



Rules & Regulations

San Francisco Fire Department

Rules & Regulations **DATE**
San Francisco Fire Department 698 2nd Street
San Francisco, CA 94107

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Chief of Department

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Published by:
Division of Training
2310 Folsom Street
San Francisco, CA
Phone: (415) 970-2000

FILE: Rules and Regs 2013
REVISED: **DATE**

Foreword

The San Francisco Fire Department regards the public trust as a privilege to be earned.

Maintaining a high degree of occupational competence, adhering to the principles and practices of safety, and displaying professional demeanor at all times are key to the maintenance of that trust.

The Rules & Regulations create the framework to support all of our objectives, our activities, and our daily actions. The principles of professionalism and customer service, of loyalty, and service to the community we are sworn to protect, should always drive our commitment and inform our actions in the pursuit of our objectives.

Jeanine R. Nicholson
Chief of Department

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Personal Information

Name: _____
Address: _____
Phone No.: _____
Rank: _____ Badge No.: _____

Department Qualifications

Driver
Pump Operator
Tiller Operator
Incident Support Specialist
Scuba Qualified
EMT Qualified
Fire Boat Swim Test
Division of Emergency Communications
Hazardous Materials
Other:

Oath of Allegiance

I, _____, do solemnly swear that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Preamble

All rules and regulations apply while members are on duty. In addition, when the phrase "at all times", "at any time" or "at no time" is used in a rule or regulation, that rule or regulation is general in character and also applies when members are off duty.

As a supplement to these Rules and Regulations, the Department's Procedure Guide will contain additional details to standardize application and operation of the Rules and Regulations. The Procedures Guide will be a part of these Rules and Regulations. The Department will make changes in the Procedure Guide, as necessary, by General Order. Each member shall maintain his or her copy of the Procedure Guide in the proper manner. Company Officers shall date and endorse completion of modification.

Practices and procedures prescribed in Department Manuals, and the Department's Statement of Incompatible Activities are also part of the Rules and Regulations.

The Department will circulate orders, instructions, notices, and other information of a temporary operating nature or of current concern by means of General Orders coded for disposition and filing purposes.

ARTICLE 1. DEFINITIONS

101. DEFINITIONS

Acting Officer An officer or other uniformed member designated by the Appointing Officer to perform duties at the next higher level of authority.

Assistant Chief (Division Chief) An upper management position under the direction of the Deputy Chief of Operations. The Assistant Chief commands all fire department activities within an assigned division of the City.

Assistant Deputy Chief An exempt position under the direction of the Chief of Department and Deputy Chiefs. The Assistant Deputy Chief organizes and coordinates the activities of a division.

Battalion A number of companies grouped geographically and supervised by Battalion Chiefs.

Bureau An office that conducts business within the Division of Operations or Administration, under the direction of an Officer or other Supervisor appointed by the Chief of Department.

Chain of Command The line of authority and responsibility along which orders are passed in para-military organization, and within the Department.

Charter The Charter of the City and County of San Francisco.

City and County. The City and County of San Francisco.

Communications Room That part of the Fire Station containing communications equipment.

Company A crew of members assigned to suppression, Emergency Medical Services, and/or other emergency response unit, who are under the supervision of a company officer.

Department The Fire Department of the City and County of San Francisco.

Deputy Chiefs Exempt positions consisting of the Deputy Chief of Operations, the Deputy Chief of Administration, and the Deputy Chief of EMS and Community Paramedicine.

Detail (Member) An assignment from one company to another for a period of time.

Detail (Special) An assignment of one or more members by the Chief of Department to such special service and hours of work as may be deemed necessary.

Division A specific unit of Operations or Administration supervised by an Assistant Chief or by an Assistant Deputy Chief.

EMS Emergency Medical Services.

Equal Employment Opportunity Requirement that Employers provide a workplace free from discrimination and harassment based on an individual's actual or perceived sex, race, religion, disability, or other protected category, and free from retaliation for reporting or taking other protected action regarding potential or actual discrimination or harassment.

Exempt Position A position excluded from civil service examination and selection process in accordance with City Charter provisions.

FAR Federal Aviation Regulations.

Fire Commission (Commission) The Fire Commission of the City and County of San Francisco, which consists of five civilian members appointed by the Mayor for four year terms.

General Orders Orders, instructions, notices, and other information of a temporary operating nature, or of current concern, circulated and properly coded for disposition and filing purposes issued by the Chief of Department.

Greater Alarm A second, third, fourth, or fifth alarm of fire.

Headquarters of the Department The offices of the Fire Commission, Chief of Department, Deputy Chiefs, the Department Physician and other

offices.

Members (General) When used in a general sense, this term shall include officers and other members of the uniformed force, as well as all other employees of the Department.

Members (Restricted) When used in a restricted sense, this term shall designate all members of the uniformed force below the rank of lieutenant.

Memorandum of Understanding A legal document describing a bilateral agreement between the Fire Department and San Francisco Fire Fighters Union, Local 798 of the International Association of Firefighters, or other bargaining units.

Normal Channels The forwarding or transmitting of official communications from the point of origin through each ascending or descending level of authority.

Officer A member holding the rank of Lieutenant or above.

Permanent Appointment An appointment made as a result of certification from an eligible civil service list to a permanent position.

Permanent Exempt An appointment that is exempt from a competitive Civil Service selection. Appointed members are granted leave (versus separation) from their permanent Civil Service rank.

Provisional Appointment An appointment to a permanent or temporary position for which no eligible list exists. It shall not exceed three years, but may be renewed.

Policy and Procedure Guide The supplement to the Rules and Regulations of the Department. Such supplement contains practices, interpretations, clarifications and illustrations.

Rank The position that a uniform member holds within the Department's promotional structure.

Station A building or facility in which one or more companies of suppression forces or Emergency Medical Services are quartered.

Temporary Officer The temporary assignment of an employee to perform the duties and responsibilities of the next higher classification.

Tour of Duty A specified number of continuous hours on duty as required by the provisions of the Charter or by Ordinance.

Uniformed Force Members who are issued official Department uniforms.

Unit (General Sense) Any part of Operations or Administration.

Unit (Restricted Sense) A company of the fire suppression force or of Emergency Medical Services.

ARTICLE 2. ORGANIZATION

201. ORGANIZATION

The Chief of Department shall supervise the organization of all units in the Department. These units shall be divided into three groups: Operations, Administration, and EMS and Community Paramedicine. Each group shall be subdivided into the following:

1. Operations
 - A. Fire Suppression
 - (1) Divisions
 - (2) Battalions
 - (3) Companies
 - B. Division of Airport
 - C. Division of Emergency Communications
 - D. Division of Fire Prevention and Investigation
 - E. Special Operations
 - F. Division of Training
2. Administration
 - A. Finance
 - B. Health and Safety Officer Health, Safety & Wellness Officer
 - C. Division of Support Services
 - D. Office of Employee Health
 - E. Human Resources
 - F. Planning and Research
 - G. Investigative Services Bureau
 - H. Division of Homeland Security
 - I. Diversity, Equity and Inclusion
3. Emergency Medical Services & Community Paramedicine
 - A. Emergency Medical Services
4. Community Paramedicine

202. SUPPRESSION DIVISIONS

Each suppression Division consists of several Battalions; each Battalion consists of a number of Companies; each Company consists of two or more Company Officers and several Members.

ARTICLE 3. THE FIRE COMMISSION

301. ESTABLISHMENT

Charter Section 4.108 establishes the Fire Commission. The Fire Commission consists of five members appointed by the Mayor for four four-year terms.

302. AUTHORITY

Under the Charter, the Fire Commission has the authority to formulate, evaluate and approve goals, objectives, plans and programs and set policies for the Department, consistent with the overall objectives of the City and County. The Fire Commission has authority to nominate to the Mayor applicants for the position of Chief of Department, subject to appointment by the Mayor. In addition, the Fire Commission has authority to appoint a Fire Commission Secretary and a Department Physician.

303. FUNCTION

The Fire Commission adopts rules and regulations to govern the Department, approves the annual department budget, and conducts disciplinary trials and appeals and imposes discipline on uniformed Department members consistent with Charter Section A8.343. On the recommendation of the Chief, the Fire Commission may reward any member of the Department for heroic or meritorious conduct. The Fire Commission also performs other functions as required or permitted by law.

304. MEETINGS

The Fire Commission meets regularly on the second and fourth Wednesday of each month at a time and place predetermined by the Fire Commission. The Fire Commission may also schedule special meetings as needed.

305. FIRE COMMISSION SECRETARY

Members may contact the Fire Commission Secretary with any questions about the Fire Commission.

ARTICLE 4. CHIEF OF DEPARTMENT

401. CHIEF OF DEPARTMENT

The Chief of Department shall be appointed by the Mayor of San Francisco from a list of qualified applicants submitted by the Fire Commission.

402. CHIEF EXECUTIVE OFFICER

The Chief of Department shall be the Chief Executive Officer and shall be responsible to the Commission for the proper administration and efficient operation of the Department.

403. DUTIES

The Chief of Department shall effect the organization of the Department, officially interpret the rules and regulations and prescribe the policies and procedures essential for its efficient operation. The Chief of Department shall formulate plans designed to prepare the Department for operations under emergency and disaster conditions.

404. APPOINTING OFFICER

The Chief of Department shall act as the "Appointing Officer" under civil service provisions of the Charter for the appointing of any employees for the Fire Department. The Chief of Department shall have the power, under the Charter, to appoint Deputy Chiefs of Department and Assistant Deputy Chiefs, Department Chief of Staff, Planning and Finance Director, a Secretary to the Chief of Department and Incident Support Specialists.

405. ASSIGNED OFFICERS

The Chief of Department shall assign officers or other superiors to administer the work of all Divisions or Bureaus in the Department and shall hold them responsible for the proper administration of such offices committed to their charge.

406. INCIDENT COMMANDER

The Chief of Department shall direct the work of all units in the Department and shall be the Incident Commander in all matters concerning all hazards to life and property as directed by the Mayor. During a conflagration, the Chief of Department may order any building or structure to be cut down or otherwise removed for the purpose of checking the progress of such conflagration.

407. MUTUAL AID

The Chief of Department has the authority to request or deploy additional resources as needed.

408. RECALL OF OFF-DUTY MEMBERS

In the event of a conflagration, or other emergency, requiring the services of more than the available on duty officers and members of the uniformed force of the Department, the Chief of Department shall have full authority to recall off-duty members.

409. DISCIPLINE AND MORALE

The Chief of Department shall carefully observe the general aptitude, the discipline and the morale of officers, members, and other employees of the Department.

410. RULES

The Chief of Department shall be responsible for the enforcement of the rules, regulations, policies, procedures and orders of the Department, all laws and ordinances of the City and County, State and Federal laws applicable to the Department.

411. CHARTER AND ORDINANCES

The Chief of Department shall perform all the duties required by the Charter and the ordinances of the City and County, and shall supervise the procedure for the granting of permits by the Fire Department.

412. NEGLIGENCE

The Chief of Department shall hold subordinate officers responsible for any negligence in the enforcement of the laws, ordinances, rules, regulations, policies, procedures and orders applicable to the Department.

413. VIOLATIONS

The Chief of Department may file a formal complaint against any subordinate member for violation of the relevant laws, ordinances, rules, regulations or orders of the Department.

414. PERFORMANCE OF DUTIES

The Chief of Department shall report to the Fire Commission any member who, for relevant reason, does not or cannot fully and promptly perform required duties.

415. PROBATIONARY MEMBERS

The Chief of Department shall report to the Fire Commission the official manner in which probationary members are evaluated, and their progress in the performance of their duties.

416. TEMPORARY APPOINTMENTS AND ASSIGNMENTS

The Chief of Department shall make all necessary temporary appointments and assignments.

417. UNIFORMS

The Chief of Department shall regulate the manner of wearing the various Department uniforms and their accessories.

418. MEETINGS

Whenever the Chief of Department considers it advisable, a meeting of any Department officers or members may be called.

419. STATIONS, APPARATUS, AND EQUIPMENT

The Chief of Department shall recommend to the Fire Commission the selection and/or construction of new station sites, changes in the location of existing stations, purchase of new apparatus, hose or equipment, and shall keep well informed of the condition and operating efficiency of all stations, apparatus and equipment.

420. RECORDS

The Chief of Department shall direct the manner of keeping accurate records of all business transacted by the Department and the inventory of all Department property.

421. OFFICIAL COMMUNICATIONS

The Chief of Department shall forward to the Commission, through his/her Secretary, all official communications received. Routine reports herein specifically required from subordinates at stated periods shall be exempt from the provisions of this section.

422. COMMISSION MEETINGS

The Chief of Department shall attend all regular meetings of the Commission, and special meetings if required, when not otherwise engaged in urgent Department duty.

423. OTHER DUTIES

The Chief of Department shall perform such other duties as the Commission shall direct.

424. SECRETARY TO THE CHIEF OF DEPARTMENT

The Secretary to the Chief of Department shall be appointed by the Chief of Department as the executive and administrative assistant and shall be responsible to the Chief of Department for the maintenance of Departmental records.

OPERATIONS

ARTICLE 5. DEPUTY CHIEF OF OPERATIONS

501. DEPUTY CHIEF OF OPERATIONS

The Deputy Chief of Operations shall be appointed by the Chief of Department from the permanent civil service rank of H-50 Assistant Chief or H-40 Battalion Chief. The Deputy Chief of Operations is second in command of the Department. The Deputy Chief of Operations is responsible for the supervision of the Suppression Divisions, the Airport Division, the Division of Fire Prevention and Investigation, Division of Training, Special Operations, and the Fire Department personnel assigned to the Division of Emergency Communications.

502. ACCOUNTABILITY

The Deputy Chief of Operations shall be held accountable for maintaining a work environment that promotes harmony, respect for each person, and is free from harassment, discrimination and retaliation. They shall ensure particularly that subordinate officers are in compliance with the rules, regulations, policies, procedures and orders of the Department.

503. ASSUMPTION OF COMMAND

In the absence of the Chief of Department, the Deputy Chief of Operations shall assume the command, duties, and responsibilities of the Chief of Department.

504. POLICIES AND PROCEDURES

The Deputy Chief of Operations shall execute and enforce the policies and procedures instituted by the Chief of Department.

505. INTRA-DEPARTMENTAL RELATIONS

The Deputy Chief of Operations shall be responsible for the oversight and coordination of communication and activities between the various Divisions and Bureaus within the Operations branch of the Department.

506. COMMISSION MEETINGS

The Deputy Chief of Operations shall attend all regular meetings of the Fire Commission when not otherwise engaged in other Department duties or unless excused by the Chief of Department.

507. REGULAR CONFERENCES

The Deputy Chief of Operations shall hold regular conferences with the on duty Assistant Chiefs unless otherwise engaged in urgent Department matters.

508. OTHER DUTIES

The Deputy Chief of Operations shall perform other such duties as may be required by the Chief of Department, and is further governed by the rules, regulations, policies, procedures and orders of the Department.

ARTICLE 6. ASSISTANT CHIEFS

601. ASSISTANT CHIEFS

Assistant Chiefs shall be considered part of the Command Staff. They shall be in command of all operations in their respective Divisions. They shall administer their Divisions in conformity with the rules, regulations, policies, procedures and orders of the Department.

602. ACCOUNTABILITY

Assistant Chiefs shall be held accountable for maintaining a work environment that promotes harmony, respect for each person, and is free from harassment, discrimination, and retaliation. They shall ensure particularly that subordinate officers are in compliance with the rules, regulations, policies, procedures and orders of the Department.

603. DIVISION COMMANDER

The Division Commander of each Division shall be designated by the Chief of Department, and be so recognized at all times with due regard for seniority. The Division Commander shall be considered the ranking Assistant Chief within each Division.

604. DUTIES

Assistant Chiefs shall perform their duties under the direction of the Chief of Department or the Deputy Chiefs and shall be responsible to the Chief of Department for the proper execution of such duties.

605. RESPONSIBILITIES

Assistant Chiefs shall be responsible for the general condition, discipline, and efficiency of the Divisions under their charge and shall require strict enforcement of the rules, regulations, policies, procedures and orders of the Department.

606. RESPONSE TO ALARMS

Assistant Chiefs shall respond to all alarms of fire and/or other emergencies assigned to them and shall remain in charge unless relieved by the Chief of Department, or the Deputy Chief of Operations, upon their arrival.

607. TRI-ANNUAL INSPECTIONS

Assistant Chiefs shall inspect each station within their Division every four months. During such inspections, they shall inspect the personnel, journals, apparatus, records, equipment, and general condition of the stations. Immediately thereafter, they shall submit a report in writing to the Deputy Chief of Operations.

608. DAILY CONFERENCES

Assistant Chiefs shall hold a daily group conference with the on-duty Battalion Chiefs of their Division. Rescue Captain's shall join conferences at the Assistant Chief's discretion.

609. REPORTS AND COMMUNICATIONS

Assistant Chiefs shall examine all reports and communications, originating within their Divisions and record approval, disapproval, or contents noted, as appropriate. When necessary, they shall conduct investigations and forward supplementary reports to the appropriate addressee.

610. DAILY RECORDS

Assistant Chiefs shall maintain a daily record in the Division journal of all matters pertinent to the operation of their Division.

611. VEHICLE ACCIDENTS

Assistant Chiefs shall respond to all intersection accidents of Department vehicles in accordance with the procedures set forth in the Accident Policy. They shall respond to other Department vehicle accidents when requested by the Division of Emergency Communications or a Battalion Chief on the scene.

612. PHYSICAL CONDITIONS OF DIVISION

Assistant Chiefs shall acquire a thorough knowledge of the physical conditions throughout their Divisions and first alarm areas.

613. REMAIN IN DIVISIONS

Assistant Chiefs shall remain within their Division areas unless Department business requires their presence elsewhere.

614. DIVISION STAFFING

At 0800 and 2000 hours daily, Assistant Chiefs shall ascertain the staffing level of their respective Division. They shall balance their Division in cooperation with the Assignment Office and their Battalion Chiefs to maintain required staffing levels.

615. FIRE COMMISSION MEETINGS

The on-duty Assistant Chiefs shall attend all regular meetings of the Fire Commission unless otherwise engaged in urgent Department matters.

616. RECOMMENDATIONS

Assistant Chiefs may submit to the Chief of Department through the Deputy Chief of Operations written recommendations for improving fire protection or for increasing the efficiency of the Department.

617. NOTIFICATION

When death or any other extraordinary or unusual matter concerns their Division, Assistant Chiefs shall immediately notify the Chief of Department through normal channels. After such notification, they shall investigate the matter and forward a written report to the Chief of Department.

618. OTHER DUTIES

Assistant Chiefs shall perform such other duties as may be required by their superiors, and the rules, regulations, policies, procedures and orders of the Department.

ARTICLE 7. BATTALION CHIEFS

701. BATTALION CHIEF

Battalion Chiefs shall be in command of all suppression companies within their assigned districts. They shall administer their Battalion Districts in conformity with the rules, regulations, policies, procedures and orders of the Department.

702. ACCOUNTABILITY

Battalion Chiefs shall be held accountable for maintaining a work environment that promotes harmony, respect for each person, and is free from harassment, discrimination and retaliation. They shall ensure that subordinate officers are in compliance with the rules, regulations, policies, procedures and orders of the Department.

703. BATTALION COMMANDER

The Battalion Commander shall be designated by the Chief of Department, and be so recognized at all times, with due regard for seniority. The Battalion Commander shall be considered the ranking Battalion Chief within each Battalion

704. COMPANY EFFICIENCY

Battalion Chiefs shall be responsible for the operational safety and efficiency of the companies within their battalions and for the proper maintenance of stations, apparatus, and equipment.

