

**1000.02**

## **General Rules Standard Operating Procedure**



*This procedure is for internal use only and does not enlarge an employee's civil liability in any way. The procedure should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this procedure, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.*

**Related Policies:** ADM 3.3 General Rules

**Applicable HI Statutes:**

### **I. PURPOSE**

To provide a listing of the general rules of operation for the Hawai'i Fire Department.

No set of rules can be devised that will provide for every circumstance and condition. It is expected that these rules will be comprehensive enough to cover in a general way, the obligations of members of the Fire Department, and to that end, that good discipline and efficiency will be maintained at all times, in a manner creditable to the Department..

### **II. APPLICABILITY**

Establish minimum standards of conduct in the Fire Department.

### **III. SCOPE**

This rules applies to all members of Hawai'i Fire Department. It shall be the duty of every member to maintain an up-to-date copy of the Rules and Regulations of the department, as well as all policies and procedures, and standard operating guidelines, and the collective bargaining agreement.

### **IV. RESPONSIBILITY**

It shall be the responsibility of each member to comply with these rules. It shall be the responsibility of each Officer to see that each member under their command complies with these policies, and the collective bargaining agreement.

### **V. GENERAL RULES ALL MEMBERS**

1. In matters of general conduct not within the scope of these Rules and Regulations members shall be governed by the customary rules of good behavior observed by law-abiding and self-respecting citizens. In all cases where members conduct themselves in a manner which may bring reproach or reflect discredit upon the Department, charges shall be preferred.
2. When a reasonable doubt exists as to the interpretation of an order issued from Fire Administration, any officer may apply to his/her chief officer within the chain of command, who will explain and interpret the order.
3. Members of the Department shall address officers by their proper titles.
4. Any member desiring to resign shall, through proper channels in writing, notify the chain of command at least 30 days prior to the effective date, provided however no charges are pending against the member. In emergencies, the Fire Chief may accept resignations without the required written notice.

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5. Prior to the effective date of retirement or resignation, each member shall deliver to the chain of command, their official badge, insignia, and any other Department property they may possess.
6. Members shall report for duty promptly as scheduled.
7. Officers observing members in uniform in public shall note any actions by such members tending to bring reproach upon the Department, and shall take proper official action.
8. Private vehicles exhibiting any political advertisements larger than a bumper sticker shall not be parked at any designated parking areas at quarters.
9. Any member having cause to believe that he has been unjustly or unfairly treated may appeal in writing through channels to the chain of command.
10. No information relative to the business affairs of the department shall be furnished to persons not connected therewith, except as authorized by the chain of command or as permitted by department policy.
11. Members may, upon application to the chain of command, be granted leaves of absence to serve military duty, because of illness, injury, or death of a member of their family, and otherwise as provided by the ordinance or laws of the County of Hawai'i, Department of Human Resource Rules and Regulations, and collective bargaining agreements.
12. Vacation for members of the department shall be assigned by the chain of command in the best interest of the department and in accordance with applicable laws, rules and regulations and procedures.
13. No officer or employee shall be financially interested, directly or indirectly, in any business involving the filling, refilling, or repairing of fire extinguishers or the manufacture of ingredients thereof.
14. No officer or employee shall engage in the selling of fire alarm or extinguishing systems during on duty or off duty hours.
15. No officer or employee shall be financially interested, directly or indirectly, in any business involving the installation or testing of fire alarm or extinguishing systems.
16. When authorized to do so, members leaving quarters while on duty shall report to the officer in charge and the officer in charge shall record in the Company Journal, a complete statement, giving exact time and purpose of leaving and location to be visited. Upon return to quarters, the member shall report to the officer in charge and the officer in charge shall record the exact time of return in the Company Journal.
17. When two or more members have been appointed to like positions on the same date, seniority shall be determined by their respective positions on the eligible lists from which they were appointed.
18. When two or more members of ranks below Fire Captain find themselves in a position which requires initiative action, the senior member will assume command until relieved by a superior officer.
19. When a member receives an order which is in conflict with a previous order he shall so inform the officer who issued the conflicting order and be governed by his instructions.
20. If any member is taking a legally prescribed drug, it is his responsibility to notify the supervisor who will determine his ability to operate equipment.

