

City of Vallejo

Fire Department


Rules and Regulations

&

Manual of Operations

November, 2010

VALLEJO FIRE DEPARTMENT MANUAL OF OPERATIONS

	Subject: Rules/Regulations and Manual of Operation		S.O.G. # 1.1.1	
			Page 1 of 31	
	Volume: 1	Chapter: 1	Section: 1	
	Approved By: Fire Chief Robertson		Date Issued: 10/15/10	Revision Date:
	Attachments: Rules & Regulations Manual of Operations	Resources/Cross Reference: N/A		

CHAPTER I - PREAMBLE

These Rules, Regulations and Standard Operating Procedures shall be a formal part of the Labor Agreement. New rules, or changes in these rules, shall be accomplished through mutual consent during the term of this Agreement. The Union agrees that its members shall comply with all Fire Department Rules, Regulations, Administrative Orders and Standard Operating Procedures/guidelines. The Employer agrees that disputes regarding the interpretation or application of Departmental Rules, Regulations, Administrative Orders and Standard Operating Procedures/Guidelines shall be subject to the grievance procedure.

The Rules and Regulations Committee shall be made up of Administrative staff and members of the Labor Organization. The goal of the Committee is to formulate and distribute a clear and concise body of work which shall assist all members in the performance of their roles and responsibilities while operating as a member of the Vallejo Fire Department. The body of work will constantly be amended or revised, and have updated or new items added to the various volumes and chapters contained herein. As the fire service is constantly changing and evolving, so to shall this body of work also grow and evolve to meet the needs of the Members, the Department, the City of Vallejo and its Citizens.

Fire Chief

IAFF Committee Chair

CHAPTER II - ORGANIZATION OF THE DEPARTMENT

- A. Administrative Ordinances of the City of Vallejo provide for a Fire Department and authorize the City Council to enact other ordinances to organize and prescribe the functions of the Fire Department.
- B. The Charter vests complete administrative authority over the Fire Department with the City Manager.
- C. The City Manager appoints and has administrative supervision over the Fire Chief.
- D. The Fire Chief is responsible for the administration and supervision of the operations of the Fire Department and all its respective divisions.
- E. Second in command of the Fire Department shall be the Deputy Fire Chief so designated by the Fire Chief.
- F. In the absence of both Fire Chief and Deputy Fire Chief, the senior suppression Chief Officer on duty shall be in command.
- G. The operations of the Department are conducted by the following organizational units:
 - 1. Fire Administration
 - a. The Fire Administration Division shall be under the direction of the Fire Chief and is staffed with the Fire Chief, Deputy Fire Chiefs and support staff.
 - 2. Fire Suppression Division
 - a. The Fire Suppression Division is separated into three shifts. Each shift shall be under the direction of a Battalion/ Assistant Fire Chief.
 - b. Each Fire Company shall be under the direction of a Company Officer (Captain) and is staffed with an Engineer and Paramedic Firefighters or Firefighters. Fire Companies are designated as Engine and Truck Companies. In addition, Companies may include specialized pieces of equipment

3. Fire Prevention Division

- a. The Fire Prevention Division shall be under the direction of the Fire Marshal or the Fire Chiefs designee. The Division may be composed of the Fire Marshal, an Assistant Fire Marshal, Fire Prevention Inspectors and support staff.

4. Fire Training Division

- a. The Fire Training Division shall be under the direction of a Battalion Fire Chief. The Division may be composed of a Training Officer/Specialist, Fire Captains, Paramedic Coordinator and support staff.

CHAPTER III - DUTIES OF FIRE ADMINISTRATION PERSONNEL

A. **Fire Chief** shall:

1. Be the Chief Executive and Administrative Officer of the Fire Department, and shall have supervision over all members; provide necessary leadership to effectively direct departmental operations.
2. Assume full management responsibility for all Fire Department services and activities including administrative support services, administration of policies and procedures, fire suppression, hazardous materials, fire prevention, fire training, fire and life safety code compliance, emergency medical services and communications.
3. Manage the development and implementation of Fire Department goals, objectives, policies and priorities for each assigned service area; establish, within City policy, appropriate levels of service and staffing; allocate resources accordingly.
4. Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload, administrative and support services relationships; identify opportunities for improvement; direct the implementation of changes.
5. Respond to major incidents and direct suppression activities as necessary.
6. Take all measures which he/she may deem expedient to extinguish fires, protect property and/or save lives.
7. See that all laws and ordinances of the City, applicable State and Federal laws falling under his/her jurisdiction and all rules and regulations concerning the Fire Department are enforced.
8. Diligently observe the operations of members of the Department, and shall promptly investigate any adverse conditions affecting the Department. He/she shall promptly recommend and/or request any action necessary to correct same.
9. Represent the Fire Department in relationships with public, community groups, professional organizations, other City departments/divisions and outside agencies.