705. COMPLIANCE WITH RULES AND REGULATIONS

Battalion Chiefs shall require all officers and members under their charge to comply with the rules, regulations, orders, policies, and procedures of the Department. They shall promptly investigate all rule violations committed in their presence or reported to them. Following such investigation, they shall promptly notify the on-duty Assistant Chief and submit a written report to the Deputy Chief of Operations or Chief of Department, as required, regarding such incidents.

They shall regularly confer with company officers under their supervision and shall provide assistance and support to company officers in implementing and enforcing the rules, regulations, policies, procedures and orders of the Department.

706. STAFFING OF DISTRICT

At 0800 and 2000 hours daily, Battalion Chiefs shall ascertain the staffing level of their respective Battalion. They shall balance the companies in their battalion with the cooperation of their Assistant Chief.

707. RESPONSE TO ALARMS

Battalion Chiefs shall promptly respond to all alarms of fire and emergencies assigned to them. At such fires or emergencies, they shall remain in command until relieved. They may respond to other incidents in their battalions, as they deem necessary.

708. DIVISION CHIEF'S INSPECTIONS

Battalion Chiefs shall accompany the Chief of Department, Deputy Chiefs, or Division Chiefs during tours of their respective battalions.

709. MONTHLY INSPECTIONS

Battalion Chiefs shall conduct monthly inspections of the personnel and their uniforms, the apparatus, equipment, the company records, company journals, and the general conditions of the stations in their battalions.

710. COMPANY VISITS

Battalion Chiefs shall visit all companies in their battalions at least once during each tour of duty. During such visits, they shall carefully observe the personnel, their uniforms, and the general condition of stations and equipment. They shall hold a daily conference with each on-duty company officer during the visit. Whenever any negligence or deficiency is found to exist, they shall take immediate action to correct such conditions and, if warranted, notify the Division Chief of the situation.

711. NOTIFICATIONS

When death, serious injury, illness or any other extraordinary or unusual matter concerns their battalions, they shall immediately notify the on-duty Assistant Chief and other designated personnel.

712. PUBLIC ASSEMBLIES

Battalion Chiefs shall be held responsible for all members detailed to places of public assembly within their battalions. The Battalion Chief shall also visit such places during performances or whenever required in order to ensure compliance with all pertinent laws and ordinances.

713. BUILDING INSPECTIONS

Battalion Chiefs shall regularly inspect buildings in their battalions. They shall forward all reports concerning such inspections to the Bureau of Fire Prevention.

714. PHYSICAL CONDITION OF DISTRICT

Battalion Chiefs shall acquire a thorough knowledge of the physical conditions throughout their battalions and first alarm areas.

715. SCHOOL FIRE DRILLS

Battalion Chiefs shall ensure that school fire drills in designated school district buildings are conducted as required. Following such drills, they shall forward relevant written reports thereon to the Bureau of Fire Prevention.

716. COMPANY DRILLS

Battalion Chiefs shall require that all drills be conducted as scheduled by the Division of Training, that all members participate in those drills, and that approved standard practices be observed.

717. VEHICLE ACCIDENTS

Whenever there is an accident involving a Department (non-EMS) vehicle, the first available Battalion Chief stationed nearest to the accident shall respond when notified to do so by the Department of Emergency Communications. The Battalion Chief shall make a thorough investigation and notify their Assistant Chief of the situation. They shall forward a report of the circumstances of all accidents to their Assistant Chief in accordance with the Department Accident Policy.

718. REPORTS AND COMMUNICATIONS

Battalion Chiefs shall examine all reports and communications, including those in electronic form, originating within their battalion and record approval, disapproval, or contents noted, as appropriate. When necessary, they shall conduct investigations and forward supplementary reports to the appropriate addressee.

719. RECORDS

Battalion Chiefs shall be responsible for maintaining current and complete records of the administrative affairs of their battalion. They shall record in their journals all matters pertaining to the operations of their battalion.

720. MONTHLY REPORTS

Battalion Chiefs shall prepare and forward required routine reports.

721. RECOMMENDATIONS

Battalion Chiefs may submit to the Chief of Department, through the Chain of Command, written recommendations for improving fire protection or for increasing the efficiency of the Department.

722. REMAIN WITHIN THEIR DISTRICTS

Battalion Chiefs shall remain within their battalion unless otherwise ordered by proper authority.

723. OTHER DUTIES

Battalion Chiefs shall perform such other duties as may be required by their superiors and the rules, regulations, orders, policies, and procedures of the Department.

ARTICLE 8. CAPTAINS

801. CAPTAINS

Captains shall be the company commanders and shall exercise authority over all company procedures and policies at all times and, except as otherwise provided in Section 1502, over all officers and members under their supervision.

802. ACCOUNTABILITY

Captains shall be held accountable for maintaining a work environment that promotes harmony, respect for each person, and is free from harassment, discrimination and retaliation. They shall ensure that there is fair and equitable treatment of all members under their supervision and be responsible for implementing and enforcing the rules, regulations, orders, policies and procedures of the Department.

803. RESPONSIBILITIES

Captains shall acquire a thorough knowledge of the duties of their office and shall be responsible for the strict enforcement of the rules, regulations, orders, policies, and procedures of the Department. They shall exact proper order and discipline from their personnel in the company stations and at fires or other emergencies. They shall particularly observe the general demeanor and performance of members under their command at incidents and during station duties.

804. STATION POLICY

Captains shall maintain a comprehensive Station Policy specifically adapted to the companies and units under their supervision. This program shall be subject to the approval of the Battalion Commander.

805. STATION DUTIES AND WATCHES

At the beginning of each tour of duty, Captains shall apportion station duties and watches amongst subordinates and shall require that such duties and watches be performed promptly and efficiently.

806. ROLL CALL

Each day at 0800, the Captain in the station shall conduct roll call in the communications room, promptly report any imperfections or deficiencies to the Battalion Chief, and then cause the necessary data to be entered in the company journals and the Human Resources Management System. Whenever there are two or more officers of the same level of authority in one station, the senior officer on duty shall conduct the roll call.

807. COMPANY ABSENT AT ROLL CALL

Whenever a company is absent from its regular quarters at the specified time for roll call, the ranking company officer in charge of the members reporting for duty shall call the roll. The on-coming members shall then proceed to the location of the company. If at an incident, the company officer shall report to the Incident Commander.

808. ORDERS AND COMMUNICATIONS

Captains shall read aloud in the presence of the roll-call assembly all Department orders and communications received since their last tour of duty. They shall ensure that all members under their command are cognizant of all such orders and communications, and shall, whenever necessary, convey other company instructions or information.

809. DAILY INSPECTION

Immediately following roll call, they shall thoroughly inspect the apparatus, tools, and equipment under their supervision. Any imperfections or deficiencies shall be recorded in the company journal, the Human Resources Management System and the Bureau of Equipment shall be notified.

810. INSPECTION OF QUARTERS

Promptly at 1000 hours each day, except in cases of extensive working fires the night before or because of other extraordinary conditions, Captains shall thoroughly inspect their company quarters, the apparatus, and other parts of the station. They shall also inspect the on-duty members for cleanliness and proper uniform attire.

811. TOUR-OF-DUTY

Captains shall require their personnel to remain on duty until the completion of their current tour of duty, except as otherwise authorized.

812. RESPONSE TO ALARMS

Captains shall promptly respond with their companies to all alarms of fire and/or other emergencies assigned to them.

813. RESPONSE TO FIRES

Upon their arrival at the scene of an alarm or other emergency, Captains shall report to the Incident Commander. If first to arrive and it is necessary, they may order a greater alarm. They shall be responsible for all operations until relieved upon the arrival of a superior officer.

814. REMAIN WITH COMPANY

At a fire or other emergency, unless otherwise ordered by a superior officer, Captains shall remain responsible for their companies and take a suitable position in order to direct the work of their personnel.

815. POST-FIRE INSPECTION

Before leaving the scene of the fire or other emergency where their company or unit performed fire service, Captains shall monitor the health, safety and wellness of their personnel and carefully inspect the apparatus for any damaged or missing tools or equipment.

816. RETURN TO QUARTERS

Immediately following their return to quarters from an alarm, drill or test, Captains shall require that the apparatus and equipment under their charge be properly housed, cleaned, inspected and serviced.

817. PROFICIENCY OF MEMBERS

Captains shall require company members to become proficient in their respective duties. They shall hold company drills in accordance with the provided schedules and instructions in a manner that will develop coordination and efficiency at fires and other emergencies.

818. INSTRUCTIONS AND PROBATIONARY RECORDS

Captains shall diligently instruct newly appointed members and other probationary members assigned to their companies and shall maintain accurate records for the required probationary reports.

819. DESIGNATION OF DUTIES

In the absence of regular drivers, pump operators, tiller operators, or other members assigned to duties requiring particular skills, Captains shall designate only those members who are certified, and possess the correct drivers license required by the DMV.

820. SUPERVISION

Captains shall actively supervise the administration of their companies between 0800 and 2100 hours.

821. STATION MAINTENANCE

Captains shall be responsible for the cleanliness and maintenance of their stations and for the apparatus, tools, equipment and other Department property assigned to or stored therein.

822. COMPANY RECORDS

Captains shall maintain accurate company records and shall prepare and forward required routine reports.

823. COMPANY JOURNAL

Captains shall make entries in the company journal of all matters pertaining to the administration of their companies and units.

824. STATION EFFICIENCY

Captains shall be responsible for the efficient use of station supplies, electricity, water, oil, gasoline or other fuel furnished to their company.

825. MOTOR VEHICLE LAWS

Captains shall require strict observance of state and city laws, ordinances, and Department rules governing the operation of motor vehicles under their supervision.

826. TRAFFIC ACCIDENTS

Whenever traffic accidents involve apparatus or vehicles under their charge, Captains shall comply with the requirements of Articles 4101, 4102, and 4103 of these rules. They shall see that the Battalion Chief of their district is notified as soon as is practical, of such traffic or any other accident to such apparatus or vehicles.

827. UNUSUAL OCCURANCES

Whenever matters of unusual nature involve their companies, Captains shall promptly notify their Battalion Chief.

828. COMMUNICATIONS EQUIPMENT

Captains shall pay particular attention to the operation of the communications equipment in the station.

829. USE OF STATIONS

Captains shall permit the stations to be used only for Department business unless otherwise authorized by the Chief of Department.

830. SENIOR OFFICER

In a station, which has more than one company officer on duty, the ranking or senior officer shall be held responsible for the cleanliness, maintenance, and general supervision of station operations.

831. COMPANY ASSISTANCE

In a station which has more than one company or unit in active service, Captains shall require their personnel to assist the other companies or units returning from alarms, drills, or tests in order to prepare apparatus and equipment for service. They shall also require their personnel to assist on those occasions when hose or apparatus is changed.

832. VISITORS

Captains shall not allow visitors not on Department business to enter the stations before 1000 hours or remain after 2100 hours. Minors/Children shall not be permitted in stations unless accompanied by an adult. Visitors shall only be in a station when the station is occupied by the companies or units quartered therein. Visitors shall be allowed only in public areas. Public areas for this purpose are defined as the apparatus floor, the communications areas, and the dining area. The only exception to this rule shall be by permission of the Chief of Department or Deputy Chiefs.

833. RESTRICTING ACCESS TO STATIONS

Captains shall not allow any persons in or about the station who are intoxicated, pose a safety threat, or are engaging in conduct that interrupts or interferes with station operations .

834. UNAUTHORIZED MATERIAL

Captains shall permit no lewd, suggestive or other materials inconsistent with the promotion of a work environment that promotes respect and is free from harassment and discrimination to be displayed in or about the stations or on the company bulletin boards.

835. STATION DOORS

Captains shall require station doors to be closed and locked at all times when station is vacant.

836. UNIFORMS

While in stations, Captains shall require the personnel under their supervision to wear the station uniform from 0800 hours to 2100 hours, except as otherwise authorized.

837. OTHER DUTIES

Captains shall perform such other duties as may be required by their supervisors and the rules, regulations, policies, procedures and orders of the Department.

ARTICLE 9. LIEUTENANTS

901. LIEUTENANTS

It shall be the duty of the Lieutenant to assist the efficient administration of the station. They shall make no modification to station policies without the approval of the Station Captain.

902. AUTHORITY AND RESPONSIBILITIES

Lieutenants shall exercise the authority and assume the responsibility of the Captain during the latter's absence.

903. OTHER DUTIES

Lieutenants shall perform such other duties as may be required by their supervisors and the rules, regulations, policies, procedures and orders of the Department.

ARTICLE 10. ALL OFFICERS

1001. THOROUGH KNOWLEDGE

All Officers shall maintain a thorough knowledge of the rules, regulations, orders, policies, and procedures of the Department in order to administer their responsibilities efficiently.

1002. ENFORCEMENT OF RULES, REGULATIONS, AND ORDERS

All Officers shall be held responsible for the enforcement of the rules, regulations, policies, procedures and orders of the Department.

1003. REPORTING OF VIOLATIONS

All Officers shall promptly report all violations to their superiors and shall take immediate action to correct any negligence or abuse.

1004. DISCIPLINE

All Officers shall enforce discipline fairly and impartially and shall demand full respect and obedience from subordinates.

1005. ASSUMING INITIATIVE

All Officers, in the absence of their immediate supervisor, when confronted with problems or situations that require decisive action, shall assume the initiative and prescribe the course of action. If they should encounter circumstances not governed by the rules, regulations, policies, procedures or orders of the Department, they shall act according to the best interests of the Department.

1006. LEADERSHIP

All Officers shall develop those qualities of leadership that command the respect and confidence of subordinates and shall be exemplary in conduct, personal appearance and manner of speech.

1007. PROMPT EXECUTION OF ORDERS

All Officers shall promptly execute all orders of Superior Officers. If there is any obstacle that prevents execution of such orders, they shall report this fact as soon as possible to the Officer who issued the orders.

1008. DANGEROUS AND UNSAFE CONDITIONS

All Officers shall promptly notify their Chief Officer whenever a dangerous or unsafe condition is observed or called to their attention. If necessary, the latter shall investigate and forward a report concerning such condition.

1009. WELFARE OF SUBORDINATES

All Officers shall interest themselves in the welfare of their subordinates insofar as Department matters are concerned; they shall also diligently observe and promptly correct any actions or conditions that might adversely affect efficiency or morale in the Department. They shall promptly notify their Chief Officer and, if necessary, they shall forward a written report on such incidents, through normal channels, to the Chief of Department.

1010. GRANTING PRIVILEGES

All Officers shall have the authority to grant to members under their supervision those privileges authorized by the rules, regulations, policy, procedure and orders of the Department when, in their judgment, the operating efficiency of the Department will not be impaired. Such authority must be exercised without discrimination.

1011. COUNTERMANDING SUPERIORS

No Officer shall countermand an order of a Superior Officer or interfere with the functions or conduct of operations for which another officer of equal authority is responsible, unless said Officer has specific approval from the latter or an order from a Superior Officer.

1012. ADMINISTRATIVE DUTIES

All Officers shall personally administer the affairs of the office for which they are directly responsible.

1013. SUPERVISION OF STATIONS AND FACILITIES

Stations and facilities shall be under the immediate supervision of company officers or other designated supervisors. Officers shall not allow any changes to the structure of the facility under their charge without the express permission of the Chief of Department. The senior company commander shall have final responsibility.

1014. STATION CLEANING

Stations and facilities shall be cleaned daily in the manner prescribed in the procedure guide and/or the uniform station policy.

1015. MAINTENANCE

Stations and facilities shall be properly maintained. Willful damage to such property shall be considered a violation of the Rules and Regulations.

1016. GATHERINGS ON PREMISES

No Officer shall permit gatherings, parties, or other forms of entertainment on the premises of the Department, unless specifically authorized by an Assistant Chief.

1017. EXPLAIN RULES

All Officers shall explain the rules, regulations, policy, procedures and orders of the Department to members under their supervision in keeping with the official interpretation as set forth by the Chief of Department.

1018. PROFANE OR ABUSIVE LANGUAGE

All Officers shall refrain from using profane or abusive language and shall not allow subordinates to use such language.

1019. RESPONSIBILITY FOR DEPARTMENT PROPERTY, APPARATUS AND EQUIPMENT

All Officers shall be responsible for the proper care, maintenance and required reports of all Department property, apparatus and equipment under their supervision and shall permit such property to be used only for its intended purpose, unless otherwise ordered by the Chief of Department.

1020. EMERGENCY REPAIRS TO FACILITIES

All Officers shall immediately notify the Division of Support Services through normal channels whenever they ascertain that emergency repairs are necessary to Department stations, structures, installations, or furnishings. No such emergency repairs shall be initiated until proper approval has been granted.

1021. REPORTS

All Officers shall give particular attention to all submitted required reports, including accuracy and completeness. All reports shall be prepared, reviewed, signed, and forwarded by the Officers concerned. Unless proper endorsements are needed, no reports shall be intercepted or unnecessarily delayed in the process of forwarding.

1022. WRITTEN ORDERS AND COMMUNICATIONS

All Officers shall retain all written orders, communications, notices and records as directed and shall record accurately all verbal orders received and, when necessary, communicate such orders to their subordinates.

1023. REVIEW OF JOURNAL ENTRIES

At the beginning of each tour of duty, the on duty Officer shall read the journal entries made since the conclusion of his/her last tour of duty and note so in the journal.

Disapproval of any entry shall be noted and reported in writing to the Chief of Department. Corrections of entries made in the journal shall be made in accordance with the provisions specified in the Policy and Procedure guide.

1024. PRESERVATION OF RECORDS

All Department journals, logbooks and other permanent records and books required to be maintained by the Department, shall be preserved at their premises until ordered removed to a place of permanent storage by proper authority.

1025. PERSONNEL RECORDS

All Officers shall maintain an accurate personnel record of all members under their supervision. Any change of address, telephone number, or other personal information shall be promptly reported to the proper authority.

1026. ASSUME RESPONSIBILITY

All Officers shall assume responsibility for their actions and the actions of their subordinates while on duty.

1027. INVENTORY

All Officers shall maintain an accurate and up-to-date inventory of all Department property under their charge, reporting thereon as required.

1028. INJURIES AND DISABILITIES

All Officers shall report on the proper form(s), and shall promptly notify their immediate supervisor of, all injuries, disabilities, or exposures to members under their immediate supervision.

1029. TEMPORARY OFFICERS

All temporary Officers, including Provisional and Acting, shall be held responsible for the proper discharge of duties appurtenant to that office and shall have the authority of the office to which they are assigned. They shall be subordinate to those Officers of regular appointment who are at a parallel

level of authority.

They shall make no changes in the administrative program of the office assigned to them unless they have the specific approval of the Officer in charge of the particular Division, Bureau, or Unit.

1030. PERFORMANCE APPRAISAL REPORTS

All Officers shall prepare and submit Performance Appraisal Reports for members as required.

1031. MEALS IN QUARTERS

All Officers of suppression companies shall ensure that units and companies under their supervision remain at their assigned station quarters for meals. If unusual circumstances exist or in the event of an emergency, Assistant Chiefs may, grant permission to take meals elsewhere. In cases of extended covering into another station, which would encompass the meal hours, the company or unit, may have their meals in such station.

1032. FAILURE TO COMPLETE AN ASSIGNMENT

If a Department unit fails to complete an assignment, the Officer or member in charge of such unit shall forward a report through normal channels to the Deputy Chief, Operations.

