shall promptly notify an officer of any matter which you believe may affect the interest and welfare of the department.
- Members shall discuss problems and concerns of the department with an officer rather than with the public. Suggestions for improvements are welcomed and will be carefully considered. However, if there is an issue and it has not been resolved through the fire department chain of command, an open door policy will be in place and the issue or problem will be brought to the attention of the City Manager.
- Members shall take an active role in keeping stations and grounds neat, clean, and in good condition.
- Members shall not be at the station unless actively engaged in some task to benefit the department.
- Members shall not loan, give away, or appropriate for their own use any department property.
- No member shall be engaged in any department response or activity, nor be on department property while under the influence of alcohol or drugs.

- No member shall bring, or cause to be brought onto department property, any alcohol or drugs.
- Profane language prohibited. Profanity, immoral, or indecent language by officers or members will not be tolerated, nor disrespectful language spoken, to or of any superior officer.
- Engagement in physical altercations under any circumstances is prohibited.
- Members shall report to the chief any arrest or citation for a traffic violation.
- Members who become inactive shall promptly surrender all department property.
- No decals or patches may be applied to any department owned gear or uniform unless approved by the Chief.
- Treatment of members to be impartial. Officers' treatment of their subordinates shall be impartial and non-discriminatory. No officer shall deprive a member of due merit or shield incompetence, misconduct, or failure to perform every duty.
- Whenever deemed necessary, the Chief of the Department will call meetings of all officers and or other personnel. The Chief will also set the time and place. All meetings will be conducted under Robert's Rules of Order. Regular monthly business meetings will take place on the first Thursday of the month.
- Titles are to be used. Officers shall be shown due respect by their subordinates and shall be addressed by their titles especially on fire ground. Person of subordinate rank will not use nicknames of Officers.
- When persons are found at fires in an unconscious or disabled condition, an ambulance should be secured immediately and patient sent to the hospital. The Incident Commander shall be notified so that he can obtain the necessary information. In the event of a body being found at fires, such body shall not be moved or disturbed in any manner until the investigator is notified and arrives on scene. As an emergency measure to prevent destruction of a body at a severe fire, it may be removed while the investigator is being notified and then only in extremely rare cases.
- When fire apparatus are utilized on motor vehicle accident scenes, do not wash down roadway or litter accident scene unless instructed to do so by officer (law enforcement type) who is filling out the accident investigation report. If there is a fire or person(s) needing medical attention, do what is necessary, otherwise, standby in a safe location and do not alter the physical evidence necessary for the officer to reconstruct the accident scene.
- Radio messages limited to official business. All messages transmitted over the radio shall be official business. There shall be no unnecessary conversation or side remarks made. Radio traffic shall be kept to a minimum.
- Communication procedures. Radio traffic shall be kept to a minimum. Conversations and "chitchat" shall be strictly prohibited. Only traffic giving specific information and considered, as "tactical data" shall be transmitted on any of the radio frequencies utilized by the department.
- Purchasing procedure: No purchase shall be made without an official purchase order number. Purchase order number may be obtained by an officer submitting requisition to the Chief for approval. After purchase is made, invoice shall be promptly brought to the Chief for forwarding to City Hall.

- Telephones at fire station are provided for business use as it pertains to the fire department. These phones are not to be tied up for prolonged periods or for conducting business of a personal nature. No long distant calls are to be made to the phone by anyone without approval of the Chief.
- No persons other than department members shall be permitted to ride in fire apparatus during emergency runs except as authorized by the Chief.
- Visitors conducting official business may have full access to the fire station facility with the approval of the Chief. Such official visitors will be escorted. Members and their families shall be permitted visit to the station at any time. No visitor shall be permitted inside the station without a member of department on the property.
- If the need for light duty or medical leave from your regular job is requested, responding to working calls for the Commerce Fire Department must be placed on hold. Personnel could come to the station but shall not receive compensation.

Misconduct not permitted:

All Officers of the Fire Department are to take notice of violations of the guidelines and are to bring such charges against the violator to the Chief through regular channels. Charges shall be drawn on any person found committing any of the following offenses:

* Unbecoming conduct: Conduct unbecoming a member of the Fire Department whether on a call or off, which tends to lower the Fire Department in the estimation of the public will not be tolerated.

* Drugs and/or Alcohol: It is the responsibility of the Chief of the Department to review and assess previous and/or current use, sale or possession of narcotics, drugs, controlled substances or alcohol by applicants/employees. All Commerce Fire Department members will be monitored for compliance with this standard.

* Rumors and unfounded conversation: Rumors and unfounded conversation shall not be tolerated. Nothing causes more internal unrest than unfounded statements made by those who do not know what is going on. Should any member be guilty of starting or passing such communication, they shall be subject to disciplinary action. If you have a question, which could develop into a rumor, please ask the Chief or follow chain-of-command for clarification.

* Prohibition of Harassment: City of Commerce and The Commerce Fire Department strongly disapproves of harassment of firefighters and/or civilians on the basis of race, sex, national origin, age, religion, disability, or any other basis protected by the state or federal law. The Department will appropriately discipline those firefighters whose conduct violates this policy.

Disciplinary action for violation of Guidelines:

Any officer or member of the Department that violates any of the guidelines herein contained shall be subject to reprimand, reduction in rank, or dismissal from the Department, in accordance with the Standard Operation Guidelines of the Commerce Fire Department and Human Resources practices from the City of Commerce. Any member under suspension or cited for dismissal may avail himself/herself of a hearing as provided by the guidelines before the officers for a hearing. The Chief must approve disciplinary action and/or dismissal.

Additional Responsibilities of Firefighters:

- No firefighter shall use emergency lights, flashing lights, or sirens when responding in a privately owned vehicle (POV) unless approved by Chief of department.
- Firefighters shall obey all speed limits and traffic regulations when responding in POV.
- Firefighters shall park POV so as not to obstruct traffic flow or prevent access of emergency vehicles.
- Firefighters shall exercise precautionary measures to avoid injuries to self and others at any emergency scene.
- Firefighters shall exercise due caution to avoid unnecessary damage to department or public property.
- Firefighters shall be responsible for the safekeeping and proper care of all department property.
- Firefighters shall accord obedience, respect, and courtesy to officers and those performing duties of a higher rank.
- When assigned to act in a position of higher rank, firefighters shall accept responsibility for the performance of the duties of that position.
- The first firefighter on scene shall establish command. Command shall be relinquished to an arriving officer, or may be relinquished to an arriving senior firefighter.
- Firefighters shall be clothed in gear appropriate to the emergency scene.
- Firefighters shall, under no circumstance, violate the two-in, two-out rule when entering a burning structure.
- Firefighters shall not pilfer or be guilty of theft at emergency scenes or elsewhere.
- At the conclusion of an incident, all firefighters on scene shall proceed to the station to put trucks back in service.