

# **RULES AND REGULATIONS**

for the

## **Fire Department of the City of Stockton**

*as approved by the*

*Civil Service Commission and*

*adopted by*

*the City of Stockton*

*Civil Service Commission Resolution No. 2016-11-17-1202*

*on November 17, 2016*

THIS BOOK IS THE PROPERTY OF THE  
STOCKTON FIRE DEPARTMENT  
AND MUST BE RETURNED  
AT TERMINATION OF SERVICE

Unless otherwise stated, the provisions of these rules and regulations shall apply to all employees of the Fire Department, both sworn and non-sworn. References to "sworn employees," "captains," "chief officers," "engineers" and "firefighters" will apply only to the sworn members of the Department. Reference to "employees" and "supervisors" shall apply to civilian, non-sworn employees.

## **RULES OF PROFESSIONAL FIREFIGHTER ETHICS**

Individuals will best qualify as professional firefighters of the City of Stockton who:

Keep themselves physically, mentally and morally fit; who are obedient; who have the grit and tenacity to persevere under trying conditions; and who have the moral courage to stand by their honest convictions.

Strive to be an expert, thoroughly familiar with the various details of the profession, while respecting the experience and knowledge of associates.

Willingly subordinate personal desires and profits to the Stockton Fire Department's needs and welfare, and maintain a sense of proportion in respect to self importance.

Do not resort to underhanded methods or tactics for personal gain, and are willing put service ahead of self.

Understand the 'necessity for intelligent rules and regulations and to that end will justify and not criticize them.

Do not align themselves with any group or organization which may affect their loyalty, responsibility and obligation to the Department and the regularly constituted municipal government of the City of Stockton; and openly stand with the Department and defend it against unwarranted attack by chronic fault finders, disgruntled and dissatisfied individuals, disruptionists and like elements.

Understand and promote the time-tested principle that simply taking everything and giving as little as possible in return is the wrong road for continuity of service and advancement. We should realize that usually there are no material rewards without hard work.

Realize that good public relations are an important part of the job, both on and off duty.

Appreciate that wages and compensation are never right if the quality of service is wrong.

Make it their business to see that everything possible is done to lessen and reduce Department expenditures without sacrificing the essentials.

Realize that firefighters do not have the right to jeopardize public safety at any time, at any place, or for any reason.

Pledge to work toward making the Department honest, clean, efficient and responsive.

## **ARTICLE 1. - INTRODUCTION**

**Section 1.** These rules, regulations and procedures cannot, nor are they expected to, provide a solution to every question or problem which may arise in an organization established to render emergency service. It is expected, however, that they will be sufficiently comprehensive to cover, either in a specific or general way, the responsibilities ' obligations and duties of employees of the City of Stockton Fire Department. Therefore, employees shall abide by these rules and regulations, even if in disagreement, until such time as it can be reviewed and changed by the proper method, if necessary.

**Section 2.** These rules and regulations are neither designed nor intended to limit any member in the exercise of good judgment or initiative in taking the action a reasonable person would take in extraordinary situations. Much, by necessity, must be left to the loyalty, integrity, and discretion of employees. To the degree in which the individual employee demonstrates possession of these qualities in the application of a conscientious discharge of duty, and to that degree alone, will the Department measure up to the high standards required of the service.

**Section 3.** The rights and privileges of employees of the Department are enumerated in the Charter of the City and the general rules and regulations enacted by the Civil Service Commission. These matters are of such interest and importance to each employee that they should be read in their entirety, and therefore, are not summarized here.

**Section 4.** Violation of the provisions of departmental rules, regulations, policies or procedures, shall be grounds for disciplinary action or dismissal.

## **ARTICLES 2. - ORGANIZATION**

**Section 1.** The Fire Department is organized pursuant to provisions of the Charter of the City of Stockton and Stockton Municipal Code.

**Section 2.** Operating units shall be established by the Fire Chief with the consent of the City Manager.

**Section 3.** organizational units comprising the various divisions of the Department are as follows:

- a. The Fire Chief and a staff of assistants.
- b. The firefighting force will be comprised of individual companies, to which are assigned captains, engineers, and firefighters, all under the direction of battalion chief officers.

c. The Fire Prevention Division is staffed by a fire marshal and necessary personnel. The fire marshal, a division chief officer, may be selected from the ranks of the battalion chiefs and assigned by and hold such office at the pleasure of the Fire Chief.

d. The Training Division is staffed by a director of training and necessary personnel. The director of training, a division chief officer, shall be selected from the ranks of the battalion chiefs and assigned by and hold such office at the pleasure of the Fire Chief.

e. The Fire Communications Division may be staffed by a division chief and necessary personnel. The division chief may be selected from the ranks of the battalion chiefs and assigned by and hold such office at the pleasure of the Fire Chief.

f. The Division of Hydrants is comprised of personnel assigned by the Fire Chief to work under the direction of the fire marshal.

