



# **Rules & Regulations**

San Francisco Fire Department

Robert Demmons  
Chief of Department

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## Rules & Regulations

San Francisco Fire Department  
260 Golden Gate Avenue  
San Francisco CA, 94102

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Division of Training  
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## Forward

The goal of this manual is to establish standard operating practices as authorized by the Chief of Department and implemented by the Division of Training.

The purpose of this manual is to provide all members with the essential information necessary to fulfill the duties of their positions, and to provide a standard text whereby company officers can:

- Enforce standard drill procedures authorized as a basis of operation for all companies.
- Align company drills to standards as adopted by the Division of Training.
- Maintain a high degree of proficiency, both personally and among their subordinates.

All manuals shall be kept up to date so that all officers may use the material contained in the various manuals to meet the requirements of their responsibility.

Conditions will develop in fire fighting situations where standard methods of operation will not be applicable. Therefore, nothing contained in these manuals shall be interpreted as an obstacle to the experience, initiative, and ingenuity of officers in overcoming the complexities that exist under actual fire ground conditions.

To maintain the intent of standard procedures and practices, no correction, modification, expansion, or other revision of this manual shall be made unless authorized by the Division of Training. Suggestions for correction, modification or expansion of this manual shall be submitted to the Division of Training. Suggestions will be given due consideration, and if adopted, notice of their adoption and copies of the changes made will be made available to all members by the Division of Training.

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## Personal Information

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone No. \_\_\_\_\_

Rank \_\_\_\_\_ Badge No. \_\_\_\_\_ Blood Type \_\_\_\_\_

Birth Date \_\_\_\_\_

Marital Status \_\_\_\_\_ Veteran Status \_\_\_\_\_ Social Security No. \_\_\_\_\_

Driver License No. \_\_\_\_\_ Class \_\_\_\_\_ Expiration Date \_\_\_\_\_

License Restrictions \_\_\_\_\_

## Department Qualifications

Driver Yes  No   
Pump Operator Yes  No   
Tiller Operator Yes  No   
Relief Chiefs' Aide Yes  No   
Scuba Qualified Yes  No   
EMT Qualified Yes  No   
Fireboat Swim Test Yes  No   
Communications Center Yes  No

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## Oath of Allegiance

I, \_\_\_\_\_, do solemnly swear that I will support and defend the Constitution of the United States and the constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the state of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

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## **Preamble**

All rules and regulations contained herein apply while members are on duty. Whenever any of the phrases "at all times", "at no time", or "at any time" is used in connection with a specific rule or regulation, it shall indicate that such rule or regulation applies whether members are on duty or off duty. These rules and regulations are intended to be general in character.

As a supplement thereto, the Procedure Guide, a part of this publication, will contain details by order, practice, interpretation, clarification, illustration, or explanation necessary to standardize applications and operations. Changes in the Procedure Guide will be made, as necessary, by General Order. It shall be the duty of each member to maintain it in the proper manner. Company Officer shall date and endorse completion of modification.

Practices and procedures prescribed in Department Manuals shall be considered part of the Rules and Regulations.

Orders, instructions, notices, and other information of a temporary operating nature or of current concern will be circulated by means of General Orders properly coded for disposition and filing purposes.

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## ARTICLE 1. DEFINITIONS

### 101. DEFINITIONS

**Acting Officer.** An officer or other member designated by Department order to perform duties at the next higher level of authority.

**Administration and Support Services..** Consists of Administrative Services, Support Services and Management Services which serve to complement Operations.

**Battalion.** A number of companies grouped geographically and supervised by Battalion Chiefs.

**Box Alarm.** A street alarm transmitted by means of the Communications system.

**Bureau.** A unit of Operations or the Administration and Support Services under the direction of an officer or other superior appointed by the Chief of Department.

**Charter.** The Charter of the City and County of San Francisco.

**City & County.** The City and County of San Francisco.

**Commission.** The Fire Commission of the City and County of San Francisco.

**Communications..** That part of the station containing the main signal and communications equipment.

**Company** A crew of members assigned to a station with fire suppression apparatus and whose work is performed under the immediate supervision of a company officer.

**Department.** The Fire Department of the City and County of San Francisco.

**Deputy Chief Administration.** The Chief Officer who is next in command below the Deputy Chief Operation.

**Deputy Chief Operation.** The Chief Officer who is next in command below the Chief of Department.

**Detail (Company).** An assignment from one company to another for a limited period of time.

**Detail (Special).** An assignment of one or more members by the Chief of Department to such special service and hours of work as he may deem necessary.

**Division.** A major unit of Operations or the Administration and Support Services and supervised by a Division Chief of the rank of H-50, Assistant Chief.

Article 1. Definitions

**General Orders.** Orders, instructions, notices, and other information of a temporary operating nature, or of current concern, circulated and properly coded for disposition and filing purposes.

**Greater Alarm.** A second, third, fourth, or fifth alarm of fire.

**Headquarters of the Department.** The offices of the Fire Commission, Chief of Department, Deputy Chiefs, the Department Physician and other offices as indicated.

**Members (General)** When used in a general sense, this term shall include officers and other members of the uniformed force, as well as all other employees of the Department.

**Members Restricted.** When used in a restricted sense, this term shall designate all members of the uniformed force below the rank of lieutenant.

**Normal Channels.** The forwarding or transmitting of official communications from the point of origin through each ascending or descending level of authority.

**Officer.** A member holding the rank of lieutenant or above.

**Operations.** Consists of Fire Suppression, Fire Prevention, Fire Investigation and Training.

**Policy and Procedure Guide.** The Supplement to the Rules and Regulations of the Department. Such supplement contains practices, interpretations, clarifications, illustrations, and explanatory data.

**Station.** A building in which one or more companies of the fire suppression forces are quartered.

**Temporary Officer.** An officer or other member appointed temporarily by the Chief of Department in accordance with the Civil Service provisions of the Charter and the Rules of the Civil Service Commission, to perform duties at the next higher level of rank.

**Tour of Duty.** A specified number of continuous hours on duty as required by the provisions of the Charter or by Ordinance.

**Uniformed Force.** Members required to have the official uniforms of the Department.

**Unit (General Sense).** Any part of Operations or the Administration and Support Services.

**Unit (Restricted Sense).** A company of the fire suppression force.

## ARTICLE 1 DEFINITIONS



## **ARTICLE 2. ORGANIZATION**

### **201. FIRE COMMISSION**

The Fire Commission shall consist of five members, who shall be appointed by the Mayor, for a duration of four years. Not less than one member of the Fire Commission shall be a woman. The Commissioners shall have the power and duty to organize, reorganize and manage the Fire Department.

### **202. CHIEF OF DEPARTMENT**

The Chief of Department shall be appointed by the Fire Commission and hold office at its pleasure.

### **203. DEPUTY CHIEF OPERATIONS & DEPUTY CHIEF ADMINISTRATION**

The Deputy Chief Operations and Deputy Chief Administration may be appointed by the Chief of Department and shall be appointed from the rank of H-50 Assistant Chief or the rank of H-40 Battalion Chief.

### **204. CHIEF OF DEPARTMENT**

The Chief of Department shall supervise the organization of all units in the Department. These units shall be divided into two groups: Operations and Administration and Support Services. Each group shall be subdivided into the following:

1. Operations
  - A. Fire suppression
    - a. Divisions
    - b. Battalions
    - c. Companies
  - B. Division of Fire Prevention and Fire Investigation
2. Administration and Support Services
  - A. Division of Management Services
  - B. Division of Support Services
  - C. Division of Training

### **205. DIVISIONS**

Each fire suppression division consists of several battalions; each battalion consists of a number of companies; each company consists of two or more company officers and several members.

Article 2. Organization

**206. DIVISION CHIEFS**

Each fire suppression division shall be supervised by Division Chiefs of the rank of H-50, Assistant Chief. The Division Commanders, as designated by the Chief of Department, shall be so recognized at all times.

**207. BATTALION CHIEFS**

Each battalion shall be supervised by H-40, Battalion Chiefs. The Battalion Commander, as designated by the Chief of Department, shall be so recognized at all times.

**208. COMPANY OFFICERS.**

Each company shall be under the immediate supervision of a captain or a lieutenant. The captain shall be recognized as the commanding officer of the company at all times.



## **ARTICLE 3. THE FIRE COMMISSION**

### **301. FIRE COMMISSION**

The Fire Department shall be under the management of the Commission. The Commission shall have the final responsibility for the proper administration of the Department. and shall be vested with the following authority:

1. To appoint the Chief of Department, a Commission Secretary, and a Department Physician under Charter provisions. To appoint Department Chaplains at its discretion to hold honorary office at its pleasure.
2. To prescribe rules and regulations governing the personnel and the business affairs of the Department.
3. Whenever recommended by the Chief of Department, to reward any member of the Department for heroic or meritorious conduct. The nature of the reward shall be left to the discretion of the Commission, but in any case, an award to a member shall not exceed \$200.00 or as may be otherwise stipulated by Charter.
4. To require such periodic or special studies or reports concerning the Department as may be necessary.
5. To activate or deactivate, upon recommendation of the Chief of Department, such units in the fire suppression force or the administration and support services as it deems necessary.
6. to conduct regular and special meetings of the Fire Commission.
7. To adopt the badge and other official insignia for the Fire Department and to furnish each member with such badge and official insignia proper to the appropriate rank.
8. To designate the type and color of the material and the design for the official uniforms of the Department.
9. To conduct trials and impose penalties upon members of the Department in the manner authorized by the provisions of the Charter.
10. To establish such standing or special committees as it shall deem necessary.
11. To establish the normal work schedules for uniformed members of the Fire Department as established by the Memorandum of Understanding. All other employees are governed by applicable Civil Service Rules.
12. When proposing any rule or regulation, or amendment thereto, or repeal thereof, the Commission shall conduct public hearings prior to the adoption of said rule, regulation or amendment thereto, or repeal thereof. Said hearing shall be conducted only after the proposed rule, regulation, amendment or repeal has

Article 4. Chief of Department

been calendared for the Commission hearing for at least one (1) week. (Charter 3.500 a)

**302. AFFIRMATIVE VOTES**

Except as otherwise herein provided, an affirmative vote of at least three (3) members of the Commission shall be required for the passage of any resolution, or for the passage of any other motion (Charter 3.500 i). When a question is put to a vote at a meeting of the Commission, each member present shall be required to vote for or against it, unless a member is excused from voting by a majority of the members present. (Charter 3.500 a)

**303. FIRE COMMISSION SECRETARY**

The Commission Secretary shall be responsible for maintaining a complete and accurate record of Commission Proceedings and for the administration of its business.

## **ARTICLE 4. CHIEF OF DEPARTMENT**

### **401. CHIEF EXECUTIVE OFFICER**

The Chief of Department shall be the Chief Executive Officer and shall be responsible to the Commission for the proper administration and efficient operation of the Department.

### **402. DUTIES**

The Chief of Department shall effect the organization of the Department, officially interpret the rules and regulations and prescribe the policies and practices essential for its efficient operation. The Chief of Department shall formulate plans designed to prepare the Department for operations under emergency and disaster conditions.

### **403. APPOINTING OFFICER**

The Chief of Department shall act as "appointing officer" under civil service provisions of the Charter for the appointing of any employees for the Fire Department. The Chief of Department shall have the power, under the Charter, to appoint Deputy Chiefs of Department and Assistant Deputy Chief, a Secretary to the Chief of Department, and qualified members to serve as Chiefs' Aides.

### **404. ASSIGN OFFICERS**

The Chief of Department shall assign officers or other superiors to administer the work of all divisions or bureaus in the Department and shall hold them responsible for the proper administration of such offices committed to their charge.

### **405. INCIDENT COMMANDER**

The Chief of Department shall direct the work of all units in the Department and shall be the Incident Commander in all matters concerning fire extinguishment and rescue operations, and the protection of property from fire and as directed by the Mayor. During a conflagration the Chief of Department may order any building or structure to be cut down or otherwise removed for the purpose of checking the progress or structure to be cut down or otherwise removed for the purpose of checking the progress of such conflagration.

### **406. RECALL OFF-DUTY MEMBERS**

In the event of a conflagration requiring the services of more than the available on duty officers and members of the uniformed force of the Department, the Chief of Department shall have full authority to recall the off-duty members.

**407. DISCIPLINE AND MORALE**

The Chief of Department shall carefully observe the general aptitude, the discipline and the morale of officers, members, and other employees of the Department and shall keep well informed of the condition and operating efficiency of its apparatus and equipment.

**408. RULES**

The Chief of Department shall be responsible for the enforcement of the rules, regulations and orders of the Department, all laws and ordinances of the City and County and State laws applicable to the Department.

**409. CHARTER AND ORDINANCES**

The Chief of Department shall perform all the duties required by the Charter and the ordinances of the City and County and shall supervise the procedure for the granting of permits by the Fire Department.

**410. NEGLIGENCE**

The Chief of Department shall hold subordinate officers responsible for any negligence in the enforcement of the laws, ordinances, rules, regulations and orders applicable to the Department.

**411. VIOLATIONS**

The Chief of Department may order to be brought to trial before the Commission any subordinate member against whom a formal complaint has been made for violation of the relevant laws, ordinances, rules, regulations or orders of the Department. (X-Ref. Art. 40, R & R)

**412. PERFORMANCE OF DUTIES**

The Chief of Department shall report to the Commission any member, who by reason of age, disease or accident, does not or cannot fully and promptly perform required duties .

**413. PROBATIONARY MEMBERS**

The Chief of Department shall report to the Commission the official evaluation of the manner in which probationary members perform their duties.

**414. TEMPORARY APPOINTMENTS & ASSIGNMENTS**

The Chief of Department shall make all necessary temporary appointments and assignments.

**415. UNIFORMS**

The Chief of Department shall regulate the manner of wearing the various Department uniforms and their appurtenances.

**416. MEETINGS**

Whenever the Chief of Department considers it advisable, a meeting of any Department officers or members may be called.

**417. STATIONS, APPARATUS, AND EQUIPMENT**

The Chief of Department shall recommend to the Commission the selection of new station sites, changes in the location of existing stations, construction of new stations, purchase of new apparatus, hose or equipment, and the sale of used hose or equipment not necessary for use in operations of the Department.

**418. RECORDS**

The Chief of Department shall direct the manner of keeping accurate records of all business transacted by the Department and the inventory of all Department property.

**419. OFFICIAL COMMUNICATIONS**

The Chief of Department shall forward to the Commission, through its Secretary, all official communications received. Routine reports herein specifically required from subordinates at stated periods shall be exempt from the provisions of this section.

**420. COMMISSION MEETINGS.**

The Chief of Department shall attend all regular meetings of the Commission, and special meetings if required, when not otherwise engaged in urgent Department Duty.

**421. OTHER DUTIES**

The Chief of Department shall perform such other duties as the Commission shall Direct.

**422. SECRETARY TO THE CHIEF OF DEPARTMENT**

The Secretary to the Chief of Department shall be appointed by the Chief of Department as the executive and administrative aide and shall be responsible to the Chief of Department for the maintenance of Departmental records and have charge of such personnel as designated by the Chief of Department.

