

Okaloosa Island Fire Department
Okaloosa Island Fire District

RULES AND REGULATIONS

Rule 1. Each member of the Department shall be provided with a copy of the rules and regulations of the Okaloosa Island Fire Department and shall familiarize himself/herself with the contents thereof as to be able to pass a creditable examination thereon at any time. Any member who cannot cheerfully comply with all rules and regulations should tender his/her resignation at once.

Rule 2. Members must conform to and promptly and cheerfully obey all rules, regulations, orders, laws, and ordinances of the Department, whether general, special, or verbal, for the government of the Department or individuals.

Rule 3. Each member of the Department shall become familiar with the location of fire hydrants and fire alarm boxes, and shall be subject to examination thereon at any time.

Rule 4. Members must be strictly on time and prompt in obedience.

Rule 5. Each member of the Department shall wear the uniform approved by the Board of Fire Commissioners, which shall be worn at all times while on duty and when otherwise instructed by the Chief.

Rule 6. No member of the Department, while on duty, shall leave his/her post of duty for any reason whatsoever, without permission of the Chief.

Rule 7. Members shall be courteous on all occasions, being especially careful to answer telephone calls politely; to receive and escort visitors courteously; to use no disrespectful or insulting language to or about other members; and to address their superior officers by their proper titles, always using the word without any abbreviation whatever.

Rule 8. Regular members of the Department must devote their entire time and attention to the duties of the Department, and must be prepared at all times, whether on or off duty, to respond to alarms of fire, unless sick. As far as propriety of conduct is concerned, they shall be considered to be always on duty.

Rule 9. No member of the Department except the Chief, or his representative, will be allowed to make any purchases for the Department, chargeable to the Fire District.

Rule 10. Members must not loan, sell, or give away any Fire Department property, and must carefully protect the same from waste or abuse; and they must not loan part of the prescribed uniforms to any person(s) outside of the Department, or allow it to be used for any but legitimate purpose.

Rule 11. No member of the Department shall sell or assign his salary, or incur liabilities which he/she is unable or unwilling to pay, or neglect or refuse to honorably discharge, and promptly pay all indebtedness.

Rule 12. Political and religious discussions, wrangling, gambling, and consuming alcoholic beverages are forbidden at all times while on duty or on the premises of the Fire Department.

Rule 13. No member of the Department shall receive pay during the time he/she stands suspended for any cause.

Rule 14. No person except members of the Department will be allowed to ride on any apparatus, either going to or returning from fires or alarms of fire, except by permission of the Chief. All members of the Department shall ride on the apparatus unless otherwise impractical to do so.

Rule 15. All proper dispatch will be used in reaching a fire, consistent with safety. Officers, if available, will direct drivers as to the speed at which they shall proceed to and return from fires, and hold drivers responsible for any reckless or imprudent driving.

Rule 16. The utmost order and decorum should be observed in going to, working at, and returning from fires.

Rule 17. Officers shall be just, dignified and firm in their intercourse with subordinates, being careful to abstain from vile, abusive, or immoderate language in giving orders and directions; to never unnecessarily endanger their lives or limbs; to see that all rules and orders are strictly carried out; and to promptly report any transgression of any regulation, rule, law, or ordinance.

Rule 18. The labor in the apparatus house shall be as equally distributed as possible, together with any extra work, labor, or services therein; and no member thereof shall receive any compensation therefore, except his/her salary as fixed by the Board of Fire Commissioners. Any work that is necessary to be done outside of fire duties, but in connection with the Department, shall be performed by the firefighters on duty when ordered to do so by the Chief.

Rule 19. Each member of the Department, regular or call personnel, shall be subject to reprimand or suspension for any of the following causes:

- (a) For neglect of duty.
- (b) For absence without leave.
- (c) For disrespect to a superior officer, or a subordinate.
- (d) For conduct unbecoming an officer and a lady/gentleman.
- (e) For indecent, profane, or harsh language while on duty or in uniform.
- (f) For conduct subversive to the good order and discipline of the force.
- (g) For adverse discussion about the affairs of the Department or about any member thereof.
- (h) For any violation of any rule, regulation, law, ordinance, or order of the Fire Department.

Rule 20. Each member of the Department, regular or call personnel, shall be subject to dismissal for any of the following causes:

- (a) For violating any criminal law.
- (b) For intoxication while on duty.
- (c) For willful disobedience to any lawful order.
- (d) For gross immorality, indecency, or lewdness.
- (e) For being an habitual user of intoxicating liquors.
- (f) For gross incompetency to perform the duties of his/her office.
- (g) For neglect to pay just debts contracted while a member of the Department.
- (h) For willfully and continually violating any of the rules, regulations, laws, or ordinances of the Department.

Rule 21. The Chief of the Fire Department shall be the executive head thereof, and shall be responsible for the discipline (good and proper conduct of the entire Department); the enforcement of all regulations, rules, laws, orders, and ordinances pertaining thereto; and for the care and condition of the apparatus house, apparatus, fire alarm system, and all other property of the Department.

Rule 22. The Chief shall attend the regular meetings of the Board of Fire Commissioners or any other meeting whenever requested to do so.

Rule 23. The Chief shall submit to the Fire Commissioners, annually, at the first meeting of that body in the month of January, an inventory of all property belonging to the Fire Department. He shall make requisitions to the Chairman of the Board of Fire Commissioners for all needed repairs and supplies to prevent stoppage of service.

Rule 24. It shall be the duty of the Chief to present to the Board of Fire Commissioners, quarterly, a schedule of duties to be performed by the members of the Fire Department on duty.

Rule 25. The Chief shall make to the Fire Commissioners written monthly reports of all fires occurring in the Fire District, with the estimated value of all property and property destroyed, the cause thereof, and such other information as he may consider important. He shall also make recommendations from time to time of the needs and requirements of the Fire Department.

Rule 26. The Chief shall attend all fires and shall have command of all apparatus, equipment, officers, firefighters, and call personnel. He shall give such orders and adopt such measures as he may deem necessary for the extinguishing of fires, the protection of life and property, and the maintenance of good order.

Rule 27. The Chief shall cause to examine all buildings, except private residential dwellings, at least every year in order to become familiar with their construction; the class of business carried on; the class of goods on each floor, and whether combustible or noncombustible; and check if entrance to stairways, halls, and exits are accessible; and learn the most expedient manner of attack in case of fire. He shall notify the owner or tenant of properties, whereon are accumulations of waste material of a combustible nature, to remove the same, and he shall make a report thereof in writing to the Fire Commissioners.

Rule 28. The Chief shall cause to be kept a record of all fires and alarms of fires, all inspections of buildings and other inspections, and shall keep a record of the firefighters at all times.

Rule 29. The Chief may grant leave of absence to members of the Department for a period not to exceed twenty four (24) hours; but leaves of absence for a longer period must be approved by the Chairman of the Board of Fire Commissioners. In urgent cases, the Chairman may grant leave of absence to the Chief.

Passed and adopted this 12th day of July 1977.

By: Bruce McClure
BRUCE MCCLURE, Chairman
Board of Fire Commissioners

ATTEST:

Charles A. Chubb
CHARLES A. CHUBB, Secretary
Board of Fire Commissioners