**Section 4.** The duties of the Fire Department shall be as follows:

a. To extinguish all uncontrolled fires within limits of the City of Stockton and other areas under contract.

b. To perform all emergency work outside the city limits of the City of Stockton, as authorized under any agreement ratified by the City Council.

c. To inspect and keep in serviceable condition all Department apparatus, equipment and facilities.

d. To develop and implement all proper means of fire prevention and fire protection.

e. To enforce the provisions of a Fire Prevention Code and other ordinances of the City of Stockton, or laws of the State of California, the enforcement of which is the specific responsibility of the Fire Department.

f. To report any violations of laws, ordinances, codes and regulations to the public officials responsible for their enforcement.

g. To investigate the cause of all fires.

h. To report to the proper authorities all fires resulting from or accompanied by commission of a crime, and to render all assistance possible in the prosecution of those committing such crimes.

i. To assist and relieve persons or animals in distress or danger from fires, medical emergencies, hazardous material incidents, accidents or natural disasters; to aid in the

protection of property and environment from loss by fire, hazardous materials, accident or natural disasters; and to maintain and operate emergency vehicles, as defined by the California Vehicle Code, for such purposes.

j. To maintain in proper form all necessary records of all activities and operations of the Fire Department.

### **ARTICLE 3 - FIRE CHIEF**

**Section 1.** The Fire Chief shall be the Chief Executive Officer of the Fire Department, and subject to the approval of the City Manager, shall have control, management and direction of all members, bureaus and divisions within said Department, and all buildings, apparatus and equipment used in connection therewith. Hereinafter for the purpose of brevity, the Fire Chief will be referred to as the "Chief."

**Section 2.** The Chief shall be in supreme command, when present, and shall take all measures which may be deemed expedient to extinguish fires, protect property and save life; and shall see that all duties of the Fire Department are carried out.

**Section 3.** The Chief shall have full authority to detail any on-duty employee of the Fire Department to such public service as may be necessary.

**Section 4.** The Chief shall recommend in writing to the City Manager any employee of the Department for suspension, demotion or dismissal, stating the reasons therefore, and shall immediately file a copy of said recommendations with the Civil Service Commission, pursuant to the City Charter.

**Section 5.** The Chief shall promptly investigate any request of a Fire Department employee for a leave of absence resulting from sickness and or disability and, if the Chief deems it necessary, shall grant the leave. In any case, a leave of absence exceeding 60 days shall not be granted without special written permission of the City Manager, pursuant to the City Charter.

**Section 6.** The Chief shall assign to each company, bureau or division as many employees as the Chief deems necessary, and shall have the authority to transfer personnel or completely reorganize the membership of any company, bureau, or division, keeping within the limits imposed by the City Charter and limited by budgetary, financial or personnel limitations.

**Section 7.** The Chief shall cause to be kept a complete record or file of all written complaints against employees and the disposition of same.

A notice of the complaint shall be given to the member prior to entry in their personnel file or record.

**Section 8.** The Chief shall cause to be kept a record of employee performance ratings compiled at regular intervals, and copies of commendations for outstanding or meritorious service.

**Section 9.** The Chief shall see that proper discipline is maintained and shall make recommendations to the City Manager for the suspension, retirement, or dismissal of any employee of the Department who, by reason of any violation of the City Charter, cannot or does not fully, energetically, promptly or properly perform his/her duties.

**Section 10.** The Chief shall cause to be kept attendance records of all Fire Department employees which shall be reported to the City personnel officer in the form and on dates as specified.

**Section 11.** The Chief shall notify the City Manager prior to the termination of any probationary period as to the satisfactory or unsatisfactory service of original entrance probationary employees, pursuant to the Civil Service Rules and Regulations.

**Section 12.** The Chief shall have the authority to immediately abate any menace with respect to fire safety which forms a clear and present danger to the life or safety of any person or persons, animals, or the property of others.

**Section 13.** The Chief shall have the authority to make and issue administrative orders in the form of bulletins, special orders, directives, memorandums, information items or procedures manuals and failure to comply with such administrative orders may be construed as a violation of the departmental rules and regulations.