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21. The falsification of records, the making of misleading entries or statements with intent to deceive, or the willful mutilation of any Fire Department record, log, or document will be considered a cause for disciplinary action.
22. Smokeless tobacco shall be used only in accordance to current tobacco policies.
23. Punctuality is required of all members. Failure to report for duty or to place of assignment at the time specified will be considered cause for disciplinary action.
24. Tardiness shall be reported immediately.
25. Inefficiency or indifference in members in the performance of their duties shall constitute a disciplinary action, only if just cause is found as defined in the collective bargaining agreement.
26. The wrongful or injurious exercise of authority by any member of the Department will be grounds for disciplinary action against the offender.
27. Members are expressly forbidden to engage in any rough or boisterous conduct (horseplay) or similar activities that would interrupt the normal activities of the Department or that might cause accidental injury.
28. Each member will be provided a bed in which to sleep. Each member is responsible for changing linens and keeping his bed neat, clean, and orderly.
29. Members may use an apparatus bay to clean up their vehicles after 1700 hours. The bay is to be used for cleaning only (wash, dry, vacuum, wax). Members must furnish their own cleaning supplies and must clean up the area when finished.
30. Members assigned to parades, and funerals shall report directly to the officer in charge of such detail.
31. Members of any unit of the Department shall promptly report, through proper channels, to the Fire Chief any action undertaken by a member of the Department, whether such member be off-duty or on-duty at the time, which might be construed to constitute a meritorious or heroic action as defined by Departmental Regulations.
32. All personnel while on duty shall keep Fire Communications Center informed of their whereabouts and movement.
33. No animal(s) shall be allowed at the Station without permission from the chain of command.
34. The incident commander at an incident that attracts media attention may provide general information and a brief interview explaining what transpired. Information released shall be limited to known facts of a non-confidential nature. The identity of victims, confidential medical information, and matters under investigation by the department, law enforcement, or other agencies shall not be disclosed. When any other personnel receive a request from the media or the public for information about the incident, the request shall be immediately referred to the incident commander, the fire chief, or the public information officer when assigned.
35. All members of the department and members of the Volunteer Companies, irrespective of the subdivisions to which they are attached or to the duties they perform, are subject to the rules and regulations, procedures, and orders governing the uniformed force, particularly such rules and regulations that apply to conduct, discipline, and transgression of laws, and the collective bargaining agreement.



36. Use of personal cellular telephones is prohibited during, any training activities, while doing inspections, pre-planning or public education presentations, at emergency scenes or during responses, during any public assembly program and while driving a Fire Department apparatus, unless explicitly allowed by the chain of command.

**VI. ALL MEMBERS OF THE FIRE DEPARTMENT SHALL:**

1. Familiarize themselves with and be obedient to the laws, rules and regulations, procedures, and orders affecting the operation of Hawai'i Fire Department, and the collective bargaining agreement.
2. Treat the official business of the Department as confidential, including matters that are under investigation, personnel issues, and information subject to medical confidentiality laws. Members shall not release information which the public does not, by law, have access to, except when required by law, or with the approval of the chain of command. This does not prohibit explaining Department routine to visitors. Members will make every effort to protect patient privacy in accordance with state and federal laws.
3. Be governed by the ordinary and reasonable rules of behavior observed by the law-abiding and self-respecting citizens, and shall not commit any act tending to bring reproach or discredit upon the department or its members.
4. Obey all laws, rules and regulations of the Department, orders and commands issued by superior officers.
5. Promptly notify the officer in command of their assigned station or bureau of any inability to report for duty by 0630 hours on the day they are scheduled for duty.
6. Members shall report for duty promptly at the time prescribed. Members failing to report promptly for duty at the time prescribed, unless granted leave, shall be considered absent without leave (AWOL) and shall be subject to disciplinary action.
7. Familiarize themselves with the contents of all communications posted on the bulletin board.
8. Attend all fires or alarms to which they may be assigned, detailed or summoned, and assert their greatest energy or best ability to perform their full duty under any and all circumstances.
9. Keep themselves in readiness to perform their duty and not absent themselves from duty or place of assignment without specific permission of their superior officer.
10. All members while on duty shall maintain themselves in an alert and prepared condition, immediately available to respond to alarms at all times, unless specifically excused from the same.
11. Each unit shall respond to alarms and emergency incidents upon being dispatched, or upon the orders of any officer in charge when notified of the occurrence of a fire or emergency.
12. The obligation to respond to alarms and other emergencies shall take precedence over any activity or duty.
13. Members responding to alarms shall, in an orderly and efficient manner, perform all the duties required of them to accomplish their specific mission and they shall endeavor to make an intelligent and immediate response to the directions of their superior officers.



14. Whenever a member is working in a unit other than the member's assigned unit (overtime, recall, rank for rank, or substitution), the member shall personally report to the officer in charge immediately upon the member's arrival.
15. At fires or other emergencies, members shall inform the officer in command of any dangerous or unusual conditions.
16. Exercise precautionary measures to avoid injuries to themselves and to others while in the performance of duty. Become familiar with and abide by all safety rules and all policies, orders, and manuals as issued by the Fire Department and the County of Hawai'i.
17. Exercise due caution to avoid unnecessary damage to or loss of Department property.
18. Be responsible for the safekeeping and proper care of all Department property in their charge.
19. Practice economy in the use of supplies and services and see that metered waste is avoided.
20. Accord obedience, respect, and courtesy to superior officers and those performing the duties of a higher rank.
21. Be courteous and respectful in their dealings with the public.
22. Use every precaution to avoid damage to property or injury to themselves or others, while on duty.
23. Promptly report all accidents involving damage to motor vehicles in connection with the operations of the Department.
24. Promptly notify Human Resource Division of any permanent change in residence, supplying all pertinent information.
25. Be subject to such extra-duty assignments required to cope with emergencies or to represent the department effectively in civic and other functions related to firefighting services.
26. When assigned to act in a position of higher rank, accept responsibility for the performance of the duties of that position. Report any accidents, sickness, or injury sustained while on duty to their supervisor, no matter how trivial.
27. Maintain a telephone and keep the Department informed as to their current address and telephone number. Keep their persons, uniforms, beds, and lockers in a neat, clean condition. Persistence in uncleanness or offensive habits will be just cause for disciplinary action.
28. Instruct those designated to act in their stead and satisfy themselves that their relief have ability and are capable of performing the duties to which they are assigned. Promptly notify their immediate supervisor of any matter coming to their attention that they believe would affect the interest and welfare of the department.
29. Participate in drills and other Department training activities as directed, be thoroughly familiar with all equipment they may be required to use in the full performance of their duties, and perform related work as required.
30. Meet departmental health, wellness and fitness.
31. Make suggestions for the improvement of the Fire Department or well-being of the membership will, when presented through channels, be welcomed and carefully considered. Members making recommendations for changes, alterations, or improvements