ARTICLE 11. INCIDENT SUPPORT SPECIALISTS

1101. INCIDENT SUPPORT SPECIALIST

Incident Support Specialists (ISS) shall be appointed by the Chief of Department and shall assist Chief Officers at emergencies and in the administration of their respective battalions or divisions.

1102. ACCOUNTABILITY

Incident Support Specialists shall be subject to all rules, regulations, and orders, policies, and procedures governing other members of the Department. ISS shall possess the correct driver's license required by the California Department of Motor Vehicles. ISS shall have a working knowledge of the Incident Command System and possess and maintain familiarity with their response area.

1103. DUTIES

Incident Support Specialists shall perform all duties as may be required by their supervisors. They shall be responsible for completion of all incident reports for incidents they respond to. They shall follow the rules, regulations, policies, procedures and orders of the Department.

1104. COMMAND POST RESPONSIBILITIES

At fires or other emergencies, Incident Support Specialists shall track the arrival, assignment and location of all companies reporting into or leaving an incident and/or its staging area. They shall be responsible for obtaining pertinent information for incident reporting purposes. They shall be responsible for monitoring the radio, requesting additional resources and updating the DEC of pertinent information as directed by the Incident Commander.

1105. ORDERS

ISS shall give no directions or orders unless specifically authorized. ISS shall be responsible for the prompt and accurate delivery of all orders.

1106. COMPANY DRILLS

Incident Support Specialists shall be required to participate in Company Drills unless they are involved with Department business with the Chief to whom they are assigned.

1107. VEHICLE MAINTENANCE

Incident Support Specialists shall be responsible for the care, maintenance and cleanliness of vehicles they are assigned to drive and shall be held accountable for the condition of all equipment carried therein.

ARTICLE 12. FIREFIGHTERS

1201. SUPERVISION

While in stations and at drills, Firefighters in all classifications shall perform their duties under the direct supervision of their company officers. At fires or other emergencies, they are also subject to the orders of the Incident Commander and Chief Officers.

1202. RULES AND REGULATIONS, POLICIES, PROCEDURES AND ORDERS

Firefighters shall become thoroughly familiar with the rules, regulations, policies, procedures and orders of the Department.

1203. RESPONSE TO ALARMS

Firefighters shall promptly respond with their companies to all alarms of fire and/or other emergencies assigned to them and shall assist one another when executing the orders of their supervising officers. When a Firefighter's company is not immediately ordered to work at fires or other emergencies, Firefighters shall remain with and under the direction of the company officer unless otherwise ordered.

1204. WORK AS A COMPANY

Firefighters shall work as a company while working at fires or other emergencies, maintaining crew integrity, unless otherwise ordered.

1205. TRAINING

Firefighters shall participate in company drills and other instruction, or training as directed and in accordance with the program scheduled by the Division of Training. Probationary Firefighters shall satisfactorily complete all required training prior to achieving permanent appointment.

1206. PROPER ADDRESS

Members of the Department shall address higher ranking officers by proper titles.

1207. CONSULTING CHIEF OFFICERS

Members must obtain specific approval from their officers prior to consulting a Chief Officer on official matters concerning the Department unless otherwise permitted.

1208. STATION WATCH

Members assigned to station watch shall maintain continuous vigilance in all Department stations while companies are quartered therein. Such vigilance shall include but shall not be limited to telephones, Department radio, Department email system, Fire Calendar, Share Point and the Computer Aided Dispatch system. In all companies or units, each member below the rank of Lieutenant shall stand a regularly designated station watch, as provided by each company commander.

1209. OTHER DUTIES

Firefighters shall perform such other duties as may be required by their supervisors and the rules, regulations, policies, procedures and orders of the Department.

ARTICLE 13. DIVISION OF TRAINING

1301. ASSISTANT DEPUTY CHIEF, DIVISION OF TRAINING

The Assistant Deputy Chief assigned as the Director of Training, shall be responsible to the Deputy Chief of Operations for the proper administration of the Division of Training in accordance with the rules, regulations, policy and procedures of the Department. The Division of Training includes, but is not limited to, the following:

1. Training Facilities Designated by the Chief of Department
2. Department Training and Instruction
 - A. Probationary Chief Officer
 - B. Probationary Company Officer
 - C. Probationary Member (Firefighter and Firefighter/EMT/Paramedic)
 - D. In service – Officers, Members, Companies and Units
 - E. Special Courses, Training, and Instruction
 - F. Training and Drill Schedules
3. The Training Manual Program
4. Emergency Medical Services training, and continuing education required for State and County recertification for EMT and EMT Paramedics
5. NERT (Neighborhood Emergency Response Program)
6. Fire Auxiliary Reserve Training

All training, instruction, and schedules shall be approved by the Director of Training, with the concurrence of the Deputy Chiefs. The Director of Training, may, with approval of the Chief of Department, revise the established training procedure when the interest of the Department will be better served.

1302. ACCOUNTABILITY

The Director of Training shall be held accountable for maintaining a work environment that promotes harmony, respect for each person, and is free from harassment, discrimination, and retaliation. They shall ensure that there is fair and equitable treatment of all members under their supervision.

1303. SUPERVISION

The Director of Training shall supervise the personnel assigned to the Division and shall require strict observance of all rules, regulations, policies, procedures and orders of the Department.

1304. JURISDICTION

The Director of Training shall supervise the personnel and companies during the time they are in training session or under the jurisdiction of the Division of Training or other prescribed areas and shall require the strict observance of all rules, regulations, policies, procedures and orders of the Department.

1305. ATTENDANCE AND QUALIFICATION RECORDS

The Director of Training shall maintain complete, accurate, and current attendance and qualification records for all Department personnel relative to training and education.

1306. ELIGIBILITY FOR PERMANENT MEMBERSHIP

Prior to expiration of any new member's probationary period, the Director of Training shall submit a written report to the Chief of Department, stating to what degree such member has demonstrated by ability, application and examination, the possession of qualifications for permanent membership in the Department.

1307. RETURN TO DUTY

The Director of Training shall be responsible for a program of retraining and evaluation of members returning to duty from extended periods of leave or absence from the field.

1308. IMPROVEMENT PROGRAM

The Director of Training shall be responsible, with the concurrence of the Deputy Chief, for the development of an Employee Improvement Program when a performance deficiency is not corrected by a Performance Improvement Plan administered by a member's immediate supervisors.

1309. LIAISON

The Director of Training shall serve as the liaison and point of contact for outside training authorities, institutions, and partners.

1310. TRAINING FUNDS

The Director of Training shall be the administrator of training funds from grants, contracts, and apprenticeship programs with the concurrence of the Deputy Chief of Operations.

1311. FAMILIARITY WITH REPORTS

The Director of Training shall become thoroughly familiar with all reports and communications received by or originating with the Division.

1312. INVESTIGATIONS

The Director of Training shall lead the investigation of serious firefighter injuries or Line of Duty Deaths unless directly involved in the incident. They shall work as the Liaison with Cal OSHA on OSHA investigations.

1313. GREATER ALARMS

The Director of Training, shall maintain a plan, approved by the Deputy Chief of Operations, for disposition of companies and personnel upon receipt of a greater alarm while in training.

1314. SAFETY OFFICER

The Director of Training shall function as the Safety Officer for the Department.

1315. RESPIRATORY PROTECTION PROGRAM

The Director of Training will administer and maintain records for the Department's Respiratory Protection Program with the concurrence of the Deputy Chief of Operations, Health and safety Chief, and the Department Physician.

1316. FIRE RESERVE

The Director of Training shall be responsible for the proper administration and training of the Fire Auxiliary Reserve. Rules and Regulations pertaining to the Fire Reserve are promulgated by the Fire Commission and made part of the Rules and Regulations by reference.

1317. MONTHLY REPORT

The Director of Training shall submit a monthly report to the Chief of Department covering the activities of the Division.

1318. OTHER DUTIES

The Director of Training shall perform other duties as may be required by their superiors and the rules, regulations, policies, procedures and orders of the Department.

ARTICLE 14. DIVISION OF FIRE PREVENTION AND INVESTIGATION

1401. ASSISTANT DEPUTY CHIEF, FIRE PREVENTION AND INVESTIGATION

The Assistant Deputy Chief assigned as Chief, Division of Fire Prevention and Investigation, shall be in charge of such Division and shall be responsible to the Deputy Chief of Operations for the proper administration of the Division. The Assistant Deputy Chief of the Division of Fire Prevention and Investigation is the San Francisco Fire Marshal.

1402. ACCOUNTABILITY

The Assistant Deputy Chief of Fire Prevention and Investigation shall be held accountable for maintaining a work environment that promotes harmony, respect for each person, and is free from harassment, discrimination, and retaliation. They shall ensure that there is fair and equitable treatment of all members under their supervision.

1403. CONFORMITY TO RULES AND REGULATIONS

The Assistant Deputy Chief, Division of Fire Prevention and Investigation, shall administer the Division in conformity with the rules, regulations, policies, procedures and orders of the Department and California State Health Code Title 22 and county and local laws, ordinances, regulations, and policies. They shall develop and implement a program of operation for the Division. Such program shall be submitted to the Deputy Chief of Operations for approval.

1404. BUREAUS WITHIN THE DIVISION

The Division of Fire Prevention and Investigation shall consist of the Bureau of Fire Prevention (BFP) and the Bureau of Fire Investigation (BFI).

1405. FAMILIARITY WITH LAWS

The Assistant Deputy Chief of Fire Prevention and Investigation shall require all members assigned to the Division to be familiar with laws, ordinances, and other information which may be necessary to fulfill their assignments.

1406. REPORTS AND COMMUNICATIONS

The Assistant Deputy Chief, Division of Fire Prevention and Investigation shall become thoroughly familiar with all reports and communications received by or originating within the Division. The Assistant Deputy Chief, Division of Fire Prevention and Investigation shall, whenever necessary, conduct an investigation concerning such reports or communications and then forward recommendations to the Deputy Chief of Operations.

1407. REPORTS

The Fire Marshal shall require that all reports and communications relating to the operation of the Division be maintained as required by the San Francisco Fire Code.

1408. MONTHLY REPORT

The Fire Marshal shall submit a monthly report to the Chief of Department covering the activities of the Division.

1409. SUBPOENAS

The Division shall be the Fire Department office which processes subpoenas involving Department business, unless otherwise directed by the Chief of Department.

1410. OTHER DUTIES

The Assistant Deputy Chief, Division of Fire Prevention and Investigation shall perform other duties as may be required by their superiors and the rules, regulations, policies, procedures and orders of the Department.

1411. ASSISTANT FIRE MARSHAL, FIRE PREVENTION AND INVESTIGATION

The Assistant Fire Marshal, Division of Fire Prevention, and Investigation shall oversee their respective Sections within the Bureau and shall be under general direction of the Fire Marshal for proper administration of their sections.

1412. ACCOUNTABILITY

The Assistant Fire Marshal, Division of Fire Prevention, and Investigation shall be held accountable for maintaining a work environment that promotes harmony, respect for each person, and is free from harassment, discrimination, and retaliation. They shall ensure that there is fair and equitable treatment of all members under their supervision and be responsible for implementing and enforcing the rules, regulations, orders, policies, and procedures of the Department

1413. FAMILIARITY WITH LAWS

The Assistant Fire Marshal shall require all members assigned to their Sections to be familiar with laws, ordinances, and other information which may be necessary to fulfill their assignments.

1414. REPORTS AND COMMUNICATIONS

The Assistant Fire Marshal, Division of Fire Prevention and Investigation shall become thoroughly familiar with all reports and communications received by or originating within the Bureau, The Assistant Fire Marshal shall, whenever necessary, conduct an investigation concerning such reports or communications and then forward recommendations to the Fire Marshal.

1415. REPORTS

The Assistant Fire Marshal shall require that all reports and communications relating to the operation of their Sections be maintained as required by the San Francisco Fire Code.

1416. MONTHLY REPORTS

The Assistant Fire Marshal shall submit a monthly report to the Fire Marshal covering the activities of their Sections.

1417. OTHER DUTIES

The Assistant Fire Marshal shall perform other duties as may be required by their superior and the rules, regulations, orders, policies, and procedures of the Department.

BUREAU OF FIRE PREVENTION

1418. ENFORCE LAWS AND ORDINANCES

The Bureau of Fire Prevention shall enforce all laws and ordinances related to fire prevention and fire protection as required by the San Francisco Fire Code.

1419. GENERAL INSPECTIONS AND RECORDS

The Bureau of Fire Prevention shall conduct inspections and keep records of inspection activities, together with other information as required by the Chief of Department.

1420. CAPTAIN, BUREAU OF FIRE PREVENTION

The Captain, under general direction of the Assistant Fire Marshal, is responsible for the activities of the organizational section under their command in accordance with Article 10 (All Officers).

Captains shall always exercise authority over their respective section's officers and members under their supervision.

1421. ACCOUNTABILITY

Captains shall be held accountable for maintaining a work environment that promotes harmony, respect for each person, and is free from harassment, discrimination and retaliation. They shall ensure that there is fair and equitable treatment of all members under their supervision and be responsible for implementing and enforcing the rules, regulations, orders, policies and procedures of the Department.

1422. RESPONSIBILITIES

Captains shall acquire a thorough knowledge of the duties of their office and shall be responsible for the strict enforcement of the rules, regulations, orders, policies, and procedures of the Department. They shall exact proper order and discipline from their personnel. They shall particularly observe the general demeanor and performance of members under their command.

1423. FAMILIARITY WITH LAWS

Captains shall require all members assigned to their Sections to be familiar with laws, ordinances, and other information which may be necessary to fulfill their assignments.

1424. MONTHLY REPORTS

Captains shall submit a monthly report to their Assistant Fire Marshal covering the activities of their Sections.

1425. LIEUTENANT, BUREAU OF FIRE PREVENTION

The Lieutenant, under supervision and direction of their Captain shall assist the efficient administration of their section. They shall make no modification to the Bureau's policies without the approval of the Section Captain.

1426. AUTHORITY AND RESPONSIBILITIES

Lieutenants shall exercise the authority and assume the responsibility of the Captain during the latter's absence.

1427. FAMILIARITY WITH LAWS

Lieutenants shall require all members assigned to their Sections to be familiar with laws, ordinances, and other information which may be necessary to fulfill their assignments.

1428. MONTHLY REPORTS

Lieutenants shall submit a monthly report to their Section Captain covering the activities of their Sections.

1429. INSPECTOR, FIRE PREVENTION

An Inspector, under supervision of their Lieutenant, may be assigned to the Bureau of Fire Prevention, and maintains a working knowledge of current fire codes, and performs other related duties as directed. They are responsible for reporting on all arson, incendiary, suspicious, or undetermined fires.

1430. OTHER DUTIES

Members of the Division of Fire Prevention and Investigation shall perform other duties as may be required by their superiors and the rules, regulations, policies, procedures, and orders of the Department.

BUREAU OF FIRE INVESTIGATION

1431. INVESTIGATE FIRES

The Bureau of Fire Investigation is authorized to investigate the cause, origin and circumstances of fire incidents to which they are assigned in accordance with the San Francisco Fire Code, and California Penal Code.

1432. RESPONSE TO CALLS

The Bureau of Fire Investigation shall respond to incidents assigned to them. Members shall respond to all greater alarms and to other alarms to which they may be summoned. They shall also perform other such duties as the Incident Commander may direct.

The Bureau of Fire Investigation shall also be immediately notified of any alarm or emergency when:

1. Anyone is apprehended or suspected of a deliberate false alarm.
2. Their services are requested by the Incident Commander.

Field communications shall identify the Bureau of Fire Investigation mobile unit as "4710"

1433. RECORDS OF FIRE INCIDENTS

The Bureau of Fire Investigation shall maintain records of fires occurring within the Fire Department's jurisdiction and respond to requests for public records, consistent with the Records and Retention Act, and other information as required by the Chief.

1434. RECORDS RETENTION

The Bureau of Fire Investigation shall retain for not less than seven years a record of each investigation made showing the cause of the fire, the findings, and disposition of each investigation.

1435. CAPTAIN, BUREAU OF FIRE INVESTIGATION

The Captain, Bureau of Fire Investigation, under general direction of the Assistant Fire Marshal, is responsible for the activities of the Bureau of Fire Investigation in accordance with Article 10 (All Officers).

The Captain, Bureau of Fire Investigation shall be the Custodian of Records for the Fire Department.

1436. LIEUTENANT, BUREAU OF FIRE INVESTIGATION

The Lieutenant, Bureau of Fire Investigation, under supervision and direction of their Captain may be assigned to positions in the Bureau of Fire Investigation, in accordance with Article 26 10 (All Officers).

1437. INVESTIGATOR, BUREAU OF FIRE INVESTIGATION

An Investigator, under supervision of their Lieutenant, may be assigned to the Bureau of Fire Investigation, and maintains a working knowledge of the current Fire and Penal codes, and performs related duties as directed.

ARTICLE 15. AIRPORT DIVISION

1501. ASSISTANT DEPUTY CHIEF, AIRPORT DIVISION

The Assistant Deputy Chief assigned as Chief, Airport Division, shall be in charge of such Division and shall be responsible to the Deputy Chief of Operations for the proper administration of the Airport Division in accordance with Article 9. The Airport Division includes, but is not limited to:

1. Airport Division Headquarters
2. SFO Fire Stations
3. Fire Prevention operations assigned to the Airport

1502. ACCOUNTABILITY

The Assistant Deputy Chief, Airport Division shall be held accountable for maintaining a work environment that promotes harmony, respect for each person, and is free from harassment, discrimination, and retaliation. They shall ensure that there is fair and equitable treatment of all members under their supervision.

1503. CONFORMITY TO THE RULES AND REGULATIONS

The Assistant Deputy Chief, Airport Division, shall administer the Division in conformity with the rules, regulations, orders, policies, and procedures of the Department and the Federal Aviation Administration (FAA) policies and practices as prescribed in Federal Aviation Regulations (FAR), Part 139.

The Assistant Deputy Chief, Airport Division shall develop and implement a program of operation for the Division. Such program shall be submitted to the Deputy Chief of Operations for approval.

1504. PERSONNEL CERTIFICATION AND TRAINING

The Assistant Deputy Chief, Airport Division, shall ensure all members assigned to the Division are familiar with laws, ordinances, and other information that may be necessary to fulfill their assignment.

1505. MAINTENANCE OF TRAINING RECORDS

The Assistant Deputy Chief, Airport Division, shall maintain records documenting all training of personnel assigned to the Airport Division.

1506. MONTHLY REPORT

Each month the Assistant Deputy Chief, Airport Division, shall submit a report to the Chief of Department covering the activities of the Division

1507. TRAINING AND DAILY DRILLS

The Assistant Deputy Chief, Airport Division, shall ensure compliance of all members with the FAA and FAR, part 139 requirements and shall insure compliance with NFPA 1003- Professional Airport Firefighters.

1508. TRIANNUAL INSPECTIONS

Every four months, the Assistant Deputy Chief, Airport Division, shall inspect each station under Division command. They shall notify the Deputy Chief of Operations by written report of the pending dates of inspection. During such inspections, the Assistant Deputy Chief, Airport Division, shall carefully observe the personnel, journal, records, equipment, and general condition of Department Airport properties concerned. Immediately thereafter, they shall submit a written report to the Deputy Chief of Operations.

1509. VEHICLES AND EQUIPMENT

The Assistant Deputy Chief, Airport Division, shall be responsible for vehicles and equipment assigned to the Division, and shall arrange for any necessary repairs.

1510. LIAISON OFFICER TO AIRPORT MANAGEMENT

The Assistant Deputy Chief, Airport Division, shall establish serve as a Liaison with the Director of the Airport and designees. The Assistant Deputy Chief, Airport Division, shall attend required meetings with the Airport managers.

