	Policy and Procedure – West Fargo Fire Department	
	Subject: General Rules	
	Series: Administration	
	Date Authorized: 12/1/2019	Authorized by:
Date Reviewed: 10/1/2020	Chief Daniel Fuller	Policy 10.002

Intent

To establish general rules applicable to all employees of the West Fargo Fire Department.


References

Definitions

Policy

1. All employees of the West Fargo Fire Department shall abide by federal and state law, local ordinances, city policy, and the department’s policy, procedures, and standard operating guidelines. Employees are not required to obey orders that are illegal or in conflict with the department rules and regulations.
2. A violation of any of these rules and regulations; a neglect or omission of any of the duties prescribed herein, are considered offenses and any employee guilty of same may be subject to reprimand, suspension from duty, demotion, or dismissal from the service, as the gravity of the offense indicates
3. Employees shall promptly and willingly respond to the lawful orders of superior officers or acting officers. Refusal to obey a lawful order shall constitute insubordination. Obvious disrespect for or disruption of a supervisor’s order likewise shall be deemed insubordination
4. Supervisors and acting supervisors shall refrain from exceeding their authority in giving orders. The wrongful or injurious exercise of authority is prohibited.
5. Every officer, on and off duty, will be held responsible for enforcing the department’s rules. If a violation comes to an officer’s attention, that officer shall immediately notify the employee of the violation and take corrective action. If an officer fails to report a violation of an order or the department’s rules, that officer shall be equally responsible for the violation.
6. No employee shall use the uniform of the department or any part thereof for the purpose of gaining free admission to any place where admission is charged except in the execution of official duty.
7. If a employee receives an order that conflicts with a previous order, the employee shall notify the officer who issued the conflicting order and shall be governed by the officer’s subsequent decision.
8. Any employee who is given an order he believes to be unjust, improper, or contrary to a fire department Policy/SOG or a federal, state, or city policy should respectfully decline


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to obey the order and shall state the reason for doing so. The employee shall request that the supervisor of the person issuing the order be contacted for instructions if the person issuing the order does not rescind or alter the original order.


9. All employees shall report for duty at the time and place assigned in proper uniform, groomed and ready for work. They shall wear the assigned uniform while on duty and maintain the uniform in presentable condition. Uniform wear will conform to West Fargo Fire Department Policy 10.006 Dress and Appearance
10. Any employee unable to report for duty at the time assigned shall notify their immediate supervisor at least 1/2 hour prior to such reporting time.
11. Employees assigned to operational duties shall remain in radio contact or within the sound of the station alert system while on duty unless granted permission or ordered to leave by proper authority.
12. Employees on extended sick leave, in excess of five shifts shall report a weekly update to the Chief of the Department. When returning to duty they shall notify the Fire Chief at least 24 hours in advance. A Doctors release will be required prior to return to duty when deemed necessary by the Chief of the Department
13. Continuance or advancement in the service will depend solely on ability, character, and good conduct. Any attempt to bring outside influence for the purpose of securing transfer, promotion or to avoid penalties for violations of the rules shall be considered insubordination.
14. All employees are subject to recall in case of multiple alarms or other serious emergencies. Callback will be performed in accordance with West Fargo Fire Department policies. All employees are encouraged to make every effort to respond when called.
15. All employees will keep their supervisors informed on matters of interest to the department. They are encouraged to offer any suggestions or recommendations they deem worthy.
16. No employee may solicit or accept from the public a reward or consideration for services rendered in the line of duty unless authorized by the Chief of the Department
17. Any employee planning to resign from the department shall file written notice with the Chief of the Department 30 days in advance

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18. Officers shall make a full written report to the Chief of the Department of any employee who saves a life at the risk of his/her own or performs any other especially commendable act.
19. Employees shall not leave any assigned post of duty unless properly relieved or ordered to so by a superior officer.
20. No Officer shall assign an employee to any duty without first assuring himself/herself that the employee is capable of such duty.
21. Alcoholic beverages shall not be brought into any station, nor shall any employee indulge in or be under the influence of intoxicating liquors, narcotics or any other controlled substance while on duty or in uniform.
22. Employees shall not render themselves unfit for regular duty from overindulgence in alcohol, narcotics, or any other controlled substance.
23. Employees taking prescription drugs that contain narcotics or any other substance that may affect the ability of the employee to perform his job must be cleared to work by his physician while taking the medication and must inform his supervisor.
24. Employees will not respond to alarms or report of duty for eight hours after consuming alcohol.
25. Employees shall not use obscene or uncivil language at fires, in quarters, or while representing the department at any function. Engagement in altercations under any circumstances is prohibited. Employees are expressly forbidden to engage in any horseplay or similar activities that may result in injury or illness to anyone.
26. Gambling will not be permitted in any department building
27. Employees shall be responsible for the proper care and safekeeping of all department property under their jurisdiction. Property shall not be loaned outside the department without permission of the Chief of the Department or Deputy Fire Chiefs. An "Equipment Loan Form" will be filled out for all property loaned out.
28. Employees will practice economy in the use of supplies and metered services and see that waste is avoided.
29. Employees will report any abuse, misuse, theft, or loss of department property observed by them to their immediate supervisor.

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

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41. Persons other than West Fargo Fire Department employees shall not be permitted to enter a building where a fire has occurred and the fire department still retains control of the building without permission from the officer in charge. If the officer in charge grants permission, a department employee shall be assigned to accompany any person allowed to enter such a structure.

42. In the event of suspicion of arson, the Incident Commander at the scene shall immediately report such information to the Chief of the Department, the Fire Inspectors and the West Fargo Police Department. All evidence shall be preserved and the premises shall be guarded until the arrival of the fire investigators.

43. Any loss of private property at a fire not attributable to the fire itself shall be reported to the officer in charge and every effort made to locate the missing property. If it is not located this information shall be included in the fire report.

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