**Section 14.** The Chief shall observe the condition of the employees, apparatus, equipment, stations and the general condition of the Department and shall make such recommendations and suggestions to the City Manager and/or Civil Service Commission respecting the same as deemed proper.

**Section 15.** The Chief shall devote his/her entire business hours to the duties of the Fire Chief's Office.

**Section 16.** The Chief shall notify (verbally or in writing) a deputy chief or other chief officer as designated in the Procedures Manual, and the City Manager prior to any intended absence from the City when going on vacation leave. Said notification to the ranking chief officer should include the destination, approximate length of stay and if possible a telephone number to call in the event of necessity.

**Section 16.1.** In the event that the Chief is absent from the City on business matters or weekends, the ranking chief officer shall be notified along with the Chief's probable location or telephone number.

**Section 17.** The Chief shall not dispatch employees or apparatus to alarms outside the City except in accordance with any agreements ratified by the City Council.

**Section 18.** If because of sickness, injury, vacation or other authorized leave, there is an insufficient number of battalion chiefs, captains, or engineers, the Chief may temporarily fill such vacancies from the appropriate eligible list for a period not to exceed sixty (60) days for any one position.

**Section 19.** The Chief shall also perform such other duties as the City Manager may direct.

#### **ARTICLE 4 - DEPUTY CHIEFS**

**Section 1.** The deputy chiefs shall rank next to the Chief in authority.

**Section 2.** In the absence of the Chief, a deputy chief shall act as Chief, assuming the duties of the Chief and conducting the activities of the Fire Department in keeping with established policy.

**Section 3.** A deputy chief shall act as the personnel officer of the Fire Department and perform such other administrative duties as assigned by the Chief.

**Section 4.** The deputy chief in charge of personnel shall make recommendations to the Chief concerning disciplinary matters and other departmental personnel problems.

**Section 5.** The deputy chief in charge of personnel shall enforce departmental policy and discipline by being thoroughly familiar with the SFD Procedures Manual, SFD Rules and Regulations, Civil Services Rules and Regulations for all Fire Department employees, applicable sections of the City Charter and other such administrative devices as necessary in the exercise of assigned duties.

**Section 6.** The deputy chief in charge of personnel shall review and initial all performance evaluations of subordinate employees at regular intervals and ensure that accurate records are maintained.

**Section 7.** The deputy chief in charge of personnel shall ensure that an accurate up-to-date file of all written complaints on Fire Department employees be maintained. All employees shall be notified regarding complaints and the disposition of same prior to placement into their personnel file or record.

**Section 8.** The deputy chief in charge of personnel shall ensure that accurate information is recorded on daily attendance, sick, injury, vacation, and other status reports which may be required, and report same to the City Personnel Department, as necessary.

**Section 9.** A deputy chief shall represent the Fire Department in certain public functions as the Chief's stand-in or designee when the Chief is not available.

**Section 10.** The deputy chief in charge of personnel shall prepare the master vacation lists and forward same to the Chief prior to December 1, of each year.



**Section 11.** A deputy chief shall assist in the preparation of the Department budget and assist with the Chief in the formulation of the final budget.

**Section 12.** A deputy chief shall review all recommendations submitted by subordinates intended for the Chief's approval. A deputy chief shall make appropriate comments where needed prior to transmission to the Chief.

**Section 13.** A deputy chief shall, when necessary, prefer charges against other employees for violations of Fire Department Rules and Regulations or failure to comply with established policy and procedures and administrative directives.

**Section 14.** The deputy chiefs shall hold the battalion chief's responsible for the satisfactory performance of their duties.

## **ARTICLE 5. - BATTALION CHIEFS**

**Section 1.** The battalion chiefs are next in rank below the deputy chiefs and in the absence of the Chief and the deputy chiefs, the chief officer as designated by the Chief shall assume command.

**Section 2.** Each battalion chief may be assigned a particular duty assignment, such as fire marshal, training director, emergency communications manager, or line assignment as battalion chief, and such staff assignments as the Chief may direct.

**Section 3.** Battalion chiefs shall become thoroughly familiar with the responsibilities of their duty assignments and familiarize themselves with the Departmental Procedures Manual, Departmental Rules and Regulations, Civil Service Rules and Regulations, applicable sections of the City Charter, and such administrative orders and directives as are necessary to efficiently direct operations under their command.

**Section 4.** Battalion chiefs are responsible for the operating condition and efficiency of apparatus, equipment, stations and personnel under their command and as such shall make frequent inspections of same and submit condition reports to the Chief with appropriate recommendations.

**Section 5.** Each battalion chief shall, upon request, submit a budget proposal, with estimated costs, for needed repairs and replacements, etc., of those items within the jurisdiction of their duty assignment or other assigned areas of responsibility.