10. See that proper discipline is maintained by the officers and staff, and shall promptly investigate any member of the Department who cannot or does not fully and promptly perform his/her duties in the Department.
11. Make assignments or details of the members of the Department as he/she may deem necessary and proper, provided, however, such assignments or details are within the scope of the Civil Service Rules and the Labor Agreement.
12. Manage the disaster preparedness emergency response program.
13. Have power in the event of fire or other emergencies, to demolish buildings and parts of buildings which, in his/her judgment, might endanger life or cause further damage to property.
14. Report to the City Manager at least once per month or more often, if necessary, as to the status and operation of the Department and its members.
15. Report to the Civil Service Commission and City Manager whether the services of probationary members are satisfactory or not.
16. Insure that accurate records of all business transacted by the Department are kept in proper form.
17. Have full power during a conflagration or other extraordinary emergency to recall the off-duty personnel to service as outlined in the Labor Agreements.
18. At his/her discretion, call a meeting of the Chief Officers and/or Company Officers. These meetings, as far as practical, will be held on alternate shifts and all Chief Officers and/or Company Officers shall be present unless excused.
19. Report all serious burns or deaths to the State Fire Marshal's Office with any necessary evidence and the cause of the fire, if determined.
20. At all times, be aware of the morale and well being of the members of the Department and shall take necessary action to insure morale is maintained at the highest level at all times.
21. Participate in hiring and promotion of employees; may participate in labor negotiations with labor groups.
22. Perform other duties as the City Manager may direct.

CHAPTER IV - DUTIES OF FIRE SUPPRESSION PERSONNEL

A. **Deputy Fire Chiefs** shall:

1. Provide necessary leadership to effectively direct departmental operations.
2. Participate in the development and implementation of Fire Department goals, objectives, policies and priorities for each assigned service area; establish, within City policy, appropriate levels of service and staffing; allocate resources accordingly.
3. Analyze problems and management issues in order to develop and implement solutions.
4. Respond to major incidents and participate in command or staff functions.
5. Respond to questions from the public, investigate complaints and recommend appropriate action.
6. Represent the Fire Department in relationships with public, community groups, professional organizations, other City departments/divisions and outside agencies.
7. May attend regular and special City Council meetings to provide background information and research data on plans, proposals, alternatives and recommendations on agenda items.
8. Plan, assign, supervise, and inspect work of department personnel through the chain of command.
9. Insure that buildings, grounds, furnishings, records, apparatus and safety equipment are inspected and up to safety standards.
10. Act as Fire Chief in case of absence.
11. Assist in updating and maintaining of rules, regulations, and the Manual of Operations by drafting policies and procedures.
12. Prepare and present comprehensive oral and written reports.
13. Perform other duties as assigned by the Fire Chief.

B. Battalion/Assistant Fire Chiefs shall:

1. Be the Executive Officer of their respective shift and/or Division. Shall administer their shift and/or Division to conform to the policies and practices of the Department and shall coordinate the duties of subordinate officers to effect unity of cooperation.
2. Demonstrate leadership both in the fire station and in the field.
3. Be responsible for all personnel on his/her shift as well as all stations and equipment.
4. Arrange for work orders, repairs and replacement for Department facilities and apparatus with proper City departments; authorize work in accordance with proper budgetary controls.
5. Ensure that all members under his/her command comply with the Rules and Regulations, Manual Of operations and all other orders within the Department.
6. Promptly investigate all reported or observed violations of Rules and Regulations or Manual of Operations. He/she shall submit a written record of all facts concerning such investigation including their recommendation to the Deputy Fire Chief and/or the Fire Chief within forty-eight (48) hours after completion of the investigation.
7. Remain inside the Fire Department response area during their tour of duty except when Department business requires their presence elsewhere.
8. Respond to all alarms and make decisions as to firefighting methods to be employed and the need of additional resources; direct crews in firefighting and related life and property conservation in accordance with the incident command system.
9. Be responsible for the condition, efficiency and staffing of their respective shift.
10. Immediately notify the Deputy Fire Chief and/or Fire Chief of second or greater alarms or extraordinary occurrences in which accidents, deaths or unusual incidents occur, to either civilian or Department members. They shall immediately initiate a complete investigation into the cause and report the result of said investigation in detail and in writing.

11. Investigate carefully and thoroughly all meritorious acts occurring within the Fire Department.
12. At all times, be aware of the morale and well being of the members of their shift/Division and shall take necessary action to ensure morale is maintained at the highest level at all times.
13. Confer with each other at the change of shift, or leave in writing any pertinent information essential to the operations of the Department on the proper forms as provided.
14. Perform such other duties within the scope and authority of the Fire Department as the Fire Chief may direct.