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shall consult with and report in writing to their immediate supervisor, and to no other agency unless otherwise directed by a superior officer. All such recommendations shall be forwarded in writing to the chain of command with the approval or disapproval of the intermediate officers noted thereon.

32. Be regarded as part of the working force and may be required to perform such duties as circumstances of the service demand.
33. Not go off duty before change of platoons unless properly relieved.
34. Avoid political or religious arguments in quarters or elsewhere while on duty.
35. Acquaint their successor with details of their tour of duty, giving them the keys or equipment necessary and such information as may be needed to carry out their duties.
36. Keep all wearing apparel, uniforms, and other personal belongings, when not in use, in a locker, closet, or other proper place provided for this purpose. The locker or closet shall be kept in a neat and clean condition at all times and the door kept closed. No storage will be allowed on top of any locker or refrigerator.
37. Be subject to the rules and regulations and orders that govern all Hawai'i County employees particularly such rules and regulations as they apply to conduct, discipline and transgression of regulations.
38. Promptly report the loss of any badge, uniform, identification card, equipment, or property belonging to the department that has been assigned to them.
39. Comply with all policies, procedures, and standard operating guidelines issued by the department.
40. Immediately report to their immediate supervisor any accident, sickness, or injury occurring to themselves while on duty, no matter how trivial.
41. Possess the appropriate licenses and certifications as prescribed for their positions and shall immediately report to their superior the loss, cancellation, expiration or suspension of the licenses or certificates. Failure to possess the required licenses or certificates shall be cause for Emergency Removal from Duty.
42. In the transaction of departmental business, they shall, unless otherwise ordered, operate, through their immediate supervisor.
43. Report to their immediate supervisor, the loss or finding of any department badge, book, or equipment or identification card belonging to a member of the department.
44. When relieved from duty under charges, they shall promptly surrender all department property to their immediate supervisor, who will retain such property pending the disposition of the case.
45. Notify their immediate superior officer of all matters affecting the good order, proper discipline, and efficiency of the department.
46. Private vehicles of members of the Department shall be parked only in the designated areas at stations and no private vehicle shall be parked on the apparatus floor of any unit, except when authorized by the Fire Chief.

**VII. All members of the Fire Department shall not:**

1. Use employment with the Hawai'i Fire Department, badge, uniform, or prestige of the department for the purpose of personal gain.

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2. Conduct himself/herself in a manner or be a party to any act which would tend to impair the good order, proper discipline, or efficiency of the department.
3. Lend his name to any commercial enterprise; nor shall the member approve or condone the use of the name and prestige of the Fire Department for any such purpose.
4. Release, disseminate or broadcast information as a *spokesperson* for the department without permission through chain of command. Members shall at all times exercise diligence to avoid holding themselves out to the public as being spokespersons for the department except when duly authorized.
5. Deliver any address, lecture or speech on a matter pertaining to this Fire Department as a *spokesperson* for the department without the approval of the chain of command. Request for such approval shall be forwarded through official channels. In this regard, members are prohibited from using their rank, title or position as a member of this department for personal or financial gain.
6. Publicly criticize or ridicule the department, its policies, or the members by verbal, written, or any other manner of expression when such action tends to impair the good order or efficiency of the department. Interferes with the ability of officers to maintain discipline, or is made with reckless for truth or falsity.
7. No member shall solicit any compensation, reward or consideration for services performed in the line of duty; nor accept any reward, gift, or donation, as a member of the Fire Department, without the approval of the chain of command.
8. Directly or indirectly intercede with a member of a hearing board, a government official, or any judicial hearing in his or her behalf or on behalf of any member of the Department, except as provided by law.
9. Gamble in quarters, county property or anywhere while on duty. This covers all types of gambling including placing bets with bookmakers by computer or telephone. Access to stations by bookmakers shall be prohibited by officers who shall be held responsible.
10. Directly or indirectly solicit the influence or intercession of any persons to effect his promotion, transfer, or other personal gain.
11. Solicit or accept the personal or financial aid of any subordinate to promote his private interests or those of any superior officer.
12. Loan, sell, give away or appropriate for their own use County property, nor shall they pilfer or be guilty of theft at fires or elsewhere.
13. Use their position with the fire department to influence the vote of any person for or against any candidate for public office.
14. Falsify records, make misleading entries or statements with intent to deceive, or willful mutilation of any Fire Department record, log, or document.
15. Damage any department property, nor handle any apparatus or equipment in a careless or reckless manner.
16. Make any purchase or incur any liability in the name of the Department without proper permission.
17. Sleep while on duty, except during the hours permitted or at other times permitted by the Fire Chief.