Article 4. Chief of Department

## **ARTICLE 5. DEPUTY CHIEF OF OPERATIONS**

### **501. DEPUTY CHIEF OPERATIONS**

The Deputy Chief Operations, as second in command, shall be the executive officer to and the field officer representative of the Chief of Department, and shall respond to greater alarms of fire and other emergencies as prescribed by the Chief of Department.

### **502. ABSENCE OF THE CHIEF OF DEPARTMENT**

In the absence of the Chief of Department, the Deputy Chief Operations shall assume the command, duties, and responsibilities of the Chief of Department.

### **503. POLICIES & PRACTICES**

While serving in the capacity of Chief Executive Officer, the Deputy Chief operations shall execute the policies and practices instituted by the Chief of Department.

### **504. INTRA-DEPARTMENTAL RELATIONS**

The Deputy Chief Operations shall be responsible for the coordination of intra-departmental relations and activities of Divisions and Bureaus in Operations.

### **505. COMMISSION MEETINGS**

The Deputy Chief Operations shall attend all regular meetings of the Fire Commission when not otherwise engaged in urgent Department duty.

### **506. OTHER DUTIES**

The Deputy Chief Operations shall perform such other duties as may be required by the Chief of Department and the rules, regulations, orders, and policies and procedures of the Department.

Article 5. Deputy Chief Operations



## **ARTICLE 6. DEPUTY CHIEF ADMINISTRATION**

### **601. RESPONSIBILITIES**

The Deputy Chief Administration is responsible for the supervision of the Division of Support Services, Division of Management Services, the Division of Training, Fiscal Services, and Information Services.

### **602. ASSUMPTION OF COMMAND**

In the absence of the Chief of Department and the Deputy Chief Operations , the Deputy Chief Administration shall assume the command, duties and responsibilities of the Chief of Department.

### **603. POLICIES & PRACTICES**

While serving in the capacity of Chief Executive Officer, the Deputy Chief Administration shall execute the policies and practices instituted by the Chief of Department.

### **604. DIRECTOR OF PERSONNEL**

The Deputy Chief Administration shall be the Director of Personnel of the Department.

### **605. PERSONNEL RECORDS**

The Deputy Chief Administration shall maintain a complete and up-to-date personnel record of all officers and members of the Department.

### **606. BACKGROUND INVESTIGATIONS**

The Deputy Chief Administration shall be responsible for a thorough investigation of the previous employment record, including the character and reputation, of all candidates for membership in the Department, in accordance with Civil Service procedures.

### **607. INTRA-DEPARTMENTAL RELATIONS**

The Deputy Chief Administration shall be responsible for the coordination of intra-department relations and activities of Divisions and Bureaus in the Administration and Support Services.

### **608. COMMISSION MEETINGS**

The Deputy Chief Administration shall attend all regular meetings of the Fire Commission when not otherwise engaged in urgent Department duty.

**609. INSPECTIONS**

The Deputy Chief Administration shall cause to be made continuous inspections of all buildings and premises of the Department. Recommendations for alterations or repairs shall be submitted to the Division of Support Services as required.

**610. OTHER DUTIES**

The Deputy Chief Administration shall perform such other duties as may be required by the Chief of Department or the Deputy Chief Operations and the rules, regulations, orders, and policies and procedures of the Department. .

## **ARTICLE 7. DEPARTMENT PHYSICIAN**

### **701. DEPARTMENT PHYSICIAN**

The Department Physician shall be the Medical Director of the Fire Department and shall be responsible to the Commission and to the Chief for coordinating and executing a comprehensive occupational health and safety program for the San Francisco Fire Department.

### **702. OFFICE OF PHYSICIAN**

The office of the Physician shall be at the headquarters of the Department. The Physician shall be in attendance each day at designated hours, Saturdays, Sunday and legal holidays excepted, as prescribed in the Procedure Guide.

### **703. LEGITIMATE CAUSE**

The Physician shall ascertain that officers and members granted sick or disability leaves have a legitimate cause for absence and observe the requirements of the sick rule.

### **704. RETURN TO WORK**

Before such officers and members who have been granted sick or disability leaves are permitted to return to work, they shall have the approval of the Department Physician.

### **705. ENTRANCE ELIGIBILITY**

The Physician shall subject each certified eligible for entrance or promotion to a thorough physical examination prior to appointment in the Department and shall examine the eligible a second time before expiration of the Probationary period. The Physician shall also examine such other members as required by the Commission or the Chief of Department. Whenever such examinations are held, the Physician shall submit a written report thereon as required to the Commission and the Chief of Department.

### **706. SICK & INJURED RECORDS**

The Physician shall maintain a record of all sick and injured members and shall report to the Chief of Department and the Commission in writing at each regular meeting of the Commission the names of such members.

### **707. HEALTH RECORDS**

The Physician shall be responsible for the maintenance of a complete and up-to-date health record of all members in the Department. Such record shall be kept at the office of the Department Physician.

### **708. PHYSICAL WELFARE**

The Physician shall make such recommendations as deemed necessary for improving the physical welfare of members and the healthful conditions in and about company stations. Such

Article 6. Deputy Chief Administration

recommendations shall be submitted in writing to the Commission and to the Chief of Department.

**709. OTHER DUTIES**

The Physician shall perform such other duties as may be required by his or her superiors and the rules, regulations, orders, and policies and procedures of the Department.

## **ARTICLE 8. DEPARTMENT CHAPLAIN**

### **801. CHAPLAIN**

The Commission may appoint Chaplains of any denomination to care for the spiritual needs of the members of the Department.

Article 8. Department Chaplain

## **ARTICLE 9. DIVISION CHIEFS**

### **901. DIVISION CHIEFS**

Division Chiefs, of the rank of H-50, Assistant Chief, shall be the executive officers of their respective divisions. They shall administer their divisions in conformity with the rules and regulations, orders of the Department, and the policies and procedures prescribed by the Chief of Department.

### **902. ACCOUNTABILITY**

Division chiefs shall be held accountable for maintaining a work environment that promotes harmony, respect for each person, and is free from harassment, discrimination, and retaliation. They shall note particularly that subordinate officers are aggressively ensuring compliance with the Rules and Regulations, and policies of the Department.

### **903. DIVISION COMMANDER**

The Division Commander of each Division shall be designated by the Chief of Department with due regard for seniority.

### **904. DUTIES**

Division Chiefs shall perform their duties under the direction of the Chief of Department or the Deputy Chiefs and shall be responsible to the Chief of Department for the proper execution of such duties.

### **905. RESPONSIBILITIES**

They shall be responsible for the general condition, the discipline, and the efficiency of the divisions under their charge and shall require strict enforcement of the Rules and Regulations and of the orders and instructions of the Chief of Department.

### **906. RESPONSE**

They shall respond to all alarms of fire or other emergencies assigned to them and shall remain in charge until relieved by the Chief of Department or the Deputy Chief Operations upon their arrival.

### **907. INSPECTIONS**

Every four months they shall inspect each district in their division. During such inspections they shall carefully inspect the personnel, journals, apparatus, records, equipment, and general condition of the stations. Immediately thereafter they shall submit a report thereon in writing to the Deputy Chief Operations.

**908. DAILY CONFERENCES**

They shall hold a daily group conference with the on-duty Battalion Chiefs of their division.

**909. REPORTS & COMMUNICATIONS**

They shall examine all reports and communications originating within their divisions and record their approval, disapproval, or contents noted as appropriate; when necessary, they shall conduct an investigation and forward a supplementary report to the appropriate addressee.

**910. DAILY RECORDS**

They shall maintain a daily record in the division journal of all matters pertinent to the operation of their division.

**911. VEHICLE ACCIDENTS**

Whenever there is an accident involving a Department vehicle and the Battalion Chief at the scene requires assistance with photographs of the accident scene or other matters, the Division Chief assigned at the box nearest to the location of the accident, if available, shall respond when notified to do so by the Communications Watch Commander.

**912. PHYSICAL CONDITIONS**

They shall acquire a thorough knowledge of the physical conditions throughout their divisions and first alarm areas.

**913. REMAIN IN DIVISIONS**

They shall remain within their division areas unless Department business requires their presence elsewhere.

**914. DIVISION STAFFING**

At the beginning of each tour of duty, they shall ascertain the numerical strength of their division, they shall balance their division in cooperation with the Personnel Center and their Battalion Chiefs.

**915. COMMISSION MEETINGS**

They shall attend all regular meetings of the Commission unless otherwise engaged in urgent Department matters.

**916. RECOMMENDATIONS**

They shall submit to the Chief of Department written recommendations for improving fire protection or for increasing the efficiency of the Department.



**917. NOTIFICATION**

When death or any other extraordinary or unusual matter concerns their division, they shall immediately notify the Chief of Department through normal channels. After such notification, they shall investigate the matter and forward a written report thereon to the Chief of Department.

**918. OTHER DUTIES**

Division Chiefs shall perform such other duties as may be required by their superiors and the rules, regulations, orders, and policies and procedures of the Department.

Article 9. Division Chiefs

## **ARTICLE 10. BATTALION CHIEFS**

### **1001. BATTALION CHIEF**

Battalion Chiefs shall be in charge of all companies and staffed Department buildings in their assigned districts. They shall administer their battalion districts in conformity with the rules and regulations, orders of the Department, and the policies and procedures prescribed by the Chief of Department.

### **1002. ACCOUNTABILITY**

Battalion Chiefs shall be held accountable for maintaining a work environment that promotes harmony, respect for each person, and is free from harassment, discrimination and retaliation. They shall note particularly that subordinate officers are aggressively ensuring compliance with the Rules and Regulations and policies of the Department. They shall regularly confer with company officers under their supervision and shall provide assistance and support to company officers in implementing and enforcing the Rules and Regulations and policies of the Department.

### **1003. BATTALION COMMANDER**

The Battalion Commander shall be designated by the Chief of Department, and be so recognized at all times, with due regard for seniority.

### **1004. COMPANY EFFICIENCY**

They shall be responsible for the operational efficiency of the companies within their districts and for the proper maintenance of stations, apparatus, tools and equipment.

### **1005. COMPLIANCE WITH RULES & REGULATIONS**

They shall require all officers and members under their charge to comply with the rules, regulations and orders of the Department. They shall promptly investigate all violations of discipline committed in their presence or reported to them. Following such investigation, they shall promptly notify the Division Chief in charge and submit a written report to the Chief of Department concerning the incident.

### **1006. STRENGTH OF DISTRICT**

At the beginning of each tour of duty they shall ascertain the numerical strength of their district. They shall balance the companies in their district with the cooperation of their Division Chief.

### **1007. RESPONSE TO ALARMS**

They shall promptly respond to all alarms of fire or other emergencies assigned to them. At such fires or emergencies they shall remain in charge until the arrival of a senior or superior officer. They shall respond to unit dispatches and to such other incidents in their districts as they deem necessary.

**1008. DIVISION CHIEF INSPECTIONS**

They shall accompany the Chief of Department, Deputy Chiefs, or Division Chiefs during tours of their respective districts.

**1009. MONTHLY INSPECTIONS**

A monthly inspection shall be made of the personnel and their uniforms, the apparatus, tools, equipment, the company records, company journals, and the general conditions of the stations in their districts.

**1010. COMPANY VISITS**

They shall visit all companies in their districts at least once during each tour-of-duty. During such visits they shall carefully observe the personnel, their uniforms, and the general condition of stations and equipment. They shall hold a daily conference with the on duty company officer during the visit. Whenever any negligence or deficiency is found to exist, they shall take immediate action to correct such conditions and if warranted, notify the Division Chief in charge to keep him/her abreast of the situation.

**1011. NOTIFICATIONS**

When death, serious injury, illness or any other extraordinary or unusual matter concerns their districts, they shall immediately notify the Division Chief in charge and other designated personnel.

**1012. PUBLIC ASSEMBLIES**

They shall be held responsible for all members detailed to places of public assemblage within their districts.; they shall visit such places as scheduled during performances to insure compliance with all pertinent laws and ordinances.

**1013. BUILDING INSPECTIONS**

They shall regularly inspect buildings in their districts and shall forward reports to the Chief of Department through normal channels concerning such inspections as the Chief of Department may subscribe.

**1014. PHYSICAL CONDITION OF DISTRICT**

They shall acquire a thorough knowledge of the physical conditions throughout their districts and first alarm areas.

**1015. SCHOOL FIRE DRILLS**

They shall conduct school fire drills in designated school district buildings as required and following such drills, shall forward a written report thereon to the Chief of Department.

**1016. COMPANY DRILLS**

They shall require that company drills be conducted as scheduled, that all members participate, and that approved standard practices be observed.

**1017. VEHICLE ACCIDENTS**

Whenever there is an accident involving a Department vehicle, the first available Battalion Chief assigned at the box located nearest to the location of the accident shall respond when notified to do so by the Communications Watch Commander. The Battalion Chief shall make a thorough investigation and notify the Division Chief in charge to keep him/her abreast of the situation. They shall forward a written report of the circumstances to the Chief of Department.

**1018. REPORTS & COMMUNICATIONS**

They shall examine all reports and communications originating within their districts; when necessary, they shall conduct an investigation and forward a supplementary report to the appropriate addressee.

**1019. RECORDS**

They shall be responsible for keeping complete and up-to-date records of the administrative affairs of their districts.

**1020. JOURNALS**

They shall record in their journals all matters pertaining to the operations of their districts.

**1021. WRITTEN RECOMMENDATIONS**

They shall submit to the Chief of Department, through the Division Chief in charge, written recommendations for improving fire protection or for increasing the efficiency of the Department.

**1022. REMAIN WITHIN THEIR DISTRICTS**

They shall remain with in their district unless otherwise ordered by proper authority.

**1023. OTHER DUTIES**

Battalion Chiefs shall perform such other duties as may be required by their superiors and the rules, regulations, orders, and policies and procedures of the Department.

Article 10. Battalion Chiefs

## **ARTICLE 11. CAPTAINS**

### **1101. CAPTAINS**

Captains shall be the company commanders and shall exercise authority over all company procedures and policies at all times, and, except as otherwise provided in Section 1201, over all subordinate officers and members under their supervision.

### **1102. ACCOUNTABILITY**

Captains shall be held accountable for maintaining a work environment that promotes harmony, respect for each person and is free from harassment, discrimination, and retaliation. They shall ensure that there is fair and equitable treatment of all members under their supervision, and be responsible for implementing and enforcing the Rules and Regulations and policies of the Department.

### **1103. RESPONSIBILITIES**

They shall acquire a thorough knowledge of the duties of their office and shall be responsible for the strict enforcement of the rules, regulations and orders of the Department. They shall exact proper order and discipline from their personnel in the company stations and at fires or other emergencies. They shall particularly observe the general department, and performance of members under their command, at incidents and station duties.

### **1104. ADMINISTRATIVE PROGRAM**

They shall formulate and put into practice a comprehensive administrative program specifically adapted to the companies and units under their supervision. This program shall be subject to the approval of the Battalion Commander.

### **1105. STATION DUTIES**

They shall apportion station duties among subordinates and shall require these duties to be performed promptly and efficiently.

### **1106. STATION MAINTENANCE**

They shall be responsible for the cleanliness and maintenance of their stations and for the apparatus, tools, equipment and other Department property assigned to or stored therein.