C. **Captains** shall:

1. Demonstrate leadership both in the fire station and in the field.
2. Be responsible for assigning, reviewing and checking the work of members of his/her company, monitoring and evaluating performance, approving requests and resolving grievances. He/she is also responsible for maintaining proper conduct and discipline within the company.
3. Be expected to be a good example for the subordinate personnel in his/her conduct, personal appearance, speech and performance.
 - a. Maintain an atmosphere which will generate good relations and efficient work production.
4. Acquire a thorough knowledge of the duties of their rate, and shall be responsible for the enforcement of the Rules and Regulations, Standard Operating Procedures/Guidelines and Manual of Operations.
 - a. Keep members of his/her company informed of rules, regulations and standards of conduct.
5. Exact proper order and discipline from his/her personnel in the stations, at fires or other emergencies.
 - a. Take all possible steps to prevent situations which might lead to disciplinary action.

- b. Gather and analyze all facts and carefully consider circumstances before taking disciplinary action
 - c. Constructively admonish members individually and in private whenever possible.
6. Be responsible for the cleanliness and maintenance of his/her stations, the apparatus, tools, equipment and other department property. Whenever they ascertain that repairs or adjustments are necessary for the efficient operation of any such property, they shall immediately notify their supervisor.
7. Shall give particular attention to the form, accuracy, completeness and submission of all required reports in the time set by policy.
8. Promptly respond with his/her company to all assigned alarms and utilize the Incident Command System (ICS) on arrival at the scene of an incident.
 - a. See that apparatus is inspected for any damage or missing/damaged equipment before leaving the scene of an incident.
 - b. Require that the apparatus be properly housed, cleaned, inspected and serviced immediately following return to quarters.
9. Require Company members to be proficient in their respective duties.
 - a. He/she shall be responsible for conducting company drills and classes.
 - c. He/she shall insure that their company attends all assigned training in accordance with the schedule formulated by the Training Division
10. Diligently instruct Apprentices and newly appointed members assigned to their Company, and shall maintain an accurate record for the required probationary reports.
11. Require strict observance of state federal and city laws, Rules and Regulations and the Manual of Operations governing the operation of motor vehicles under their supervision.

Promptly notify their supervisor whenever accidents involve motor vehicles under their charge. Prepare and submit an accident report. Such report shall include the names, addresses and statements of all available witnesses.

12. Promptly notify their supervisor whenever matters of unusual nature involve their Company and when necessary, submit a written report to their supervisor.
13. Not allow intoxicated persons or persons under the influence of any other substance in or about the stations and shall have them removed if necessary.
14. Not permit advertisements or communications to be displayed in or about the stations or on the company bulletin boards unless authorized by the Fire Chief. This provision does not apply to Union bulletin boards.
15. Preserve, as required, all orders, communications, notices and records pertaining to the operations of the station, unless otherwise directed.
16. Confer with each other at the change of shift, and leave in writing any pertinent information essential to the operations of the Department on the proper forms provided.
17. Schedule a community mess at each station for all members. All personnel will participate with no exceptions.
18. Perform other duties as assigned by his/her supervisor.

D. Station Commander shall:

1. Be the Senior Captain assigned to a station. He/she is responsible for setting up the administrative program for the station, scheduling of work assignments, and general supervision over all members assigned to the station.
2. Be responsible for the cleanliness and maintenance of the station facilities, assigned apparatus and equipment.
3. Be responsible, with the assistance of all Captains, for seeing that all educational materials are kept in a systematic, orderly manner and are readily available to all members within the station.
4. Be responsible for seeing that all procedures established Manual of Operations in connection with the keeping and filing of educational materials are followed.

E. Shift Commanders shall:

1. Be the Senior Captain in the station on their respective shift. They shall be responsible for the morale and the efficient, harmonious administration of the companies assigned to the station on his/her shift.
2. Promptly report problems or deficiencies to his/her supervisor and then enter the necessary data in the Company Journals.
3. He/she shall convey to all members any new Department orders and communications. Whenever necessary, convey other company instructions or information.
4. Insure that the Captains supervise their respective members in connection with all station duties and work assignments.

F. Members on Limited and Acting Assignments shall:

1. Have the responsibility and authority of the position to which they are assigned, including the enforcement of the Manual of Operations but shall be subordinate to those officers holding a regular appointment.
2. Make no arbitrary changes in policy and normal operating procedures without the approval of the Fire Chief's Office.

G. Firefighter/Engineers shall:

1. Drive and operate fire apparatus in accordance with federal regulations, state vehicle codes and all local and departmental driving regulations, at all times.
2. Under the supervision of his/her be responsible for the condition and operations of the apparatus and equipment to which they are assigned.
3. Acquaint themselves with the topography, physical conditions, and other matters affecting their response areas.
4. Familiarize themselves with practices and procedures relative to water supply, fire streams, pump capacities, motor and other operations
5. Inspect apparatus as follows:
 - a. Bring any repairs needed to the attention of the Captain and submit repair tags, complete daily, weekly and monthly reports as required by policy.