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18. Disturb unnecessarily the sleep of members in the dormitory or their sleeping quarters.
19. Engage in bullying, hazing, harassment, or other forms of oppressive behavior directed toward a coworker, superior or subordinate.
20. Display discriminatory or abusive behavior pertaining to politics, sex, religion, age, national origin, sexual preference, diversity, disability, or ethnicity while on duty, while in uniform, while on Department property, while in or on a department vehicle, or while representing the fire department.
21. Sell, lend nor give away any Department property, without the approval of the chain of command.
22. Use official Fire Department letterhead, envelopes, or stationery except for the transaction of the official business of the Department.
23. Affix or post any advertising, posters, flyers, for sale signs, private notices, or other disfigurements on Departmental property or apparatus without approval of the chain of command. No article, vehicle, or personal property shall be displayed on Department premises for sale. Use of the Department logo, pictures of apparatus or anything that might appear as an endorsement by this Department for private or personal business is prohibited.
24. Members in charge of Department vehicles shall not permit non-members of the Department to ride in or upon such vehicles except as authorized by department procedures or as authorized by the chain of command.
25. Parties, or gatherings of any kind shall not be held in any station for any member of the Department without the approval of the chain of command.
26. Report for, or be on duty under the influence of any alcohol or intoxicating beverage, drug or substance; nor shall be absent from duty or unfit to fully perform duties due to their use.
27. Bring or cause to be brought into quarters any alcohol or intoxicating beverage, illegal drug, or illegal substance or any ingredients used in the preparation of any intoxicant.
28. Use drugs, narcotics, or controlled substances except with the written approval of a physician.
29. Use or be under the influence of alcohol or intoxicating beverages, while on duty or otherwise in uniform, and shall not violate any portion of the Alcohol Policy.
30. Bring or cause to be brought into any work station firearms with or without ammunition.
31. Department personnel shall not participate in any unauthorized possession or threatening use of weapons to include, but not limited to firearms, ammunition, explosives, fireworks, or knives on County property at any time.
32. Be party to any malicious gossip, report, or activity which would tend to disrupt morale in the Department or bring discredit to the Department or any member thereof.
33. Use obscene, uncivil, or boisterous language while on the scene of an emergency, while on duty at the station, or anytime he or she is representing the Hawai'i Fire Department in public places.
34. Engage in any rough or boisterous conduct (horseplay) or similar activities that would interrupt the normal activities of the Department or that might cause accidental injury.
35. Engage in any altercation while on duty, in uniform, or in any activity in which the department is represented.

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36. Engage in any sexual activity while on duty, while in uniform, while on Department/County of Hawai'i property, or while representing the fire department. This includes the possession or use of printed or audiovisual material that is sexually offensive.
37. Smoking shall not be permitted at any time in the fire stations or any other place where smoking is prohibited by regulations. Smoking will be prohibited on all fire apparatus and at emergency scenes. Reasonable exceptions may be made by the officer in charge when an emergency no longer exists, but this authority will not extend to permitting smoking on firefighting apparatus at any time or under any conditions. This rule includes passenger cars.
38. Willfully disobey any reasonable order issued by his/her supervisor, nor shall he/she speak disrespectfully to any superior officer or any member of the department.
39. Park their personnel vehicles in an apparatus bay at any time except for the cleaning of their vehicle after 1700 hours. After the cleaning of their vehicles all fire department apparatus must be placed back in their designated bay.
40. Change or alter the arrangement of firefighting equipment or apparatus without the approval of the chain of command.
41. While on duty, engage in games or pastimes of any kind before 1630 hours and after 2200 hours.

The violation of any of the provisions of the rules and regulations or orders of the Fire Department, or the neglect or evasion of the duties prescribed, shall be the subject of disciplinary action.

## **VIII. GENERAL RULES OFFICERS**

1. Officers shall be just, dignified, fair, and firm at all times.
2. Officers shall maintain order and discipline at all times. They will and shall be held responsible for the enforcement of the provisions of this Fire Department Handbook.
3. Officers shall see to it that all firefighting units under their supervision are manned by such Officers and members as may be sufficient to properly perform any required duty, within prevailing Department policies.
4. Officers shall not permit apparatus to leave the quarters unless on call, training, P.T. outside station, inspections, public education, hydrant testing, repair work, meals or other official Department business.
5. Officers shall report promptly, by a well-documented report, all violations of the law, ordinances, conduct standards, or General Orders, to their Battalion Commander.
6. Officers shall always have in quarters, a qualified driver for each line apparatus that is in service.
7. All accidents to apparatus or members must be promptly and fully reported. If possible, an accident report must be completed within twenty-four hours and before the employee (s) involved leaves their tour of duty. This must be a written report and must be signed by the employee(s) involved and their OIC. If such accident was caused by negligence or any

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incompetence of drivers, such information must be included in the report. Statements from any witnesses shall also be included in this report.