### **1107. ROLL CALL**

Each day at the specified time, the ranking company officer on duty in the station shall conduct roll call in the communications room, promptly report any imperfections or deficiencies to the Battalion Chief, and then cause the necessary data to be entered in the company journals. Whenever there are two or more officers of the same level of authority in one station, the senior officer on duty shall conduct the roll call.

**1108. ORDERS & COMMUNICATIONS**

They shall read aloud in the presence of the roll-call assembly all Department orders and communications received since their last tour of duty. They shall insure that all members under their command are cognizant of all such orders and communications, and shall, whenever necessary, convey other company instructions or information.

**1109. DAILY INSPECTION**

Immediately following roll call, they shall thoroughly inspect the apparatus, tools, and equipment under their supervision.

**1110. INSPECTION OF QUARTERS**

Promptly at 1000 hours each day, except in cases of extensive working fires the night before or because of other extraordinary conditions, they shall thoroughly inspect their company quarters, the apparatus, and other parts of the station. They shall also inspect the on-duty members for cleanliness and proper uniform attire.

**1111. TOUR-OF-DUTY**

They shall require their personnel to remain on duty until the completion of their current tour-of-duty, except as otherwise authorized.

**1112. RESPONSE TO ALARMS**

They shall promptly respond with their companies to all alarms of fire or other emergencies assigned to them.

**1113. RESPONSE TO FIRES**

Upon their arrival at the scene of an alarm or other emergency, they shall report to the Incident Commander. If first to arrive, they shall take charge of operations and, whenever necessary, order a greater alarm. They shall be responsible for all operations until relieved upon the arrival of a senior or superior officer.

**1114. REMAIN WITH COMPANY**

At a fire or other emergency, unless otherwise ordered by a superior officer, they shall remain with their companies and take a suitable position in order to direct the work of their personnel.

**1115. POST-FIRE INSPECTION**

Before leaving the scene of the fire or other emergency where their company or unit performed fire service, they shall carefully inspect the apparatus for any damaged or missing tools or equipment.

**1116. RETURN TO QUARTERS**

Immediately following their return to quarters from an alarm, drill or test, they shall require that the apparatus under their charge be properly housed, cleaned, inspected and serviced.



**1117. PROFICIENCY OF MEMBERS**

They shall require company members to become proficient in their respective duties; they shall hold company drills in accordance with the provided schedules and instructions in a manner which will develop coordination and efficiency at fires and other emergencies. .

**1118. INSTRUCTIONS & PROBATIONARY RECORDS**

They shall diligently instruct newly appointed members and other probationary members assigned to their companies and shall maintain accurate records for the required probationary reports.

**1119. DESIGNATION OF DUTIES**

In the absence of regular drivers, pump operators, tiller operators, or other members assigned to duties requiring particular skills, they shall designate only those members who are certified, and possess the correct drivers license required by the DMV.

**1120. SUPERVISION**

They shall actively supervise the administration of their companies between 0800 and 2100 hours.

**1121. COMPANY ABSENT AT ROLL CALL**

Whenever a company is absent from its regular quarters at the specified time for roll call, the ranking company officer in charge of the members reporting for duty shall call the roll. The on-coming members shall then proceed to the location of the company. If at a fire, the company officer shall report to the Incident Commander.

**1122. STATION WATCH**

At the beginning of each tour-of-duty, they shall arrange and post the schedule for station watch.

**1123. COMPANY RECORDS**

They shall maintain accurate company records and shall prepare and forward required routine reports.

**1124. COMPANY JOURNAL**

They shall make entries in the company journal of all matters pertaining to the administration of their companies and units.

**1125. STATION SUPPLIES**

They shall be responsible for the economic use of station supplies, electricity, water, oil, gasoline or other fuel furnished to their company.

**1126. MOTOR VEHICLE LAWS**

They shall require strict observance of state and city laws, ordinances, and Department rules governing the operation of motor vehicles under their supervision.

**1127. TRAFFIC ACCIDENTS**

Whenever traffic accidents involve apparatus or vehicles under their charge, they shall comply with the requirements of sections 4101 - 4102 of these rules and further shall see that the Battalion Chief of their district is notified as soon as is practicable, of such traffic or any other accident to such apparatus or vehicles.

**1128. UNUSUAL MATTERS**

Whenever matters of unusual nature involve their companies, they shall promptly notify their Battalion Chief.

**1129. COMMUNICATIONS EQUIPMENT**

They shall pay particular attention to the operation of the communications equipment in the station.

**1130. USE OF STATIONS**

They shall permit the stations to be used only for Department business unless otherwise authorized by the Chief of Department.

**1131. SENIOR OFFICER**

In a station which has more than one company officer on duty, the ranking or senior officer shall be held responsible for the cleanliness and the maintenance of the station.

**1132. COMPANY ASSISTANCE**

In a station which has more than one company or unit in active service, they shall require their personnel to assist the other companies or units returning from alarms, drills, or tests in order to prepare apparatus and equipment for service. They shall also require their personnel to assist on those occasions when hose or apparatus is changed.

**1133. VISITORS**

They shall not allow visitors, not on Department business, to enter the stations before 1000 hours or remain after 2100 hours. Children shall not be permitted in stations unless accompanied by an adult. Visitors shall only be in a station when the station is occupied by the companies or units quartered therein. Visitors shall be allowed only in public areas. Public areas for this purpose are defined as the apparatus floor, the communications areas, and the dining area. The only exception to this rule shall be by permission of the Chief of Department or Deputy Chiefs.

**1134. UNDESIRABLES**

They shall not allow intoxicated or otherwise undesirable persons in or about the stations.

**1135. UNAUTHORIZED MATERIAL**

They shall permit no lewd, suggestive or other undesirable matters to be displayed in or about the stations or on the company bulletin boards. Advertisement, communications, posters, circulars, etc., shall have authorization of the Chief of Department before being displayed.

**1136. STATION DOORS**

They shall require station doors to be closed and locked at all times when station is vacant as the result of response to an alarm.

**1137. UNIFORMS**

While in stations, they shall require the personnel under their supervision to wear the station uniform from 0800 hours to the hour of retirement except as otherwise authorized.

**1138. OTHER DUTIES**

Captains shall perform such other duties as may be required by their superiors and the rules, regulations, orders, and policies and procedures of the Department.

Article 11. Captains

## **ARTICLE 12. LIEUTENANTS**

### **1201. LIEUTENANTS**

It shall be the duty of the lieutenant to assist the company commander in the efficient administration of the company program, and he shall make no change therein without the approval of the Battalion Commander.

### **1202. AUTHORITY & RESPONSIBILITIES**

The Lieutenant who is on duty shall exercise the authority and assume the responsibilities of the Captain during the latter's regular absence.

### **1203. OTHER DUTIES**

Lieutenants shall perform such other duties as may be required by their superiors and the rules, regulations, orders, and policies and procedures of the Department.

Article 12. Lieutenants

## **ARTICLE 13. CHIEFS' AIDES**

### **1301. DEFINITION**

Chiefs' Aides shall possess the correct Drivers License required by the California Department of Motor Vehicles. They shall have a working knowledge of the Vehicle Operations, Communications, and Incident Command System manuals.

### **1302. SUBJECT TO RULES**

They shall be subject to all rules, regulations, and orders governing other members of the department.

### **1303. CHIEF OF DEPARTMENT'S AIDE**

Aides assigned to the Chief of Department shall perform their duties under the exclusive direction of the Chief of Department.

### **1304. CHIEFS' AIDES**

Aides assigned to Division Chiefs, Battalion Chiefs, and other Officers shall perform their duties under the direction of their respective officers unless otherwise ordered.

### **1305. RESPONSE TO ORDERS**

They shall give special attention to all orders issued to them by proper authority and shall be responsible for the prompt and accurate delivery of such orders. They shall give no directions or orders unless specifically authorized.

### **1306. COMPANY DRILLS**

They shall be required to participate in Company Drills unless they are involved with department business with the Chief to whom they are assigned.

### **1307. OTHER DUTIES**

Chiefs' Aides shall perform such other duties as may be required by their superiors and the rules, regulations, orders, and policies and procedures of the Department.

Article 13. Chiefs' Aides



## **ARTICLE 14. FIREFIGHTERS**

### **1401. SUPERVISION**

While in stations, firefighters in all classifications shall perform their duties under the direct supervision of their company officers. At fires or other emergencies, they shall also be subject to the orders of the Incident Commander and Chief Officers.

### **1402. RULES & REGULATIONS, ORDERS**

They shall become thoroughly familiar with the Rules and Regulations, and orders of the Department.

### **1403. RESPONSE**

They shall promptly respond with their companies to all alarms of fire or other emergencies assigned to them and shall assist one another when executing the orders of their superior officers.

### **1404. REMAIN WITH APPARATUS**

When their company is not immediately ordered to work at fires or other emergencies, they shall remain with and under the direction of the company officers unless otherwise ordered.

### **1405. WORK AS A COMPANY**

While working at fires or other emergencies, they shall work as a company unit unless otherwise ordered.

### **1406. COMPANY DRILLS**

They shall participate in company drills and other instruction or training as directed.

### **1407. TRAINING**

They shall attend drills and instruction in accordance with the program scheduled by the Division of Training and shall satisfactorily complete all required training before achieving permanent appointment in the Department.

### **1408. PROPER ADDRESS**

Members of the Department shall address their superior officers by their proper titles.

### **1409. CONSULTING CHIEF OFFICERS**

Before they consult a Chief Officer on matters concerning the Department, members must first have the specific approval of their immediate superiors.

**1410. STATION WATCH**

Members assigned to station watch shall maintain continuous vigilance in all Department stations while companies are quartered therein. This vigilance shall include but shall not be limited to phones, Department radio, and the Computer Dispatch System.

**1411. OTHER DUTIES**

Firefighters shall perform such other duties as may be required by their superiors and the rules, regulations, orders, and policies and procedures of the Department.

## **ARTICLE 15. DRIVERS & TILLER OPERATORS**

### **1501. VEHICLE OPERATIONS MANUAL**

Drivers and Tiller Operators of department motor vehicles or apparatus shall perform their duties under the direction of their immediate superiors and as specified in the Vehicle Operations Manual.

### **1502. VALID OPERATORS LICENSE**

Drivers and Tillers Operators shall possess a valid operators' license of the proper class, as specified by the Department of Motor Vehicles. .

### **1503. ACCIDENTS**

When apparatus or vehicles to which they are assigned become involved in a traffic or other accident, Drivers and Tillers Operators shall comply with Article 41 of the Rules and Regulations and Policy and Procedure Guide.

### **1504. OTHER DUTIES**

Drivers and Tiller Operators shall perform such other duties as may be required by their superiors and the rules, regulations, orders, and policies and procedures of the Department.

Article 15. Drivers & Tiller Operators

## **ARTICLE 16. PUMP OPERATORS**

### **1601. DUTIES**

Pump operators shall perform their duties under the direction of their immediate superiors.

### **1602. BUREAU OF EQUIPMENT**

They shall observe the orders and instructions of the Bureau of Equipment concerning the care and operation of Department apparatus.

### **1603. PROFICIENCY**

They shall become familiar with and carefully observe all the provisions of the San Francisco Fire Department's Manual for Pump Operators and the Vehicle Operations Manual.

### **1604. HYDRANT LOCATIONS**

They shall acquire a practical knowledge of hydrant locations in their first alarm areas.

### **1605. STANDARDS OF FIRE PRACTICE**

They shall become familiar with and observe prescribed standards concerning San Francisco Fire Department fire practice.

### **1606. OTHER DUTIES**

Pump Operators shall perform such other duties as may be required by their superiors and the rules, regulations, orders, and policies and procedures of the Department.



## **ARTICLE 17. FIREBOAT**

### **1701. PERSONNEL**

The personnel of the fireboat shall consist of officers and members of the fire suppression force and the marine service.

### **1702. CAPTAINS RESPONSIBILITIES**

The Captain shall have supervision over the personnel of the fireboat and shall be responsible for the:

1. Enforcement of the rules, regulations and orders of the Department.
2. Discipline of both fire suppression and marine personnel assigned to the fireboat.
3. Proper maintenance and cleanliness of the fireboat and equipment. Whenever the Captain ascertains that repairs or adjustments are necessary, the Captain shall promptly notify the proper authority.

### **1703. LIMIT OF AUTHORITY**

The Captain shall have no authority, however, over pilots' and marine engineers' duties specifically regulated by federal and state maritime laws.

### **1704. COORDINATION OF DUTIES**

The Captain shall coordinate the duties and responsibilities of the fire suppression and marine personnel in order that their combined efforts may result in a maximum efficiency of operation.

### **1705. RULES & REGULATIONS**

The Captain shall, in addition to the provisions of this rule, be guided by those provisions of the Rules and Regulations, and orders governing captains of other companies.

### **1706. PILOT RESPONSIBILITIES**

The pilot of the fireboat shall be responsible for the following:

1. Proper navigation of the vessel.
2. Condition and maintenance of charts, logs, records and other articles essential to the navigation of the vessel.
3. Maintenance and cleanliness of pilot house and care of apparatus contained therein.
4. Lifeboats and their gear.
5. Anchors, cables, windlass, gangplanks, mooring lines, life preservers and other marine articles required.
6. All lights required for navigation, including the searchlights.
7. Power steering and hand-gear steering apparatus.
8. Flags and flag staffs.

**1707. DAMAGE REPORT**

In the event of an accident resulting in any damage to the hull or to equipment or other articles under the pilot's charge, or damage to other property by the fireboat, the pilot in charge when the accident occurs or when the damage is detected, shall promptly make a written report to the Deputy Chief (Operations) with a copy to the Chief, Division of Support Services. Such report must be forwarded through the Captain of the company.

**1708. SENIOR PILOT MONTHLY REPORT**

On the last day of each month, the senior pilot of the fireboat shall forward a written report to the Deputy Chief (Administration) stating the condition of the hull and all apparatus and articles under the pilot's charge. A copy of this report shall be forwarded to the chief, Division of Support Services.

**1709. INCIDENT COMMANDER COMMUNICATIONS**

When approaching the scene of a fire, the pilot shall consult with the Incident Commander regarding the most practicable position in which to place the boat, and the pilot shall comply with those recommendations as far as it is consistent with the safety of the vessel.

**1710. SENIOR MARINE ENGINEER RESPONSIBILITIES**

The senior marine engineer of the fireboat shall be responsible for the:

1. General condition and cleanliness of the engine room and the maintenance and repair of all machinery and equipment installed therein.
2. Maintenance and repair of electrical equipment and such other equipment as may be designated.
3. Amount and condition of fuel.
4. Cleanliness of bilge's and strainers.
5. Proper keeping of log book and records.

**1711. SENIOR MARINE ENGINEER MONTHLY REPORT**

On the last day of each month, the senior marine engineer of the fireboat shall forward a written report to the Deputy Chief (Administration) stating the condition of the machinery and other equipment under said engineer's charge. A copy of this report shall be forwarded to the Chief, Division of Support Services.



