



**GALENA FIRE DEPARTMENT
Policy and Procedure Manual**

#05

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Fire Chief Signature

Date

RULES AND REGULATIONS

1. All members of the Department shall familiarize themselves with these Rules and Regulations. The Rules and Regulations are available in the GFD Policy Manual which is located in the fire station, on department computers, and available online.
2. A plea of ignorance of these Rules and Regulations will not be accepted as an excuse for violation of the same.
3. The officers will enforce the Rules and Regulations; infractions and action taken are to be reported promptly, through the chain of command, to the Fire Chief.
4. The penalty for failure to comply with and/or enforce these Rules and Regulations, as well as other GFD standards, and policies will be addressed in the following manner:

The concept of "progressive discipline" will be implemented and practiced by all Department officers. The degree of penalty imposed on an employee for a specific offense shall be dependent upon numerous considerations, including severity of infraction, cost involved to the City in time and/or materials, the interval between violations, and the length and quality of the service record. An employee being counseled or reprimanded is one thing; one being suspended or terminated is quite another. All discipline must be based on a firm and solid foundation. This means that discipline will follow a course of action that progresses through a proper and fair procedure. Thus, mild penalties, such as documented verbal counseling or written reprimand, will be used when appropriate prior to implementing severe penalties such as suspension(s) or termination. Again, the degree of penalty must fit the severity of the offense.

5. All members of the Department will follow the chain of command when pursuing any department business. The proper chain of command is outlined in the department SOG Manual. No person has the authority to go to any City Official without notifying the Fire Chief or his/her designee.
6. Members of the Department shall respond to calls in a safe manner with the understanding that there are no exceptions allowed for firefighters while driving either his/her personal vehicle or any city vehicle.



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7. No firefighter shall respond to an alarm, or attend a meeting, drill, or other department sanctioned event or activity while under the influence, to any degree, of alcohol, drugs, or any other debilitating substances.
8. The authority of an officer is not debatable. Acting officers, as assigned by the Fire Chief, or designee, assume all of the authority and responsibilities of the "regular" officer he/she replaces.
9. Every member of the Department shall maintain a professional demeanor and appearance when dealing with the public at all times. All interactions with the public will be courteous and respectful. Public use of profanity or obscene language will not be tolerated.
10. Members will not harass or engage in any verbal or physical altercation with other GFD members, but will discuss issues respectfully.
11. All members of the Fire Department will provide the Department with a current telephone contact number.
12. No member of the Department shall speak slightly of the race, religion, color, creed, age, marital status, national origin, ancestry, gender, sexual preference, medical condition, handicap, character or reputation of any person. All members will show due respect to their officers and other members of the Department. Harassment is considered a serious offense and will not be tolerated.
13. Any member of the Department driving a city vehicle shall do so with the greatest care so as to get the best service from the vehicle. Any mechanical defects, damage, or missing equipment will be promptly reported and recorded.
14. All members shall be responsible for the security, care and condition of all PPE, tools and other equipment issued to them. If personal equipment is found to be in substandard condition for any reason, the problem will be promptly brought to an Officer's attention.
15. Any member of the Department who misplaces or damages City-owned property due to negligence (as opposed to normal wear or accidental damage) will be subject to discipline. The Grievance Committee will make a recommendation to the Fire Chief as to whether reimbursement costs to replace said equipment will be required from the member and the dollar amount of any such reimbursement.



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16. While responding to emergency calls, members will have in their possession all of the equipment that has been assigned to them and is necessary for the safe completion of an assigned task. All safety gear referenced in the GFD Standard Operating Guidelines and other department policy will be used at all times by personnel involved in hazardous conditions.
17. All members shall follow a standard routine for cleaning and maintenance of the stations and equipment.
18. No smoking, or use of tobacco products in the fire station, department vehicles or while on assignment, is allowed.
19. Members will use communication equipment and social media devices in an appropriate and ethical manner so as to not bring discredit or embarrassment upon the Department or the City. This includes the sharing of Department or duty-related photos, documents and commentary that is not intended to be viewed within the public domain, due to personal privacy laws and the Health Insurance Portability and Accountability Act (HIPAA).
20. In the event of a conflict between these Rules and Regulations and other GFD policies and standards, these Rules and Regulations will prevail, until properly addressed by the Officers and the membership.