1511. OTHER DUTIES

The Assistant Deputy Chief, Airport Division, shall perform other duties as may be required by his/her superiors and the rules, regulations, policies, procedures and orders of the Department.

ADMINISTRATION

ARTICLE 16. DEPUTY CHIEF OF ADMINISTRATION

1601. DEPUTY CHIEF OF ADMINISTRATION

The Deputy Chief of Administration shall be appointed by the Chief of Department from the permanent civil service rank of H-50 Assistant Chief or the rank of H-40 Battalion Chief. The Deputy Chief of Administration is the third in command of the Department. The Deputy Chief of Administration is responsible for the supervision of the Division of Finance, Division of Human Resources, Office of Employee Health, Division of Support Services, Bureau of Planning and Research, Division of Homeland Security, and the Bureau of Investigative Services.

1602. ACCOUNTABILITY

The Deputy Chief of Administration shall be held accountable for maintaining a work environment that promotes harmony, respect for each person, and is free from harassment, discrimination and retaliation. They shall ensure particularly that subordinate officers are in compliance with the rules, regulations, policies, procedures and orders of the Department.

1603. ASSUMPTION OF COMMAND

In the absence of the Chief of Department and the Deputy Chief of Operations, the Deputy Chief of Administration shall assume the command, duties, and responsibilities of the Chief of Department.

1604. POLICIES AND PROCEDURES

The Deputy Chief of Administration shall execute and enforce the policies and procedures instituted by the Chief of Department.

1605. DIRECTOR OF PERSONNEL

The Deputy Chief of Administration shall be the Director of Personnel of the Department.

1606. BACKGROUND INVESTIGATIONS

The Deputy Chief of Administration shall be responsible for directing the thorough investigation of previous employment records, including the character and reputation of all candidates for membership in the Department, in accordance with Civil Service Procedures.

1607. INTRA-DEPARTMENTAL RELATIONS

The Deputy Chief of Administration shall be responsible for the coordination of departmental relations and activities of the Divisions and Bureaus within the Administration.

1608. COMMISSION MEETINGS

The Deputy Chief of Administration shall attend all regular meetings of the Fire Commission when not otherwise engaged in other Department duties or unless excused by the Chief of Department.

1609. INSPECTIONS

The Deputy Chief of Administration shall direct continuous inspections of all Department buildings, properties and apparatus and equipment, and will direct repairs, maintenance and upgrades.

1610. BUREAU OF PLANNING AND RESEARCH

The Deputy Chief of Administration shall be responsible for the proper staffing of all Department facilities, apparatus, response units, offices, Division and Bureaus. The Deputy Chief of Administration shall supervise the Director of the Bureau of Planning and Research.

The Director, Bureau of Planning and Research, shall be responsible for scheduling personnel assignments and vacations, publishing seniority and vacancy lists, and for maintaining records of same.

1611. INVESTIGATIVE SERVICES BUREAU

The Deputy Chief of Administration shall be responsible for the activities of the Investigative Services Bureau. The Investigative Services Bureau shall conduct inquiries and incident reviews as directed by the Deputy Chief of Operations or the Chief of Department.

The Investigative Services Bureau shall be responsible for conducting random, on-duty drug and alcohol screening, post-accident drug and alcohol screening and reasonable suspicion drug and alcohol screening for uniformed members of the Department.

1612. HUMAN RESOURCES

The Deputy Chief of Administration shall be responsible for the activities of the Division of Human Resources. The Division of Human Resources shall

oversee the Personnel Unit, and the Payroll Unit.

1613. OTHER DUTIES

The Deputy Chief of Administration shall perform other such duties as may be required by the Chief of Department, and as further governed by the rules, regulations, orders, policies, and procedures of the Fire Department.

ARTICLE 17. DIVISION OF SUPPORT SERVICES

1701. ASSISTANT DEPUTY CHIEF, SUPPORT SERVICES

The Assistant Deputy Chief assigned as Chief, Division of Support Services, shall be responsible to the Deputy Chief of Administration for the proper administration of the Division.

1702. ACCOUNTABILITY

Assistant Deputy Chief of Support Services shall be held accountable for maintaining a work environment that promotes harmony, respect for each person, and is free from harassment, discrimination, and retaliation. They shall ensure that there is fair and equitable treatment of all members under their supervision

1703. SUPERVISION

The Assistant Deputy Chief, Division of Support Services, shall supervise the personnel assigned to the Division and shall ensure strict observance of all rules, regulations, policies, procedures and orders of the Department.

1704. MONTHLY REPORT

Each month the Assistant Deputy Chief, Division of Support Services, shall submit a report to the Chief of Department covering the activities of the Division.

1705. REPAIRS AND IMPROVEMENTS

Identified repairs or improvements necessary to Department stations and facilities, furnishings and installations shall be promptly reported to the Division of Support Services. No modifications to stations, facilities, equipment or vehicles shall be made without approval of the Chief of Department.

1706. TRI-ANNUAL INSPECTION

Every four months, the Assistant Deputy Chief, Division of Support Services, shall inspect each Bureau under Division command. During such inspections the Chief shall carefully observe the personnel, records, equipment, and general condition of Department properties concerned. Any deficiencies shall be addressed and/or corrected. Immediately thereafter, the Assistant Deputy Chief shall submit a written report thereon to the Deputy Chief of Administration.

1707. OTHER DUTIES

The Assistant Deputy Chief, Division of Support Services, shall perform other such duties as may be required by their supervisor and the rules, regulations, policies, procedures and orders of the Department.

BUREAU OF EQUIPMENT

1708. BUREAU OF EQUIPMENT

The Bureau of Equipment shall include a Supply and Procurement Unit, all motor vehicles, apparatus and all tools and equipment of the Department and all personnel assigned to such Bureau.

1709. OFFICER-IN-CHARGE

The Officer-in-charge of the Bureau of Equipment shall be responsible to the Assistant Deputy Chief, Division of Support Services, for the efficient operation of the Bureau.

1710. SUPERVISION

The Officer-in-charge of the Bureau of Equipment shall have supervision over all members assigned to the Bureau and shall be responsible for the maintenance of discipline and the enforcement of the rules, regulations, policies, procedures and orders of the Department.

1711. SCHEDULE OF WORK HOURS

The Officer-in-charge of the Bureau of Equipment shall, with the approval of the Assistant Deputy Chief, Division of Support Services, maintain a schedule of working hours for all members of the Bureau. Such schedule shall require at least one member to be on-duty at all times when the Central Repair Shop is closed.

1712. MAINTENANCE AND REPAIRS

The Officer-in-charge of the Bureau of Equipment shall oversee the program for maintenance, lubrication, and inspection of all vehicles, apparatus, and equipment and shall issue those orders as may be necessary for their care and operation. The Officer-in-charge of the Bureau of Equipment shall

maintain a log of all repairs and adjustments performed on all department vehicles and equipment.

1713. RECORDING REQUESTS

The Officer-in-charge of the Bureau of Equipment shall be responsible for the proper recording of all written or verbal requests for repairs, replacements, and supplies.

1714. JOURNAL ENTRIES

The Officer-in-charge of the Bureau of Equipment shall make entries in the journal of all matters pertaining to the administration of the Bureau.

1715. VEHICLE REPLACEMENT PROGRAM

The Officer-in-charge of the Bureau of Equipment shall be responsible for overseeing the Vehicle Replacement Program.

1716. NEW APPARATUS

The Officer-in-charge of the Bureau of Equipment shall supervise the testing of all new apparatus before acceptance for service, and submit a report to the Assistant Deputy Chief, Division of Support Services, through regular channels.

1717. RECORDS

The Officer-in-charge of the Bureau of Equipment shall maintain a complete and current record of all Department apparatus, vehicles, and equipment.

1718. ANNUAL AERIAL TESTING

The Officer-in-charge of the Bureau of equipment shall supervise annual Aerial Ladder testing.

ARTICLE 18. HOMELAND SECURITY

1801. ASSISTANT DEPUTY CHIEF, HOMELAND SECURITY

The Assist Deputy Chief assigned as Chief, Homeland Security, shall be responsible to the Deputy Chief of Administration for the proper administration of the Division.

1802. ACCOUNTABILITY

Assistant Deputy Chief of Homeland Security shall be held accountable for maintaining a work environment that promotes harmony, respect for each person, and is free from harassment, discrimination, and retaliation. They shall ensure that there is fair and equitable treatment of all members under their supervision.

1803. MONTHLY REPORT

The Assistant Deputy Chief of Homeland Security shall submit a monthly report to the Chief of Department covering the activities of the Division.

1804. OTHER DUTIES

The Assistant Deputy Chief of Homeland Security shall perform other duties as may be required by their supervisors and the rules, regulations, policies procedures and orders of the Department.

ARTICLE 19. DIVERSITY, EQUITY AND INCLUSION

1801. ASSISTANT DEPUTY CHIEF, DIVERSITY, EQUITY AND INCLUSION

The Assistant Deputy Chief assigned as Chief, Diversity, Equity and Inclusion, shall be responsible to the Deputy Chief of Administration for the proper administration of the Division.

1802. ACCOUNTABILITY

Assistant Deputy Chief of Diversity, Equity and Inclusion, shall be held accountable for maintaining a work environment that promotes harmony, respect for each person, and is free from harassment, discrimination, and retaliation. They shall ensure that there is fair and equitable treatment of all members under their supervision.

1803. MONTHLY REPORT

The Assistant Deputy Chief of Diversity, Equity and Inclusion, shall submit a monthly report to the Chief of Department covering the activities of the Division.

1804. OTHER DUTIES

The Assistant Deputy Chief of Diversity, Equity and Inclusion, shall perform other duties as may be required by their supervisors and the rules, regulations, policies procedures and orders of the Department.

ARTICLE 20. HEALTH, SAFETY AND WELLNESS OFFICER

2001. HEALTH, SAFETY AND WELLNESS OFFICER

The Department Health, Safety, and Wellness Officer shall be assigned by and responsible to the Chief of Department in selected matters regarding the Health, Safety, and Wellness of the members. The Health, Safety, and Wellness Officer is responsible for the planning and implementation of a program of employee safety to comply with all departmental, local, state and federal regulations. The Health, Safety, and Wellness Officer observes and reports to the Chief of Department and/or Incident Commander recognized hazards and unsafe operating procedures and makes recommendations for corrections.

2002. ACCOUNTABILITY

The Health, Safety, and Wellness Officer shall be held accountable for maintaining a work environment that promotes harmony, respect for each person, and is free from harassment, discrimination, and retaliation. They shall ensure particularly that subordinate personnel are in compliance with the rules, regulations, policies, procedures and orders of the Department.

2003. COMMUNICATIONS AND REPORTS

The Department Health, Safety, and Wellness Officer shall maintain copies of all industrial accident reports submitted to Cal OSHA. They shall maintain the quarterly unit rope inspection report and all air monitoring reports.

2004. OTHER DUTIES

The Department Health, Safety, and Wellness Officer shall perform other duties as may be required by his or her superiors, the rules, regulations, policies, procedures and orders of the Department.

ARTICLE 21. OFFICE OF EMPLOYEE HEALTH

2101. RESPONSIBILITIES

The Office of Employee Health shall be responsible for coordinating and executing a comprehensive occupational health and safety program for the Fire Department at the direction of the Fire Commission and the Chief of Department.

2102. ACCOUNTABILITY

The Department Physician shall be held accountable for maintaining a work environment that promotes harmony, respect for each person, and is free from harassment, discrimination and retaliation. The Department Physician shall ensure particularly that subordinate personnel are in compliance with the rules, regulations, policies, procedures and orders of the Department.

2103. OFFICE OF EMPLOYEE HEALTH

The Office of Employee Health shall be located at Department headquarters. The Department Physician shall be in attendance each day at designated hours, Saturdays, Sundays, and legal holidays excepted.

2104. LEGITIMATE CAUSE

The Department Physician shall ascertain that members granted sick or disability leaves have a legitimate cause for such absences and observe the requirements of the sick and disability rules.

2105. RETURN TO DUTY

Before members who have been on extended sick or disability leaves are permitted to return to work, they shall obtain the approval of the Department Physician or their designee.

2106. MEDICAL EXAMINATIONS

The Department Physician shall subject each certified eligible candidate for entrance or promotion to a thorough physical examination prior to appointment in the Department and shall examine the eligible candidate a second time before expiration of the probationary period. The Department Physician shall also examine such other members as required by the Fire Commission or the Chief of Department. Whenever such examinations are held, the Physician shall submit a written report thereon as required to the Fire Commission and the Chief of Department.

2107. SICK AND INJURED RECORDS

The Physician shall maintain a record of all sick and injured members and shall report to the Chief of Department and the Fire Commission in writing at each regular meeting of the Fire Commission the names of such members.

2108. MEDICAL RECORDS

The Department Physician shall be responsible for the maintenance of a current and complete health record of all members in the Department. Such records shall be kept at the Department Physician's office.

2109. PHYSICAL WELFARE

The Department Physician shall make such recommendations as deemed necessary for improving the physical welfare of members and the healthful conditions in and about company stations. Such recommendations shall be submitted in writing to the Commission and to the Chief of Department.

2110. OTHER DUTIES

The Physician shall perform other such duties as may be required by the Fire Commission or the Chief of Department, and as further governed by the rules, regulations, policies, procedures and orders of the Department.

ARTICLE 22. DEPARTMENT CHAPLAINS

2201. APPOINTMENT OF THE DEPARTMENT CHAPLAINS

The Fire Commission may appoint Chaplains of any denomination to care for the spiritual needs of the members of the Department.

2202. ON-DUTY EVENTS OF DEATH OR SERIOUS INJURY

In the event of a serious line-of-duty injury, or death, the Chaplain representing the faith of the injured or deceased member shall immediately be notified. In case of line-of-duty death, the Chaplain will accompany a Chief Officer to the home of the deceased, in order to inform the family accordingly, if possible.

2203. REQUESTS BY MEMBER OR MEMBER'S FAMILY

Whenever requested by a sick or injured member or by a member's family, the Chaplain may visit such member to confer spiritual comfort either at the member's home or at the hospital.

EMS AND COMMUNITY PARAMEDICINE

ARTICLE 23. DEPUTY CHIEF OF EMS AND COMMUNITY PARAMEDICINE

2301. DEPUTY CHIEF, EMS AND COMMUNITY PARAMEDICINE

The Deputy Chief of EMS and Community Paramedicine shall be appointed by the Chief of Department from the permanent civil service rank of H-33 EMS Captain. The Deputy Chief of EMS and Community Paramedicine is responsible for the supervision of the EMS Division and the Community Paramedicine Division.

2302. ACCOUNTABILITY

The Deputy Chief of EMS and Community Paramedicine shall be held accountable for maintaining a work environment that promotes harmony, respect for each person, and is free from harassment, discrimination and retaliation. They shall ensure particularly that subordinate officers are in compliance with the rules, regulations, policies, procedures and orders of the Department.

2303. ASSUMPTION OF COMMAND

In the absence of the Chief of Department, the Deputy Chief of Operations, and the Deputy Chief of Administration, the Deputy Chief of EMS and Community Paramedicine shall assume the command, duties, and responsibilities of the Chief of Department.

2304. POLICIES AND PROCEDURES

The Deputy Chief of EMS and Community Paramedicine shall execute and enforce the policies and procedures instituted by the Chief of Department

2305. INTRA- DEPARTMENTAL RELATIONS

The Deputy Chief of EMS and Community Paramedicine shall be responsible for the oversight and coordination of communication and activities between the various Divisions and Bureaus within the EMS and Community Paramedicine branch of the Department.

2306. COMMISSION MEETINGS

The Deputy Chief of EMS and Community Paramedicine shall attend all regular meetings of the Fire Commission when not otherwise engaged in other Department duties or unless excused by the Chief of Department.

2307. DAILY CONFERENCES

The Deputy Chief of EMS and Paramedicine shall hold regular conferences with the on duty Assistant Deputy Chiefs of EMS and Community Paramedicine unless otherwise engaged in urgent Department matters.

2308. OTHER DUTIES

The Deputy Chief of EMS and Community Paramedicine shall perform other such duties as may be required by the Chief of Department, and is further governed by the rules, regulations, policies, procedures and orders of the Department.

ARTICLE 24. ASSISTANT DEPUTY CHIEF, EMS DIVISION

2401. ASSISTANT DEPUTY CHIEF, EMS DIVISION

The Assistant Deputy Chief assigned as Chief, Emergency Medical Services (EMS) Division, shall be in charge of such Division and shall be responsible to the Deputy Chief of EMS and Community Paramedicine (CP) for the proper administration of the EMS Division in accordance with the Rules, Regulations, policies and procedures of the department.

2402. STATION 49

The EMS Division shall consist of Station 49, the ambulance transport division, and all aspects of the Department related to the provision of EMS services to the City.

2403. ACCOUNTABILITY

The Assistant Deputy Chief, EMS shall be accountable for maintaining a work environment that promotes harmony, respect for each person, and is free from harassment, discrimination, and retaliation. They shall ensure that there is fair and equitable treatment of all members under their supervision.

2404. RESPONSIBILITIES

The Assistant Deputy Chief, EMS shall maintain the Division in conformity with the rules, regulations, and orders of the Department and the policies and practices prescribed by the Chief of Department and shall formulate and put into effect a Standard Operating Procedures (SOPs) governing the function of the Division. Such SOPs shall be submitted to the Deputy Chief of EMS and CP for approval.

2405. CONFORMITY TO RULES AND REGULATIONS

The Assistant Deputy Chief, EMS shall maintain the Division in conformity with the rules, regulations, policies, procedures and orders of the Department and California State Health Code Title 22 and county and local laws, ordinances, regulations, and policies, and shall develop and implement a program of operation for the Division. Such program shall be submitted to the Deputy Chief of EMS and CP for approval.

2406. FAMILIARITY WITH LAWS

The Assistant Deputy Chief, EMS shall require all officers and members assigned to the Division to be familiar with laws, ordinances, policies, protocols, and other information which may be necessary to fulfill their assignments.

2407. REPORTS & COMMUNICATIONS

The Assistant Deputy Chief, EMS shall become thoroughly familiar with all reports and communications received by or originating within the Division. Whenever necessary, the Assistant Deputy Chief, EMS shall conduct or oversee an investigation concerning such reports or communications and forward recommendations to the Deputy Chief of EMS and CP.

2408. FILING REPORTS

The Assistant Deputy Chief, EMS shall require that all reports and communications relating to the operation of the Division be filed in the office of the Division.

2409. DAILY RECORDS

The Assistant Deputy Chief, EMS shall require that a daily record be kept of all matters pertinent to the operation of the Division.

2410. MONTHLY REPORT

The Assistant Deputy Chief, EMS shall submit a monthly report to the Chief of Department of activities and issues regarding the provision of EMS.

2411. EMSA POLICIES AND PROTOCOLS AND QUALITY IMPROVEMENT

Policies and Protocols of the San Francisco EMS Agency of the Department of Emergency Management will be adhered to at all times. The EMS Division shall maintain a Quality Improvement program that is responsible for the continuous monitoring of EMS performance, improvement and education of members as needed, and mandatory reporting to relevant external agencies.

2412. TRAINING AND UNIT DRILLS

The Assistant Deputy Chief, EMS under the direction of the Division of Training, shall oversee the maintenance of complete, accurate, and current qualification records for all EMS Division personnel.

2413. VEHICLES AND EQUIPMENT

The Assistant Deputy Chief, EMS under the direction of the Bureau of Equipment, shall be responsible for vehicles and equipment assigned to the Division, and shall ensure that all necessary maintenance and repairs are completed.