8. Officers are to insure that all personnel riding apparatus shall use proper safety equipment, including that all personnel are seated where seats are provided, and that seat belts are properly buckled before the apparatus moves.
9. Officers shall insure that all fires are extinguished with the least possible damage to life and property. Caution shall be used to prevent unnecessary damage by water or Fire Department personnel.
10. Officers shall have command of their assigned station and all equipment and shall be subject to the supervision of a Battalion Commander.
11. Officers shall have, or cause to have, visitors escorted and politely given explanations about the building and/or occupants. Visitors are not permitted in the private areas of the station, such as the sleeping quarters or showers, unless permission has been granted by the Officer on duty.
12. Officers shall not permit anyone, except a member of the Department to ride on the apparatus when responding to or returning from an alarm, except as instructed by the Deputy Chief or Fire Chief.
13. Officers shall conform to all company operations, including the keeping of necessary records, including fire incident reports and other such records as required, maintaining the watch, care and maintenance of all property, apparatus, and equipment under their command, to the standards of the Fire Chief, and shall enforce the Conduct Standards, and General Orders governing the same.
14. Officers shall forward all reports or communications that may be required to the Battalion Commander.
15. Officers shall read over all reports and narratives made by members of their shift and see that the report is intelligent and written with neatness and care.
16. Officers shall require members of his command to report at a designated area at a designated time when reporting for duty for changing of shifts. He shall read or cause to be read to the members all orders, memorandums or e-mails issued since the previous tour of duty. He shall announce the necessary instructions for the day. He shall visually inspect all members in regards to their grooming habits and uniform requirements.
17. Officers shall make or cause to be made an inspection of sleeping areas and shall require that all bedding be made up neatly and uniformly. Bedding shall be aired periodically. All members of the Fire Department, uniforms and lockers/closets are to be kept in a neat, clean condition. Persistence in uncleanliness or offensive habits will be just cause for disciplinary action. All wearing apparel, uniforms and personal belongings, when not in use, are to be kept in a locker, closet, or other property place provided for this purpose. The locker or closet door shall be kept closed.
18. Officers shall not allow beds to be occupied between 0800 and 1630 hours, except in unusual cases of illness, if a firefighter has not had sufficient rest due to firefighting or EMS activities the night before.
19. Officers shall assume command of fires under prevailing procedures, and shall exercise the same until a higher-ranking Officer arrives and assumes command.

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20. Officers shall not allow the use of profane, indecent, or unseemly language, nor allow or permit members or visitors to speak disrespectfully of any other Officer or member.
21. Officers shall not allow gasoline to be used in quarters for cleaning purposes, nor permit any person to smoke or allow a naked flame of any description while and where motorized apparatus is being refueled.
22. Officers shall not allow lounging about the station by undesirable or intoxicated persons, nor shall they allow any bed or room to be occupied by any persons not a member of the Department or not regularly assigned, except by permission of the Fire Chief.
23. Officers shall see that all unnecessary lights are turned off when not in use and shall be responsible for strict economy in the use of all supplies, power, and fuel.
24. Officers shall not allow the use of tobacco products other than in designated areas.
25. Officers shall cause each new appointee to their command to be thoroughly instructed and shall see that no probationary employee is assigned to any important detail until he/she is thoroughly familiar with the duties to be performed.
26. Officers shall not allow property to be used for the storage of any automobile or other property not owned, hired by, or loaned to the County except by permission of the Fire Chief.
27. Officers shall not allow intoxicating liquors or other drugs of abuse to be brought into or used in the station.
28. Officers shall not allow radios or other instruments to be operated at a level that will disturb other members in the sleeping area during sleeping hours. Sleeping hours are between 2200 hours and 0630 hours.
29. Officers shall direct the drivers and shall control the speed of apparatus, not allowing excessive speed, within the margins of state and local safety requirements, and Department policy.
30. Officers shall have created a current list of all tools and appliances carried on their assigned apparatus. This list will be used during morning apparatus checks and upon return from an alarm. A report shall immediately be made of any damaged or missing property.
31. Officers shall see that the apparatus is, at all times, ready for use and shall be held responsible for all equipment thereon. Officers are required to report, in writing, all apparatus maintenance needs, such as tire replacement, body repair, etc.
32. Officers shall report promptly to the Battalion Commander, with all particulars thereof, if any municipal department, public service or other corporation, or any individual or any officer or employee of any such corporation or department has interfered with the work of the Department or has refused the cooperation required and necessary for the greatest efficiency of this Department.
33. No member of the Hawaii Fire Department, other than the Fire Chief or Deputy Chief, shall directly complain to or enter into any controversy with any department, corporation, or individual. The Battalion Commander shall forward all such information to the Deputy Chief.
34. Officers shall require each member of their shift to properly clothe him/herself to safeguard against sickness or injury which might be brought on by being unnecessarily

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exposed to the weather, and will not allow members of the Department on fire grounds without proper fire equipment.