- b. Inspect their apparatus and equipment before leaving the scene of an incident for any damaged or missing tools or equipment.
 - c. Properly clean, inspect, service and house their apparatus immediately following their return to quarters.
6. Perform other duties as assigned by their immediate supervisors within the scope of the Fire Department.

H. **Firefighters** shall:

1. Perform their duties as directed by Captain and shall carry out all legal orders and directions of the Captain and Chief Officers, with relation to their duties as members of the Fire Department.
2. Acquaint themselves with the topography, physical conditions, and other matters affecting their response areas.
3. Perform other duties as assigned by their immediate supervisors.

CHAPTER V DUTIES OF FIRE PREVENTION DIVISION PERSONNEL

A. **Fire Marshal or Division Chief** shall:

1. Be responsible for all fire prevention and fire investigation activities in the City.
2. Have charge of the Division and shall be responsible to the Fire Chief for the efficient operation of the Division. He/she shall exercise administration and supervision over all members appointed or assigned to the Division.
3. Be responsible for the enforcement of the currently adopted Uniform Fire Code and all other laws and ordinances falling under the jurisdiction of the Vallejo Fire Department. He/she shall recommend those changes in the codes and ordinances that are necessary to keep abreast of changing conditions and create better methods of handling fire prevention problems.
4. Investigate, or cause to be investigated, all fires to determine the cause. He/she shall be in full charge of all investigations of arson or suspected arson fires. He/she shall file, or cause to be filed, reports on all fire investigations and shall be responsible for gathering of evidence for prosecution of the case, if required. He/she shall cooperate with and assist all other authorities or agencies that may be called in on such cases.
5. Prepare at least one per month, or as often as requested by the Fire Chief, a report on the activities of the Division to be submitted to the Fire Chief.
6. Prepare publicity and fire prevention programs throughout the year, and insure the public is kept informed of fire safety and fire prevention practices.
7. Perform such other duties as may be assigned by the Fire Chief, within the scope and authority of the Fire Department.
8. Be under the supervision of the Incident Commander while engaged in fire investigation activities at the scene of a fire emergency
9. Perform other duties as assigned by his/her supervisor.

B. **Assistant Fire Marshal** shall:

1. Perform all duties as assigned by the Fire Marshal (Division Chief), Deputy Fire Chief or Fire Chief, within the scope and authority of the Fire Department.

2. Report directly to the Fire Marshal (Division Chief).
3. Be responsible for direct supervision of division personnel as assigned by the Fire Marshal (Division Chief).
4. See that all policies and directives of the Fire Marshal (Division Chief) and the Fire Department, as related to the Fire Prevention Division, are carried out.
5. Assume the responsibilities of the Fire Marshal (Division Chief) in the absence of the Fire Marshal (Division Chief), and report directly to the Deputy Fire Chief or Fire Chief.
6. Perform other duties as assigned by his/her supervisor within the scope of the Fire Department.

C. Fire Prevention Inspectors shall:

1. Be under the direct supervision of the Fire Chief, Fire Marshal (Division Chief) and/or the Assistant Fire Marshal while engaged in fire prevention work or activities.
2. Be under the supervision of the Incident Commander while engaged in fire investigation activities at the scene of a fire emergency.
3. Be responsible for keeping accurate records and reports on all inspections and/or investigation activities.
4. Perform all other duties as may be assigned by his/her supervisor.

CHAPTER VI - DUTIES OF TRAINING DIVISION PERSONNEL

A. **Battalion Fire Chief or Division Chief** shall:

1. Create, organize, manage and implement training programs within the Department.
2. Be responsible for ensuring that all members receive adequate training in all phases of firefighting, emergency medical and rescue practices and to keep abreast of all modern methods in firefighting tactics and strategy.
3. Report to the Fire Chief on all training activities within the Department.
4. Maintain all records regarding on and off duty training of personnel.
5. Be responsible for purchasing and maintaining a library equipped with the latest fire training manuals and books.
6. Be responsible for testing new methods of firefighting, emergency medical care and/or rescue practices and recommend implementation of same if found effective and safe in accordance with current standards.
7. Forward written evaluations regarding Apprentices' training and other members undergoing remedial and/or specialized training to the Fire Chief, along with recommendations.
8. Be responsible for ensuring company in service training programs are current.
9. Submit a written report of training activities at least once a month to the Fire Chief.
10. Shall perform other duties as may be directed by the Fire Chief within the scope of the Fire Department.

