Grant County Fire Protection District 3

POLICY AND PROCEDURE

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1. NUMBER: 4.2.30

2. SUBJECT: ***Officers General Responsibilities***

3. POLICY: All officers shall be responsible for the full performance of the duties delegated to them and shall require subordinates under their command to comply with all orders, Rules & Regulations, practices and procedures of the District

4. SCOPE: This Policy and Procedure is applicable to all Grant County Fire District 3's officers.

5. RESPONSIBILITIES:

   A. All officers are responsible for following these procedures.

6. PROCEDURE:

   A. Officers shall promptly report (in writing) to the District Fire Chief, through channels, supported by well-sustained charges, any flagrant violation or dereliction.

   B. The officer or acting officer of the Fire District shall have titles as follows, and shall, for administrative purposes, rank in the order of mention:

      1. District Fire Chief
      2. Deputy Fire Chief
      3. Assistant Chief
      4. Battalion Chief
      5. Station Chief
      6. Captain
      7. Lieutenant

   C. All officers shall be vigilant and active in enforcing the rules, requiring strict compliant therewith, promptly correcting any irregularities.

   D. All officers shall be just, dignified and firm in their dealings with subordinates and shall abstain from using violent, abusive or immoderate language in giving orders or directions, as well as when in conversation; and shall see that good order and proper discipline is maintained among all personnel of the District.

E. It shall be the duty of all officers to be able to decide promptly any questions of doubt on the part of their subordinates relative to the interpretation of regulations or orders, and in sudden emergencies, to prescribe the immediate action to be taken.

F. All officers shall preserve all orders, notices, communications and records pertaining to the operation of their respective units, until such time as the purpose has been served.

G. All officers shall be responsible for the completeness, accuracy and dispatch of all reports with which they are concerned. No reports or communications shall be intercepted or unnecessarily delayed in transit.

H. In conducting the business of the District, all officers shall, when possible, personally and directly administer the affairs with which they are concerned.

I. No officer shall interfere in matters or operations for which another officer of equal rank is responsible, except with the latter's consent or by order of a superior officer. Conflict of authority must be strictly avoided.

J. In the presence of subordinates, no officer shall make derogatory statements or adversely criticize District policy or District activities of other officers.

K. Officers shall call attention to the offending person (in private), of any misconduct, act, words, or occurrence which might become the subject of charges of misconduct.

L. Acting or relief officers shall comply with District drill schedule, and drill companies as if they were regularly assigned.

M. Any officer in command at a fire or other emergency shall not unnecessarily jeopardize the lives or limbs of subordinates.

N. All officers shall cause all fires to be extinguished with the least possible danger to life and property, prevent unnecessary damage by water or other extinguishing agents, shall take proper precaution against rekindle and leave the premises in a safe condition.

O. Any officer in command at a fire or other emergency shall report to the District Fire Chief the names of such officers and/or individuals of the District who have distinguished themselves in the discharge of their duties by the saving of human life, and/or any other meritorious acts that are worthy of special mention, giving a full and correct statement of the facts.

P. During those emergencies when numerous companies are present, the officers are responsible for their own assigned apparatus. In the absence of a Chief Officer, the highest-ranking officer will establish an I.C.S. (Incident Command System) at the scene.

Q. Arguments as to who is in command at an emergency, among officers of equal rank, will not be tolerated. All officers of equal rank involved in choosing a command officer will take into consideration which of them is most familiar with the area and the personnel.

R. Acting officers shall have the authority and be required to enforce the regulations and orders of the position, will be charged with the knowledge of, and will be accountable for the proper execution of the duties of such rank.

S. Acting officers shall be accorded all the privileges pertaining to the office in which they are acting and shall be obeyed and respected accordingly.

T. When no officer is present, the Senior Firefighter will function in the position of acting officer.

U. Personnel on scene identification shall be provided by the color coding of helmets. The following color code shall be followed:

Position	Helmets	Number
Chief Officer	White	
Captains	Red	
Lieutenants	Red	
Firefighters	Yellow or Black	
EMS	Blue	