

1000.04	General Rules for Officers Standard Operating Procedure	
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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 3.4 General Rules for Officers
Applicable HI Statutes:

I. PURPOSE

To provide a list of the general rules for the Officers of the Hawai'i Fire Department. For the purpose of this SOP, the term Officer applies to all personnel responsible for the supervision of subordinate employees.

II. APPLICABILITY

This Procedure is applicable to all officers, and it shall be the responsibility of each Officer to comply with and enforce these policies and guidelines, and direct and supervise employees in conjunction with the collective bargaining agreement.

III. PROCEDURES

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 these procedures.
3. Officers shall ensure 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 Chief.
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 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 ensure that all personnel riding within an apparatus or other vehicle 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.

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10. Officers shall have command of their assigned station and all equipment and shall be subject to the supervision of a Battalion Chief.
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 chain of command.
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 Department, 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 Chief.
15. Officers shall read over all reports and narratives made by members of their shift and see that the report is properly written and presented with a high degree of professionalism.
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.
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 chain of command.

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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 chain of command.
27. Officers shall not allow alcohol or other intoxicating beverages 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 to the Battalion Chief, 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.
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 Chief shall forward all such information to the Deputy Chief through the Assistant Fire Chief.
34. Officers shall require each member of their shift to follow the Uniform Policy and take steps to safeguard against sickness or injury which might be brought on by being unnecessarily exposed to the weather.
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 chain of command.
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.

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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 Department premises 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 permit any mistreatment of a patient, client, visitor, or any other individual and shall report any such action to the Battalion Commander.
47. Officers shall not endanger or permit endangering the health or safety of self or others.
48. Officers shall not permit destruction, abuse or unauthorized use of County property or equipment.
49. 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.