**1712. PILOT & MARINE ENGINEER DUTIES**

Pilots and marine engineers shall:

1. Have a thorough knowledge of all federal and state regulations relating to their duties and must be familiar with their applications.
2. Immediately following the prescribed time for roll call, make an inspection of all articles and equipment for which they are responsible and report the results of such inspection to the officer-in-charge of the company.
3. Be responsible for the proper keeping of log books. Each shall enter in the required log book all matters of importance related to particular duties and responsibilities.
4. Promptly inform the officer-in-charge of the company of any articles or equipment under their charge that are defective or inoperative. The officer-in-charge shall promptly notify the proper authority in each instance, and the pilot or marine engineer concerned shall submit a written report to the Deputy Chief (Operations) with a copy to the Chief, Division of Support Services.

**1713. MAINTENANCE**

Pilots and marine engineers shall be responsible for the proper discharge of the duties relating to the maintenance of their respective stations.

**1714. MAINTENANCE**

The fireboat shall be under the constant surveillance of the marine crew on duty.

**1715. RULES & REGULATIONS**

All personnel of the fireboat shall be subject to the rules, regulations and orders of the Department.

**1716. OTHER DUTIES**

Pilots and Marine Engineers shall perform such other duties as may be required by their superiors and the rules, regulations, orders, and policies and procedures of the Department.



## **ARTICLE 18. STATIONS**

### **1801. STATIONS**

Stations shall be under the immediate supervision of company officers. The senior company commander shall have final responsibility.

### **1802. STATION CLEANING**

Stations shall be cleaned regularly each morning after roll call in the manner prescribed in the Procedure Guide.

### **1803. MAINTENANCE**

Department furnishings and installations shall be properly maintained. Willful damage to such property shall be considered as a violation of the Rules and Regulation.

### **1804. REPAIRS & IMPROVEMENTS**

Repairs or improvements necessary to Department stations, furnishings, and installations shall be promptly reported to the Division of Support Services through normal channels.

Article 18. Stations

## **ARTICLE 19. DETAILS**

### **1901. DETAILS**

Members of the Department assigned to detail duty shall comply with the instructions and orders contained in the Policies and Procedures Guide.

### **1902. RULES & REGULATIONS**

Members who are in uniform on voluntary detail, as well as those on assigned detail, shall be subject to all provision of the rules, regulations and orders of the Department.

## Article 19 Details

## **ARTICLE 20. FIRE PRACTICE**

### **2001. FIRE PRACTICE**

Fire Practice is defined as any action involving the duties and movement of personnel and apparatus from the time an alarm is received until they have reported back in service. It is the intent of the practices found in Article 21 to standardize methods used by all members of the Department without detracting from their exercising their initiative in handling unusual situations.

Additional operating practices are described in the Department's Policy and Procedure Guide, Training Bulletins and Manuals.

### **2002. PROMPT PERFORMANCE OF DUTIES**

Whenever an alarm is received to which their company or unit is assigned, all members concerned shall promptly report to the apparatus floor properly prepared to perform their duties.

### **2003. OFFICER FIRE RESPONSE DUTIES**

Company officers shall take special note of all alarm information given audibly over the intercom and shall receive the verifying copy of the dispatch message from the member on watch before leaving quarters. Officers shall ascertain that all members under their supervision are safely on the apparatus before leaving the station for any reason.

### **2004. RESTRICTED PASSENGERS**

Persons other than members of the Department are strictly prohibited from riding on the apparatus unless specifically authorized by the Chief of Department.

### **2005. REPORTING TO INCIDENT COMMANDER**

Immediately upon their arrival at a fire, company officers shall, after giving consideration to the position of their apparatus in relation to the location of the fire, report to the Incident Commander with members of their company.

### **2006. BUREAU OF FIRE INVESTIGATION**

Whenever the Department is confronted by situations involving an explosion, serious injury, loss of life or any burn injury in connection with fire causes, or whenever evidence indicates that a structure fire may have been of incendiary origin, undetermined origin or caused by a malicious act, the Incident Commander shall promptly order the Bureau of Fire Investigation to be summoned.

**2007. EVIDENCE OF ARSON**

While working at fires, officers and members shall be particularly observant for any evidence indicating that the fire was caused by incendiaries or malicious intent. All such evidence shall be carefully preserved and immediately called to the attention of their superior officers. The Incident Commander shall notify the Bureau of Fire Investigation.

**2008. UNAUTHORIZED PERSONS**

The Incident Commander shall not allow any unauthorized person to enter a building or premises in which the Department is conducting operations.

**2009. FOUND VALUABLES**

All moneys, jewels or similar valuables discovered by members of the Department at fires or other incidents shall be immediately reported to their superior officers. The latter in turn shall promptly notify the Incident Commander at the fire or incident, and the disposition of such articles shall be governed by the Incident Commander's decision.

**2010. RELIEF FROM DUTY**

Members of companies working at fires during the changing hour shall be relieved only on order of the Incident Commander.



## **ARTICLE 21. DIVISION OF MEDICAL SERVICES**

**Pending Development**

Article 21. Division of Medical Services

## **ARTICLE 22. DIVISION OF FIRE PREVENTION AND INVESTIGATION**

### **2201. DIVISION CHIEF, FIRE PREVENTION.**

The Division Chief assigned as Chief, Division of Fire Prevention and Investigation, shall be in charge of such Division and shall be responsible to the Deputy Chief (Operations) for the proper administration of the Division.

### **2202. BFP & BFI**

The Division of Fire Prevention and Investigation shall consist of a Bureau of Fire Prevention and a Bureau of Fire Investigation.

### **2203. RESPONSIBILITIES**

The Chief, Division of Fire Prevention and Investigation shall administer the Division in conformity with the rules, regulations, and orders of the Department and the policies and practices prescribed by the Chief of Department and shall formulate and put into effect a program of operation governing the function of the Bureaus. Such program shall be submitted to the Deputy Chief (Operations) for approval.

### **2204. VIOLATIONS OF RULES & REGULATIONS**

The Chief, Division of Fire Prevention and Investigation shall require strict enforcement of discipline and shall promptly investigate any violation of the rules and regulations committed by officers or members of the Division, whether such violations were committed in the presence of the Chief, Division of Fire Prevention and Investigation or reported by others. After investigation, the Chief, Division of Fire Prevention and Investigation shall submit a written report to the Chief of Department concerning such violation, or if necessary, file a formal complaint.

### **2205. FAMILIARITY WITH LAWS**

The Chief, Division of Fire Prevention and Investigation shall require all officers and members assigned to the Division to be familiar with laws, ordinances, and other information which may be necessary to fulfill their assignments.

### **2206. REPORTS & COMMUNICATIONS**

The Chief, Division of Fire Prevention and Investigation shall become thoroughly familiar with all reports and communications received by or originating within the Division, The Chief, Division of Fire Prevention and Investigation shall, whenever necessary, conduct an investigation concerning such reports or communications and then forward recommendations to the Deputy Chief (Operations).

Article 22. Division of Fire Prevention and Investigation.

**2207. FILING REPORTS**

The Chief, Division of Fire Prevention and Investigation shall require that all reports and communications relating to the operation of the Division be filed in the office of the Division.

**2208. DAILY RECORDS**

The Chief, Division of Fire Prevention and Investigation shall require that a daily record be kept of all matters pertinent to the operation of the Division.

**2209. MONTHLY REPORT**

Each month, the Chief, Division of Fire Prevention and Investigation shall submit a report to the Chief of Department covering the activities of the Division.

**2210. OTHER DUTIES**

The Chief, Division of Fire Prevention and Investigation shall perform such other duties as may be required by his or her superiors and the rules, regulations, orders, and policies and procedures of the Department.

**BUREAU OF FIRE PREVENTION**

**2211. ENFORCE LAWS & ORDINANCES**

The Bureau of Fire Prevention shall enforce all laws and ordinances relative to fire prevention, fire protection, and fire spread control as required by the Charter and Article 1 of the San Francisco Fire Code.

**2212. OTHER DUTIES**

Officers and members of the Bureau of Fire Prevention shall perform such other duties as may be required by their superiors and the rules, regulations, orders, and policies and procedures of the Department.

**BUREAU OF FIRE INVESTIGATION**

**2213. INVESTIGATE FIRES**

The Bureau of Fire Investigation shall investigate the causes of fires as required in Article 1 of the San Francisco Fire Code.

**2214. OTHER DUTIES**

Officers and members of the Bureau of Fire Investigation shall perform such other duties as may be required by their superiors and the rules, regulations, orders, and policies and procedures of the Department

## ARTICLE 23. DIVISION OF TRAINING

### 2301. CHIEF, DIVISION OF TRAINING

The Chief assigned as Chief, Division of Training, shall be responsible to the Deputy Chief Administration for the proper administration of the Division of Training which includes, but is not limited to, the following: \*

1. The Fire College.
2. The Fitness Center.
3. Special Functions.
  - a. Career Development - State Fire Marshal Courses/Certifications.
  - b. Pre-training Program for the Physical Agility Test (PAT.).
  - c. Assist the Fire Service Examination Unit in administering the PAT..
4. Department Training and Education.
  - a. Probationary Chief Officer.
  - b. Probationary Company Officer.
  - c. Probationary Member (Firefighter).
  - d. In-service - Officers and Members. \*
  - e. In-service - Companies and Units. \*
  - f. Special Courses, Training, and Education
  - g. Driver, Pump Operator, Aerial/Tiller Operator Training and Certification.
  - h. Training Schedules. \*
  - i. Training Manuals and Training Bulletins.
  - j. Emergency Medical Service Training.
  - k. Technical Services, Video, Photography, Publishing.

All training, education, and schedules shall be approved by the Chief, Division of Training, with the concurrence of the Deputy Chief (Administration).

The Chief, Division of Training may, with the approval of the Chief of Department, revise the established training procedures when the interest of the Department will be better served.

### 2302. SUPERVISION

The Chief, Division of Training shall supervise the personnel assigned to the Division and shall require the strict observance of all rules, regulations and orders of the Department.

### 2303. JURISDICTION

The Chief, Division of Training shall supervise the personnel and companies during the time they are in training session or under the jurisdiction of the Division of Training or other prescribed areas and shall require the strict observance of all rules, regulations, and orders of the Department. \*

**2304. ATTENDANCE & QUALIFICATION RECORDS**

The Chief, Division of Training shall maintain complete, accurate, and current attendance and qualification records for all Department personnel relative to training and education.

**2305. ELIGIBILITY FOR PERMANENT MEMBERSHIP**

Prior to expiration of any new member's probationary period the Chief, Division of Training shall submit a written report to the Chief of Department, stating to what degree such member has demonstrated by ability, application and examination, the possession of qualifications for permanent membership in the Department.

**2306. CONFORMITY**

The Chief, Division of Training shall administer the Division in conformity with the Rules & Regulations, orders, and procedures , policies and practices of the Department.

**2307. MONTHLY REPORTS**

Each month, the Chief, Division of Training shall submit a report to the Chief of Department covering the activities of the Division.

**2308. FAMILIARITY WITH REPORTS**

The Chief, Division of Training shall become thoroughly familiar with all reports and communications received by or originating with the Division.

**2309. INVESTIGATIONS**

The Chief, Division of Training shall, whenever necessary, conduct an investigation concerning any reports or communications received and forward recommendations on same to the Deputy Chief (Administration).

**2310. GREATER ALARMS**

The Chief, Division of Training shall prepare a plan, approved by the Deputy Chief (Administration), for disposition of companies and personnel upon receipt of a greater alarm while at the Division of Training for scheduled training. \*

**2311. FIRE RESERVE**

The Chief, Division of Training, shall be responsible for the proper administration and training of the Fire Auxiliary Reserve. Rules and Regulations pertaining to the Fire Reserve are promulgated by the Fire Commission, and made part of the Rules and Regulations by reference. Copies of these Rules and Regulations are available at Fire Department Headquarters and Division of Training. \*

**2312. OTHER DUTIES**

The Chief, Division of Training shall perform such other duties as may be required by his or her superiors and the rules, regulations, orders, and policies and procedures of the Department.

Article 23. Division of Training



## **ARTICLE 24. DIVISION OF SUPPORT SERVICES**

### **2401. CHIEF OF SUPPORT SERVICES**

The Division Chief assigned as Chief, Division of Support Services shall be responsible to the Deputy Chief (Administration) for the proper administration of the Division which includes:

1. Bureau of Engineering and Water Supply
2. Bureau of Equipment
3. Buildings and Grounds and Maintenance
4. Bureau of Communications
5. Clothing Depot
6. Such other projects as the Chief of Department may assign.

### **2402. SUPERVISION**

The Chief, Division of Support Services shall supervise the personnel assigned to the Division and shall require strict observance of all rules, regulations, and orders of the Department.

### **2403. RULES & REGULATIONS**

The Chief, Division of Support Services shall administer the Division in conformity with the rules, regulations, and orders of the Department and the policies and practices prescribed by the Chief of the Department.

### **2404. MONTHLY REPORT**

Each month the Chief, Division of Support Services shall submit a report to the Chief of Department covering the activities of the Division.

### **2405. REPORTS & COMMUNICATIONS**

The Chief, Division of Support Services shall become thoroughly familiar with all reports received by, or originating within, the Division. The Chief, Division of Support Services shall, whenever necessary, conduct an investigation concerning any phase of such reports or communications and then forward recommendations to the Deputy Chief (Administration).

### **2406. TRI-ANNUAL INSPECTION**

Every four months, the Chief, Division of Support Services shall inspect each Bureau under Division command. During such inspections the Chief, Division of Support Services shall carefully observe the personnel, records, equipment, and general condition of Department properties concerned. Immediately thereafter, the Chief, Division of Support Services shall submit a written report thereon to the Deputy Chief (Administration).

**2407. OTHER DUTIES**

The Chief, Division of Support Services shall perform such other duties as may be required by his or her superiors and the rules, regulations, orders, and policies and procedures of the Department.

**BUREAU OF WATER SUPPLY**

**2408. SUPERINTENDENT, BUREAU OF WATER SUPPLY**

The Superintendent, Bureau of Water Supply shall be in charge of the Bureau of Engineering and Water Supply under the supervision of the Chief, Division of Support Services and shall be responsible to the Chief, Division of Support Services for the proper performance of duties.

**2409. LIAISON**

The Superintendent, Bureau of Water Supply shall act as liaison officer between the Fire Department and the Department of Public Works on water related matters. Further he/she shall review and approve all plans prepared by the City Engineers office relating to the Fire Department's Auxiliary Water Supply System (AWSS) and low pressure hydrants and their branch connections.

**2410. SERVE ON COMMITTEES**

The Superintendent, Bureau of Water Supply shall serve, as directed by the Chief of Department, on committees requiring professional engineering knowledge and judgment.

**2411. AUXILIARY WATER SUPPLY**

The Superintendent, Bureau of Water Supply shall be responsible for the management of the Auxiliary Water Supply System (High Pressure System) and of those parts of the Low Pressure System maintained by the Fire Department.

**2412. RULES, REGULATIONS, & ORDERS**

The Superintendent, Bureau of Water Supply shall require all officers and employees in the Bureau of Water Supply to perform their duties promptly and efficiently and comply with the rules, regulations and orders of the Department.

**2413. WORK SCHEDULE**

The Superintendent, Bureau of Water Supply shall prepare, for the approval of the Chief of Department, a schedule of working hours for all employees of the Bureau. The Superintendent, Bureau of Water Supply shall also prepare, for the approval of the Deputy Chief (Administration) a plan for response to greater alarms of fire or other emergencies. Upon arrival at such fires and emergencies, they shall report to the Incident Commander.

