
	<b>West Fargo Fire &amp; Rescue Policy and Procedure</b>			Authorized by:  D. Fuller Fire Chief
	Subject: GENERAL RULES			
	Section: ADMIN	Date Authorized: 8/5/2015	Date Reviewed: 11/1/2017	
	Number: 102			


**Intent**

To establish general rules for the West Fargo Fire Department, applicable to all members


- They shall comply with the provisions of the operational manuals and the policies of the West Fargo Fire Department that apply.
- No member shall use the uniform of the department or any part thereof for the purpose of gaining free admission to any place where admission is charged except in the execution of official duty.
- All members shall report for duty at the time and place assigned in proper uniform, groomed and ready for work. They shall wear the assigned uniform while on duty and maintain the uniform in presentable condition. Uniform wear will conform to West Fargo Fire Department Policy 112 - Uniforms.
- Those assigned to administrative duty shall work from 7:30am to 4:00pm (M-F)
- Those assigned to operations shall work 12 hour shifts as scheduled
- Any member unable to report for duty at the time assigned shall notify their immediate supervisor at least 1/2 hour prior to such reporting time. The Battalion Chief or Captain in Charge shall arrange overtime if needed, and will ensure the required paperwork is completed.
- Members assigned to full time duties shall remain in radio contact or within the sound of the station alert system while on duty unless granted permission or ordered to leave by proper authority.
- Members on extended sick leave, in excess of five shifts shall report a weekly update to the Fire Chief. When returning to duty they shall notify the Fire Chief at least 24 hours in advance. A Doctors release will be required prior to return to duty when deemed necessary by the Fire Chief.
- All job related injuries, regardless of how minor will be reported to your immediate supervisor, and all necessary paperwork will be filled out.
- Continuance or advancement in the service will depend solely on ability, character, and good conduct. Any attempt to bring outside influence for the purpose of securing transfer, promotion or to avoid penalties for violations of the rules shall be considered insubordination.
- All members are subject to recall in case of multiple alarms or other serious emergencies. Callback will be performed in accordance with West Fargo Fire Department policies. All members are encouraged to make every effort to respond when called.

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- All members will keep their supervisors informed on matters of interest to the department. They are encouraged to offer any suggestions or recommendations they deem worthy.
- No member may solicit or accept from the public a reward or consideration for services rendered in the line of duty unless authorized by the Fire Chief.
- Any member planning to resign from the department shall file written notice with the Fire Chief.
- Officers shall make a full written report to the Chief of any member who saves a life at the risk of his/her own or performs any other especially commendable act.
- Members shall not leave any assigned post of duty unless properly relieved or ordered to so by a superior officer.
- No Officer shall assign a member to any duty without first assuring himself/herself that the member is capable of such duty.
- Alcoholic beverages shall not be brought into any station, nor shall any member indulge in or be under the influence of intoxicating liquors, narcotics or any other controlled substance while on duty or in uniform. Members shall not render themselves unfit for regular duty from overindulgence in alcohol, narcotics, or any other controlled substance. Members taking prescription drugs that contain narcotics or any other substance that may affect the ability of the member to perform his job must be cleared to work by his physician while taking the medication and must inform his supervisor. Members will not respond to alarms for eight hours after consuming alcohol.
- Members shall not use obscene or uncivil language at fires, in quarters, or while representing the department at any function. Engagement in altercations under any circumstances is prohibited. Members are expressly forbidden to engage in any horseplay or similar activities that may result in injury or illness to anyone.
- Gambling will not be permitted in any department building while on duty.
- Members shall be responsible for the proper care and safekeeping of all department property under their jurisdiction. Property shall not be loaned outside the department without permission of the Fire Chief or Assistant Fire Chiefs. An "Equipment Loan Form" will be filled out for all property loaned out.
- Members will practice economy in the use of supplies and metered services and see that waste is avoided.

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- Members will report any abuse, misuse, theft, or loss of department property observed by them to their immediate supervisor.
- Members shall, under the supervision of their company officer, be responsible for the condition and operation of apparatus to which they are assigned and will be held strictly accountable for its readiness for service.
- Members shall acquaint themselves with the topography, physical condition and other matters effecting driving conditions in all parts of the City of West Fargo.
- Members driving apparatus shall possess a valid North Dakota operator's license and shall know all provisions of the North Dakota vehicle code and City of West Fargo traffic ordinances regarding their privileges and responsibilities as the operator of an emergency vehicle.
- Red lights and sirens will be used only while responding to alarms or when necessary while working or parked in a hazardous location. All traffic regulations will be obeyed while driving under non-emergency conditions.
- A safe distance is to be maintained at all times between responding apparatus.
- Whenever apparatus is being backed or maneuvered, members shall be alert at all times to assist in seeing that traffic is warned and that the driver of the apparatus is assisted in every way possible to prevent accidents. Emergency lights may be used during backing operations to alert traffic.
- When a member receives an order that is in conflict with a previously received order, they shall so inform the officer issuing the conflicting order and be guided by, said officer's instructions.
- When an officer issues an order, being aware that the order is in conflict with a previously issued order that officer shall be held accountable for any harmful results which may ensue from their interference with the execution of the previous order.
- Members shall act in a higher rank when assigned and accept responsibility for the performance of the duties of that position.
- Any member assigned to duty in a higher command shall have the responsibility, the authority, and be entitled to all the privileges of that office.
- Personal hobbies may be brought into stations during unscheduled time with the approval of an officer as long as the hobby is not bothersome to other members and that hobby areas are cleaned up when finished each day.

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- Persons other than West Fargo Fire Department personnel shall not be permitted to enter a building where a fire has occurred and the fire department still retains control of the building without permission from the officer in charge. If the officer in charge grants permission, a department member shall be assigned to accompany any person allowed to enter such a structure.
- In the event of suspicion of arson, the Incident Commander at the scene shall immediately report such information to the Fire Chief, the Fire Inspectors and the West Fargo Police Department. All evidence shall be preserved and the premises shall be guarded until the arrival of the fire investigators.
- Any loss of private property at a fire not attributable to the fire itself shall be reported to the officer in charge and every effort made to locate the missing property. If it is not located this information shall be included in the fire report.