B. **Fire Captains or Training Specialists** assigned to Training shall:

1. Be responsible for keeping accurate records of training activities.
2. Assist in Apprenticeship Program.
3. Instruct and/or assist in departmental training programs.
4. Perform all duties as assigned by the Battalion (Division) Chief.

C. Paramedic Coordinator Shall:

1. Plan, organize, administer and coordinate the Emergency Medical Services activities for the City of Vallejo Fire Department.
2. Develop and recommend program activities, policies and procedures for the Fire Department's EMS service delivery. Develop proposals and prepares presentations for enhancing EMS delivery to the community.
3. Provide quality assurance and safety of the Fire Department's Emergency Services System.
4. Instruct, train and coordinate the instruction and training of members in current EMS procedures as they relate to public education, CPR, EMT-D, defibrillation, intubations, quality assurance/quality improvement and other EMS functions as assigned. Supervise, coordinate and facilitate the Paramedic Skills Assessment Center testing for prospective candidates.
5. Maintain Fire Department EMS records relating to certification, training, vaccinations, quality improvement, and patient care reports (PCR's), infectious disease exposures and data management mandated by local, state and/or federal requirements.
6. Attend state, county meetings and training seminars.
7. Determine current state and county medical components for disaster preparedness; provide support to the County Health Officer in the event of a local or general disaster.
8. Develop, review and update, as necessary, Vallejo Fire Department and Solano County EMS Agency policies and procedures, and prepare and reviews reports of EMS activities. Supervise and coordinate with the Paramedic Shift Liaisons and their alternates.
9. Coordinate all Fire Department activities and personnel as it relates to Critical Incident Stress Debriefing (CISD), infectious disease prevention and monitoring and other EMS/OSHA policy regulation.
10. Resolve routine administrative EMS matters, and coordinates the purchase of EMS supplies including the ordering, maintain and disposal of department controlled substances.
11. Perform all duties as assigned by the Battalion (Division) Chief.

CHAPTER VII - FIREFIGHTER ETHICS

- A. The primary mission of the Vallejo Fire Department is to provide a wide range of programs designed to protect the lives and property of the citizens of the City of Vallejo from the adverse effects of fire and sudden medical emergencies or the exposure to dangerous conditions created by man or nature. This mission can only be achieved by professional Firefighters who:
1. Ensure that the safety of the citizens of Vallejo and the health and safety of all members are given the highest priority in the performance of all tasks within the organization.
 2. Promote better working conditions among members while valuing cultural diversity.
 3. Ensure that the fire department has zero tolerance for workplace violence, zero tolerance for workplace harassment and zero tolerance for workplace discrimination.
 4. Respect the experience and knowledge of their co-workers.
 5. Thoroughly familiarize themselves with and follow the Labor Agreement, Civil Service Rules and Regulations, and Manual of Operations affecting the operations of the Vallejo Fire Department.
 6. Keep themselves physically and mentally fit.
 7. Recognize and follow good safety,–courtesy, honesty, respect and common sense practices, as they apply to themselves, co-workers and the public.
 8. Strive to continually improve themselves and promote those policies which accomplish the greatest good for the greatest number of people.
 9. Use all resources available to protect the people and property within the City.
 10. Attend all fires or alarms to which they may be assigned, to perform their full duties to the best of their ability.
 11. Keep themselves in readiness to perform their duties and not absent themselves from duty or place of assignment without specific permission of their immediate supervisor. Promptly notify the Chief Officer on duty, his/her duty station and Station #21 of any inability to report.

12. Report the loss, damage or finding of any Department equipment or personal property to their supervisor.
13. Exercise good safety practices to avoid injury to themselves and others while in the performance of duty.
14. Are responsible for safekeeping and proper use of all Department property in their charge.
15. Use resources and services efficiently.
16. Are respectful and courteous in their dealings with the public.
17. Strives to maximize communications at all levels in the department.
18. Demonstrate professionalism and maintaining the highest standards of job performance.