2414. OTHER DUTIES

The Assistant Deputy Chief, EMS shall perform other duties as may be required of them and the rules, regulations, policies, procedures, and orders of the Department.

2415. OTHER DUTIES FOR MEMBERS AND PERSONNEL

Officers and members of the EMS Division shall perform such other duties as may be required by their supervisors and the rules, regulations, orders, and policies and procedures of the Department.

ARTICLE 25. ASSISTANT DEPUTY CHIEF, COMMUNITY PARAMEDICINE DIVISION

2501. ASSISTANT DEPUTY CHIEF, COMMUNITY PARAMEDICINE DIVISION

The Assistant Deputy Chief assigned as Chief, Community Paramedicine (CP) Division, shall be in charge of such Division and shall be responsible to the Deputy Chief of EMS and CP for the proper administration of the CP Division in accordance with the Rules, Regulations, policies and procedures of the Department.

2502. ACCOUNTABILITY

The Assistant Deputy Chief, Community Paramedicine shall be accountable for maintaining a work environment that promotes harmony, respect for each person, and is free from harassment, discrimination, and retaliation. They shall ensure that there is fair and equitable treatment of all members under their supervision.

2503. RESPONSIBILITIES

The Assistant Deputy Chief, Community Paramedicine shall maintain the Division in conformity with the rules, regulations, and orders of the Department and the policies and practices prescribed by the Chief of Department and shall formulate and put into effect a Standard Operating Procedures (SOPs) governing the function of the Division. Such SOPs shall be submitted to the Deputy Chief of EMS and CP for approval.

2504. CONFORMITY TO RULES AND REGULATIONS

The Assistant Deputy Chief, Community Paramedicine shall maintain the Division in conformity with the rules, regulations, policies, procedures and orders of the Department and California State Health Code Title 22 and county and local laws, ordinances, regulations, and policies and shall develop and implement a program of operation for the Division. Such program shall be submitted to the Deputy Chief of EMS and CP for approval.

2505. FAMILIARITY WITH LAWS

The Assistant Deputy Chief, Community Paramedicine shall require all officers and members assigned to the Division to be familiar with laws, ordinances, policies, protocols, and other information which may be necessary to fulfill their assignments.

2506. REPORTS & COMMUNICATIONS

The Assistant Deputy Chief, Community Paramedicine shall become thoroughly familiar with all reports and communications received by or originating within the Division. Whenever necessary, the Assistant Deputy Chief, Community Paramedicine shall conduct or oversee an investigation concerning such reports or communications and forward recommendations to the Deputy Chief of EMS and CP.

2507. FILING REPORTS

The Assistant Deputy Chief, Community Paramedicine shall require that all reports and communications relating to the operation of the Division be filed in the office of the Division.

2508. DAILY RECORDS

The Assistant Deputy Chief, Community Paramedicine shall require that a daily record be kept of all matters pertinent to the operation of the Division.

2509. MONTHLY REPORT

The Assistant Deputy Chief, Community Paramedicine shall submit a monthly report to the Chief of Department of activities and issues regarding the provision of CP.

2510. EMSA POLICIES AND PROTOCOLS

Policies and Protocols of the San Francisco EMS Agency of the Department of Emergency Management will be adhered to at all times.

2511. TRAINING AND UNIT DRILLS

The Assistant Deputy Chief, Community Paramedicine shall, in conjunction with Division of Training, oversee the maintenance of complete, accurate, and current qualification records for all CP Division personnel.

2512. VEHICLES AND EQUIPMENT

The Assistant Deputy Chief, CP under the direction of the Bureau of Equipment, shall be responsible for vehicles and equipment assigned to the Division, and shall ensure that all necessary maintenance and repairs are completed.

2513. OTHER DUTIES

The Assistant Deputy Chief, Community Paramedicine shall perform other duties as may be required of him or her and the rules, regulations, orders, and policies and procedures of the Department.

ARTICLE 26. SECTION CHIEF, EMS AND COMMUNITY PARAMEDICINE

2601. SECTION CHIEF, OPERATIONS

Section Chiefs, EMS and CP Operations shall be responsible to the Assistant Deputy Chief, EMS or Assistant Deputy Chief, CP, respectively, for the proper planning and execution of EMS or CP field clinical and administrative operations. This includes clinical oversight of the Rescue Captains in field, management of all disciplinary tasks, and responsibility for the day-to-day operations of the Division.

2602. SECTION CHIEF, ADMINISTRATION

Section Chiefs, EMS and CP Administration shall be responsible to the Assistant Deputy Chief, EMS or Assistant Deputy Chief, CP, respectively, for the proper oversight and planning of EMS or CP administration. This includes oversight of all logistics and supply personnel and operations, personnel scheduling, and responsibility for the facilities and fleet of the respective Division.

2603. SECTION CHIEF, EMS TRAINING

Section Chief, EMS Training shall be responsible to the Assistant Deputy Chief, Division of Training for the proper administration, planning, and execution of emergency medical services academies, training, and continuing education.

2604. MULTI-CASUALTY INCIDENTS

Section Chief, EMS Operations, may be assigned by the Incident Commander the position of Medical Branch Director during a large-scale Multi-Casualty Incident.

2605. CONTROLLED SUBSTANCES DIVERSION CONTROL OFFICER

Section Chief, EMS Administration shall be the Department Diversion Control Officer or shall designate such an officer in all matters relating to procurement and accountability of federally controlled substances administered by Department paramedics.

ARTICLE 27. EMS CAPTAIN

2701. EMS CAPTAIN

EMS Captains and field EMS Rescue Captains (RCs) are responsible for several areas in the Department, including, field EMS operations, community paramedicine, training, Station 49, quality improvement, Division of Emergency Communications, and other assignments.

2702. ACCOUNTABILITY

EMS Captains shall be accountable for maintaining a work environment that promotes harmony, respect for each person, and is free from harassment, discrimination, and retaliation. They shall ensure that there is fair and equitable treatment of all members under their supervision and be responsible for implementing and enforcing the rules, regulations, orders, policies and procedures of the Department.

2703. RESPONSIBILITIES

EMS Captains shall acquire thorough knowledge of the duties of their office and shall be responsible for the enforcement of the rules and regulations, orders, policies and procedures of the Department. They shall exact proper order and discipline from their personnel within the EMS and CP Divisions, and at incidents. They shall particularly observe the general demeanor and performance of members under their command at incidents and during station duties.

2704. DAILY INSPECTION

EMS Captains shall thoroughly inspect the apparatus, tools, and equipment of their unit or units under their supervision. Any imperfections or deficiencies shall be recorded in the company journal and the Bureau of Equipment shall be notified.

2705. PROFICIENCY OF MEMBERS

EMS Captains shall require all members to become proficient in their respective EMS duties. They shall hold company drills in accordance with provided schedules, and instruction in a manner which will develop coordination and efficiency at incidents.

2706. SUPERVISION

When on the scene of a medical emergency, RCs will provide direct supervision of all clinical activities in compliance with State and local regulations regarding the management of emergency medical scenes.

2707. NOTIFICATIONS

When death, serious injury, illness, or any other extraordinary or unusual matter concerns their districts, EMS Captains shall immediately inform their Section Chief. Rescue Captains shall immediately inform their Battalion Chief And Section Chief.

2708. COMPANY RECORDS

EMS Captains shall maintain accurate company records and shall prepare and forward required routine reports.

2709. COMPANY JOURNAL

EMS Captains shall make entries in the company journal or other appropriate record of all matters pertaining to the administration of their unit or their ambulance companies.

2710. MOTOR VEHICLE LAWS

EMS Captains shall require strict observance of state and city laws, ordinances, and Department rules governing the operation of motor vehicles under their supervision.

2711. UNUSUAL MATTERS

Whenever matters of unusual nature come to their attention, EMS Captains shall promptly notify their Section Chief, and RCs shall promptly notify their Battalion Chief.

2712. MEDICAL EQUIPMENT AND APPARATUS

EMS Captains shall be responsible for the care, maintenance, and cleanliness of their assigned equipment and/or vehicles and shall be accountable for same.

2713. LICENSURE AND CERTIFICATION

Possession and maintenance of a license by the State as a Paramedic and accredited to practice in the City and County of San Francisco, is a condition of employment for the Department (as identified by job class and/or MOU).

2714. MANDATORY REPORTING

EMS Captains shall adhere to Federal, State, and local regulations regarding mandatory reporting. They shall adhere to Department policy regarding incident reporting as described in the policy and procedure guide.

2715. CONTROLLED SUBSTANCES

EMS Captains are responsible for inventory, stocking, and associated documentation of federally controlled substances in accordance with Federal, State, local, and department rules and regulations, policies and procedures. Under the Department's Diversion Control Officer, RCs shall oversee all matters relating to the accountability of federally controlled substances administered by Department paramedics.

2716. VEHICLE ACCIDENTS

Whenever there is an accident involving an EMS Department vehicle, the first available RC stationed nearest to the accident shall respond when notified to do so by the Department of Emergency Communications. The RC shall make a thorough investigation and notify their chain of command of the situation. They shall forward a written report of the circumstances of all accidents to their Section Chief in accordance with the Department Accident Policy.

2717. OTHER DUTIES

EMS Captains may perform such other duties as may be required by their supervisors and the rules and, regulations, orders, policies and procedures of the Department.

ARTICLE 28. H3 LEVEL I/II EMT AND PARAMEDIC

2801. SUPERVISION

While in Stations, in the field and at drills, H3 Level I/II EMTs and Paramedics shall perform their duties under the supervision of their EMS Captains. They are also subject to the orders of the Incident Commander and Chief Officers.

2802. RULES, REGULATIONS, POLICIES, PROCEDURES AND ORDERS

H3 Level I/II EMTs and Paramedics shall become thoroughly familiar with the rules, regulations, policies, procedures and orders of the Department.

2803. TRAINING

H3 Level I/II EMTs and Paramedics shall participate in in drills and other instruction, or training as directed and in accordance with the program scheduled by the Division of training. Probationary H3 Level I/II EMTs and Paramedics shall satisfactorily complete all required training prior to achieving permanent appointment.

2804. PROPER ADDRESS

Members of the Department shall address higher ranking officers by proper titles.

2805. CONSULTING CHIEF OFFICERS

Members must obtain specific approval from their Officers prior to consulting Chief Officers on official matters unless otherwise permitted.

2806. OTHER DUTIES

H3 Level I/II EMTs and Paramedics shall perform other duties as may be required by their supervisors and the rules, regulations, policies, procedures and orders of the Department.

GENERAL

ARTICLE 29. ASSISTANT DEPUTY CHIEFS

2901. ASSISTANT DEPUTY CHIEFS

Assistant Deputy Chiefs shall be appointed by the Chief of Department from any permanent Civil Service Officer rank.

2902. ACCOUNTABILITY

Assistant Deputy Chiefs shall be held accountable for maintaining a work environment that promotes harmony, respect for each person, and is free from harassment, discrimination and retaliation. They shall ensure particularly that subordinate officers are in compliance with the rules, regulations, policies, procedures and orders of the Department.

2903. DUTIES

Assistant Deputy Chiefs shall perform their duties under the direction of the Chief of Department or the Deputy Chiefs and shall be responsible to the Chief of Department for the proper execution of such duties.

2904. RESPONSIBILITIES

Assistant Deputy Chiefs shall be the executive officers of their respective Divisions. They shall administer their Divisions in conformity with the rules, regulations, policies, procedures and orders of the Department. Assistant Deputy Chiefs shall not assume operational command or supervision of companies at incidents unless assigned by the Incident Commander of such incident. Assistant Deputy Chiefs shall not assume authority of any other Division other than to which they were appointed.

2905. REPORTS AND COMMUNICATIONS

Assistant Deputy Chiefs shall examine all reports and communications originating within their Divisions and record approval, disapproval, or contents noted, as appropriate. When necessary, they shall conduct investigations and forward supplementary reports to the appropriate addressee.

2906. MONTHLY REPORT

Assistant Deputy Chiefs shall submit a monthly report to the Chief of Department detailing the activities of his/her Division.

2907. FIRE COMMISSION MEETINGS

Assistant Deputy Chiefs shall attend all regular meetings of the Fire Commission, unless specifically excused.

2908. RECOMMENDATIONS

Assistant Deputy Chiefs shall submit to the Chief of Department written recommendations through normal channels for increasing the efficiency of the Department.

2909. NOTIFICATION

Assistant Deputy Chiefs shall immediately notify the Chief of Department through normal channels when extraordinary or unusual matters occur within their Division. Subsequent to such notification, they shall investigate the matter and forward a written report to the Chief of Department.

ARTICLE 30. FIRE PRACTICE

3001. FIRE PRACTICE

Fire Practice is defined as any action involving the duties and response of personnel and apparatus from the time an alarm is received until they have reported back in service. This article is intended to standardize methods used by all members of the Department without detracting from their exercising their initiative in handling unusual situations. Additional operating practices are defined in the Department Policy and Procedure Guide, Training Bulletins, Manuals and CD2 memos.

3002. PROMPT PERFORMANCE OF DUTIES

Whenever a dispatch is received to which a company or unit is assigned, members shall promptly report to the apparatus prepared to perform their duties.

3003. INCIDENT VERIFICATION AND ACKNOWLEDGEMENT

Company officers shall verify all information given regarding a dispatch. They shall acknowledge their response in accordance with Department policies, procedures and guidelines.

3004. REPORTING TO INCIDENT COMMANDER

Immediately upon their arrival at an incident, Company Officers shall, after giving consideration to the position of their apparatus in relation to the location of the incident, report to the Incident Commander with members of their company.

3005. REQUESTING BUREAU OF FIRE INVESTIGATION

The Incident Commander shall promptly summon the Bureau of Fire Investigation for situations involving an explosion, serious injury, or loss of life in connection with fire incidents. The Bureau of Fire Investigation shall also be summoned whenever evidence indicates that any fire may have been of incendiary origin, undetermined origin or caused by a malicious act.

2906. EVIDENCE OF ARSON

While working at fires, officers and members shall be particularly observant for any evidence of incendiary cause or malicious intent. If evidence is identified, the scene shall be left intact and undisturbed, and the Bureau of Fire Investigation shall be immediately requested.

3007. RESTRICTED ACCESS

Non-department persons shall not enter a building or premises in which the Department is conducting operations, unless authorized by the Incident Commander.

3008. FOUND VALUABLES

All monies, jewels or valuables discovered by members of the Department at fires or other incidents shall be immediately reported to their superior Officers. The latter in turn shall promptly notify the Incident Commander, and the disposition of such valuables shall be governed by the Incident Commander's decision.

3009. INCIDENT SAFETY OFFICER

An Incident Safety Officer shall be assigned by the Incident Commander at all fires and other incidents as needed.

ARTICLE 31. DRIVERS AND TILLER OPERATORS

3101. DUTIES

Drivers and Tiller Operators of Department vehicles or apparatus shall perform their duties under the direction of their immediate superiors and as specified in the Vehicle Operations Manual.

3102. VALID OPERATORS LICENSE

Drivers and Tiller Operators shall possess a valid California operator's license of the proper class, as specified by the Department of Motor Vehicles.

3103. ACCIDENTS

When apparatus or vehicles to which they are assigned become involved in a traffic or other accident, Drivers and Tiller Operators shall comply with Article 41 (Accidents Involving Department Apparatus and Vehicles) of the Rules and Regulations, Policy and Procedure Guide, the Vehicle Operations Manual and the Accident Review Policy.

3104. MAINTENANCE OF EQUIPMENT AND APPARATUS

All Drivers and Tiller Operators shall be responsible for the care, maintenance, and cleanliness of their assigned equipment and vehicles and shall be held accountable for same.

3105. OTHER DUTIES

Drivers and Tiller Operators shall perform such other duties as may be required by their superiors and the rules, regulations, policies, procedures and orders of the Department.

ARTICLE 32. PUMP OPERATORS

3201. DUTIES

Pump Operators shall perform their duties under the direction of their immediate superiors and as specified in the Pump Operations Manual.

3202. MAINTENANCE OF EQUIPMENT AND APPARATUS

Pump Operators shall observe the orders and instructions of the Bureau of Equipment concerning the care and operation of all Department apparatus and equipment.

3203. PROFICIENCY

Pump Operators shall become familiar with and carefully observe all the provisions of the San Francisco Fire Department manuals for Pump Operations, Vehicle Operations and Water Supply.

3204. WATER SUPPLY LOCATIONS

Pump Operators shall acquire a practical knowledge of hydrants, cisterns, reservoirs and other water supply locations in their first alarm areas.

3205. STANDARDS OF FIRE PRACTICE

Pump Operators shall become familiar with and observe prescribed standards concerning Department fire practice.

3206. OTHER DUTIES

Pump Operators shall perform such other duties as may be required by their superiors and the rules, regulations, policies, procedures and orders of the Department.

ARTICLE 33. FIREBOAT

3301. PERSONNEL

The personnel of the fireboat shall consist of officers and members of the fire suppression force and the marine service.

3302. CAPTAIN'S RESPONSIBILITIES

The Captain shall have supervision over the personnel of the fireboat and shall be responsible for the:

1. Enforcement of the rules, regulations, policy, procedures and orders of the Department.
2. Discipline of both fire suppression and marine personnel assigned to the fireboat.
3. Proper maintenance and cleanliness of the fireboat and equipment.

Whenever the Captain ascertains those repairs or adjustments are necessary, the Captain shall promptly notify the proper authority.

3303. LIMIT OF AUTHORITY

The Captain shall have no authority, however, over Pilots' and Marine Engineers' duties specifically regulated by federal and state maritime laws.

3304. COORDINATION OF DUTIES

The Captain shall coordinate the duties and responsibilities of the fire suppression and marine personnel in order that their combined efforts may result in a maximum efficiency of operation.

3305. RULES AND REGULATIONS

The Captain shall, in addition to the provisions of this rule, be guided by those provisions of the Rules and Regulations and orders governing captains of other companies.

3306. PILOT RESPONSIBILITIES

The pilot of the fireboat shall be responsible for the following:

1. Proper navigation of the vessel.
2. Condition and maintenance of charts, logs, records and other articles essential to the navigation of the vessel.
3. Maintenance and cleanliness of pilot house and care of apparatus contained therein.
4. Lifeboats and their gear.
5. Anchors, cables, windlass, gangplanks, mooring lines, life preservers and other marine articles required.
6. All lights required for navigation, including the searchlights.
7. Power steering and hand-gear steering apparatus.
8. Flags and flag staffs.

3307. DAMAGE REPORT

In the event of an accident resulting in any damage to the hull or to equipment or other articles under the pilot's charge, or damage to other property by the fireboat, the pilot in charge when the accident occurs or when the damage is detected, shall promptly make a written report to the Deputy Chief of Operations with a copy to the Assistant Deputy Chief, Division of Support Services. Such report must be forwarded through the Captain of the company.

3308. SENIOR PILOT MONTHLY REPORT

On the last day of each month, the senior pilot of the fireboat shall forward a written report to the Deputy Chief of Administration stating the condition of the hull and all apparatus and equipment under the pilot's charge. A copy of this report shall be forwarded to the Assistant Deputy Chief, Division of Support Services.

3309. INCIDENT COMMANDER COMMUNICATIONS

When approaching the scene of a fire, the Fireboat Officer shall consult with the Incident Commander regarding the most practicable position in which to place the boat, and the pilot shall comply with those recommendations as far as it is consistent with the safety of the vessel.