**2414. ANNUAL BUDGET**

The Superintendent, Bureau of Water Supply shall prepare the annual budget for the Bureau of Engineering and Water Supply, and be responsible to Deputy Chief (Administration) for the expenditure of authorized funds. This responsibility shall include preparation of purchase specifications and review of bid documents.

**2415. TESTING PUMPING EQUIPMENT**

The Superintendent, Bureau of Water Supply shall be responsible for the weekly testing of the pumping equipment and appurtenances of the fireboat and Pumping Stations, and shall arrange for any repairs necessary for reliable performance of said equipment. The Superintendent, Bureau of Water Supply shall forward a written report to the Chief, Division of Support Services in case of any significant deficiencies together with recommendations for correction.

**2416. CARE OF VEHICLES**

The Superintendent, Bureau of Water Supply shall be responsible for the proper care and maintenance of the vehicles assigned to the Bureau.

**2417. MONTHLY REPORTS**

Whenever requested by the Chief of Department, or other authorized superior, and at least monthly, the Superintendent, Bureau of Water Supply shall report in writing any information concerning the work of the Bureau.

**2418. OTHER DUTIES**

The Superintendent, Bureau of Water Supply shall perform such other duties as may be required by his or her superiors and the rules, regulations, orders, and policies and procedures of the Department.

**2419. WATER SYSTEM SUPERVISOR 1**

The Water System Supervisor I shall perform duties under the direction of Superintendent, Bureau of Water Supply. The Water System Supervisor I shall be in charge of the maintenance of all mains, gate valves and hydrants of the Auxiliary Water Supply System (High Pressure System); of Low Pressure fire hydrants, including shut-off valves, loads and risers; and of the Fire Department's underground cisterns. The Water System Supervisor I shall supervise all utility plumbers and laborers in the Department and shall have functional supervision over reservoir and tank attendants.

**2420. SERVICING & INSPECTION**

The Water System Supervisor I shall arrange for the servicing of all hydrants, cisterns and inspection of all dry and combination standpipes, and shall maintain records showing the service and inspection dates of such facilities. The Water System Supervisor I shall be responsible for the proper notification of concerned parties when any of the above facilities are taken out of service or returned to service.

**2421. RECORDS**

The Water System Supervisor I shall maintain records of work performed by employees under supervision, and when such work is chargeable to an agency other than the Fire Department, costs of labor, materials, and overhead for such work shall be determined. The Water System Supervisor I shall maintain the time rolls for Utility Plumbers, Laborers, and shall maintain inventory records for materials entering or leaving the pipe yard. Time rolls shall be approved by the Chief, Division of Support Services.

**2422. VEHICLES & EQUIPMENT**

The Water System Supervisor I shall be responsible for vehicles and equipment assigned to the Bureau, and shall arrange for any necessary repairs.

**2423. TOURS OF INSPECTION**

The Water System Supervisor I shall make planned tours of inspection each working day checking the activities of subordinates and the work they perform. On the last day of each month the Water System Supervisor I shall submit a written report to the Superintendent, Bureau of Water Supply of the work performed during the month by Bureau personnel. The monthly operations report shall also be submitted at this time.

**2424. OTHER DUTIES**

The Water System Supervisor I shall perform such other duties as may be required by his or her superiors and the rules, regulations, orders, and policies and procedures of the Department.

**2425. UTILITY PLUMBERS**

Utility Plumbers shall examine and service at regular intervals and keep in good condition and repair, all gate valves, hydrants, cisterns and fireboat manifolds within their respective districts. They shall see that hydrants are clear of all obstructions and ready at all times for immediate fire service. If so assigned, they shall service standpipes, or supervise general laborers, or perform such other duties as may be determined by their superiors. They shall keep, in books provided for that purpose, a record of hydrants, standpipes, manifolds and cisterns in their districts showing the most recent inspection date or service date of each such facility.

**2426. GENERAL LABORERS**

General Laborers shall do excavating work, break and remove pavements, set underground vault and valve casing castings to grade, chip and clean castings, and general clean-up work. They shall also perform such other duties as may be required by their superiors.

**2427. REPORTING**

The Water System Supervisor I, the Utility Plumbers, and the Laborers shall report at, or be dismissed from, the Bureau Headquarters at the Pipe Yard.

**2428. REPORTING BY TELEPHONE**

Utility Plumbers shall report by telephone at pre-determined intervals during each working day to Jones Street Tank in order that they may be readily located in case of emergency.

**2429. OTHER DUTIES**

The officers and members of the Bureau of Water Supply shall perform such other duties as may be required by his or her superiors and the rules, regulations, orders, and policies and procedures of the Department.

**2430. TANK ATTENDANTS**

The attendants at Jones Street Tank shall be on duty continuously at Jones Street Tank during their respective tours of duty. They shall not be permitted to leave the premises until they are properly relieved.

**2431. DUTIES**

The attendants at Jones Street Tank shall perform their duties under the functional supervision of the Water System Supervisor I and shall be responsible for the proper operation of all equipment, valves and piping contained in their station. Furthermore, they are under the direct supervision of Battalion 1 regarding the Department's Rules and Regulations.

**2432. DAILY RECORDS**

The attendants at Jones Street Tank shall keep a daily record of all water supplied to and delivered from their respective reservoir or tanks, including the source and destination of the same.

**2433. DAILY JOURNAL**

The attendants at Jones Street Tank shall keep a daily journal, entering therein a record of all high pressure calls, orders received, and occurrences of the day. At the expiration of each day, and before reporting off duty, they shall personally sign all entries made during their tour of duty just completed.

**2434. OTHER DUTIES**

The attendants at Jones Street Tank shall perform such other duties as may be required by their superiors and the rules, regulations, orders, and policies and procedures of the Department.

**2435. ENGINEERS OF PUMPING STATIONS**

The personnel of each pumping station shall consist of a Chief Stationary Engineer and Stationary Engineers.

**2436. CHIEF STATIONARY ENGINEER**

The Chief Stationary Engineer shall be in charge of the pumping station and of the engineering personnel assigned to the station. The Chief Stationary Engineer shall perform duties under the supervision of the Superintendent, Bureau of Water Supply and shall be responsible for the efficient operation of the station and the discipline of the personnel.

**2437. UNUSUAL CONDITIONS**

The Chief Stationary Engineer shall forward to the Deputy Chief (Administration) through normal channels, a written report concerning any unusual condition of the station and equipment therein, making any necessary recommendations.

**2438. RESPONSIBILITIES**

The Chief Stationary Engineer shall prescribe the duties of the engineers assigned to the station and be responsible for:

1. The operating condition of the pumps, engines, and all other machinery and equipment in the station.
2. The proper quantity and condition of the fuel.
3. The maintenance of a journal in which is entered a daily record of all station personnel on duty, the work performed by each, and all other matters incidental to the operation of the station.
4. The enforcement of the rules and regulations of the Department and all orders of the superiors. As soon as the Chief Stationary Engineer observes or is informed of any violations of such rules or orders said superior shall immediately be notified, and when required, a written report shall be forwarded to the Chief of Department through normal channels concerning the incident.
5. A continuous watch by the on-duty engineering personnel as prescribed in the Procedure Guide.

**2439. DUTIES**

The Stationary Engineer shall perform their duties under the direction of the Chief Stationary Engineer of the station to which they are assigned and shall be responsible for the proper execution of orders of their superiors.

**2440. ASSUMING RESPONSIBILITY**

The Stationary Engineer who is on duty shall assume the responsibility of the Chief Stationary Engineer during the latter's regular daily absence.

**2441. CERTIFIED LIST OF ELIGIBLE**

The Stationary Engineer who is first on the certified list of eligible for the position of the Chief Stationary Engineer shall, unless otherwise ordered by the Chief of Department, perform the duties and exercise the authority of the Chief Stationary Engineer when the latter is on extended leave of absence or is on vacation.

**2442. RECALL**

All off-duty engineers shall promptly respond to their respective stations when recalled to duty by the Chief of Department as indicated under the Disaster Operations Plan.

**2443. OTHER DUTIES**

The Stationary Engineer shall perform such other duties as may be required by his or her superiors and the rules, regulations, orders, and policies and procedures of the Department.

**BUREAU OF EQUIPMENT**

**2444. BUREAU OF EQUIPMENT**

The Bureau of Equipment shall include all motor vehicles, apparatus and their appurtenances together with all tools and equipment of the Department and all personnel assigned to such Bureau.

**2445. OFFICER IN CHARGE**

The officer in charge of the Bureau of Equipment shall be responsible to the Chief, Division of Support Services, for the efficient operation of the Bureau.

**2446. SUPERVISION**

The officer in charge of the Bureau of Equipment shall have supervision over all members of the Department assigned to the Bureau and shall be responsible for the maintenance of discipline and the enforcement of Department rules, regulations and orders.

**2447. SCHEDULE OF WORKING HOURS**

The officer in charge of the Bureau of Equipment shall, for approval of the Chief, Division of Support Services, prepare a schedule of working hours for all members of the Bureau. Such schedule shall require at least one member to be on duty at all times when the Central Repair Shop is closed.

**2448. VEHICLE RESPONSIBILITY**

The officer in charge of the Bureau of Equipment shall have responsibility for the maintenance, lubrication, and inspection of all vehicles, apparatus, and equipment and shall issue those orders as may be necessary for their care and operation.

**2449. RECORDING REQUESTS**

The officer in charge of the Bureau of Equipment shall be responsible for the accurate receipt and the proper recording of all requests for repairs, replacements, and supplies under the supervision of the officer in charge and shall also be responsible for the immediate transmission of such requests to the authority concerned.

**2450. JOURNAL ENTRIES**

The officer in charge of the Bureau of Equipment shall make entries in the journal of all matters pertaining to the administration of the Bureau.

**2451. NEW APPARATUS**

The officer in charge of the Bureau of Equipment shall supervise the testing of all new apparatus before acceptance for service, carefully observe the general condition and operation efficiency of such apparatus, and then submit a report to the Chief, Division of Support Services, through regular channels.

**2452. RECORDS**

The officer in charge of the Bureau of Equipment shall maintain a complete and current record of all Department apparatus, vehicles, and equipment.

**2453. ANNUAL PUMP TESTING**

All pumping equipment under the charge of the Bureau of Equipment shall be tested annually. The officer in charge of the Bureau shall report the results of such tests to the Chief, Division of Support Services.

**2454. ARRIVAL AT FIRES**

When the officer in charge of the Bureau of Equipment or other members of the Bureau arrive at a fire or other emergency, they shall immediately report to the Incident Commander.

**2455. REPAIRS**

The officer in charge of the Bureau of Equipment shall properly account for all repairs or adjustments performed under the direction of said officer.

**2456. DESIGNATED REPLACEMENT**

If the officer in charge of the Bureau of Equipment is to be absent from duty, the Chief, Division of Support Services, shall designate a capable member to perform the duties and assume the responsibilities of the officer in charge.



**2457. OTHER DUTIES**

The officer in charge of the Bureau of Equipment shall perform such other duties as may be required by his or her superiors and the rules, regulations, orders, and policies and procedures of the Department

The officer in charge of the Bureau of Equipment is a member of the Vehicle Accident Review Board.

**BUREAU OF COMMUNICATIONS**

**2458. BUREAU OF COMMUNICATIONS**

The Officer in charge of the Bureau of Communications shall be responsible to the Chief, Division of Support Services, for the efficient operation of the Bureau.

**2459. DUTIES OF COMMUNICATIONS CENTER**

The officer in charge Bureau of Communications shall, with the approval of the Chief, Division of Support Services, prescribe the duties of all Communications Center personnel and designate qualified officers to act as Watch Commanders.

**2460. DISPATCH OF UNITS**

The officer in charge Bureau of Communications shall be responsible for the proper dispatch of units to reported fires and other emergencies.

**2461. OPERATION OF COMMAND AND CONTROL AND RADIO SYSTEMS**

The officer in charge Bureau of Communications shall be responsible for the proper operation of the Command and Control and Radio systems under the normal and emergency operation modes. \*

**2462. JOURNALS, RECORDS, AND MAPS**

The officer in charge Bureau of Communications shall be responsible for the proper maintenance of all Journals, Records, and Maps. \*

**2463. DEPARTMENT OF ELECTRICITY**

The officer in charge Bureau of Communications shall coordinate an arrangement in procedure designed to fit Fire Department needs to Department of Electricity operation.

**2464. OTHER DUTIES**

The officer in charge Bureau of Communications shall perform such other duties as may be required by his or her superiors and the rules, regulations, orders, and policies and procedures of the Department.

Article 24. Division of Support Services

## **ARTICLE 25. DIVISION OF MANAGEMENT SERVICES**

### **2501. CHIEF OF DIVISION**

The Chief, Division of Management Services, shall be responsible to the Deputy Chief Administration for the proper administration of the Division which include:

1. Bureau of Administration
2. Bureau of Personnel
3. Investigative Services Bureau
4. The Office of Management Services and the EEO Unit
5. F.L.A.M.E. Program
6. Labor Relations
7. Recruitment/Retention Program
8. EEO Complaints. The Chief, Division of Management Services, shall be responsible directly to the Chief of Department on all matters pertaining to EEO complaints.

### **2502. SUPERVISION**

The Chief, Division of Management Services, shall supervise the personnel assigned to the Division and shall require strict observance of all the rules, regulations and orders of the Department.

### **2503. CONFORMITY TO RULES & REGULATIONS**

The Chief, Division of Management Services shall administer the Division in conformity with the rules, regulations and orders of the Department and the policies and practices prescribed by Chief of the Department.

### **2504. MONTHLY REPORT**

Each month, the Chief, Division of Management Services shall report the activities of the Division to the Chief of Department.

### **2505. COMMUNICATIONS & REPORTS**

The Chief, Division of Management Services shall become thoroughly familiar with all reports and communications received by, or originating within the Division, and shall whenever necessary, conduct an investigation concerning any phase of such reports or communications and then forward recommendations to the Deputy Chief Administration.

### **2506. OTHER DUTIES**

The Chief, Division of Management Services shall perform such other duties as may be required by his or her superiors and the rules, regulations, orders, and policies and procedures of the Department.

**BUREAU OF ADMINISTRATION**

**2507. BUREAU OF ADMINISTRATION**

The Chief, Bureau of Administration, shall be responsible to the Chief, Division of Management Services for the proper administration of the Bureau of Administration which includes:

1. N.E.R.T. Program
2. Graphic Arts Center
3. The execution of the administrative details required of the Chief of Department as Department Head under Section 3.501 of the Charter, in city ordinances or by department rule.
4. Administrative coordination and expedition; and such other projects as the Chief of Department may assign.
5. Print Shop
6. Stress Unit
7. Light Duty Personnel

**2508. SUPERVISION**

The Chief, Bureau of Administration, shall supervise the personnel assigned to the Bureau of Administration and shall require strict observance of all rules, regulations, and orders of the Department.

**2509. CONFORMITY TO RULES & REGULATIONS**

The Chief, Bureau of Administration shall, subject to the approval of the Chief, Division of Management Services, administer the Bureau in conformity with the rules, regulations and orders of the Department and the policies and practices prescribed by the Chief of Department.