CHAPTER VIII - DISCIPLINE

- A. All disciplinary matters shall be administered in accordance with applicable law, the Labor Agreement, Civil Services Rules and Regulations, and the Vallejo City Charter.
- B. All officers shall promptly report through Fire Department channels any major violations of these Rules and Regulations, Labor Agreement, and the Manual of Operations of the Department. Such complaints and reports shall state clearly the name of the members involved, the nature of the offense, the time and place of the occurrence, the rule, regulation, order or standard violated, and any other pertinent information, and, if available, the names and statements of witnesses.
- C. Minor violations infractions of the Rules and Regulations, Manual of Operations or Labor Agreement shall be immediately called to the attention of the offending members by their on duty officer. If the offenders persist in such violations, their actions may constitute sufficient cause for filing of a formal complaint.
- D. Violations listed under the following headings shall be considered sufficient cause for suspension or discharge, depending upon the degree of offense. When preparing charges, offenses shall, if possible, be designated according to the following headlines:
 - 1. Acts Detrimental to the Welfare of Department - No member of the Department, shall at any time be guilty of any act involving moral turpitude, dishonesty or corruption while on duty.
 - 2. Failure to Respond to Recall Signal - Whenever a conflagration or emergency requires a second, third, or greater alarm must report for duty when summoned a Fire Department representative, in accordance with the Labor Agreement and the Manual of Operations.
 - 3. Failure to Attend Drills When Required - Unless otherwise authorized by the on-duty Chief Officer or Training Officer, members shall attend drills and instruction when required and shall promptly comply with all orders issued for the conduct of such drills and instructions.
 - 4. Gambling on Department Premises - Gambling in any form shall be strictly prohibited in or about Fire Department premises.
 - 5. Indulging in or Being Under the Influence of Intoxicants - Members shall not report for duty at the place of assignment under the influence of any intoxicating liquor, drug or compound, and shall not have any of these

intoxicants in their possession at such time. Members shall not indulge in the use of or be under the influence of intoxicants while on duty. This rule cannot be construed to obstruct the use of, or discipline members who use wine or similar liquids to prepare food, and the amount on hand shall be used on the day required.

6. Insubordination - Members shall respect the authority of their supervisors. Any member who resists such authority or whose conduct is disobedient shall be considered insubordinate.
7. Making False Reports or Giving False Testimony - No members shall knowingly make false reports on any matter, nor shall they willfully or maliciously give false testimony in any hearing of charges.
8. Unauthorized Use of the Uniform or Authority - Members shall, at all times, use the authority, name, badge or uniform of the Department exclusively for those purposes permitted by the Rules/Regulations, and Manual of Operations of the Department.
9. Unauthorized Departure from an Incident - When working at any incident members shall not leave the scene nor shall they be relieved from duty, without the permission of their supervisor.
10. Unauthorized Use or Disposition of Department Property - Members shall take care that Department property is used only for the purposes intended in connection with the operations and maintenance of the Department. No sale, loan or gift of such property shall be made unless authorized by the Fire Chief.
11. Unauthorized Details of Members - Members shall be detailed from their regular places of assignment only when such details are authorized by their supervisor in accordance with the Rules and Regulations, the Labor Agreement, and the Manual of Operations.
12. Use of Profane or Indecent Language - Members shall, at all times, refrain from the use of obscene, profane or disrespectful language.
13. Loss or Damage of Tools and Equipment - Members shall promptly report the loss or damage of Department tools or equipment to their supervisor.
14. Personal Appearance - Members shall reflect cleanliness about their person and their uniform and meet safety standards with respect to beards and hair styles.

CHAPTER IX -COMPANY JOURNALS, DEPARTMENTAL REPORTS AND REQUISITIONS

A. Company Journals

1. A Company Journal shall be maintained in every fire station.
2. All Journals maintained throughout the Department shall contain the complete and accurate chronological sequence of all occurrences affecting the operation and administration of their respective companies. Such occurrences shall include, but not be limited to, entries regarding:
 - a. Roll call
 - b. On duty personnel
 - c. Trades of days off.
 - d. Orders received, time and from whom received
 - e. Regular or special duties performed by members or by the Company collectively
 - f. Delinquency of members
 - g. Injuries or disabilities of members
 - h. Accidents involving departmental vehicles or apparatus
 - i. Unusual occurrences
 - j. Drills, instructions or practices
 - k. Members temporarily excused from duty and the reason therefore
 - l. All other matters pertinent to the administration of the Company, members, or the interest of the Department
 - m. All responses
3. Any corrections of entries made in the Journal shall be made by amendment. No corrections shall be made by erasure, and such person making a correction shall initial and note the date and time of day.

4. The most recent completed journal shall be maintained in the station until such time as the current journal is completed. All other journals shall be maintained by the Administration Division.

B. Inter-Departmental Communications

1. A copy of all communications sent to the Fire Chief's office through normal channels shall be retained by the Company or Division from which the report originated until resolution of the subject.

CHAPTER X – Manual of Operations

- A. Fire Administration shall maintain the Vallejo Fire Department Manual of Operations. This manual shall contain, but not be limited to the following; These Rules and Regulations, Current Memorandum of Understanding, Civil Service Rules, Index of the City of Vallejo Administrative Rules (Full copy of the City Administrative Rules are located on the “K” drive on the City Computer system).

The Manual of Operations shall also contain the current Organizational Chart of the Vallejo Fire Department, Directives, Standard Operating Procedures and Standard Operating Guidelines. The third to the last volume shall be blue in color and shall be the EMS binder containing current JPA, EMS bulletins, and Vallejo EMS policies. The second to last volume shall be white in color and shall contain the Solano County EMS policies and procedures,. The last volume of the Manual of Operations shall contain a chapter which shall be called the Revolving Communications Chapter and the resource material for Directives, SOP's and SOG's. The last volume shall be red in color.