35. Officers shall not permit any changes or alterations to be made in the building or on apparatus by Company members, except by permission of the Fire Chief.
36. Officers will ascertain the authority of any contractor, mechanic, or other person reporting at the station to make repairs, alterations, paint, install any equipment, perform any labor, or furnish any material, before permitting them to proceed. An accurate record shall be kept of time required in the performance and proper entry made in the daily journal.
37. Officers shall forward, through the Battalion Commander, all reports addressed to the Fire Chief.
38. Officers will see that the United States Flag and State of Hawaii Flag is in good repair and is properly illuminated. Flags will be flown at half-mast only under the orders of the Fire Chief.
39. All incoming papers and memos shall be given to the Station Officer. Each Officer is responsible for seeing that each member of his/her Company reads and understands the information contained.
40. Officers shall be responsible for the appearance of their personnel. Uniforms shall be neat and clean and otherwise in good condition. Work uniforms are to be used at the discretion of Station Officers.
41. Officers are responsible to report all overtime for personnel under their command within the pay period in which it occurs.
42. Fire Companies (engine and truck) may only conduct authorized Fire Department business while out of their station on Departmental activities.
43. Officers shall not permit horseplay when such activity contributes to the injury or ineffectiveness of the employee, the public, another employee, or damage to City property at any time.
44. Officers shall not permit unauthorized possession, threatening use of weapons to include, but not limited to firearms, ammunition, explosives, fireworks, or knives on City property at any time.
45. Officers shall not participate or permit participation in non-departmental related work/activities while on duty, which interferes with job description.
46. Officers shall not distribute or permit unauthorized distribution of any County or Departmental written or printed material of any description.
47. Officers shall not permit any mistreatment of a patient, client, visitor, or any other individual and shall report any such action to the Battalion Commander.
48. Officers shall not endanger or permit endangering the health or safety of self or others.
49. Officers shall not permit destruction, abuse or unauthorized use of County property or equipment.
50. Officers shall not permit conduct unbecoming a public employee including actions which reflect unfavorably on the efficiency of the County, cause embarrassment or are damaging to the County or in general reflect unfavorably on the County, its employees or its citizens.

**IX. POSITION SPECIFIC DUTIES**



## 1. Fire Chief

- a. The Chief shall be the administrative head of and have control of all activities of the Fire Department, including Fire/Rescue/Hazardous Materials Response, Emergency Medical Services, Ocean Safety and Fire Prevention and Investigation services. He/she shall be responsible for the proper management, discipline and training of the members.
- b. The Chief shall have the power and authority to organize, manage and control the various divisions, bureaus, boards, committees, corps, etc., which in his/her judgment may be for the best interest of the service, all subject to and in such manner as provided by the Ordinances of the City of Hilo and County of Hawaii and Laws of the State.
- c. The Chief shall have the power and authority to establish suitable measures to put into effect the policy, rules and regulations, practices and procedures necessary for the efficient operation of the Fire Department.
- d. The Chief shall from time to time, recommend to the Mayor, the selection of new sites, changes in the location of the houses and companies, the building of new houses, the purchase of new apparatus, hose, implements, etc., and sale of old hose, equipment, etc., not necessary for use in the operation and maintenance of the Department, giving his/her reason for such action and shall furnish annually to the Mayor a budget of the amounts required for the ensuing year in the manner that may be prescribed by the laws and ordinances.
- e. He/she shall cause to be kept in proper form an accurate record of all business transacted by the Department and is encouraged to take part in off-the shelf department management software to reduce and eliminate paper copies to the extent possible.
- f. He/she may reprimand, suspend or remove, from the service, any member of the Fire Department in such manner as determined by the Collective Bargaining Agreement, and in conjunction with the Rules of Civil Service of the County of Hawaii and these Rules and Regulations.
- g. He/she may grant leaves of absence to members of the Department in such manner as provided by laws and ordinances of the County of Hawaii.
- h. He/she shall cause all injurious or dangerous fires to be extinguished with the least possible danger to life and property and prevent unnecessary damage at fires by the use of water or other extinguishing agents and equipment.
- i. The Chief shall 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.
- j. The Chief shall have full power during a conflagration or other extraordinary emergency, to temporarily suspend the operation of the three platoon system and recall the off duty platoon to service.
- k. The Chief shall cause subordinates to take proper precautionary measures that the premises on which fires occur are left in such condition that they will not rekindle and further endanger life or property.
- l. The Chief may at his/her discretion call a meeting of the Chief Officers. These meetings, as far as practicable, will be held on alternate platoons and all Chiefs shall be present unless excused.



m. The Chief, or their designee, shall regulate the manner of wearing the uniform and equipment appurtenant to the attire of members.

n. Nothing in these rules and regulations shall be construed to limit the power, discretion and authority granted the Chief as the General Manager of the Department by the County Charter or other applicable statutes (State and Federal Laws) in the operation of extinguishing any fire, taking necessary precautions to prevent the spread thereof, the rekindle thereof, or in administering the affairs of the Fire Department. This rule shall be construed to mean that an order or rule of the County Council to the contrary not having been issued, or not in contradiction with the collective bargaining agreement, the Chief shall have the authority to administer the Department.