**Section 6.** The battalion chief's shall ascertain daily the staffing and status of personnel and apparatus under their command and shall take immediate action to rectify any deficiencies.

**Section 7.** The battalion chiefs shall enforce the Departmental Rules and Regulations, Departmental Procedures Manual and other administrative directives and, when necessary, prefer charges against subordinate officers and members for violation of, or failure to, comply with same.

The battalion chiefs shall ascertain that charges are properly documented and that adequate records and reports relating to such charges are submitted when charges are filed.

**Section 8.** The battalion chiefs shall hold the company officer accountable for the performance of the duties and responsibilities enumerated under Article 6, herein.

**Section 9.** Battalion chiefs shall, within their district respond to all full assignment alarms, structure fires, and other alarms where unusual or hazardous conditions are present. They shall assume command until relieved by an officer of higher rank and shall notify the Chief, if he is not present, of major injuries to fire personnel, accidents involving Fire Department apparatus or fire fatalities.

**Section 10.** Battalion chiefs shall, each morning, as early as possible, pick up all reports, requests and communications from the various companies and bring them to the office. They shall then examine and review all reports and communications coming through lower channels and terminate those which can be solved at the battalion chief's administrative level, then segregate, classify or prepare the others for transmission to the appropriate department or other authority. All communications to the Chief shall be carefully reviewed and approved or disapproved prior to transmission to the Chief.

**Section 11.** Battalion chiefs shall be responsible for all departmental property in their charge and see that it is in proper condition for use at all times.

**Section 12.** Upon receiving notice of a piece of apparatus being out of service because of accident, failure, or repairs, battalion chiefs shall immediately take action to remedy the situation.

**Section 13.** The battalion chief may support and oversee the fire prevention, training, and emergency communication programs as set forth by those divisions.

**Section 14.** Battalion chiefs shall also perform such other duties and assignments as the Chief or deputy chiefs may direct.

## **ARTICLE 6 - CAPTAINS/SUPERVISORS (CIVILIAN)**

**Section 1.** Captains/supervisors, under the direction of the chief officers, shall have command and control of personnel, apparatus, quarters and equipment assigned to their respective companies.

**Section 2.** It shall be the duty of captains/supervisors to preserve order and discipline, require and enforce compliance with the rules and regulations of the Department, the Policy and Procedures Manual and the orders of the Chief and other superior officers.

**Section 3.** It shall be the duty of captains/supervisors to keep a complete set of records, as required by the Fire Chief.

**Section 4.** Captains/supervisors shall, unless otherwise directed, submit all departmental reports and official matters relating to the Department to or through their immediate chief officer.

**Section 5.** Captains shall provide for the maintenance of a floor and desk watch during their shift or tour of duty.

**Section 6.** Captains/supervisors are responsible for the operating condition and efficiency of apparatus, equipment, station and personnel under their command and as such shall make frequent inspections of same and submit condition reports to their immediate chief officer with appropriate recommendations. Conditions observed shall be noted in the daily log.

**Section 7.** Captains/supervisors shall supervise the driver's operation of the apparatus, observing that no vehicle shall be driven at a dangerous rate of speed, and that red lights and siren are used as required. They shall see that apparatus responding under non-emergency conditions or returning to quarters observe all rules of the road applicable to ordinary vehicles.

**Section 8.** Captains/supervisors shall see that personnel assigned to their company or division are familiar and comply with all orders issued by the Chief whether in the form of training and fire prevention directives, procedures manual articles or other administrative orders.

**Section 9.** The captain of the first arriving unit at a fire or other emergency shall assume command until relieved by a superior officer.

**Section 10.** Captains shall be responsible for loading of hose on apparatus in their respective companies, and see that complete hose changes are made at intervals as set forth in the Procedures Manual.

**Section 11.** Captains/supervisors shall be responsible for the proper instruction and drilling of the members of their company or division, consistent with official departmental training material, so that the company/division functions as an effective and efficient Departmental unit.

**Section 12.** Captains shall be held responsible for the acceptance of all alarms transmitted to their respective stations or apparatus, and shall be responsible for the proper direction of their company at an emergency scene. They shall be held responsible for proper direction of apparatus to and from alarms and cover-in assignments.

**Section 13.** Captains/supervisors shall also perform such other duties as their superior officers may direct.

## **ARTICLE 7 - ENGINEERS/VEHICLE OPERATORS**

**Section 1.** In the absence of the captain or acting officer, unless otherwise directed, the engineer shall be in command of the company or apparatus and assume all duties of the captain.