**2510. REPORT OF ACTIVITIES**

Each month the Chief, Bureau of Administration shall report the activities of the Bureau to the Chief of Department through the Chief, Division of Management Services.

**2511. REPORTS & COMMUNICATIONS**

The Chief, Bureau of Administration, shall become thoroughly familiar with all reports and communications received by, or originating within the Bureau.

**2512. INVESTIGATIONS**

The Chief, Bureau of Administration shall, whenever necessary, conduct an investigation concerning any phase of such reports or communications and then forward recommendations to the Chief of Department.

**2513. GRAPHIC ARTS**

The Graphic Arts Center provides the following support services:

1. Graphic Arts
2. Offset Printing
3. Photography

**2514. PROFESSIONAL SERVICES CONTRACT**

Offset Printing and Photography are provided to this Department by a Professional Services Contract in accordance with Charter Section 8.300-1 certified by the Controller and approved by Resolution of the Board of Supervisors.

**2515. CONTRACTUAL PERFORMANCE**

Personnel are responsible to the Administrative Services Officer for the proper and required performance as agreed upon by contract.

**2516. OTHER DUTIES**

The Chief, Bureau of Administration shall perform such other duties as may be required by his or her superiors and the rules, regulations, orders, and policies and procedures of the Department.

**BUREAU OF PERSONNEL**

**2517. BUREAU OF PERSONNEL**

The Chief, Bureau of Personnel, shall be responsible to the Chief, Division of Management Services for the proper and efficient operation of the Bureau of Personnel.

**2518. SUPERVISION**

The Chief, Bureau of Personnel shall, subject to the approval of the Chief, Division of Management Services, prescribe the duties of all personnel assigned to the Bureau and shall issue those orders and instructions necessary for the proper administration of the Bureau.

**2519. PERSONNEL MATTERS**

The Chief, Bureau of Personnel shall be responsible for handling all personnel matters not specifically delegated elsewhere, including the preparation of the annual vacation form for such Department members as prescribed by the Chief of Department.

**2520. OTHER DUTIES**

The Chief, Bureau of Personnel shall perform such other duties as may be required by his or her superiors and the rules, regulations, orders, and policies and procedures of the Department.

Article 25. Division of Management Services

**ARTICLE 26. DIVISION OF AIRPORTS**  
**Pending Development**

Article 26. Division of Airports



## **ARTICLE 27. OTHER DEPARTMENT EMPLOYEES**

### **2701. PERFORMANCE OF DUTIES**

Employees of the Department who are not members of the uniformed force shall perform their duties under the direction of their immediate superiors.

### **2702. RULES, REGULATIONS, & ORDERS**

They shall observe all rules, regulations and orders of the Department applicable to their positions and be subjected to the disciplinary procedure as specified in the Charter.

### **2703. SICK & DISABILITY**

They shall be governed by sick and disability provisions contained in the rules of the Civil Service Commission.

Article 27. Other Department Employees

## **ARTICLE 28. ALL OFFICERS**

### **2801. THOROUGH KNOWLEDGE**

It shall be the duty of all officers and bureau heads to acquire a thorough knowledge of the policies and practices of the Department which are applicable to their positions in order to administer their responsibilities efficiently.

### **2802. ENFORCEMENT OF RULES, REGULATIONS, & ORDERS**

They shall be held responsible for the enforcement of the rules, regulations and orders of the Department. They shall promptly report all violations to their superiors and shall take immediate action to correct any negligence or abuse.

### **2803. DISCIPLINE**

They shall enforce discipline fairly and impartially and shall demand full respect and obedience from subordinates.

### **2804. ASSUMING INITIATIVE**

Whenever their superior officer is absent and they are confronted with problems or situations which require decisive action, they shall assume the initiative and prescribe the course of action. If they should encounter circumstances not governed by the rules, regulations or orders of the Department, they shall act according to the best interests of the Department.

### **2805. LEADERSHIP**

They shall develop those qualities of leadership which command the respect and confidence of subordinates and shall be exemplary in conduct, personal appearance, and manner of speech.

### **2806. PROMPT EXECUTION OF ORDERS**

They shall promptly execute all orders of superior officers. If there is any obstacle which prevents their executing such orders, they shall report this fact as soon as possible to the officer who issued the orders.

### **2807. DANGEROUS & UNSAFE CONDITIONS**

Whenever a dangerous or unsafe condition is observed or called to their attention, they shall promptly notify their Chief Officer. If necessary, the latter shall investigate and forward a report concerning such condition.

**2808. WELFARE OF SUBORDINATES**

They shall interest themselves in the welfare of their subordinates insofar as Department matters are concerned; they shall also diligently observe and promptly correct any actions or conditions which might adversely affect efficiency or morale in the Department. They shall promptly notify their Chief Officer and, if necessary, they shall forward a written report on such incidents, through normal channels to the Chief of Department.

**2809. GRANTING PRIVILEGES**

They shall have the authority to grant to members under their supervision those privileges authorized by the rules, regulations and orders of the Department when, in their judgment, the operating efficiency of the Department will not be impaired. Such authority must be exercised without discrimination.

**2810. COUNTERMANDING SUPERIORS**

No officer shall countermand an order of a superior officer nor interfere with the functions or conduct of operations for which another officer of equal authority is responsible unless said officer has specific approval from the latter or an order from a superior officer.

**2811. ADMINISTRATIVE DUTIES**

They shall personally administer the affairs of the office for which they are directly responsible.

**2812. GATHERINGS ON PREMISES**

They shall permit no gatherings, parties, or other forms of entertainment on the premises of the Department unless specifically authorized by the Chief of Department.

**2813. EXPLAIN RULES**

Whenever necessary, they shall explain the rules, regulations or orders of the Department to members under their supervision in keeping with the official interpretation as set forth by the Chief of Department.

**2814. PROFANE OR ABUSIVE LANGUAGE**

They shall refrain from using profane or abusive language nor shall they allow subordinates to indulge in this practice.

**2815. CARE AND MAINTENANCE**

They shall be responsible for the proper care and maintenance of all Department property under their control and shall permit such property to be used only for its intended purpose unless otherwise ordered by the Chief of Department.

**2816. EMERGENCY REPAIRS**

Whenever they ascertain that emergency repairs are necessary to Department stations or structures, their installations or furnishings, they shall immediately notify the Division of Support Services, through normal channels. No such emergency repairs shall be initiated until proper approval has been granted.

**2817. REPORTS**

They shall give particular attention to the form, accuracy and completeness of all required reports. All reports shall be prepared, signed and forwarded by the officers concerned.

**2818. WRITTEN ORDERS**

They shall preserve all written orders as directed and shall record accurately all verbal orders received, and when necessary, communicate such orders to their personnel. Unless proper endorsements are needed, no reports shall be intercepted or unnecessarily delayed in the process of forwarding.

**2819. PERSONNEL RECORDS**

They shall maintain an accurate personnel record of all members under their supervision. Any change of address, telephone number, personal status, etc., shall be promptly and properly reported to the proper authority.

**2820. REPORTS, ORDERS, ETC.**

They shall preserve and maintain, as required, all orders, communications, notices and records pertaining to matters under their supervision.

**2821. ASSUME FULL RESPONSIBILITY**

They shall assume full responsibility for their actions at fires or other emergencies.

**2822. INVENTORY**

They shall maintain an accurate and up-to-date inventory of all Department property under their charge, reporting thereon as required.

**2823. SPECIAL SERVICES**

The officer in charge of any apparatus or unit that performs a "special service" shall be guided by the provisions of the Procedure Guide concerning required reports thereon.

**2824. INJURIES & DISABILITIES**

They shall report in writing on the proper form all injuries, disabilities, or exposures to members under their immediate supervision.

**2825. TEMPORARY OFFICERS**

Temporary officers and acting officers shall have the authority of the office to which they are assigned and shall be held responsible for the proper discharge of duties appurtenant to that office.

They shall be subordinate to those officers of regular appointment who are at a parallel level of authority.

They shall make no arbitrary changes in the administrative program of the office assigned to them unless they have the specific approval of a Chief Officer in charge of the particular Division, Bureau or Unit.

**2826. PERFORMANCE APPRAISAL REPORTS**

All officers shall prepare and submit Performance Appraisal Reports for members as required.

**2827. MEALS IN QUARTERS**

All units and companies shall remain at their assigned station quarters for meals. If unusual circumstances exist or in event of an emergency, Division Chiefs may, with the specific approval of the Chief of Department or Deputy Chiefs, grant permission to take meals elsewhere. In cases of extended covering in to another station which would encompass the meal hour, the company or unit may have their meals in such station.

All officers in charge of units, companies or stations shall be responsible to see that such guidelines are strictly enforced. Officer will be held accountable for violations of such rules and guidelines.

## **ARTICLE 29. JOURNALS, LOG BOOKS, & RECORD BOOKS**

### **2901. JOURNAL & LOG BOOK**

A journal shall be maintained by every unit in the Department. A log book shall be kept by the Pilot and by the Marine Engineer of the fireboat.

### **2902. LOG BOOK**

The log books kept by the Pilots and Marine Engineers of the fireboat shall contain all pertinent information concerning the equipment they are held responsible for and such other information required by federal or state laws.

### **2903. REVIEW OF JOURNAL ENTRIES**

At the beginning of each tour-of-duty, the officer reporting for duty shall note having read the contents of journal entries made since the conclusion of his last tour-of-duty. Disapproval of any entry shall be noted and reported in writing to the Chief of Department. Corrections of entries made in the journal shall be made in accordance with the provisions specified in the Procedure Guide.

### **2904. PRESERVATION OF JOURNALS**

All Department journals, fireboat log books, and other permanent records and books required to be maintained in the Department, shall be preserved at their accustomed premises until ordered removed to a place of permanent storage by proper authority.

Article 29. Journals, Logs, & Record Books



## **ARTICLE 30. MAINTENANCE OF APPARATUS AND VEHICLES**

### **3001. INSPECTION, MAINTENANCE, SERVICE, & OPERATION**

The apparatus and motor vehicles of the Department shall be inspected, maintained, serviced and operated as required by the Rules and Regulations and Department manuals. It shall be the responsibility of those having direct supervision over such apparatus and vehicles to see that they are maintained in a manner which will insure their promptness of response and reliability of operation. Emergency repair requests shall not be left on voice mail.

### **3002. INSPECTION AFTER ROLL CALL**

All apparatus and vehicles assigned to stations must be inspected after each roll call and immediately after returning from an alarm, drill or test. All other vehicles under the supervision officers or members shall be inspected by such personnel at the beginning of their tour-of-duty.

### **3003. REPORTING DEFICIENCY**

All drivers of Departmental apparatus or motor vehicles shall promptly report any deficiency in such apparatus or vehicles to their immediate superior. The latter shall promptly forward such information to the Bureau of Equipment.

Article 30. Maintenance of Apparatus & Vehicles

## **ARTICLE 31. HOSE & OTHER EQUIPMENT**

### **3101. EQUIPMENT RECORDS**

A complete and accurate record of all hose and other equipment issued to or exchanged by any company or unit shall be kept, in the manner provided, by the officer-in-charge of such equipment.

### **3102. EQUIPMENT INSPECTION**

All hose and other equipment shall at all times be regularly inspected, maintained in good condition and ready for immediate service.

### **3103. EQUIPMENT POSITIONING**

All hose and equipment shall be carried in its proper position on the apparatus and shall be adequately secured by the straps, keepers, or other means provided for them.

### **3104. DESTROYED OR LOANED**

No hose or other equipment shall be destroyed or given away, nor shall a loan of such equipment be made without permission from the Chief of Department, approved by the Commission.

### **3105. INSPECTION AT INCIDENTS**

Before leaving the scene of an alarm, drill, or test, and after the return to quarters, the hose and other equipment shall be properly checked and inspected, and any damaged or lost equipment shall be reported in writing to the Officer-in-Charge, Bureau of Equipment.

### **3106. MARKING EQUIPMENT**

When hose or other equipment is issued to a company or unit, such hose or other equipment shall be marked with the appropriate designation and number, and such markings shall not be changed or obliterated without authorization from the Bureau of Equipment.

### **3107. EQUIPMENT OF OTHER UNITS**

Whenever hose or other equipment bearing the markings of another company or unit are received or obtained in any manner by a company or unit, this fact shall be promptly reported to the Bureau of Equipment and to the company or unit to which it belongs.

### **3108. WET EQUIPMENT**

Hose and covers in a damp and wet condition, except specially constructed hose that may be loaded wet, shall not be allowed to remain on the apparatus more than 24 hours, unless unavoidable.

**3109. WASHING & DRYING**

After hose and covers are used at a fire, such equipment shall be thoroughly washed and dried in accordance with the instructions in pertinent Department Manuals.

**3110. THREE-MONTH RULE**

Whenever hose and covers carried on the apparatus have not been used within a period of three months, such equipment shall be changed and an entry of such change shall be made in the company journal.

**3111. TESTING**

All hose shall be tested at specified intervals in accordance with the instructions contained in the Manual of Standard Practices for Hose and Hose Appliances.

## **ARTICLE 32. UNIFORMS & OTHER PERSONAL EQUIPMENT**

### **3201. CONFORMING**

The uniforms and other personal furnishings required of officers and members, and their use, shall conform with the complete specifications, details, modes, and procedures as contained in these rules and in the Procedure Guide.

### **3202. NON-STANDARD BADGES**

No non standard badges, decorations, or other emblems shall be worn or attached to any part of the uniform unless authorized by the Commission and the Chief of Department.

### **3203. CLEANLINESS**

Members shall be held strictly accountable for cleanliness and neatness of their uniforms and other personal furnishings. Shoes must be kept properly polished; buttons and insignia shall be kept at the proper luster.

### **3204. UNIFORM OFF DUTY**

The wearing of the uniform or any part thereof while off duty shall be strictly prohibited unless authorized by the Chief of Department.

### **3205. UNIFORMS OFF PREMISES**

When members leave their station premises for any reason, other than in response to alarms, they must be dressed in the full uniform appropriate to the occasion. Coats shall be buttoned and official badges and other insignia properly displayed.

### **3206. RENEWAL**

Whenever a Chief Officer ascertains that any part of the required uniforms of members is in need of renewal, the Chief Officer shall have authority to require such members to requisition the necessary replacement.

### **3207. PROTECTIVE EQUIPMENT**

All members of companies shall wear hearing protection while going to and returning from alarms of fire or other incidents. Hearing protection is required for all driving occasions. While working at such fires or emergencies all members shall wear an approved fire helmet and other required protective clothing and equipment. When responding to and returning from alarms of fire or other emergencies during a period of civil unrest, chief officers or company officers, at their discretion, may direct any member including drivers and tillers operators to wear the approved fire helmet for protection from head injuries, and may direct all personnel on the apparatus to wear goggles to protect eyes from injury by thrown missiles.

**3208. ENFORCEMENT OF UNIFORM REGULATIONS**

All officers shall be held responsible for the strict enforcement of all regulations for uniforms and other personal furnishings.

**3209. PROSTHESIS**

Claims for repairs or replacement of prosthesis not supplied to uniformed officers or members by the Department shall be filed as outlined in the Procedure Guide, when such damage occurred while on duty and without fault of the officer or member.