3310. MARINE ENGINEER RESPONSIBILITIES

The marine engineer of the fireboat shall be responsible for the:

1. General condition and cleanliness of the engine room and the maintenance and repair of all machinery and equipment installed therein.
2. Maintenance and repair of electrical equipment and such other equipment as may be designated.
3. Amount and condition of fuel.
4. Cleanliness of bilges and strainers.
5. Proper keeping of logbook and records.

3311. SENIOR MARINE ENGINEER MONTHLY REPORT

On the last day of each month, the senior marine engineer of the fireboat shall forward a written report to the Deputy Chief of Administration stating the condition of the machinery and other equipment under said engineer's charge. A copy of this report shall be forwarded to the Assistant Deputy Chief, Division of Support Services.

3312. PILOT AND MARINE ENGINEER DUTIES

Pilots and marine engineers shall:

1. Have a thorough knowledge of all federal and state regulations relating to their duties and must be familiar with their applications.
2. Immediately following the prescribed time for roll call, inspect all articles and equipment for which they are responsible and report the results of such inspection to the officer-in-charge of the company.
3. Be responsible for the proper keeping of logbooks. Each shall enter in the required logbook all matters of importance related to particular duties and responsibilities.
4. Promptly inform the officer-in-charge of the company of any articles or equipment under their charge that are defective or inoperative. The officer-in-charge shall promptly notify the proper authority in each instance, and the pilot or marine engineer concerned shall submit a written report to the Deputy Chief of Operations with a copy to the Assistant Deputy Chief, Division of Support Services.

3313. STATION MAINTENANCE

Pilots and marine engineers shall be responsible for the proper discharge of the duties relating to the maintenance of their respective stations.

3314. SURVEILLANCE

The fireboat shall be under the constant surveillance of the marine crew on duty.

3315. RULES AND REGULATIONS

All personnel of the fireboat shall be subject to the rules, regulations, policy, procedures and orders of the Department.

3316. OTHER DUTIES

Pilots and Marine Engineers shall stand assigned watches and perform such other duties as may be required by their superiors and the rules, regulations, policies, procedures and orders of the Department.

ARTICLE 34. APPARATUS AND VEHICLES

3401. INSPECTION, MAINTENANCE, SERVICE, AND OPERATION

Whenever an apparatus is detailed to a special event by the Office of the Chief of Department, all safety equipment shall be used. No more than the allowed number of passengers shall be on the apparatus.

3402. APPARATUS/VEHICLE INSPECTIONS SCHEDULE

All apparatus and vehicles assigned to stations shall be inspected after each roll call and immediately after returning from an alarm, drill, or test, following guidelines set forth in the Vehicle Operations manual. Vehicles not assigned to stations shall be inspected according to Bureau of Equipment guidelines.

3403. REPORTING DEFICIENCY

Drivers of Department apparatus or vehicles shall promptly report any deficiency in such apparatus or vehicles to their immediate supervisor, who shall promptly forward such information to the Bureau of Equipment. Any deficiencies shall also be logged in the Apparatus Daily Check list and in the Company Journal.

3404. SEAT BELTS

The use of seat belts is required for all personnel any time an apparatus or vehicle is in motion. Officers shall not permit an apparatus to be driven until all members have fastened their seatbelts.

3405. RESTRICTED PASSENGERS

Persons other than members of the Department are prohibited from riding on any apparatus unless specifically authorized by the Chief of Department. Family members of patients may ride with patients in ambulances at the discretion of the ambulance crew.

ARTICLE 35. HOSE AND OTHER EQUIPMENT

3501. EQUIPMENT RECORDS

A complete and accurate record of all hose and other equipment received by any company or unit shall be kept by the Officer-in-charge of such company or unit.

3502. EQUIPMENT INSPECTION

All hose and other equipment shall at all times be regularly inspected, maintained in good condition, and ready for immediate service.

3503. NON-STANDARD EQUIPMENT

Any non-standard tools or equipment must be approved by the Deputy chief of Operations prior to being placed in service.

3504. EQUIPMENT POSITIONING

All hose and equipment shall be carried in its proper position on the apparatus and shall be adequately secured by the straps, keepers, or other means provided for them.

3505. DESTROYED OR LOANED

No hose or other equipment shall be destroyed or given away, nor shall a loan of such equipment be made without permission from the Chief of Department, and approval by the Fire Commission.

3506. INSPECTION AT INCIDENTS

Before leaving the scene of an alarm, drill, or test, and after the return to quarters, hose and other equipment shall be properly checked and inspected, and any damaged, lost, stolen, or worn equipment shall be reported in writing to the Officer-in-Charge, Bureau of Equipment.

3507. MARKING EQUIPMENT

When hose or other equipment is issued to a company or unit, it shall be marked with the appropriate designation and number, and such markings shall not be changed or obliterated without authorization from the Bureau of Equipment.

3508. EQUIPMENT OF OTHER UNITS

Whenever hose or other equipment bearing the markings of another company or unit are received or obtained in any manner by a company or unit, it shall be promptly reported to the Bureau of Equipment and returned to the company or unit to which it belongs.

3509. WASHING AND DRYING

After hose and equipment is used at a fire, it shall be thoroughly washed and maintained in accordance with the instructions in applicable Department Manuals.

3510. FOUR-MONTH RULE

Whenever hose and covers carried on the apparatus have not been used for a period of four months, such equipment shall be changed and an entry of such change shall be made in the company journal.

3511. TESTING

All hose shall be tested at specified intervals in accordance with the instructions contained in the Manual of Standard Practices for Hose and Hose Appliances.

ARTICLE 36. DEPARTMENTAL REPORTS AND COMMUNICATIONS

3601. SUBMISSION OF REPORTS AND COMMUNICATIONS

All departmental reports and communications shall be forwarded through normal channels to the addressee, adhering to the chain of command when applicable. Members shall send departmental reports or communications through normal channels and shall follow the rules for forwarding as prescribed in the Policy and Procedure Guide.

3602. COMMUNICATION TO THE FIRE COMMISSION

All departmental reports and communication addressed to the Fire Commission originating from any member(s) of the Department shall be forwarded to the Commission through the Chief of Department, adhering to the chain of command where applicable.

3603. COMMUNICATION TO THE CHIEF OF DEPARTMENT

All departmental reports and communication addressed to the Chief of Department originating from any member(s) of the Department shall be forwarded through normal channels to the Chief of Department, adhering to the chain of command when applicable.

3604. REPORT PREPARATION

All departmental reports shall be prepared on the approved departmental forms as required. Use the Sample Reports Book as a guide.

ARTICLE 37. LEAVES OF ABSENCE

3701. TYPES OF LEAVE

Leaves of Absence administered by the Department of Human Resources office is governed by the provisions of applicable Federal and State laws, Charter and Annual Salary Ordinance provisions, Civil Service Commission Rules and applicable MOU's and shall be classified as follows:

1. FMLA Leave
2. Family Care Leave
3. Personal Leave and other unpaid leave
4. Military Leave
5. Bereavement Leave
6. Sick Leave (Refer to Article 38)
7. Disability Leave (Refer to Article 38)
8. Jury Duty

3702. AUTHORITY

In accordance with Civil Service Rules any member who is absent more than five (5) consecutive days [suppression – more than two and one-half (2 ½) watches] must submit a request for leave on the appropriate form to the Department of Human Resources either prior to taking the leave if the need is anticipated, during the course of the leave (i.e., upon receipt of the letter from the Department of Human Resources' office), or no later than the member's return to work.

3703. FAMILY MEDICAL LEAVE ACT (FMLA LEAVE)

FMLA is a federal law that requires covered employers to provide within a rolling 12-month period up to 12 weeks (480 hours or 20 watches) of unpaid, job-protected leave to eligible employees for certain family and medical reasons. The reasons that qualify under FMLA are:

1. To care for your child after birth and to care for that child
2. For the placement with the employee of a child for adoption or foster care and to care for that child
3. To care for your spouse/domestic partner, son or daughter, or parent who has a serious health condition
4. For a serious health condition that makes you unable to perform your job

3704. FAMILY CARE LEAVE

Family Care Leave is an unpaid, discretionary leave that may be approved by the Chief of Department for up to one year for permanent employees who have one or more years of continuous service. In accordance with Civil Service Rules, Family Care Leave may be granted for the following reasons:

1. The birth of a biological child of the employee
2. The assumption by the employee of parenting or child rearing responsibilities
3. The serious illness or health condition of a family member of the employee, the employee's spouse or domestic partner, a parent of the employee or the employee's spouse or domestic partner, the biological or adoptive child of the employee, or a child for whom the employee has parenting or child rearing responsibilities
4. The mental or physical impairment of a family member of the employee, the employee's spouse or domestic partner, a parent of the employee or the employee's spouse or domestic partner, the biological or adoptive child of the employee, or a child for whom the employee has parenting or child rearing responsibilities, which impairment renders that person incapable of self-care
5. In accordance with the Firefighters' MOU, bargaining unit members shall also be entitled to use accrued vacation, sick leave, and/or any other accrued leave for family care leave

3705. PERSONAL LEAVE

Personal leave for permanent employees may be approved for a period of up to twelve (12) months within any two-year period. Personal leave for temporary or provisional employees may be approved only if replacement of the employee is not required and for a maximum of one (1) month.

Personal leave is unpaid leave and approval is within the discretion of the Chief of Department.

3706. MILITARY LEAVE

Military leave is governed by the provisions of applicable Federal and State laws, Charter and Annual Salary Ordinance provisions, and Civil Service Commission Rules.

3707. BEREAVEMENT LEAVE

Bereavement leave because of the death of an employee's parent, step-parent, grandparent, parent in law, spouse, sibling, child, step-child, adopted child, legal guardian or any person who is permanently residing in the household of the employee shall not exceed three (3) working days and shall be taken within thirty (30) calendar days after the date of death; however, two additional working days shall be granted in conjunction with the Bereavement Leave if travel outside the State of California is required as a result of the death.

Bereavement leave because of the death of any other person to whom the employee may be reasonably deemed to owe respect shall be for not more than one (1) working day to attend the funeral; however, two (2) additional working days shall be granted if travel outside the State of California is required as a result of the person's death.

Bereavement leave is charged against an employee's accrued sick leave with pay balance. One working day may be defined as either 0800 to 2000 hours or 2001 to 0800 hours.

3708. JURY DUTY

Refer to Policy and Procedure Guide for Jury Duty requirements.

3709. PROBATIONARY PERIOD

An employee who is granted leave while serving probation shall have the probationary period extended by the period of such leave in order to complete the required period of service. All leave types shall extend probation in all cases, including Disability Leave.

3710. REVOCATION

Any leave of absence with or without salary may be revoked for sufficient cause by order of the Fire Commission.

ARTICLE 38. SICK AND DISABILITY RULE

3801. DISABILITY BENEFITS

Members of the uniformed force who are authorized by the Department of Human Resources to be absent from duty because of bodily injury received in, or illness caused by, the performance of their duty, shall be entitled to Temporary Disability Benefits. Disability Benefits shall be in compliance with the provisions of the Charter and subject to the following:

1. All members shall be knowledgeable of the procedures for reporting work related injuries, illnesses and exposures as outlined in the Department's Procedures
2. The Disability Pay for any one such injury or illness shall not be paid for more than 365 days in the aggregate. Temporary disability pay under the provisions of the State Workers' Compensation System shall be paid for all temporary total disability exceeding 365 days.
3. Said disability benefits shall be reduced in the manner fixed by the Board of Supervisors by the amount of any benefit other than medical benefits payable to such person under the Labor Code, concurrently with said disability benefit and because of the injury or illness resulting in said disability.
4. The Charter provides that disability benefits shall be administered exclusively by the Department of Human Resources. All members, while receiving such benefits, shall comply strictly with the direction issued by the Department of Human Resources. Disability benefits of department members who are not included in the foregoing, are provided by Section 22, Rules of the Civil Service Commission.
5. Accumulated sick leave with pay may be used by members of the uniformed force who are absent from duty because of incapacity resulting from bodily injury received in or illness caused by the performance of their duty for leave after the expiration of the period during which disability benefits are payable under Section (a) of the Charter.
6. Probationary members, until graduation from the Division of Training, are subject to provisions of the State Workers' Compensation System.

3802. SICK LEAVE

A leave granted under this rule to members of the uniformed force for one of the following reasons shall be known as "Sick Leave":

1. **Sick Leave—Medical Reasons.** Absence because of illness, including substance abuse or injury other than illness or injury arising out of and in the course of City and County employment. Includes medical and dental appointments
2. **Sick Leave—Quarantine.** Absence during a period of quarantine established and declared by the Department of Public Health or other authority.
3. **Sick Leave—Compulsory.** Leave imposed by an appointing officer due to an employee's medical inability or incapacity to perform all the duties of the position as provided elsewhere in this Rule.

3803. ACCUMULATION OF SICK LEAVE

All members of the uniformed force shall be entitled to an accumulation of Sick Leave with Pay per their MOU. To be eligible to use earned Sick Leave with Pay, members must have served under appointment for six (6) continuous months.

Sick benefits of department members who are not included in the foregoing are provided by Section 22, Rules of the Civil Service Commission.

Sick Leave with Pay is a privilege recognized by the Charter and by Ordinance of the Board of Supervisors and may be requested and granted only in cases of absence because of illness which incapacitates the employee for the performance of duties or as otherwise defined in this Rule.

The rate of earning and accumulating Sick Leave with Pay Credits and authorization for its use under this Rule shall in no way inhibit or restrict the right of an appointing officer to establish standards of attendance.

3804. SICK LEAVE WITHOUT PAY

Sick Leave without Pay may be granted to employees who are not eligible for Sick Leave with Pay or, subject to the approval of the Chief of Department, employees may choose not to use their Sick Leave with Pay Credits.

Requests for prolonged leave shall be renewed every three (3) months and provided further that such leave shall not be extended beyond a period of one (1) continuous year unless approved by the Chief of Department on the advice of the Office of the Department Physician.

3805. DISPOSAL OF SICK LEAVE

Sick leave remaining to the credit of a member upon the effective date of retirement for service or disability or upon the date of death or upon the date of separation caused by industrial accidents, shall be disposed of as provided in the current Local 798 MOU.

3806. REPORTING OFF DUTY

Sick Leave

Members shall notify the Assignment Office and their immediate supervisor when they

1. Become sick or disabled while off duty to the extent that they cannot perform their required duties, or
2. Are quarantined or suffer the loss of a close or other relative as outlined in Section 3802, or
3. Become sick or disabled while on duty from a cause clearly evident as not being service connected, they shall cause such fact to be reported to their immediate supervisor at the time, or prior to their next tour of duty, or starting hour as the case may be. The immediate supervisor, upon receiving the report, shall inform the Assignment Office without delay, and their direct supervisor, and shall indicate clearly:
 - a. Whether said request is due to sickness or injury
 - b. Whether or not the member is confined to residence or place of confinement

The Assignment Office shall inform Human Resources and the Office of Employee Health each morning, Saturdays, Sundays, and holidays excluded, of those members reporting off duty on sick leave between reporting periods.

Disability Leave

Members shall notify their immediate supervisor when they

1. Become injured or disabled while on duty to the extent that they cannot perform their required duties, or
2. Suffer aggravations, while off duty, of service connected injuries or disabilities that likewise prevent performance of their required duties. They shall cause such fact to be reported to their immediate supervisor and the Assignment Office which shall order such members to report to the appropriate medical staff for treatment, determination, and required recordation. (Specific instructions are delineated in the Policy and Procedure Guide). If ordered off duty by appropriate medical staff, the affected members shall notify their immediate supervisor at once, who will, in turn, so inform concerned parties as provided in the reporting procedure for sick leave.

3807. REPORTS

Sick Leave

1. No formal report is ordinarily required for sick leave due to off duty sickness, unless absent for more than five (5) consecutive days [suppression—more than two and a half (2 ½ watches); EMS more than 5 consecutive shifts at work]. (Ref. Art. 3702)
2. Request for pay for allowed time off due to quarantine or death of relatives shall be submitted by the requesting member to the Fire Commission.

Disability Leave

1. Reporting requirements for the death of any member from an injury sustained while on duty or any service connected injury, illness, or disability are as delineated in the Procedure Guide.
2. Reports required for possible exposure of members to communicable disease are as outlined in the Department Infection Control Policy and delineated in the Sample Report Book.

3808. REPORTING ON DUTY

The Office of the Department Physician shall notify the Assignment Office when a member is authorized to return to duty.

Members authorized to return to duty from sick or disability leave shall so notify the Assignment Office and their immediate supervisor.

Any Department member on sick leave in excess of two (2) weeks shall contact the Office of Employee Health or its designee, before being returned to duty.

3809. DISABILITY LEAVE

1. Members shall submit a work status note and notify via telephone the Office of the Employee Health immediately after being placed Off Duty.
2. Members on Disability Leave are required to submit a work status note monthly to the Office of the Employee Health and make contact by telephone or in person after having been off duty for thirty (30) consecutive days. (After the initial contact, additional contact must be made every 30 days thereafter.)
3. Members are required to produce a final release certificate from their treating physician that will show
 - A. Diagnosis of the sickness or injury
 - B. Diagnosis of the sickness or injury
 - C. Date that the member is cleared to Return to Duty

This shall be presented in person at least one day before the effective date to return to duty.

3810. GENERAL REGULATIONS

1. Members who become sick or disabled through immoral or unlawful acts, or through reckless negligence of their personal health; who misrepresent themselves as sick or injured; or disobey the orders and instructions of the Department Physician, shall be deemed to have violated these Rules and Regulations.
2. No members Off Duty on Sick Leave as defined in Section 3802(1) shall absent themselves from their residence or place of confinement when such absence is prohibited by their treating physician, the Department Physician or the Chief of Department.
3. Any uniformed member, on leave for six (6) or more consecutive months, must complete refresher training and must pass the Physical Abilities Test (P.A.T.) at the Division of Training prior to returning to their assigned duties.
4. Members of the Department not of the uniformed force shall, in addition to departmental requirements, be governed by the benefits and reporting requirements of Rule 22, Rules of the Civil Service Commission.
5. Benefits obtainable under Article 38 shall terminate automatically on the date of retirement or date of separation from the service of members receiving benefits there under, except for legally authorized disability medical provisions.
6. Violations or abuse of any of the provisions of Article 38 by any member of the Department shall be deemed to be an act of insubordination and inattention to duties.

ARTICLE 39. GENERAL RULES

3901. UNAUTHORIZED USE OF DEPARTMENT NAME

Members shall not at any time use the name, prestige or authority of the Department, directly or indirectly, for any purpose except to perform the member's official job duties, unless expressly authorized by the Chief of Department. This prohibition includes, but is not limited to, using the name or authority of the Department to obtain preferential treatment or privileges; to solicit any person to make a subscription, give a donation of any kind, or purchase any ticket or other item for any non-Department purpose; or for other personal gain or advantage.

3902. UNAUTHORIZED USE OF UNIFORM

Members shall not at any time use a Department badge, identification card, uniform, or similar item, directly or indirectly, for any purpose except to perform the member's official job duties, unless expressly authorized by the Chief of Department.

3903. UNAUTHORIZED SOLICITATION OR ACCEPTANCE OF THINGS OF VALUE

Members shall not at any time solicit or accept anything of value, tangible or monetary, directly or indirectly, while on duty, in uniform, on Department property or on Department business without prior written approval from the Chief of Department.