**Section 2.** Engineers/vehicle operators shall possess a valid state of California drivers license of the proper class for driving Fire Department apparatus.

**Section 3.** Engineers/vehicle operators shall be familiar with applicable California Vehicle Code (CVC) sections, Stockton City traffic ordinances, and the vehicle operation policies of the Stockton Fire Department.

**Section 4.** Engineers/vehicle operators shall at all times, drive and operate apparatus in a safe manner, with due regard for the welfare of the public and the Fire Department.

**Section 5.** Engineers/vehicle operators shall at the beginning of each shift, check their apparatus/vehicle using the proper equipment check list. If repairs are needed, they shall notify their captain, who shall in turn notify the captain at Station 2 and/or the battalion chief, depending upon the nature of the problem.

**Section 6.** The oncoming engineers/vehicle operators shall, at the beginning of each shift, exchange information with the off-going engineer/vehicle operators in regard to the condition of the apparatus/vehicle to which they are assigned.

**Section 7.** Engineers/vehicle operators shall operate apparatus under direction of their respective captains.

**Section 8.** Engineers/vehicle operators shall perform a visual inspection after each response and report any defects, damage, or missing equipment to their captain.

**Section 9.** Engineers/vehicle operators shall operate their apparatus/vehicle in single file when responding to, or returning from a call in which more than one apparatus/ vehicle must use the same street. Only disabled apparatus/vehicles shall be passed.

**Section 10.** Engineers/vehicle operators shall travel by way of arterials when practical to do so, while responding to alarms. While responding Code 3 with emergency lights and siren activated, they shall enter arterials, slow to 15 m.p.h., and pass through red lights under full control of the apparatus/vehicle, coming to a complete stop when necessary.

**Section 11.** Engineers/vehicle operators, under the supervision of their captain, shall be responsible for the condition and operation of apparatus/vehicle to which they are assigned. They shall be held strictly accountable for the cleanliness and readiness of such apparatus/vehicle for service.

**Section 12.** Engineers/vehicle operators shall assist in every way possible to maintain proper records of maintenance and repairs to their apparatus/vehicle as outlined in Training Manual III, the Procedures Manual, and applicable manufacture's specifications.

**Section 13.** Engineers/vehicle operators shall make no modifications to apparatus without the consent of the deputy chief in charge of apparatus.

**Section 14.** Engineers/vehicle operators shall be knowledgeable of the topography, physical conditions, street names, numbers, locations and all other matters affecting response in their first-in districts and shall familiarize themselves with the characteristics of their second-in districts.

**Section 15.** Engineers/vehicle operators shall be held responsible for accidents resulting from negligence. Where negligence is confirmed, disciplinary action shall result.

**Section 16.** Engineers/vehicle operators shall not drive over fire hoses when going to/returning from, or while maneuvering at fires, unless absolutely necessary, or unless an officer has so ordered. Couplings shall be avoided if possible.

**Section 17.** To avoid backing accidents, engineers/vehicle operators shall have an authorized member of the Fire Department guide them in backup operations of heavy apparatus (unless acting in an emergency). Vehicle operators of light apparatus shall also utilize an authorized member, when available, to assist in backing operations.

**Section 18.** Engineers/vehicle operators shall use red lights only in accordance with the provisions of the CVC when responding to an emergency. While returning to quarters, all laws applicable to non-emergency vehicles shall be observed.

**Section 19.** Engineers/vehicle operators shall use sirens in accordance with provision of the CVC.

**Section 20.** Engineers/vehicle operators shall use air horns in conjunction with sirens on emergency vehicles only when red lights and siren are operating and apparatus is proceeding to an emergency.

**Section 21.** Engineers/vehicle operators shall reduce the possibility of collisions between fire apparatus and/or vehicles by adhering to the policy that, all fire apparatus traveling on streets running NORTH and SOUTH shall have the right of way over apparatus traveling EAST and WEST.

**Section 22.** Engineers/vehicle operators shall not park and leave fire apparatus/vehicle standing at the scene of emergencies in such a manner that will unnecessarily obstruct traffic.

**Section 23.** Engineers/vehicle operators shall not move Fire Department vehicles until all persons on the vehicle are seated and secured with seat belts in approved riding positions unless ordered differently by an officer.

**Section 24.** Engineers/vehicle operators shall keep the shift lever in neutral position and the emergency brake set when apparatus is parked. Fire Department cars, squads, pickups, etc. equipped with auto transmission shall be parked with shift selector in the "park" position and emergency brake set.