B. Directives

1. Directives shall be those orders that are issued in writing by the Fire Chief and that pertain to operations and procedures within the Department. They are in effect until such time as they are either amended or rescinded. Directives will be identified by name and will be numbered appropriately. Upon the receipt of new Directives the supervisor shall ensure that all on duty personnel read and understand them.
 - a. New Directives are subject to the labor agreement sections covering the Rules and Regulations. Fire administration shall notify the Labor representatives of the Rules and Regulations of the proposed new Directives prior to implementation, if possible.

C. Standard Operating Procedures (SOP'S)

1. Standard Operating Procedures shall be those procedures which shall be performed or applied as stated in the procedure without deviation or alteration. They are in effect until such time as they are either amended or rescinded. Standard Operating Procedures will be identified by name and will be numbered appropriately. Upon the receipt of new Standard Operating Procedures the supervisor shall ensure that all on duty personnel read and understand them.

- a. Standard Operating Procedures may be temporarily altered with the approval of the Duty Chief or Fire Chief. These changes to the procedures should be kept to a minimum to ensure continuity of operations. If the alteration or change is occurring on frequent basis then the procedure should be amended or changed to a Standard Operating Guideline.
- b. In cases of emergency or for safety reasons a Standard Operating Procedure may also be altered. Members should be ready to justify the change in procedure through the Chain of Command.
- c. Permanent changes to Standard Operating Procedure shall be submitted to the Rules and Regulation Committee for review and approval.
- d. New Standard Operating Procedures shall be submitted to the Rules and Regulations committee for review and approval. The Fire Chief shall retain the ability to institute immediate procedures which affect the health and safety of the members. Labor representatives of the Rules and Regulations Committee shall be notified of any procedure which is placed in effect due to urgent conditions and the reasons for such action.

D. Standard Operating Guidelines (SOG'S)

- 1. Standard Operating Guidelines shall be those procedures which should be performed as stated in the procedure. There is discretionary authority to deviate from the guidelines based on situational, emergency, equipment, staffing or other factors which would influence the procedure. They are in effect until such time as they are either amended or rescinded. Standard Operating Guidelines will be identified by name and will be numbered appropriately. Upon the receipt of new Standard Operating Guidelines the supervisor shall ensure that all on duty personnel read and understand them.
 - a. Standard Operating Guidelines may be temporarily altered with the approval of the Duty Chief or Fire Chief. These changes to the procedures should be kept to a minimum to ensure continuity of operations. If the alteration or change is occurring on frequent basis then the procedure should be amended or changed.
 - b. Permanent changes to Standard Operating Guidelines shall be submitted to the Rules and Regulation Committee for review and approval.

- c. New Standard Operating Guidelines shall be submitted to the Rules and Regulations committee for review and approval. The Fire Chief shall retain the ability to institute immediate procedures which affect the health and safety of the members. Labor representatives of the Rules and Regulations Committee shall be notified of any procedure which is placed in effect due to urgent conditions and the reasons for such action.

E. Format and Layout of Manual of Operations.

- 1. All members are encouraged to submit and offer input into the formation of SOP's and SOG's. Should an event, operation or situation arise that shows a need for a new or revised procedure then members should address the issue by submitting a procedure to the Rules and regulation committee through their supervisor.

- a. Members shall use the following format in submitting SOP's and SOG's.
- b. Use Microsoft Word as the word processing software. Book Antiqua as the font and 12 points as the size of font.
- c. Format; the following format shall be used in all Directives, SOP's and SOG's.

Sequence;

A.

1.

a.

(1).

(a).

[1].

[a]

- 2. The following two pages shall represent the form layout of the documents created for the Manual of Operations. The first page is the title page of the document and second page will be used for all subsequent pages. All Directives, SOP's and SOG's should be clear and concise.

- a. If the Directive, SOP or SOG requires resource material then the resource shall be placed in a resource chapter (last volume) of the Manual of Operations. Resources are encouraged, especially with equipment. It is not the intent to rewrite for example the complete operator's manual of a piece of equipment in an SOP or SOG.

Subject of Document

SOP, SOG or Directive.

Numbers represent. Volume or binder# Section# Chapter#

VALLEJO FIRE DEPARTMENT MANUAL OF OPERATIONS



Subject:

S.O.G. # 1.23.45

Page of

Volume:

Chapter:

Section:

Approved By:

Date Issued:

Revision Date:

Usually Fire Chief

Attachments:

Documents attached to a procedure or directive.

Resources/Cross Reference:

If another resource is available such as the MOU or cross referenced in another source. Found in the last volume.