## 2. Deputy Fire Chief

a. The Deputy Chief shall rank next below the chief in authority; and in the absence of the Chief, he/she shall assume responsible control of the Department, perform the duties and exercise the powers incidental to the office of the Chief.

b. The Deputy Chief shall see that all laws, ordinances, rules, regulations, orders or directions for the government of the Department are promptly and implicitly enforced and obeyed and that all derelictions or transgressions that may come to his/her knowledge are promptly investigated and reported to the Chief.

c. The Deputy Chief, or their designee, shall be the personnel officer of the Fire Department with the authority to assign, detail or transfer members as he/she may deem necessary for the best interest of the service, all subject to the approval of the Chief.

d. The Deputy Chief shall direct and coordinate the application of established policy, rules and regulations, practices and procedures, and shall from time to time confer with the Ranking Chief Officers, coordinating their duties for the purpose of uniform government of each platoon.

e. The Deputy Chief shall designate the platoon of each Battalion area.

f. When complaints or written charges preferred against a member are of such nature as to warrant, he/she may appoint two Chief Officers to constitute a Board of Inquiry, which together with himself/herself, shall conduct an informal review of the fact involved to determine the disposition of that case.

g. The Deputy Chief shall be responsible for the assignment of a "first-in-district" to each Company. He/she shall ascertain that all parts of the City are incorporated within the Company.

h. The Deputy Chief shall cause to be formulated such drills and evolutions as may be necessary to promote and maintain efficiency in operations of the Department, subject to any training officer who may be designated by the Chief, and, in the final analysis, subject to the approval of the chief personally. All drills and evolutions formulated to promote the effect of such drills and evolutions is a change in procedures established for operations of the Department.

i. In the absence of Chief Officers, he/she shall designate members from the next lower rank to act in their stead.



- j. The Deputy Chief shall examine all communications forwarded through his/her office and when necessary make investigations and report.
- k. The Deputy Chief shall cause the Rules and Regulations, the Manual of Operations and all other information supplemental thereof to be maintained in an up-to-date condition.
- l. The Deputy Chief shall respond to alarms and special calls, as prescribed, and assume command, subordinate to the Chief.
- m. His/her hours of service shall be determined by and subject to the direction of the Chief.
- n. The Deputy Chief, or their designee, shall keep a roster of the entire membership of the Department. He/she shall ensure the balance of personnel between platoons by appropriate transfer or detail of subordinates is maintained.
- o. The Deputy Chief shall keep a complete record of the apparatus being out of service, shall assign relief apparatus for replacement when necessary.
- p. The Deputy Chief shall receive and properly dispose of reports from Bureaus and Departmental units, incorporating recommendations and suggestions when the nature of the subjects so require.
- q. The Deputy Chief shall attend such meetings of the various officers as may be required or desirable.
- r. The Deputy Chief shall visit the different Departmental units as often as is consistent with his/her duties and make such observations and investigations as may be necessary to thoroughly familiarize themselves with the conditions of the service.

### 3. Assistant Fire Chiefs

- a. Assistant Fire Chiefs will be assigned to a function (Operations, Support Services) and will rank next below the Deputy Chief in authority on all matters concerning the Department.
- b. Each Assistant Fire Chief shall be assigned specific duties under their job description by the Chief.
- c. They shall be in charge of their Division and have the authority to manage and supervise the subordinates assigned to their Division.
- d. They will effectively enforce the established policies, rules and regulations, practices and procedures of the Department. They shall be responsible for the condition, efficiency and distribution of personnel under their chain of command.
- e. They shall keep a record of all resources in their division; and upon notice of a resource being out of service, they shall arrange for repair and/or replacement of that resource.
- f. They shall call meetings when such are necessary. They shall preside at these meetings. They shall notify the Deputy Chief of the date and time of such meetings.
- g. They shall conduct quarterly inspections of personnel, quarters, apparatus and equipment. They shall thoroughly note any evidence of neglect, carelessness or improper attention to duty and cause the correction of any deficiency found. Quarterly inspection report shall be submitted to the Deputy Fire Chief within two weeks of the inspection.



- h. They shall make such inspections, observations and investigations as may be necessary to keep themselves thoroughly informed of conditions of the service under their command.
- i. They shall oversee and administer the utilization of manpower, apparatus, equipment, and other resources in a unified and balanced manner to accomplish fire suppression, search and rescue missions, ambulance and aeromedical services, and other related duties.
- j. They shall plan and enforce drill and training activities and organize operations consistent with Department policies and procedure for the most efficient utilization of man-power and resources.
- k. They shall prepare and submit reports regarding division activities and needs.
- l. In the absence of the Deputy Fire Chief, he/she serves as the departmental liaison officer for all Civil Defense programs. Also serves on various integrated emergency management committees as designated by the Fire Chief.