**Section 25.** Engineers shall familiarize themselves with practices and procedures relative to water supply, hydrants, fire streams, pump capacities, motor performance, aerial ladder operations, and other operations which will enable them to perform their duties in a safe and proficient manner.

**Section 26.** Engineers/vehicle operators shall keep in constant radio contact with their respective officer during emergency operations and all other times of separation as duties may dictate.

**Section 27.** Engineers/vehicle operators shall not allow anyone other than a member of the Fire Department to ride fire apparatus/vehicles except when authorized by an officer.

**Section 28.** Engineers/vehicle operators not needed at their apparatus and relieved of their responsibilities, may be assigned other duties as required.

## **ARTICLE 8 - GENERAL ORDERS**

**Section 1.** Employees of the Department shall devote their entire time to the performance of their duties while on duty.

**Section 2.** Employees shall attend fires and alarms to which they are assigned, detailed or called, and shall ride on the apparatus going to and returning from alarms in a manner as prescribed by the Procedures Manual. They shall perform their duties as assigned or directed and fatigue from duty at a previous incident shall not be accepted as an excuse for failure to respond to an alarm.

**Section 3.** Employees shall perform their required duties in a prompt, proper, energetic and efficient manner, and continued failure or neglect to do so shall be considered as incompetency.

**Section 4.** Employees must reside within response time from City Hall as set forth in the City Manager's Administrative Procedures Directive.

**Section 5.** Roll call shall be made promptly at 0800 hours each day by the ranking or senior company officer of the platoon going off duty. Sworn members of both shifts must appear in the designated uniform of the day and the officer conducting roll call will ascertain that all oncoming personnel are present or accounted for before relinquishing command.

**Section 5a.** Irregularities noted at roll call/change of shift and unable to be solved by the officer/supervisor shall be reported immediately to the battalion chief/division chief. The battalion

chief/division chief shall attempt to ascertain and document the nature and/or reason for the absence; e.g., illness, tardiness, unofficial leave (AWOL), etc. Irregularities of a serious nature shall be forwarded as soon as possible to the deputy chief in charge of personnel by the battalion chief/division chief. All essential and important proceedings of the day shall be read and an entry of the proceedings, giving all names, shall be made in the company records.

**Section 6.** So as not to delay response, sworn employees shall proceed to the apparatus floor, or duty room if assigned, on every alarm until such time it is determined which companies will be responding.

**Section 7.** Employees off duty shall report immediately for duty upon the call of the Chief in cases of multiple alarms, flood, or similar emergency; provided they are fit for duty.

**Section 8.** Employees must report back to their company promptly at the expiration of any leave, detail, inspection or duty of any kind unless directed otherwise by their supervisor.

**Section 9.** Employees shall perform such practice drills as the Chief or the officers in charge may direct. All drills shall be performed in a prompt, energetic, proper and safe manner.

**Section 10.** Employees shall politely receive visitors and answer all proper questions, but shall not allow habitual visiting in or about quarters or offices. They shall not permit minors in or about quarters, unless accompanied by parents, teachers or other qualified persons. Under no circumstances shall persons under the influence of alcohol, drugs or other mood or mind-altering substances, be permitted in or about company quarters.

**Section 11.** Unauthorized visitors will not be permitted to loiter in or about fire stations or offices. No idle conversation or conduct with unauthorized visitors shall be permitted in or about the station. Relatives or friends of personnel shall not visit for extended periods or interfere with Departmental work or operation.

**Section 12.** Employees shall make themselves conversant with the rules, regulations, bulletins, and administrative orders of the Department, and acquire a complete knowledge of the written material pertaining to their respective grades and duties.

**Section 13.** Employees shall not request an audience with the City Manager, Assistant City Manager or City Attorney on any business pertaining to the Fire Department without first notifying the Chief.

**Section 14.** Employees must thoroughly familiarize themselves with the location of fire districts, streets and fire hydrants located within the districts responded to by the company to which they are assigned.

**Section 15.** Automobiles and motorcycles of employees may be parked on Department property, with permission of the captain, as long as they are parked in a manner which does not restrict the

movement of Department vehicles, or in any way interfere with normal operations. In no event shall personal automobiles be repaired on or parked on the apparatus floor.

**Section 16.** Every sworn employee shall obtain the complete, regulation uniform within six months from the date of probationary appointment. No uniform shall be publicly worn until after inspection and approval by either the Chief, a deputy chief, or a battalion chief.