**3210. RETIREMENT**

Personal furnishings and other equipment furnished by the Fire Department shall be forwarded to the Administrative Services Office and the Division of Training upon retirement, resignation, death, relinquishment, dismissal, suspension for more than 30 days, or leave of absence for more than 30 days.

## **ARTICLE 33. DEPARTMENTAL REPORTS & COMMUNICATIONS**

### **3301. NORMAL CHANNELS**

All reports and communications shall be forwarded through normal channels to the addressee.

### **3302. REPORT PREPARATION**

Form reports shall be prepared on the approved Departmental forms as required. Use Department Sample Report Booklet as a guideline.

Article 33. Departmental Reports & Communications



## **ARTICLE 34. DEPARTMENTAL REQUISITIONS**

### **3401. SUPPLY OF DEPARTMENTAL MATERIALS**

Supply of Departmental material for normal and emergency needs, will be provided in accordance with instructions in the Sample Report Book.

Article 34. Departmental Requisitions

## **ARTICLE 35. COURTESIES, FLAG PROCEDURES, & FORMATIONS**

### **3501. SALUTE**

The Mayor, the Fire Commissioners, the Department Chaplains and the Chief Officers of the Department shall be accorded the salute. It shall be tendered by subordinate officers and members of the uniform force and must be promptly returned by the superior. When the salute is required, it shall be executed in the manner prescribed in the Procedure Guide.

### **3502. US FLAG**

The flag of the United States of America shall be displayed and respected in conformity with the Code of Flag Etiquette adopted by the National Flag Conference, Washington, DC.

### **3503. NATIONAL ANTHEM**

When the National Anthem is played and the Flag is not displayed, members in uniform shall stand at attention, face toward the music and salute at the first note of the Anthem. They shall retain this position until the last note of the Anthem. When the Flag is displayed, they shall face the Flag, and the regular "Salute to the Flag" shall be given. While the "Pledge of Allegiance" is being given, members in uniform shall face toward the flag and, if wearing a hat, shall execute the hand salute, and if not wearing a hat, shall place the right hand over the heart.

### **3504. FORMATIONS AT FUNERALS**

Officers in charge of formations at funerals shall be guided by the instructions prescribed for such events in the Procedure Guide.

Article 35. Courtesies, Flag Procedures, and Formations

## **ARTICLE 36. MERITORIOUS CONDUCT**

### **3601. DEGREE OF RISK**

It must be realized that, in the performance of required duties, a member is frequently exposed to some degree of risk. Therefore, in order to qualify for a merit rating by the Commission, the act performed must have been attended by a degree or risk greater than that normally encountered in the fire service.

### **3602. REPORTS**

Reports of heroic or meritorious acts performed by officers or members of the Department shall be prepared, signed and forwarded to the Chief of Department by the officers who were their immediate superiors at the time the acts were performed. All such reports shall include complete and accurate statements of the members involved and witnesses concerned, together with all other pertinent facts.

### **3603. INVESTIGATION OF REPORTS**

Assistant Chiefs shall thoroughly investigate all reports of heroic or meritorious conduct performed by members under their charge and shall then make a written report to the Chief of Department stating whether, in their own opinion, such acts are worthy of official recognition.

### **3604. MERIT ADVISORY BOARD**

In order that all acts of heroic or meritorious character may be given just consideration, a Merit Advisory Board shall be formed whose members shall be designated by the Chief of Department. The Chief of Department shall appoint one of the members of the Board to service as Chairperson.

### **3605. FORWARDING REPORTS**

Initial reports of meritorious conduct that the Chief of Department deems worthy of further action shall be forwarded to the Merit Advisory Board.

### **3606. MERIT ADVISORY BOARD MEETINGS**

The Merit Advisory Board shall meet at the discretion of the chairperson and shall review the facts of each case and such other evidence as may be presented. They shall then submit their conclusions and recommendations to the Chief of Department. The Chief of Department shall forward recommendations to the Commission and the decision of the latter shall be final.

### **3607. CLASSIFICATIONS & AWARDS**

The Merit Advisory Board shall be guided by the classifications and awards established for the merit ratings and recognition as described in the Procedure Guide.

**3608. MEMORIAL COMMITTEE**

The Chief of Department will appoint the Memorial Committee, with the approval of the Fire Commission, which shall be responsible for determining a deceased member's eligibility for inclusion on the Memorial Plaque at Headquarters.

## **ARTICLE 37. LEAVES OF ABSENCE**

### **3701. CLASSIFICATIONS**

Leaves of absence shall be classified as follows:

1. Sick leave
2. Disability leave
3. Military leave, with salary or without salary.
4. Witness or Jury duty leave.
5. Leave of absence without salary.

Other leaves governed by the Charter or civil service rule and approved by the Commission.

### **3702. & DISABILITY LEAVES**

Sick leave and disability leave shall be approved in compliance with the provisions of the Sick and Disability Rule. Military leave and witness or Jury Duty leave shall be approved in compliance with the provision of the Charter of City and County.

Leaves of absence shall be without pay except when a member requesting Sick Leave has accumulated unused Sick Leave With Pay Credits and except for members eligible for Military Leave with pay, Witness or Jury Duty Leave or Disability Leave as provided elsewhere in these rules.

### **3703. PROBATIONARY PERIOD**

Except for H-2 Probationary members, a member who is granted a leave while serving probation shall have the probationary period extended by the period of such leave in order to complete the required period of service. Disability Leave shall extend the probationary period in all cases, including H-2 Probationary members.

### **3704. APPLICABLE RULES**

Any officer or member on leave of absence with or without salary shall comply with all applicable rules of the Department.

### **3705. REVOCATION**

Any leave of absence with or without salary may be revoked for sufficient cause by order of the Commission.

### **3706. ABANDONMENT OF EMPLOYMENT**

Absence from duty without proper authorization in excess of five (5) continuous working days shall constitute "Abandonment of Employment". (X-Ref. 3918, R. & R.)

**3707. EXTENDED OR ABRIDGED**

Leave granted for the period stated on the prescribed form may be extended or abridged only with the approval of the appointing officer or his designee. A member who does not return to work on the approved date shall be deemed as away without official leave and shall constitute "Abandonment of Employment" as provided elsewhere in these rules. (X-Ref. 3918, R. & R.)



## ARTICLE 38. SICK & DISABILITY RULE

### 3801. DISABILITY BENEFITS

Members of the uniformed force who are authorized by the Department of Human Resources to be absent from duty because of bodily injury received in, or illness caused by, the performance of duty, shall be entitled to temporary disability benefits. Disability benefits shall be in compliance with the provisions of the Charter and subject to the following:

1. The disability pay for any one such injury or illness shall not be paid for more than 365 days in the aggregate. Temporary disability pay under the provisions of the State Workers' Compensation System shall be paid for all temporary total disability exceeding 365 days.
2. Said disability benefits shall be reduced in the manner fixed by the Board of Supervisors by the amount of any benefit other than medical benefits payable to such person under the Labor Code, concurrently with said disability benefit and because of the injury or illness resulting in said disability.
3. The Charter provides that disability benefits shall be administered exclusively by the Department of Human Resources. All members, while receiving such benefits, shall comply strictly with the direction issued by the Department of Human Resources. Disability benefits of department members who are not included in the foregoing, are provided by Section 22, Rules of the Civil Service Commission.
4. Accumulated sick leave with pay may be used by members of the uniformed force who are absent from duty because of incapacity resulting from bodily injury received in or illness caused by the performance of duty for leave after the expiration of the period during which disability benefits are payable under Section 8.515 of the Charter.
5. Probationary members, until graduation from the Division of Training, are subject to provisions of the State Workers' Compensation System.

### 3802. SICK LEAVE

A leave granted under this rule to members of the uniformed force for one of the following reasons shall be known as "Sick Leave":

1. **Sick Leave - Medical Reasons.** Absence because of illness, including alcoholism, or injury other than illness or injury arising out of and in the course of City and County employment. Includes medical and dental appointments.
2. **Sick Leave - Quarantine.** Absence during a period of quarantine established and declared by the Department of Public Health or other authority.

3. **Sick Leave - Bereavement.** Absence because of the death of an employee's parents, step parents, grandparents, parents-in-law, spouse, sibling, child, step child, adopted child, legal guardian or any person who is permanently residing in the household of the employee. Such Leave shall not exceed four (4) working days and shall be taken within thirty (30) calendar days after the date of death; however, two additional working days shall be granted in conjunction with the Bereavement Leave if travel outside the State of California is required as a result of the death.

Absence because of death of any other person to whom the employee may be reasonably deemed to owe respect. Leave shall be for not more than two (2) working days to attend the funeral; however, two (2) additional working days shall be granted if travel outside the State of California is required as a result of the person's death.

One working day may be defined as either 0800 to 2400 hours or 0001 to 0800 hours.

4. **Sick Leave - Maternity.** Absence due to employee's pregnancy or convalescent period following childbirth. Such Leave shall not exceed six (6) months provided that such Leave may be extended for permanent employees if a physician certifies that a longer convalescence period is required. Such extensions shall be subject to the provisions of this Rule governing Sick Leave Without Pay.
5. **Sick Leave - Dependent Child.** Absence because of the illness, injury or medical or dental appointment of a dependent child.
6. **Sick Leave - Compulsory.** Leave imposed by an appointing officer due to an employee's medical inability or incapacity to perform all the duties of the position as provided elsewhere in this Rule.
7. **Child Care Leave.** Permanent employees who have completed the probationary period and who have one (1) or more years of continuous service in any status may be granted up to one (1) year of child care leave when becoming a parent of a newly-born child or legally adopted child up to the age of five (5) years. Such leave may be in addition to sick leave granted under Civil Service Rules, and shall be in a non-pay status.

### **3803. ACCUMULATION OF SICK LEAVE**

All members of the uniformed force shall be entitled to an accumulation of thirteen (13) working days sick leave with pay for each year of service earned at the rate of one-half (1/2) day per pay period, until the maximum of six months accumulation has been reached.

To be eligible to use earned sick leave with pay, members must have served under appointment continuously for at least six (6) months, although they are accumulating working days sick leave from the first day of hire.

Sick benefits of department members who are not included in the foregoing are provided by Section 22, Rules of the Civil Service Commission.

Sick Leave With Pay is a privilege recognized by Charter and by Ordinance of the Board of Supervisors and should be requested and granted only in cases of absence because of illness which incapacitates the employee for the performance of duties or as otherwise defined in this Rule.

The rate of earning and accumulating Sick Leave With Pay Credits and authorization for its use under this Rule shall in no way inhibit or restrict the right of an appointing officer to establish standards of attendance.

#### **3804. SICK LEAVE WITHOUT PAY**

Sick Leave Without Pay may be granted to employees who are not eligible for Sick Leave With Pay or, subject to the approval of the appointing officer or designee, employees may choose not to use their Sick Leave With Pay Credits.

Requests for prolonged leave shall be renewed every three (3) months and provided further that such leave shall not be extended beyond a period of one (1) continuous year unless approved by the Chief of Department on the advice of the Department Physician.

#### **3805. DISPOSAL OF SICK LEAVE**

Sick leave remaining to the credit of a member upon the effective date of retirement for service or disability or upon the date of death or upon the date of separation caused by industrial accidents, shall be disposed of as follows:

Upon Retirement or separation on account of industrial accident—The member shall be paid in full for the unused period of accumulated sick leave at his base rate for pay excluding any overtime or premium rates whatsoever, and provided that such payment shall be limited to a maximum period of six (6) months sick leave.

Upon Death—The estate of such member shall be paid in full for the unused period of accumulated sick leave at his base rate of pay excluding any overtime or premium rates whatsoever, and provided that such payment shall be limited to a maximum period of six (6) months sick leave.

Payment for unused sick leave as herein provided shall be further subject to the following: ("Separation" means separation caused by an industrial accident.)

1. Compensation for unused sick leave credits as herein provided shall be payable at the time of retirement, separation or death.
2. Compensation for unused sick leave credits upon retirement, separation or death, is to be based on the rate of pay of the regular permanent classification of the member, or at the rate of pay of a limited tenure member who has regular permanent status in another class and who has held such limited tenure appointment for one year or more.

3. Reimbursement for the vested and unused accumulated Sick Leave With Pay Credit Balance shall be further subject to the following:
  - a. The General Manager, personnel shall administer the provisions of this section.
  - b. Deduction shall be made from the unused accumulated Sick Leave With Pay Credit Balance which existed on December 5, 1978 in an amount proportional to any credits used of that balance. Reimbursement shall be made only for the adjusted amount with all credits from the December 5, 1978 balance subsequently used being deducted.
  - c. Reimbursement for the vested and unused accumulated Sick Leave With Pay Credit Balance shall be payable at the time of retirement, separation caused by industrial accident or death.
  - d. Reimbursement is to be computed at the base rate of pay of an employee's permanent class, at the base rate of pay of the class of a temporary employee with no permanent status, or at the base rate of pay in a temporary appointment of an employee with permanent status in another class who has held such temporary appointment continuously for one or more years at time of separation.
  - e. No reimbursement shall be made for unused Sick Leave With Pay Credits earned on or after December 6, 1978.
  - f. The enactment of this section is not intended to constitute additional compensation, nor be a part of the rate of pay of the employee, but is reimbursement for the vested and unused accumulated Sick Leave With Pay Credit Balance which they would have been entitled if he/she had not retired, separated due to industrial accident or died.

### **3806. REPORTING OFF DUTY**

#### **Sick Leave. When members:**

1. become sick or disabled while off duty to the extent that they cannot perform their required duties, or
2. are quarantined or suffers the loss of a close or other relative as outlined in Section 3802, or
3. become sick or disabled while on duty from a cause clearly evident as not being service connected, they shall cause such fact to be reported to their immediate superior at the time, or prior to their next tour of duty, or starting hour as the case may be. The immediate superior, upon receiving the report, shall inform the Personnel Center without delay, and the District Battalion Chief if in Operations, or the proper Bureau or Division Chief if in the Administration and Support Services, and shall indicate clearly:

- a. whether said request is due to sickness or injury,
- b. whether or not the member is confined to residence or place of confinement.

The Personnel Center shall inform the Medical Leave Supervisor each morning, Saturdays, Sundays, and holidays excluded, of those members reporting off duty on sick leave between reporting periods.

**Disability Leave. When members:**

1. Become injured or disabled while on duty to the extent that they cannot perform their required duties, or
2. Suffer aggravations, while off duty, of service connected injuries or disabilities that likewise prevent performance of their required duties. They shall cause such fact to be reported to their immediate superior who shall order such members to report to the appropriate medical staff for treatment, determination, and required recordation. (Specific instructions are delineated in the Procedure Guide). If ordered off duty by appropriate medical staff, the affected members shall notify their immediate superior at once, who will, in turn, so inform concerned parties as provided in the reporting procedure for sick leave.

**3807. REPORTS**

1. Sick Leave.
  - a. No formal report is ordinarily required for sick leave on account of off duty sickness.
  - b. Request for pay for allowed time off on account of quarantine or death of relatives shall be submitted by the requesting member to the Fire Commission.
2. Disability Leave
  - a. Reporting requirements for the death of any member from an injury incurred while on duty or any service connected injury, illness, or disability are as delineated in the Procedure Guide.
  - b. Reports required for possible exposure of members to communicable disease are as outlined in the department Infection Control Policy and delineated in the Sample Report Book.