3904. ACTIVE PARTICIPATION IN OTHER EMPLOYMENT, BUSINESS OR ENTERPRISE

Members shall not at any time engage in or perform any activity, employment, business, or enterprise that may interfere with their ability to perform their job duties or that may bring discredit upon the good name and reputation of the Department. Members shall not participate in or perform any non-Department employment, business, or enterprise while on duty, on Department property, on Department business or in uniform. Members are subject to Civil Service Rule 318/118 Conflict of Interest

3905. FAMILIARITY WITH THE RULES

Members shall at all times know and comply with all Department Rules and Regulations, General Orders, Policies, Procedures and Manuals.

3906. PROHIBITION ON POLITICAL ACTIVITY

Members shall not engage in political activity during working hours, on City premises, while in uniform, on duty, on Department property or on Department business, or when using any City property or equipment. This prohibition includes but is not limited to soliciting votes or support in favor of, or in opposition to, a candidate for any public office or any ballot measure.

3907. SAFETY RULES

Members shall use Department equipment, apparatus and protective devices and clothing in a safe and responsible manner, consistent with Department Manuals, Training Bulletins and Guidelines.

3908. PROHIBITION ON STRIKES

Members shall not instigate, participate or afford leadership in a strike against the City, or engage in any picketing activity in furtherance of such a strike. Strike means: (1) the willful failure to report for duty, the willful absence from one's position, any concerted work stoppage or slowdown, any concerted interruption of Department operations or services by employees, or the willful abstinence in any way from the full, faithful, and proper performance of one's job duties; and (2) done to induce, influence, or coerce a change in the conditions of employment or to honor or support a strike by other City employees.

3909. FALSE REPORTS

1. Members shall not make any false or misleading report, oral or written, about their own or another person's actions. A false or misleading report includes one where a member omits information necessary to fully and completely describe the member's or another person's actions or an incident or interaction.
2. Members shall not falsify any Department record or alter a record with intent to deceive or conceal.

3910. PARTICIPATING IN RADIO OR TELEVISION PROGRAMS AND PUBLIC EVENTS

Members shall at no time represent the Department in any radio or television program or public event without the express prior approval in writing from

the Chief of Department. If approached at any time by the media for comment about Department operations or procedures, a member shall refer the media representative to the Public Information Officer or, where applicable, the Incident Commander.

3911. DISCRIMINATION, HARASSMENT AND RETALIATION PROHIBITED

Members shall not discriminate against or harass any person based on that person's actual or perceived race, religion, sex, national origin, ethnicity, age, physical or mental disability, political affiliation, sexual orientation, ancestry, marital status, color, medical condition, genetic characteristics, gender identity, parental status, domestic partner status, veteran status or any other basis protected by law.

3912. RETALIATION

Members shall not retaliate against any employee for making a good-faith complaint of discrimination, harassment, or retaliation, for assisting another employee in doing so, or for participating in an investigation of discrimination, harassment, or retaliation complaint.

3913. ALCOHOL AND PROHIBITED DRUGS

Members shall know and comply with the Department's Alcohol and Drug Testing Policies, including the following:

1. The Reasonable Suspicion Alcohol and Drug Testing Policy
2. The Random On-Duty Alcohol and Drug Testing Policy
3. The Promotional and End-of-Probation Alcohol and Drug Testing Policy
4. The Post-Accident Alcohol and Drug Testing Policy

As specified in those policies, members shall comply with the following requirements:

1. Members shall not use, possess or be under the influence of alcohol while on duty, otherwise in the workplace, in uniform or on Department business. Except for special events and when authorized in writing by the Chief of Department, members shall not manufacture, distribute, dispense, or serve alcohol on or from Department property and vehicles, while in uniform, or while on Department business.
2. Members shall not use, possess or be under the influence of prohibited drugs or intoxicants at any time, on or off duty. Members shall not misuse any prescribed medication on or off duty. Members shall not manufacture, distribute, dispense, possess, or use prohibited drugs or intoxicants.
3. Members shall not bring onto or keep in or about Department property any alcohol, prohibited drug, or intoxicant.
4. The Department may conduct alcohol and drug testing on a member when there is reasonable suspicion that the member may have used or may be under the influence of alcohol, prohibited drugs, or intoxicants while on duty. A driver of a Department apparatus or vehicle shall submit to alcohol and drug testing after an accident that meets the criteria set forth in the Drug and Alcohol testing policy.

3914. PATRONIZING ESTABLISHMENTS SERVING ALCOHOL

Except while performing their official work duties or with prior approval from the Chief of Department, members shall not enter or patronize a bar or similar drinking establishment for the purpose of alcoholic beverage consumption while on-duty, on Department business, or in uniform.

3915. PATRONIZING PLACES OF AMUSEMENT

Except while performing their official work duties or with the express prior approval of the Chief of Department, members shall not enter or patronize places of amusement or entertainment while on-duty, on Department business, or in uniform.

3916. UNAUTHORIZED ORGANIZATION, PARTY OR MEETING

Members shall not form or maintain any political, social, or other organization on Department property, nor shall they hold any meetings on Department property except those work-related meetings that are authorized in writing by an Assistant Chief. Members shall not organize, participate in, or allow any party or entertainment on Department property without the prior written approval of an Assistant Chief.

3917. WEAPONS OR EXPLOSIVES ON DEPARTMENT PREMISES

1. Except where authorized or required by the Department, members shall not possess, store, or have control of any offensive weapon, including but not limited to any firearms or large-scale hunting knives, while on duty, on Department business or in uniform.
2. Except where authorized or required by the Department, members shall not bring into or keep on or about Department property or vehicle any of the following: firearms, handguns, rifles, any other instrument or device designed or intended for use as a weapon; gunpowder, ammunition, cartridges, fireworks, or any explosive substance, compound or device, whether legal or illegal.

3918. VIOLENCE

Members shall not commit or threaten to commit any act of violence against any other person while on duty, on Department property, on Department business or in uniform. "Violence" encompasses both acts and threats of violence, and includes any conduct, verbal or physical, that causes another person to reasonably fear for his or her personal safety or the safety of his or her family, friends, associates, or property.

3919. ALTERCATION

Members shall not be involved in altercations of any kind while on duty, on Department property, on Department business or in uniform.

3920. PROPER BEHAVIOR

Members shall conduct themselves in a professional, courteous and respectful manner while on duty, in a Department vehicle, on Department property, on Department business or in uniform. When requested, members shall promptly and politely provide their name and assignment.

3921. UNACCEPTABLE LANGUAGE

Members shall not intentionally direct slurs, obscene, profane or disrespectful language towards each other or members of the public while on duty, on Department property, on Department business or in uniform.

3922. INATTENTION TO DUTY

Members are subject to disciplinary action for inattention to duty. Inattention to duty occurs when a member demonstrates a lack of ability or willingness to effectively and efficiently perform their job duties or requirements at an acceptable level. Indifference to job duties or requirements, or a lack of cooperation in performing job duties or responsibilities shall also constitute Inattention to Duty.

3923. INAPTITUDE-/INCOMPETENCE

Members are subject to disciplinary action for inaptitude and/or incompetence. Incompetence occurs when a member demonstrates that he or she lacks the necessary knowledge, skills, or abilities to fulfill the requirements of his or her position. Inaptitude occurs when a member becomes incapable of performing his or her duties, including because of intemperance, immoral or unlawful acts, or reckless negligence for his or her person or health.

3924. ACTS DETRIMENTAL TO THE WELFARE OF THE DEPARTMENT

Members shall not, whether on or off duty, commit an act, or an omission of an act, that tends to impede, injure, hinder or subvert the progress, welfare, order, efficiency, or good name of the Department, or otherwise tends to bring reproach or discredit on the Department or any member. The commission of any act involving moral turpitude, dishonesty, corruption or criminal conduct by a member of the Department, whether on or off duty, shall constitute a violation of Department Rules. The Chief of Department and Fire Commission may be subject to disciplinary action, up to and including termination in response to a member's conduct that violates these Rules, even if criminal proceedings are not pursued or are pending.

3925. DISOBEDIENCE

Members shall not neglect or refuse to perform any duty, or obey any rightful order of a superior officer while on duty, in uniform, on Department property, on department business, or on any emergency scene or fire ground.

3926. INSUBORDINATION

Members shall respect the authority of their superior officers. Any member who resists a superior officer's authority or whose conduct is or may be considered unruly or rebellious is insubordinate.

3927. UNAUTHORIZED ISSUANCE OF ORDERS

Members shall not issue orders unless authorized to do so.

3928. ATTENDANCE, TARDINESS AND FAILURE TO REPORT

Members must report to their respective workplace by the beginning of their designated shift and remain at work until the end of that shift, unless a member receives permission to leave the workplace from the designated supervisor.

Any member who reports to his or her workplace after the beginning of the designated shift is tardy. The officer in charge of the tardy member shall report all cases of tardiness to the next immediate supervisor. If a member is tardy three times in a six-month period, the officer in charge shall prepare and submit a General Form documenting the tardiness to the Chief of Department through the chain of command.

Members whose tardiness exceeds thirty (30) minutes shall be guilty of Failure to Report for Duty. The officer in charge of the absent member shall immediately report the Failure to Report for Duty to the Chief of Department and shall prepare and submit a General Form documenting the failure to report to the Chief of Department through the chain of command.

3929. UNAUTHORIZED LEAVES OF ABSENCE

A member may not be absent without authorized leave (AWOL). A member is AWOL if he or she fails to report to work for his or her assigned shift without calling the designated supervisor before the beginning of the shift, fails to report back from a detail, fails to appear at an assigned place at the designated time, or leaves work during a shift without permission from the designated supervisor or when on Department business.

3930. FIRST ALARM AREAS

All units shall remain in their first alarm areas unless ordered elsewhere on Department business by proper authority.

3931. UNAUTHORIZED DEPARTURE FROM SCENE OF EMERGENCY

When working at fires or other emergencies, a member shall not leave the scene, nor shall the member be relieved from duty without the permission of the Incident Commander.

3932. RESPONSE TO ROLL CALL

At the beginning of their designated shift, members assigned to suppression shall report to the Communications Room at their station for roll call wearing the station uniform. Division, Battalion, and Bureau supervisors shall regulate roll call procedures for personnel under their charge not assigned to suppression.

3933. RESPONSE TO RECALL

The Chief of Department or designee may recall off-duty members to report to duty whenever Department operations require the services of more than the available on duty uniformed Department members. Off duty members must report for duty per the recall orders. Specifics about response to recall are contained in the Disaster Operations Plan.

3934. GAMBLING

Gambling is prohibited while on duty, on Department property, on Department business or in uniform.

3935. THEFT

Members shall not steal anything of value from of any person or entity, either directly or through deception or false pretenses, whether on or off duty.

3936. SMOKING

Except as provided in this Rule, members shall not smoke while on duty, in Department buildings or within 20 feet of the main exit, entrance or operable window of a Department building, in Department vehicles, on Department property, on Department business, or in uniform. While on duty, members may smoke during a break, but only if more than 20 feet away from the main exit, entrance, or operable window of a Department building. If in uniform, the member must also be out of public view. Members shall not allow any visitors to smoke on Department property or in Department vehicles.

3937. STORAGE OF VEHICLES AND EQUIPMENT ON DEPARTMENT PREMISES

Members shall not store unauthorized vehicles or equipment on Department property.

3938. REPORTING EMERGENCIES

Any member who, at any time, witnesses or receives reliable information of any emergency or potential emergency that may warrant prompt action by the Department shall immediately initiate proper reporting of the incident by reporting that information to the Emergency Communications Center.

3939. USE OF DEPARTMENT TELEPHONES

1. Members shall use the Department telephones and phone systems only for official Department business. In cases of emergency, the officer-in-charge may authorize Department members and public officials to use Department phones for other purposes, provided that use does not interfere with Department operations.
2. When answering a Department telephone, a member shall identify the station, unit or division, and give his or her rank and name. Members shall be courteous on the telephone.

3940. LOSS OR DAMAGE OF TOOLS AND/OR EQUIPMENT

Members shall exercise due care for all Department property, tools and equipment. Members shall promptly report the loss or damage of any Department tools or equipment to their immediate supervisor. Members shall be held personally responsible for lost, damaged or stolen Department property if that loss or damage is deemed the result of negligence, inattention to duty, or a purposeful act on the part of the member(s).

3941. UNAUTHORIZED USE OR DISPOSITION OF PROPERTY

Members shall use Department property, including but not limited to equipment, tools and supplies, only for official Department business. Members shall not let any unauthorized person use Department property. Members shall not loan Department property unless authorized to do so by the Chief of Department. Members shall not sell, donate or make a gift of Department property unless authorized to do so by the Chief of Department and the Fire Commission.

3942. USE OF DEPARTMENT VEHICLES

Members shall use Department apparatus and vehicles only for official Department business. Members shall not allow unauthorized persons in to drive or operate Department vehicles.

3943. WEARING AND KEEPING THE OFFICIAL BADGE

While in uniform, members shall wear the official breast badge over the left breast of the coat, shirt or other outer garment and in plain view, with the member's name badge, cap and other insignia properly affixed, as prescribed in the Procedure Guide.

3944. LOSS OF OR DAMAGE TO BADGES

If a member loses or damages his or her official breast, name or cap badge, the member shall immediately report that loss or damage in writing to the Deputy Chief of Administration through the chain of command. Members are responsible for the safekeeping of the official breast ==badge issued to that member. Members shall be held personally responsible for lost, damaged, or stolen badges if that loss or damage is deemed to be the result of negligence, inattention to duty, or a purposeful act on the part of the member(s).

3945. IDENTIFICATION CARD

Each member shall keep his or her official identification card available at the member's work site while on-duty. If a member loses or damages his or her official identification card, the member shall immediately report that loss or damage in writing to the Deputy Chief of Administration through the chain of command.

3946. ASSIGNED LOCKERS

1. The Department shall not open a member's assigned locker(s) except under the following circumstances: (1) the locker is opened in the members presence, (2) the locker is opened with the members consent, (3) the locker is opened pursuant to a valid search warrant, or (4) the locker is opened after the member has been notified that the Department will conduct a search of the locker.
2. Lockers are the property of the San Francisco Fire Department and may not be damaged, defaced, decorated, obscured or graffitied without written approval from the Chief of Department.

3947. PERSONAL APPEARANCE

At all times, members shall be neat and clean, and shall meet all Department grooming standards. Shirts shall be tucked in, and boots zipped at all times. Uniforms and clothing may not be worn if torn, dirty or frayed. Department approved t-shirts may be worn in lieu of uniform shirts and badges only when authorized by the Deputy Chief of Operations.

3948. LOUNGING

Members shall not lounge on Department apparatus or vehicles, and shall not sit or recline in postures conducive to sleep in the public areas of Department stations or facilities.

3949. CONGREGATING

Members shall not congregate or occupy benches or chairs in public view outside of Department stations or facilities. They shall not occupy vehicles located in or about stations or other facilities. Occupying private automobiles outside Department stations and facilities is strictly prohibited.

3950. OCCUPYING BEDS

Members shall not occupy beds between the hours of 0800 and 2100. Sleeping in quarters while off-duty is forbidden, without authorization from the Chief of Department.

3951. VISITORS

Members shall not invite or allow visitors not on Department business to enter Department facilities before 1000 hours or after 2100 hours. Members shall only allow visitors into public areas of a Department station or facility. Members shall not invite or allow intoxicated persons in or about Department property, except for purposes of providing medical care.

3952. TRAINING

Members shall participate in all required training. Whether on or off duty, members shall comply with any orders issued by Training Officers or instructors.

3953. PERFORMANCE AND FITNESS

Members shall meet minimum performance standards and maintain physical conditioning necessary to perform their job duties.

3954. UNAUTHORIZED RELEASE OF PERSONAL INFORMATION

Members shall not disclose or release the home address, phone numbers, other contact information, or photograph of a Department employee without authorization from the Chief of Department. Any person requesting that information, including a Department employee, should be referred to the Chief's Office.

3955. CHANGE OF RESIDENCE, TELEPHONE AND OTHER STATUS

Members shall promptly notify their immediate supervisor of any change in the member's status, residence, telephone or other similar information. The supervisor shall complete the required form documenting the change and forward the form through proper channels.

3956. CONFIDENTIAL INFORMATION

Members shall not willfully or knowingly disclose any confidential or privileged information obtained in the course of their employment unless required to do so by law. Members shall not use confidential or privileged information obtained through their employment to advance the financial or other private interests of the member or others.

ARTICLE 40. DISCIPLINE

4001. BASIS FOR DISCIPLINE

Members are subject to discipline for any breach of duty or misconduct, including any violation of City ordinances, regulations, or policies, or Department Rules and Regulations, General Orders, Policies, Procedures, or Manuals (collectively, the "Rules").

4002. OFF DUTY CONDUCT

Certain Rules apply to a member's conduct while off-duty. A member may be subject to discipline for off-duty conduct that violates the Rules. In assessing off-duty conduct to determine whether discipline is warranted, the Department will carefully evaluate the off-duty conduct to determine whether a nexus exists between that conduct and the workplace. A nexus may exist where the off-duty conduct tends to (1) harm the reputation, prestige or integrity of the Department, or damage the public confidence and trust in the Department, (2) adversely affect the Department's ability to fulfill its mission, (3) adversely impact the member's ability to perform his or her job, including damaging the member's credibility, (4) lead other employees to refuse to work with the member, or (5) create disruption, friction or morale problems in the workplace.

4003. DUTY TO REPORT BREACH OF DUTY OR MISCONDUCT

Except as provided in Rule 4019, all members must report any actual or suspected breach of duty or misconduct by another member, including any actual or suspected violation of the Rules, through the chain of command to the Chief of Department.

This section does not apply to actual or suspected violations of City or Department policies prohibiting discrimination, harassment, retaliation or other EEO violation. Members should refer to the Department's EEO Policy and Complaint Process for the procedures to report possible EEO violations. As described in that Policy, supervisors must immediately report any possible EEO violation to the Department's Human Resources Division.

4004. INVESTIGATION PROCESS

1. Notice to Department of Alleged Violation

The Department may learn of a member's potential breach of duty or misconduct, including an alleged Rule violation, through various channels, including as examples through an internal Department report, citizen complaint or press inquiry, or from information received from another public agency or employee. While the Department does not seek out information about members' off-duty conduct, occasionally a member's off-duty actions are brought to the Department's attention through one of these channels or other means.

2. Investigation

The Department has an obligation to the alleged conduct to determine the nature and scope of the investigation. Through an investigation, the Department will gather and evaluate the applicable facts related to the alleged conduct, and will assess the credibility and reliability of any complainant, the accused member, and any other witnesses. When investigating potential violations involving off-duty conduct, the investigation will focus on matters related to the alleged misconduct, and will not otherwise explore a member's off-duty actions.

3. Confidentiality

All investigations are confidential. All employees involved in an investigation, including but not limited to the investigator, any complainant, the accused member and any witnesses, are required to maintain the confidentiality of the investigation.

4. Cooperating with Investigation

All members must cooperate fully with investigations conducted by the Department or by any other City department or agent. Members may not obstruct, interfere with or attempt to interfere with any investigation. Members may not refuse to give information or attempt to avoid giving information during an investigation; provide false or misleading information or evidence during an investigation; omit, withhold, hide, alter or destroy information or evidence; or tamper with or threaten witnesses.

5. Completing Investigation

Absent extenuating circumstances, the Department will complete its investigation and notify a member under investigation of any proposed discipline within one year of discovering the alleged breach of duty or misconduct.