#### 4. Battalion Chief (Operations)

- a. Co-manages and co-directs all the activities of the Battalion of the Hawaii Fire Department. Supervises Fire Apparatus Trainer. Executes departmental goals, policies and procedures.
- b. Executes employee-management relations programs and policies for the employees under his/her direction and supervision and cause the equal and effective application of all personnel matters and fringe benefits in accordance with Civil Service regulations, collective bargaining agreements, departmental rules and regulation, policies and procedures. Reviews complaints and grievances and takes appropriate action to resolve the same. Delegated authority to discipline subordinate officers or employees for infractions or violations of any prescribed rule, regulation, policy or procedure if just and proper cause is found as defined in the collective bargaining agreement.
- c. They shall oversee and administer the utilization of manpower, apparatus, equipment, and other resources in a unified and balanced manner to accomplish fire suppression, search and rescue missions, ambulance and aeromedical services, and other related duties.
- d. They shall plan and enforce drill and training activities and organize operations consistent with Department policies and procedure for the most efficient utilization of man-power and resources.
- e. They shall assess the nature and cause of fires and estimate losses; determine when the fire is under control or the emergency mission is completed and return personnel and equipment to their stations.
- f. They will assure that cleanup and salvage operations are completed and alarm equipment and devices are restored to working order.
- g. They shall prepare and submit semi-annual reports regarding Battalion activities and needs.
- h. They shall respond to and take command at major fires, search and rescue calls, and hazmat incidents. They shall report such incidents to the Deputy Fire Chief at start of business the following day.



### 5. Battalion Chief (EMS)

- a. Plans and administers the activities of the Emergency Medical Services Bureau and the delivery of the emergency medical services (EMS) program to provide County-wide emergency pre-hospital care and emergency ambulance services.
- b. Monitors activities to ensure the quality of pre-hospital ambulance services to include the aeromedical helicopter operations.
- c. Oversees and monitors the activities of the ambulance and aeromedical unit to ensure compliance with federal and state regulations.
- d. Serves as the department's liaison in health planning and coordinates activities with other governmental and private agencies or community organizations.
- e. Recommends, develops, and implements administrative and operating policies and procedures in the respective bureau; evaluates and recommends improvements thereto.
- f. Participates in planning for major disasters and serves as departmental liaison for civil defense programs.
- g. Oversees bureau's program budget; assesses manpower needs and improvements in equipment or facilities; prepares recommendations and justifications for budget requests; authorizes expenditures consistent with approved budget.
- h. Keeps abreast of new laws, regulations, and training requirements and implements changes to operating policies and procedures.
- i. Exercises disciplinary authority consistent with departmental policies and civil service rules.
- j. Prepares and submits required reports regarding bureau activities
- k. Reviews administrative and fiscal reports for accuracy.
- l. Instructs relief commander of duties to be performed.
- m. May chair or participate as a member of a promotion selection panel as designated by the Fire Chief and make effective recommendation for selections; ensures appropriate training of personnel.
- n. May relieve or represent superior officers.
- o. Performs other related duties as assigned.

### 6. Battalion Chief (FASO)

- a. Plans and administers the activities of the Auxiliary Services Bureau including communications, warehouse, and maintenance activities.
- b. Oversees the selection, purchase, and modification of communications, fire equipment, and fire apparatus.
- c. Maintains adequate supplies and provisions for distribution to personnel and fire stations.
- d. Serves as the department's custodian of records.
- e. Recommends, develops, and implements administrative and operating policies and procedures in the respective bureau; evaluates and recommends improvements thereto.
- f. Participates in planning for major disasters and serves as departmental liaison for civil defense programs.

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- g. Oversees bureau’s program budget; assesses manpower needs and improvements in equipment or facilities; prepares recommendations and justifications for budget requests; authorizes expenditures consistent with approved budget.
- h. Keeps abreast of new laws, regulations, and training requirements and implements changes to operating policies and procedures.
- i. Exercises disciplinary authority consistent with departmental policies and civil service rules.
- j. Prepares and submits required reports regarding bureau activities
- k. Reviews administrative and fiscal reports for accuracy.
- l. Instructs relief commander of duties to be performed.
- m. May chair or participate as a member of a promotion selection panel as designated by the Fire Chief and make effective recommendation for selections; ensures appropriate training of personnel.
- n. May relieve or represent superior officers.
- o. Performs other related duties as assigned.

**7. Battalion Chief (Prevention)**

- a. Plans and administers the activities of the Fire Prevention Bureau including the development and enforcement of fire regulations and codes, and the inspection and investigation of fires.
- b. Participates in preplanning activities and scheduling fire safety and prevention inspections.
- c. Coordinates the fire prevention and code compliance efforts between the Fire Prevention Bureau and the public.
- d. Recommends, develops, and implements administrative and operating policies and procedures in the respective bureau; evaluates and recommends improvements thereto.
- e. Participates in planning for major disasters and serves as departmental liaison for civil defense programs.
- f. Oversees bureau’s program budget; assesses manpower needs and improvements in equipment or facilities; prepares recommendations and justifications for budget requests; authorizes expenditures consistent with approved budget.
- g. Keeps abreast of new laws, regulations, and training requirements and implements changes to operating policies and procedures.
- h. Exercises disciplinary authority consistent with departmental policies and civil service rules.
- i. Prepares and submits required reports regarding bureau activities
- j. Reviews administrative and fiscal reports for accuracy.
- k. Instructs relief commander of duties to be performed.
- l. May chair or participate as a member of a promotion selection panel as designated by the Fire Chief and make effective recommendation for selections; ensures appropriate training of personnel.
- m. May relieve or represent superior officers.
- n. Performs other related duties as assigned.