



POLICY MANUAL

Daily Operations - Policy

General

Revised: 07-30-96

Code: 1 – 10 – 1

Book Chapter Subject

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1.0 Purpose: Establish General Daily Operational Policies.

1.01 Scope: All Fire Department Personnel.

1.02 **OUTSIDE EMPLOYMENT**

Prior to engaging in or a change in any outside business or employment, all Fire/EMS Personnel must submit an [outside employment request form](#) to the Fire Chief through the chain of command. In addition, an outside employment request form must be completed and submitted annually when each individual's Personnel Evaluation is turned in.

1.03 **SMOKING**

Smoking will not be permitted while driving or riding on Fire Department vehicles.

Smoking will not be permitted in Department buildings including the apparatus bays or storage sheds.

1.04 **ADDRESS AND TELEPHONE NUMBERS**

Immediately upon reporting for duty, members and employees shall record their correct residence address and phone number with the commanding officer. Changes in address or telephone number shall be reported to the commanding officer within 24 hours of the change.

1.05 **VEHICLES ON TRUCK DECK (PERSONAL)**

It is generally considered acceptable for personnel to use the rear truck deck for purposes of minor maintenance of their vehicles during unassigned hours. Minor maintenance is considered to mean that the vehicle at **NO** time will be inoperative. After maintenance is completed, the vehicle will be returned to a approved parking stall.

1.06 **STATION APPEARANCE**

It is the responsibility of all personnel to maintain fire station facilities in a clean and orderly fashion. The station Captain shall assure that all areas of the station are presentable and that no condition exists that would detract in the public having pride in the fire station facilities.

1.07 **VISITORS**

All personnel should exercise reasonable judgment in having family or friends visit while on duty.



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1.08 **OCCUPATION OF BEDS**

Beds may be occupied by Department members only from 2030 to 0700 hours. No lounging or reclining on beds other than the time stated will be allowed. In cases of fatigue resulting from exertion at an emergency members maybe permitted to rest on the beds with permission of the Company Officer or the Battalion Chief.

1.09 **USE OF BEDS AND QUARTERS**

Off-duty members may occupy extra or available beds in quarters only with the approval of the Station Captain.