4005. WRITTEN REPRIMANDS (UNIFORMED EMPLOYEES ONLY)

1. Written Reprimand

If the Chief determines after an investigation that a member has engaged in any breach of duty or misconduct, including any Rule violation, and that a

written reprimand is warranted, the Chief will issue a written reprimand to the member. The Chief or a designee will present the member with the reprimand and provide the member an opportunity to review and sign the reprimand before placing it in the member's official personnel file. If the member refuses to sign the reprimand, that refusal will be noted on the reprimand, and the member will be required to initial the "refused to sign" notation, before the reprimand is placed in the member's personnel file. The member may submit a written rebuttal to the reprimand within 30 days of the date the Chief or the designee presents the reprimand to the member. The Department will attach any rebuttal to the reprimand in the member's official personnel file.

2. Appeal from Written Reprimand

A member may appeal a written reprimand by submitting to the Chief of Department a written request for appeal within 10 days of the date the Chief or the designee presents the reprimand to the member. The Chief will assign a Chief Officer who has not been involved in the underlying events or the discipline investigation or decision to hear any appeal. A member may bring a representative to the appeal. At the appeal, the member and any representative may respond orally and in writing to the findings and the written reprimand, and may present any relevant documentary evidence, including witness declarations. The member may not call witnesses to testify at the appeal.

The Chief Officer hearing the appeal will prepare a written report and recommendation on the appeal to the Chief of Department, which shall include as attachments any materials submitted by the member. The Chief will make the final decision on any appeal, and will notify the member of the decision in writing. If the Chief grants the appeal, the Department will not place any materials relating to the reprimand in the member's personnel file. If the Chief denies the appeal, the Chief will reissue the reprimand. The Department will place the following materials in the member's personnel file: the final formal reprimand issued after appeal, the notice of appeal, the appeal report and recommendation from the assigned Chief Officer with any attachments, and the written notice of the Chief's final decision on the appeal.

4006. SUSPENSIONS NOT EXCEEDING 10 DAYS (UNIFORMED EMPLOYEES ONLY)

1. Suspension Not Exceeding 10 Days

If the Chief determines after an investigation that a member has engaged in any breach of duty or misconduct, including any Rule violation, and that a suspension of up to but not exceeding 10 days is warranted, the Chief will notify the member in writing of the breach of duty or misconduct, any Rules violated, and the proposed discipline (i.e., "Skelly notice"). The Skelly notice will include the information and records on which the Chief based the determination and proposed discipline, and will offer the member an opportunity to meet with a Chief Officer who has not been involved in the underlying events or the discipline investigation or decision, to respond to the determination and proposed discipline (i.e., "Skelly meeting"). The member may bring a representative to the Skelly meeting. The member may submit a written response in addition to or in lieu of attending the Skelly meeting.

After providing the member with an opportunity to participate in a Skelly meeting, the Chief will consider all information relevant to the determination and proposed discipline, including information from any Skelly meeting or any written submission from the member, and will make a final discipline decision.

If the Chief determines that a suspension is warranted, the Chief will issue a written suspension notice to the member. The Chief will not impose a suspension exceeding the proposed discipline in the Skelly notice. Any suspension imposed by the Chief will be for calendar days. The Department will determine the dates of the suspension. The Department will serve the suspension notice on the member by U.S. and certified mail to the member's current address on file with the Department.

2. Appeal from Suspension Imposed by Chief

A member suspended by the Chief may appeal to the Fire Commission, as described in Section 4010.

The Department will set dates for the suspension for a time after the deadline for the member to file a notice of appeal of the suspension with the Fire Commission.

If a member files an appeal, the Department will hold the suspension in abeyance until resolution of the appeal. The Department will take disciplinary action, if any, consistent with the Fire Commission's determination or other resolution on appeal.

4007. SUSPENSION EXCEEDING 10 DAYS OR DISMISSAL (UNIFORMED EMPLOYEES ONLY)

1. Notice of Proposed Discipline

If the Chief of Department determines after an investigation that a member has engaged in any breach of duty or misconduct, including any Rule violation, and that a suspension exceeding 10 days or dismissal from employment is warranted, the Chief will notify the member in writing of the identified breach of duty or misconduct, any Rules violated, and the proposed discipline (i.e., "administrative notice"). The administrative notice will include the information and records on which the Chief based the determination and proposed discipline decision and will offer the member an opportunity to meet with the Chief of Department or a designated Chief Officer to respond to the determination and proposed discipline (i.e., "administrative meeting"). The administrative notice will include an acknowledgment form that the member must complete in order to participate in the administrative meeting.

2. Administrative Meeting

If the member wishes to respond to the Chief's determination and proposed discipline at an administrative meeting, the member must submit the completed acknowledgement form within the time specified in the administrative notice, and must specify dates within 30 days of the date of the notice when the member is available to participate in the meeting. A member may bring a representative to the administrative meeting. A member who submits the acknowledgement form and requests an administrative meeting may submit a written response in addition to or in lieu of attending the administrative meeting.

3. Determination by Chief

If the member does not timely submit the form requesting an administrative meeting, the Chief will make a final decision based on the available information relevant to the determination and proposed discipline. If a member requests an administrative meeting, the Chief will also consider any information from the administrative meeting and any written submission from the member in making the decision.

After considering the relevant information, if the Chief determines that a written reprimand or a suspension of up to but not exceeding 10 days is warranted, the Chief may impose discipline under Section 4005.

If the Chief determines that a suspension exceeding 10 days or dismissal from employment is warranted, the Chief will file a verified complaint against the member with the Fire Commission, setting forth specifically the acts that the Chief has determined constitute a breach of duty or misconduct, as well as any Rules violated. The Chief will include in the verified complaint a recommendation for a particular level of discipline.

4008. FIRE COMMISSION'S AUTHORITY TO IMPOSE DISCIPLINE (UNIFORMED EMPLOYEES ONLY)

After a fair and impartial trial and hearing, the Fire Commission will determine whether the accused member is guilty of any breach of duty, misconduct or Rule violation, and if so, the appropriate level of discipline. If the Fire Commission determines that the member is guilty, the Fire Commission may impose the discipline recommended by the Chief, or discipline that is greater or less than that recommended by the Chief.

The Fire Commission may impose the following discipline:

1. Reprimand;
2. Fine not exceeding one month's salary for each offense;
3. Suspension for a period not exceeding 3 calendar months for each offense; or
4. Dismissal from City employment.

4009. STIPULATED DISPOSITION (UNIFORMED EMPLOYEES ONLY)

By mutual agreement in appropriate circumstances, the member and the Department may present a proposed stipulated disposition to the Fire Commission for consideration. Proposed stipulated dispositions may include a suspension or dismissal held in abeyance contingent on the member fulfilling specified conditions. The Fire Commission has discretion to accept or reject a proposed stipulated disposition.

4010. TEMPORARY SUSPENSION PENDING FIRE COMMISSION PROCEEDING (UNIFORMED EMPLOYEES ONLY)

Under the circumstances specified in Charter Section A8.344, the Chief of Department may temporarily suspend a member pending a hearing before the Fire Commission. If temporarily suspended, a member is entitled to a prompt administrative hearing to determine if the member should remain suspended pending the outcome of the Fire Commission proceedings.

4011. FILING AND SCHEDULING OF APPEALS OF SUSPENSION IMPOSED BY CHIEF (UNIFORMED EMPLOYEES ONLY)

When the Chief imposes a disciplinary suspension under Rule 4005, the member may appeal that suspension to the Fire Commission, and is entitled to a trial and hearing on that suspension. The member must file any request for appeal in writing with the Fire Commission Secretary within 15 days after the date of the notice of suspension.

The Fire Commission will schedule the hearing pursuant to the Fire Commission's "Procedural Rules Governing Trials of Disciplinary Cases."

4012. SCHEDULING TRIAL AND HEARING ON COMPLAINT FILED BY CHIEF (UNIFORMED EMPLOYEES ONLY)

When the Chief of Department submits a verified complaint against a member to the Fire Commission, the Commission will schedule the hearing pursuant to the Fire Commission's "Procedures Governing Trials of Disciplinary Cases."

4013. REPRESENTATION

A member may bring a representative (1) to any investigative interview that may result in disciplinary action against the member, (2) a Skelly meeting, (3) an administrative meeting, and (4) a Fire Commission hearing on a suspension appeal or a verified complaint filed by the Chief (only for uniformed employees).

A member may choose to represent themselves or to have a representative, including an attorney, a representative from the member's union, or a

Department employee below the rank of Assistant Deputy Chief; provided, however, that when the accused member holds the rank of Assistant Deputy Chief or above, the member may choose an officer of the same rank as a representative.

A member cannot select as a representative an individual who either party reasonably anticipates will be a witness in the discipline investigation or case.

4014. TRIAL AND HEARING PROCEDURES (UNIFORMED EMPLOYEES ONLY)

Any disciplinary hearing before the Fire Commission, whether a suspension appeal or trial on a complaint filed by the Chief, will be conducted pursuant to the Fire Commission's "Procedural Rules Governing Trials of Disciplinary Cases."

4015. OBSTRUCTING TRIAL AND HEARING

No member may obstruct, interfere with or attempt to interfere with any Fire Commission disciplinary hearing. A member may not refuse to testify or attempt to avoid giving testimony during a hearing, provide false or misleading testimony during the hearing; omit, withhold, hide, alter or destroy information or evidence from the Department or Fire Commission; or tamper with or threaten hearing witnesses.

4016. DISCIPLINE FOR CIVILIAN EMPLOYEES

After an investigation, the Chief may take disciplinary action against a civilian employee of the Department pursuant to the Charter and the Memorandum of Understanding (MOU) applicable to the accused employee. The Charter and applicable MOU will govern the employee's notice, response, rebuttal and appeal/grievance rights.

4017. REPORTING TO FIRE COMMISSION

The Chief will report all final suspensions not exceeding 10 days to the Fire Commission on a quarterly basis. The Chief will identify only the rank or classification of the member suspended, any Rules violated, and the length of the suspension.

4018. MEMBER'S CONDUCT WHILE SUSPENDED

A member who is suspended remains subject to the orders of the Chief of Department and all Rules.

A member who is suspended may not wear any part of the official Fire Department uniform except when ordered to appear before the Chief of Department or Fire Commission.

Immediately before beginning a suspension of more than 10 days, a member must surrender the member's official breast badge, cap insignia, lapel and collar insignia, if any, and employee identification card to the Administrative Lieutenant in the Chief's Office. At the conclusion of the suspension, the member shall report to the Administrative Lieutenant in the Chief's Office to collect these items before returning to duty.

4019. DISMISSAL

A member dismissed from employment shall immediately surrender the member's official breast badge, cap insignia, lapel and collar insignia, if any, identification card, all personal protective equipment, any specialized equipment, and any other Departmental property in the member's possession to the Administrative Lieutenant in the Chief's Office.

4020. MINOR INFRACTIONS OF RULES AND REGULATIONS

Uniformed members at the rank of Lieutenant and above and civilian supervisors must monitor subordinates' compliance with the Rules and must immediately call minor Rule violations to the attention of any offending member.

A "minor" Rule violation is one that (1) does not involve questions of honesty, (2) does not constitute a significant threat to the operations of the Department, and (3) does not endanger the safety or welfare of the member or others.

If a member persists in minor Rule violations, the supervisor shall report the member under Rule 4003. Supervisors should refer to the Department's Managing Employee Performance Process and Procedures Guidebook, as well as the Sample Report Book, for guidance.

ARTICLE 41. ACCIDENTS INVOLVING DEPARTMENT APPARATUS AND MOTOR VEHICLES

4101. VEHICLE ACCIDENTS

Any member in charge of a Department apparatus or vehicle involved in an accident is required to adhere to the procedures outlined in the Vehicle Operations Manual. The Division of Emergency Communications will dispatch the appropriate Accident Scene Investigator.

4102. VEHICLE ACCIDENT REPORTS

Accident reports and all required documentation shall be completed and forwarded through normal channels to the Accident Committee, in accordance with the procedure set forth in the Vehicle Operations Manual.

4103. SAFETY INSPECTION

No vehicle or apparatus shall be returned to service following an accident in which injury or fatality occurred until a safety inspection has been performed on the apparatus by Central Shops certified mechanics.

ARTICLE 42. ASSIGNMENTS AND TRANSFERS

4201. ASSIGNMENT AND TRANSFERS

Members shall be assigned to position as follows:

1. The Chief of Department shall select and appoint Deputy Chiefs, and Assistant Deputy Chiefs, from a list of qualified applicants.
2. The Chief of Department shall select and appoint Incident Support Specialists from a list of qualified applicants with due regard for seniority.
3. The Chief of Department shall assign probationary employees to positions for the duration of their probationary period.
4. Battalion Chiefs, EMS Captains, Captains, Lieutenants, Paramedics, EMTs, Firefighter/Paramedics and Firefighters who have attained permanent civil service status in the Department shall have, subject to the orders and instructions of the Chief of Department, the privilege of applying for positions to which they are eligible.
5. All applications for existing vacancies, or for transfers from one station or unit to another, including fireboat and rescue squads shall be granted from an annual vacancy list of qualified applicants on the basis of seniority within the Department. The qualifications for all positions within the Department shall be determined and established by the Chief of Department and shall be set forth in the annual vacancy list.
6. All other officers and members not specifically mentioned in the foregoing paragraphs shall be assigned positions by the Chief of Department.
7. The Chief of Department may revoke assignments and make reassignments for the good of the Department.
8. The Chief of Department shall make assignments to the Airport Division by using the current airport eligible list. Assignments and transfers within the Airport Division shall be ruled by the annual Airport vacancy selection posted by the Assistant Deputy Chief, Airport Division.
9. All advertised vacancies in companies and units shall be posted in the stations.

ARTICLE 43. DETAILS AND EXCHANGES OF TOURS OF DUTY

4301. ATTIRE

Members on a detail assignment shall be properly attired in the uniform specified for the occasion, as contained in the Policy and Procedure Guide.

4302. REPORTING REQUIREMENTS

Members in uniform on voluntary detail, as well as those on assigned detail, shall be subject to all provisions of the rules, regulations and orders of the Department.

Before leaving quarters for their place of detail, and upon returning, members shall report to their immediate supervisor. The time of departure from assigned quarters and the time of arrival or return shall be noted in the journal by or as directed by the company Officer.

4303. SHORT DETAIL

Members shall report to their place of detail at the designated time and promptly return to quarters at the conclusion of detail duty.

4304. RELIEF REQUIREMENTS

Members shall not leave their place of detail unless they are properly relieved or have the permission of their superior officer.

4305. OTHER ACTIVITIES

While at their place of detail and when going to or returning from such detail, members shall not engage in any activity which may interfere with the proper discharge of their duty.

4306. ORDERS AND INSTRUCTIONS

Members shall be familiar with those laws, ordinances, Department rules, policies and procedures applicable to their place of detail. Whenever they observe any infraction of such regulations they shall immediately report as required.

4307. EXCHANGES OF TOURS OF DUTY

Members may be granted the privilege of exchanging tours-of-duty as described in the Procedure Guide.

Chief Officers and Company officers shall be held strictly and personally responsible for the proper application of the procedures authorized to supplement this rule.

ARTICLE 44. COURTESIES, FLAG PROCEDURES, AND FORMATIONS

4401. SALUTE

The Mayor, Fire Commissioners, Department Chaplains and Chief Officers of the Department shall be accorded the Salute. The salute shall be tendered by subordinate officers and members of the uniform force and must be promptly returned by the superior. The salute shall be executed in the manner prescribed in the Procedure Guide.

4402. U.S. FLAG

The flag of the United States of America shall be displayed and respected in conformity with the Code of Flag Etiquette adopted by the National Flag Conference, Washington, DC.

4403. NATIONAL ANTHEM

When the National Anthem is played and the Flag is not displayed, members in uniform shall stand at attention, face toward the music, and salute at the first note of the Anthem. Members shall retain this position until the last note of the Anthem.

When the Flag is displayed, they shall face the Flag and salute.

While the Pledge of Allegiance is conducted, members in uniform shall face toward the flag and, if wearing a hat, execute the hand salute; and if not wearing a hat, place the right hand over the heart.

4404. FORMATIONS AT FUNERALS

Officers in charge of formations at funerals shall be guided by the instructions prescribed for such events in the Policy and Procedure Guide.

ARTICLE 45. MERITORIOUS CONDUCT

4501. REPORTS OF MERITORIOUS CONDUCT

Reports of acts of heroic or meritorious character performed by officers or members of the Department shall be submitted through normal channels to the Chief of Department. Assistant Chiefs shall thoroughly investigate all reports and make a written report to the Chief of Department stating whether, in their own opinion, such acts are worthy of official recognition. Reports shall include complete and accurate statements of the members involved, witnesses concerned, and all pertinent facts.

4502. MERITORIOUS COMMITTEE

Acts of heroic or meritorious character may be given just consideration for award. The Meritorious Committee shall review and evaluate the facts and merits of the act, and submit its recommendations to the Chief of Department.

4503. MERITORIOUS COMMITTEE MEETINGS

The Meritorious Committee shall meet at the discretion of the chairperson and shall review the facts of each case and such other evidence as may be presented. They shall then submit their conclusions and recommendations to the Chief of Department. The Chief of Department shall forward recommendations to the Commission and the decision of the latter shall be final.

4504. CLASSIFICATIONS OF AWARDS

The Meritorious Committee shall be guided by the classifications and awards established for the merit ratings and recognition as described in the Policy and Procedure Guide.

ARTICLE 46. UNIFORMS AND PERSONAL EQUIPMENT

4601. COMPLIANCE

The uniforms and other personal furnishings issued to officers and members, and the use of such uniforms and personal furnishings, shall conform to the complete specifications, details, modes, and procedures as contained in these Rules and Regulations, and policies and procedures of the Department.

4602. NON-STANDARD BADGES

Non-standard badges, decorations, or other emblems shall not be worn or attached to any part of the uniform unless authorized by the Chief of Department.

4603. CLEANLINESS

Members' uniforms and other personal furnishings shall be kept clean and neat. No frayed, torn or otherwise unpresentable clothing may be worn. Shoes must be kept properly polished; buttons and insignia shall be kept at the proper luster.

4604. UNAUTHORIZED WEARING OF UNIFORM

The unauthorized wearing of the uniform or any part thereof while off-duty shall be strictly prohibited unless authorized by the Chief of Department.

4605. UNIFORMS OFF PREMISES

When on-duty members leave their station premises for any reason, other than in response to alarms, they must be dressed in the full uniform appropriate to the occasion. Coats shall be buttoned, and official badges and other insignia properly displayed.

4606. RENEWAL

Whenever a Company or Chief Officer ascertains that any part of the required uniforms of members is in need of renewal, they shall have authority to requisition the necessary replacement.

4607. PERSONAL PROTECTIVE EQUIPMENT

Members shall wear all personal protective equipment applicable to their assigned task as specified in the policies and procedures.

4608. ENFORCEMENT OF UNIFORM REGULATIONS

Officers shall be held responsible for the enforcement of all regulations for uniforms and other personal furnishings.

4609. RELINQUISHMENT OF DEPARTMENT PROPERTY

Uniforms, personal furnishings and other equipment issued by the Fire Department shall be returned to the Clothing Depot upon retirement, resignation, death, relinquishment, dismissal, or suspension for more than thirty (30) days, or a leave of absence for more than six (6) months.

ARTICLE 47. MISCELLANEOUS/CIVILIAN EMPLOYEES

4701. PERFORMANCE OF DUTIES

Employees of the Department who are not members of the uniformed force shall perform their duties under the direction of their immediate supervisor.

4702. RULES, REGULATIONS, AND ORDERS

They shall observe all rules, regulations, and orders of the Department applicable to their positions and be subjected to the disciplinary procedures as specified in the Charter.

4703. SICK AND DISABILITY

They shall be governed by sick and disability provisions contained in the rules of the Civil Service Commission.