Purpose:

The Purpose of the Document.

Procedure:

The body of the document using the proper format

Sequence;

A.

1.

a.

(1).

(a).

[1].

[a]

VALLEJO FIRE DEPARTMENT MANUAL OF OPERATIONS

Subject:

S.O.G. # 1.23.45

Page of

Volume:

Chapter:

Section:

Procedure:

*Subsequent pages of
any Directive, SOP
or SOG*

The body of the document using the proper format

Sequence;

A.

1.

a.

(1).

(a).

[1].

[a]

Page 2 and subsequent pages

3. Volume's (Binders)

- a. There will be no limit on the number of volumes (binders) of the Manual of Operations. Volumes shall have a number designation.
- b. (Binder) Volume #1 shall contain the Rules and Regulations, Civil Service Rules, Current Memorandum of Understanding, index of City of Vallejo Administrative Rules and the Fire Administration chapter.
- c. Subsequent Volumes shall contain various chapters using a broad heading. The last Volume shall contain all pertinent resources to the various documents throughout the Manual and the Revolving Communications system.
 - (1) If a resource is large and cannot be included in the last volume then a note shall be made as to the location of the resources. i.e. " See Seagrave operators manual for further information"
 - (2) The revolving Communications system shall be used for time sensitive communications which shall have an end or removal date. i.e. An announcement for an upcoming promotional work shop.

4. Chapters

- a. Chapters shall cover a broad subject. i.e. Administration, Safety etc.
- b. Chapters shall be contained in their entirety in one Volume (binder) and shall not continue into a subsequent Volume (binder).

5. Sections

- a. Sections shall be grouped in inside a chapter based upon subject matter. i.e. In the forms chapter, the leave form sections should be grouped together.

6. Numbering system

- a. The number system contain three places separated by a decimal point as follows;

(1) First number shall be the Volume (binder) number. i.e. ①.1

(2) Second number shall be the Chapter number i.e. 1①.1

(3) Third Number shall be the section number i.e. 1.1.①

- b. The third number may be up to three digits long. If a section needs an addendum without altering the original document a letter designation can be used following the last digit. i.e. 1.1.137①

7. Revolving Communications

- a. Revolving communications chapter shall be the last Chapter in the last Volume.
- b. Shall contain documents which cover a limited time period. i.e. Class announcements, Promotional opportunities etc.
- c. Shall be placed into the system by date of issue, with a removal date.
- d. Officers and Acting Officers shall ensure the removal of expired documents.
- e. The Fire Chiefs Secretary shall maintain the Revolving Communications Chapter.

8. Table of Contents

- a. There shall be two tables of contents for the Manual of Operations. The first table of contents shall be chronological order by Volume, Chapter, and Section number. The second table of contents shall be by subject.
- b. The Revolving Communications chapter shall contain its own table of contents.

9. Locations of the Manual of Operations

- a. There shall be a hard copy of the Manual of Operations in each fire station, Training Division, Administration Division, Duty Chiefs Office and Fire Prevention Divisions. The Manual of Operations shall be readily accessible to all members working in the various Divisions.

(1) All Officers and Acting Officers shall ensure that the Manual of Operations is current and that new documents are reviewed by their members.

b. There shall also be a copy stored on the "M" (community area) of the City of Vallejo computer network. All attempts shall be made to input the attachment and Revolving Communications chapters into the computerized copy, but this may be limited due to the ability to scan documents into a readable form. The hard copy in the various locations around the Fire Department will be the best locations to ensure that all pertinent documents are available to all members.

(1) The Fire Chief's Secretary shall ensure that all documents are kept up to date on the "M" drive.

(2) Documents stored on the "M" drive should be stored as .pdf document in a read only format to prevent alterations.

10. Issuance of new material.

a. New Directives, SOP's, or SOG's shall be placed on red clip boards located in all facilities. New materials shall remain on the clip boards for one month following the issuance. After one month the material shall be removed from the clip board and placed in the appropriate volume and chapter of the Manual of Operations. Officers and/or Station Commanders shall ensure that the materials are removed from the clip boards and placed into the Manual of Operations on the first of every month.

b. EMS protocol changes shall be placed on blue clip boards located in all facilities. New materials shall remain on the clip boards for one month following the issuance. After one month the material shall be removed from the clip board and placed in the appropriate volume and chapter of the Manual of Operations. Officers and/or Station Commanders shall ensure that the materials are removed from the clip boards and placed into the Manual of Operations.

c. Training bulletins shall be placed on the green clip boards and be listed by date issued. At the end of each year the Training Division shall review all of the previous year bulletins and shall ensure that any materials that are still current be placed in to a training binder at each station. A table of contents for this binder shall be maintained by the Training Division. All bulletins shall also be maintained in an electronic format on the "M" drive in the community area of the City computer network.