Grant County Fire Protection District 3

POLICY AND PROCEDURE

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1. NUMBER: 1.1.04

2. SUBJECT: ***Prevailing Directives***

3. POLICY: It shall be the policy of the Board of Commissioners to maintain certain regular directives for the control, discipline and effective operation of the Fire District. This Policy and Procedure is established to define that process.

4. SCOPE: This Policy and Procedure is applicable to all personnel of Grant County Fire District 3.

5. RESPONSIBILITIES:

   A. The District Fire Chief is responsible for ensuring that this Policy and Procedure is adhered to.

   B. All personnel are responsible for complying with this Policy and Procedure.

6. PROCEDURE:

   A. Personnel Shall:

      1. Be held responsible for the safekeeping and care of all personal issued District property.
      2. Notify District Fire Chief or designee of any extended inability to report for duty.
      3. Notify the District Secretary or designee within five (5) working days of any change of address or telephone number.
      4. Be courteous and respectful at all times.
      5. Immediately report <u>any</u> accident, or injury sustained while performing for the District.
      6. Perform every duty required by order or directive, instruction or command in a prompt and implicit manner.
      7. Promptly report the loss or finding of any District materials or equipment.
      8. Exercise precautionary measures to avoid injury to self or others when engaged in any Fire District activity.
      9. Obedience, respect and courtesy to those designated to perform the duties of a higher rank.
      10. In matters of general conduct not within the scope of District directives, be governed by the ordinary rules of good behavior observed by law abiding and self-respecting citizens, and commit no act or omission tending to bring reproach or poor reflection upon the District.
      11. Be held responsible for any disorderly, disgraceful or unlawful conduct.

12. Remember at all times, he/she is a public servant, and commit no act or omission which would constitute a breach of public trust.
13. Read and become familiar with these directives.
14. Deposit all valuables found or received at an emergency scene with the Incident Commander.
15. If suspended or relieved from duty, promptly surrender all District property.
16. Be held responsible for the operation of District vehicles for official use only.
17. Treat visiting officials from other communities with the respect due their position.
18. In the transaction of District business, operate through their immediate superior officer, unless otherwise ordered.
19. Practice economy in the use of supplies and metered services and see that waste is avoided. Personnel shall not utilize District owned expendable items for personal gain.
20. All civilian or non-affiliated personnel shall always be supervised by District personnel when they are on District property.
21. Criticism should be in a constructive manner and based on fact.

B. Personnel Shall Not:

1. Neglect to thoroughly familiarize himself/herself with these directives and any amendments thereto.
2. Make a false statement or report with intent to deceive.
3. Commit any act for which he/she may be arrested or imprisoned.
4. Possess or consume any intoxicating liquors or unlawful drugs on District property.
5. Absent himself/herself from any post without permission.
6. Lend, sell or give away any District property without proper authorization.
7. Alter or change any District building, appliance, vehicle, equipment or fixture without proper authorization.
8. Furnish persons not connected with the District with any information relative to any incident, except as authorized.
9. Trade or substitute any personal issued equipment with another without the permission of the District Fire Chief or designee.
10. Require any personal favor or service from other personnel of the District.
11. Willfully damage or abuse District property.
12. Give expression to indecent, profane or uncivil language while performing for the District.
13. Handle carelessly or recklessly any District vehicle.
14. Place any property on apparatus that will detrimentally affect its use or finish.
15. Change or alter the arrangement of firefighting equipment on apparatus or

elsewhere or otherwise disarrange the prevailing system, unless approved by the District Fire Chief or designee.

16. Be guilty of immoral or improper conduct.
17. Accept any reward, gift or donation.
18. Smoke while driving or operating any District vehicle.
19. Receive or present any award for any kind of services rendered in the discharge of their duty, without the permission of the District Fire Chief or designee.
20. Permit persons not affiliated with Grant County Fire District 3 to ride on the apparatus or use any equipment belonging to the District without the permission of the District Fire Chief or designee.
21. Allow children to remain unattended in any District facility for any reason.
22. Rely upon rumors or repeat adverse propaganda.