**Section 17.** No exchange of badges shall be permitted, unless so directed by the Chief, nor shall badges be loaned to any person for any purpose. Any employee who loses a badge shall report the loss to the Chief in writing giving details and circumstances. The cost of replacing a lost badge, Ident-o-Tabs, cap or collar insignia shall be paid by the employee.

**Section 18.** Employees upon retiring, resigning, or dismissal shall forthwith surrender to their immediate supervisor their official badges, identification card, cap and collar insignia and all other property of the Department that may be in their possession.

**Section 19.** During a normal tour of duty, beds may be occupied by sworn members only between the hours of 2100 and 0700 hours. Exceptions may be granted by the battalion chief to any member that is overly fatigued due to participation in multiple-alarms or other Fire Department duty. For non-sworn, telecommunicator's sleep time shall be determined by the Fire Chief.

**Section 20.** Employees who receive injuries while in the performance of their duty, resulting from actions, errors, omissions or other causes on the part of any person, firm or corporation, shall not sign any release from liabilities without first obtaining written permission from the City Attorney and the City Manager.

**Section 21.** Fire Department business telephones shall be answered promptly and courteously. Station members answering telephones shall answer by giving their company number, rank/title and name. Division members shall answer in appropriate fashion and as the situation dictates, preferably "Stockton Fire Department, how may I help you?"

**Section 22.** Employees shall obtain telephone service to their place of residence and keep the Fire Administration office informed of the current number in case their services are required at multiple alarm fires or for any special duty.

**Section 23.** After six months of continuous duty each sworn member and telecommunications personnel will be issued an alerting device. It will be each individuals responsibility to insure that the alerting device is kept in a proper location, in good working order, and coded to the proper shift; pursuant to the SFD Procedures Manual.

**Section 24.** The battalion chief officers and captains shall investigate all complaints or reports of improper conduct against subordinate members of the Department which may be brought to their attention directly or indirectly, and upon finding that a Department rule, regulation, or administrative



order has been violated, a written report, including charges if any, shall be submitted through channels to the Chief. Such charges shall be investigated by the Chief or his/her designee following which the Chief shall make appropriate recommendations to the City Manager. If the complaint or the act complained of is of such nature as to render the accused employee unfit for duty in the opinion of the Chief, deputy chief or battalion chief on duty, he shall be subject to the procedures as set forth in Section 4 of Article 3 of these regulations.

**Section 25.** Officers shall call the attention of all employees present to any misconduct, occurrence, acts or words, which may become the subject of any charges. Additionally, it shall be the duty of all employees to take notice of any conduct, act or omission by any employee which they are in a position to see, or of any language which they may hear, and which may be prejudicial to the good and welfare of the Department. Furthermore, they shall ascertain the true facts and conditions in every case to which their attention may be called for the purpose of acting as a witness.

**Section 26.** Supervisors/officer's shall be just, dignified and firm in their relationship with subordinates, and shall abstain from using violent, abusive or immoderate language in giving orders and directions, as well as in conversation.

**Section 27.** Employees shall address their superior officers by the proper titles; no member shall direct language of a disrespectful, insolent, or profane nature to any person.

**Section 28.** No employee of the Department shall neglect or refuse to perform any reasonable duty, or to promptly obey any lawful order of a superior pertaining to matters of the Department.

**Section 29.** No employee shall engage in immoral or improper conduct, nor conduct in any way prejudicial to the good reputation, order or discipline of the Department. This admonition applies to behavior off duty as well as on duty.

**Section 30.** Employees of the Department may, pursuant to the City Charter, be subject to dismissal, suspension without pay, demotion or reduction in rank for any of the following reasons:

- a. Incompetency, inefficiency or inattention to or dereliction of duty.
- b. Habitual intemperance, immoral conduct, any willful failure to properly conduct themselves or any violation of these rules and regulations, administrative orders, and rules and regulation of the Civil Service Commission or the City Charter.
- c. Dishonest or immoral acts.
- d. Drunkenness or improper use of intoxicating liquors, narcotics or any other habit-forming drug, liquid or preparation.
- e. Conviction of a felony or a misdemeanor involving moral turpitude.

f. Unauthorized use or removal of Department records or property of any kind or of records or property in the Department's custody.

g. Altering or falsifying work or job records.

**Section 31.** No intoxicating liquors or illegal drugs shall be brought into, kept or used in or about any stations, offices or premises of the Department and any employee who becomes intoxicated while on duty or reports for duty under the influence of such substances shall be subject to dismissal or such other penalty as may be imposed.

**Section 32.** Sworn employees shall pay their just and lawful debts; and failure to do so may be considered cause for disciplinary action, up to and including dismissal.

**Section 33.** No employee shall wantonly or maliciously make any false report of any other member, either as to any offense or as to the business of the Department, calculated to create disturbances, or to bring any employee into discredit.

**Section 34.** Employees shall refrain from adverse criticism concerning the actions of any superior, and they shall not publicly express disapproval of the policies and practices of the Department, when such expression is defamatory, obscene, unlawful, unbecoming the effectiveness of the Department, interferes with the maintenance of discipline, or is made with reckless disregard for truth or falsity.

**Section 35.** Nothing in these rules and regulations is meant to imply that members of the Department may not appear before the City Council or Civil Service Commission when engaged in arbitration of salaries and/or working conditions.

**Section 36.** Employees on duty or at work must avoid heated arguments or altercations and under no circumstances shall they engage in physical combat.

**Section 37.** Gambling in any form is strictly prohibited in or about company quarters or buildings of the Department.

**Section 38.** No employee of the Department shall engage in or carry on the business of loaning money in or about the stations or offices of the Department, or making loans, discounts or trade accommodations to any employee of the Department.

**Section 39.** No employee of the Department shall sell, assign or discount their salary warrant or demand on the Treasurer.

**Section 40.** Employees shall direct all persons seeking information relative to fires or Fire Department operations to the Chief or chief officers in command.

**Section 41.** No employee shall solicit or receive any reward or present of any kind for services rendered in the discharge of assigned duties without permission from the City Manager as provided in the City Charter.

**Section 42.** No employee, unless so directed by an superior/officer, shall issue any order. No company or member on or off duty, shall leave an emergency without having received proper orders from the officer in charge to do so.

**Section 43.** Employees shall report for work at the hours set for the beginning of their regular work day or shift and tardiness shall not be tolerated. All cases of tardiness shall be reported to the on-duty battalion chief/civilian supervisor.

**Section 44.** Employees on duty or at work shall not absent themselves from company quarters or work location without permission of their supervisor.

**Section 45.** Lounging on apparatus, congregating in front of company quarters or occupying benches, chairs, or automobiles outside company quarters shall not be permitted.

**Section 46.** Employees shall cooperate, participate, and comply with the provisions of the Department's Occupational Safety and Health Program.

**Section 47.** Any employee who falsely claims to be sick, injured, or unfit to properly perform assigned duties in this Department shall be held to be in violation of these rules.

**Section 48.** Sworn employees off duty because of sickness or disability shall comply with S.F.D. Procedures Manual.

**Section 49.** In accordance with the Civil Service Rules and Regulations, sick leave shall not be considered as a privilege, but shall be allowed only in case of actual sickness or other than on-the-job incurred disability. In order to be granted sick leave, members must notify their immediate superior or other person designated by the Chief prior to the time set for beginning of duties. When absent on account of sickness, other than job incurred disability, the Chief may require the filing of a certificate from a regularly certified physician each day of said absence, or at the discretion of the Chief a personal affidavit in lieu of a physician's certificate may be permitted.

**Section 50.** Members shall report disability due to service connected injuries or sickness as set forth by administrative directives of the City Manager acting in accordance with applicable provisions of the California Labor Code.

**Section 51.** All accidents involving on-duty personnel or apparatus of the Fire Department, regardless of how trivial they may seem, must be reported in the manner prescribed by administrative directives issued from time to time by the office of the City Manager.

**Section 52.** All written Department orders, special or otherwise, shall be conspicuously posted on bulletin boards in accordance with procedures established by the Chief.

**Section 53.** Communication and reports shall be submitted to the Chief through "official channels." No intervening officer/supervisor shall suppress any such communication or

report, but each must, before forwarding it to a superior officer, either approve or disapprove the same. In the event of disapproval, the reasons therefore shall be stated in writing. A copy of such disapproval shall be transmitted to the author of the communication.

**Section 54.** Unauthorized opening of, or tampering with locks in desks, doors, cabinets, computer files, etc. or unauthorized use of or duplication of keys shall not be permitted.

**Section 55.** Unauthorized use of equipment or supplies shall not be permitted.

**Section 56.** No employee shall fail to immediately report the loss of a California driver's license due to suspension, withdrawal, forfeiture or confiscation by any court of law, law enforcement agency, or the California Department of Motor Vehicles.

**Section 57.** No employee shall fail to report involvement in an accident occurring while on duty, or involving City equipment, nor shall any employee give false information on accident or insurance reports.

**Section 58.** No employee shall willfully fail to report to their supervisor any omissions, errors or mistakes or accidental damage affecting work assignment, property, or equipment.