**3808. DEPARTMENT PHYSICIAN / MEDICAL LEAVE SUPERVISOR**

1. The Medical Leave Supervisor shall notify the Bureau of Personnel when a member is authorized to return to duty.
2. Any Department member on sick leave in excess of three weeks shall report to the office of the Department Physician before being returned to duty.

**3809. REPORTING ON DUTY**

1. Based on sick leave usage in the preceding twelve month period, members are placed in a sick leave Category 1, 2 or 3.
2. Members are to report on duty from sick leave according to the Category they are in.
3. Members authorized to return to duty from sick or disability leave shall so notify their immediate superior who, in turn, shall notify the Battalion Chief if in the fire fighting service, or the Bureau or Division Chief if in the specialized auxiliary service.

**3810. DISABILITY LEAVE**

1. Report to the Medical Leave Supervisor at the proper time within forty-eight (48) hours after being placed on leave (Saturdays, Sundays and holidays excepted) unless confined to residence or other place of confinement.
2. Members on Disability leave are required to make contact with the Medical Leave Supervisor either by telephone or in person after having been off duty for continuous 30 days. (After the initial contact, additional contact should be made every 30 days thereafter).
3. Members shall be returned to duty when authorized by the appropriate Treating Physician.

The Medical Leave Supervisor shall require a member to produce from his/her treating Physician, a final release certificate that will show (1) diagnosis of the sickness or injury, (2) date that the member reported off duty, and (3) date that the member can return to duty. This shall be presented in person at least one day before the effective date of return to duty.

**3811. GENERAL REGULATIONS**

1. Members who become sick or disabled through immoral or unlawful acts, or through reckless negligence of their personal health, or who misrepresents themselves as to sickness or injury, or disobeys the orders and instructions of the Department Physician, shall be deemed to have violated these Rules and Regulations.
2. No members off duty on Sick Leave as defined in Section 3802(1) shall absent themselves from their residence or place of confinement when such absence would aggravate or be detrimental to their physical condition.
3. Any member assigned to fire suppression duties, on leave for six months or more, will receive remedial training at the Division of Training before being returned to their assigned duties.

4. Members of the department not of the uniformed force shall, in addition to departmental requirements, be governed by the benefits and reporting requirements of Rule 22, Rules of the Civil Service Commission.
5. The benefits obtainable under Article 38 shall terminate automatically on the date of retirement or date of separation from the service of members receiving benefits thereunder, except for legally authorized disability medical provisions.
6. Violations or abuse of any of the provisions of Article 38 by any member of the Department shall be deemed to be an act of insubordination and inattention to duties.

Article 38. Sick & Disability Rule



## **ARTICLE 39. GENERAL RULES**

### **3901. UNAUTHORIZED USE OF DEPARTMENT NAME**

Members shall not at any time use the name, prestige or authority of the Department, directly or indirectly, for any purpose except to perform the member's official job duties, unless expressly authorized by the Chief of Department. This prohibition includes, but is not limited to, using the name or authority of the Department to obtain preferential treatment or privileges; to solicit any person to make a subscription, give a donation of any kind, or purchase any ticket or other item for any non-Department purpose; or for other personal gain or advantage.

### **3902. UNAUTHORIZED USE OF UNIFORM**

Members shall not at any time use a Department badge, identification card, uniform, or similar item, directly or indirectly, for any purpose except to perform the member's official job duties, unless expressly authorized by the Chief of Department.

### **3903. UNAUTHORIZED SOLICITATION OR ACCEPTANCE OF THINGS OF VALUE**

Members shall not at any time solicit or accept anything of value, directly or indirectly, for services performed in fulfilling their Department duties.

### **3904. ACTIVE PARTICIPATION IN OTHER EMPLOYMENT, BUSINESS OR ENTERPRISE**

Members shall not at any time engage in or perform any activity, employment, business, or enterprise that may interfere with their ability to perform their jobs or bring discredit upon the good name and reputation of the Fire Department. Members shall not participate in or perform any non-Fire Department employment, business, or enterprise while on duty, on Department property, on Department business or in uniform.

### **3905. FAMILIARITY WITH THE RULES**

Members shall at all times know and comply with all Department Rules and Regulations, General Orders, Policies, Procedures and Manuals.

### **3906. PROHIBITION ON POLITICAL ACTIVITY**

Members shall not engage in political activity during working hours, on City premises, while in uniform, or using any City property or equipment. This prohibition includes but is not limited to soliciting votes or support in favor of or opposition to a candidate for any public office or any ballot measure.

### **3907. SAFETY RULES**

Members shall use Department equipment, apparatus and protective devices in a safe and responsible manner, consistent with Department Manuals, Training Bulletins and Guidelines.

**3908. PROHIBITION ON STRIKES**

Members shall not instigate, participate or afford leadership in a strike against the City and County of San Francisco, or engage in any picketing activity in furtherance of such a strike. Strike means: (1) the willful failure to report for duty, the willful absence from one's position, any concerted work stoppage or slowdown, any concerted interruption of Department operations or services by employees, or the willful abstinence in any way from the full, faithful, and proper performance of one's job duties; and (2) done to induce, influence, or coerce a change in the conditions of employment or to honor or support a strike by other City and County of San Francisco employees.

**3909. FALSE REPORTS**

- A. Member shall not make any false or misleading report, oral or written, about their own or another person's actions. A false or misleading report includes one where a member omits information necessary to fully and completely describe the member's or another person's actions or an incident or interaction.
- B. Members shall not falsify any Department record, or alter a record with intent to deceive or conceal.

**3910. PARTICIPATING IN RADIO OR TELEVISION PROGRAMS AND PUBLIC EVENTS**

Members shall at no time represent the Department in any radio or television program or public event without the express prior approval of the Chief of Department. If approached at any time by the media for comment about Department operations or procedures, a member shall refer the media representative to the Public Information Officer or, where applicable, the Incident Commander.

**3911. DISCRIMINATION, HARASSMENT AND RETALIATION PROHIBITED**

- A. Members shall not discriminate against or harass any person based on that person's actual or perceived race, religion, sex, national origin, ethnicity, age, physical or mental disability, political affiliation, sexual orientation, ancestry, marital status, color, medical condition, genetic characteristics, gender identity, parental status, domestic partner status, veteran status or any other basis protected by law.
- B. Members shall not retaliate against any employee for making a good-faith complaint of discrimination, harassment or retaliation, for assisting another employee in doing so, or for participating in an investigation of a discrimination, harassment or retaliation complaint.

**3912. ALCOHOL AND PROHIBITED DRUGS**

- A. Members shall know and comply with the Department's Alcohol and Drug Testing Policies, including the following:
  - a. The Reasonable Suspicion Alcohol and Drug Testing Policy,
  - b. The Random On-Duty Alcohol and Drug Testing Policy,

- c. The Promotional and End-of-Probation Alcohol and Drug Testing Policy, and
  - d. The Post-Accident Alcohol and Drug Testing Policy.
- B. As specified in those policies, members shall comply with the following requirements:
- a. Members shall not use, possess or be under the influence of alcohol while on duty, otherwise in the workplace, in uniform or on Department business. Except for special events and when authorized in writing by the Chief of Department, members shall not manufacture, distribute, dispense or serve alcohol on or from Department property and vehicles, while in uniform, or while on Department business.
  - b. Members shall not use, possess or be under the influence of prohibited drugs at any time, on or off duty. Members shall not manufacture, distribute, dispense, possess or use prohibited drugs.
  - c. Members shall not bring onto or keep in or about Department property any alcohol or prohibited drug.
  - d. The Department may conduct alcohol and drug testing on a member when there is reasonable suspicion that the member may have used or may be under the influence of alcohol and/or prohibited drugs while on duty. A driver of a Department apparatus or vehicle shall submit to alcohol and drug testing after an accident that meets the criteria set forth in the Drug and Alcohol testing policy.

**3913. UNAUTHORIZED VISIT TO ESTABLISHMENTS SERVING ALCOHOL**

Except while performing their official work duties or with the express prior approval of the Chief of Department, members shall not enter or patronize a bar or similar establishment while on-duty, on Department business, or in uniform.

**3914. UNAUTHORIZED VISIT TO PLACES OF AMUSEMENT**

Except while performing their official work duties or with the express prior approval of the Chief of Department, members shall not enter or patronize places of amusement or entertainment while on-duty, on Department business, or in uniform.

**3915. UNAUTHORIZED ORGANIZATION, PARTY OR MEETING**

Members shall not form or maintain any political, social or other organization on Department property, nor shall they hold any meetings on Department property except work-related meetings. Members shall not organize, participate in or allow any party or entertainment on Department property without the express prior written approval of the Chief of Department.

**3916. WEAPONS OR EXPLOSIVES ON DEPARTMENT PREMISES**

- A. Except where authorized or required by the Department, members shall not possess, store, or have control of any weapon, including but not limited to any firearm or knife, while on duty, on Department business or in uniform.
- B. Except where authorized or required by the Department, members shall not bring into or keep on or about Department property or vehicle any of the following: firearms, hand guns, rifles, any other instrument or device designed or intended for use as a weapon; gunpowder, ammunition, cartridges, fireworks, or any explosive substance, compound or device, whether legal or illegal.

**3917. VIOLENCE**

Members shall not commit or threaten to commit any act of violence against any other person while on duty, on Department property, on Department business or in uniform. "Violence" encompasses both acts and threats of violence, and includes any conduct, verbal or physical, that causes another person to reasonably fear for his or her personal safety or the safety of his or her family, friends, associates, or property.

**3918. ALTERCATION**

Members shall not be involved in altercations of any kind while on duty, on Department property, on Department business or in uniform.

**3919. PROPER BEHAVIOR**

Members shall conduct themselves in a professional, courteous and respectful manner while on duty, in a Department vehicle, on Department property, on Department business or in uniform. When requested, members shall promptly and politely provide their name and assignment.

**3920. UNACCEPTABLE LANGUAGE**

Members shall not use slurs, obscene, profane or disrespectful language while on duty, on Department property, on Department business or in uniform.

**3921. INATTENTION TO DUTY**

Members are subject to disciplinary action for inattention to duty. Inattention to duty occurs when a member demonstrates a lack of ability or willingness to effectively or efficiently perform his or her job duties or requirements at an acceptable level, indifference to job duties or requirements, or a lack of cooperation in performing job duties or responsibilities.

**3922. INAPTITUDE FOR DUTY/INCOMPETENCE**

Members are subject to disciplinary action for inaptitude for duty and/or incompetence. Inaptitude for duty occurs when a member demonstrates that he or she lacks the necessary knowledge, skills or abilities to fulfill the requirements of his or her position. Incompetence occurs when a member becomes incapable of performing his or her duties, including because

of intemperance, immoral or unlawful acts, or reckless negligence for his or her person or health.

**3923. ACTS DETRIMENTAL TO THE WELFARE OF THE DEPARTMENT**

Members shall not at any time commit an act or omission that tends to impede, injure, hinder or subvert the progress, welfare, order, efficiency, or good name of the Department, or otherwise tends to bring reproach or discredit on the Department or any member. The commission of any act involving moral turpitude, dishonesty, corruption or criminal conduct by a member of the Department, whether on or off duty, shall constitute a violation of Department Rules. The Chief of Department and Fire Commission may take action on a member's conduct that violates these Rules, even if criminal proceedings are not pursued or are pending.

**3924. DISOBEDIENCE**

Members shall not neglect or refuse to perform any duty, or obey any order of a superior officer pertaining to matters of the Department.

**3925. INSUBORDINATION**

Members shall respect the authority of their superior officers. Any member who resists a superior officer's authority or whose conduct is unruly or rebellious is insubordinate.

**3926. UNAUTHORIZED ISSUANCE OF ORDERS**

Members shall not issue orders unless authorized to do so.

**3927. ATTENDANCE, TARDINESS AND FAILURE TO REPORT**

Members must report to their respective workplace by the beginning of their designated shift and remain at work until the end of that shift, unless a member receives permission to leave the workplace from the designated supervisor.

Any member who reports to his or her workplace after the beginning of the designated shift is Tardy. The officer in charge of the tardy member shall report all cases of tardiness to the next immediate superior. If a member is tardy three times in a six-month period, the officer in charge shall prepare and submit a General Form documenting the tardiness to the Chief of Department through the chain of command.

Members whose tardiness exceeds thirty (30) minutes shall be guilty of Failure to Report for Duty. The officer in charge of the absent member shall immediately report the Failure to Report for Duty to the Chief of Department, and shall prepare and submit a General Form documenting the failure to report to the Chief of Department through the chain of command.

**3928. UNAUTHORIZED LEAVES OF ABSENCE**

A member may not be absent without authorized leave (AWOL). A member is AWOL if he or she fails to report to work for his or her assigned shift without calling the designated supervisor before the beginning of the shift, fails to report back from a detail, fails to appear at an assigned

place at the designated time, or leaves work during a shift without permission from the designated supervisor or when on Department business.

**3929. FIRST ALARM AREAS**

All units shall remain in their first alarm areas unless ordered elsewhere on Department business by proper authority.

**3930. UNAUTHORIZED DEPARTURE FROM SCENE OF EMERGENCY**

When working at fires or other emergencies, a member shall not leave the scene, nor shall the member be relieved from duty without the permission of the Incident Commander.

**3931. RESPONSE TO ROLL CALL**

At the beginning of their designated shift, members assigned to suppression shall report to the communications room at their station for roll call wearing the station uniform. Division, Battalion, and Bureau supervisors shall regulate roll call procedures for personnel under their charge not assigned to suppression.

**3932. RESPONSE TO RECALL**

The Chief of Department or designee may recall off-duty members to report to duty whenever Department operations require the services of more than the available on duty uniformed Department members. Off duty members must report for duty per the recall orders. Specifics about response to recall are contained in the Disaster Operations Plan.

**3933. GAMBLING**

Gambling is prohibited while on duty, on Department property, on Department business or in uniform.

**3934. THEFT**

Members shall not at any time steal anything of value from of any person or entity, either directly or through deception or false pretenses.

**3935. SMOKING**

Except as provided in this Rule, members shall not smoke while on duty, in Department buildings or within 20 feet of the main exit, entrance or operable window of a Department building, in Department vehicles, on Department property, on Department business, or in uniform. While on duty, members may smoke during a break, but only if more than 20 feet away from the main exit, entrance, or operable window of a Department building. If in uniform, the member must also be out of public view. Members shall not allow any visitors to smoke on Department property or in Department vehicles.

**3936. STORAGE OF VEHICLES AND EQUIPMENT ON DEPARTMENT PREMISES**

Members shall not store unauthorized vehicles or equipment on Department property.

**3937. REPORTING EMERGENCIES**

Any member who, at any time, witnesses or receives reliable information of any emergency or potential emergency that warrants prompt action by the Department shall immediately initiate proper reporting of the incident.

**3938. USE OF DEPARTMENT TELEPHONES**

- A. Members shall use the Department telephones and phone systems only for official Department business. In cases of emergency, the officer-in-charge may authorize Department members and public officials to use Department phones for other purposes, provided that use does not interfere with Department operations.
- B. When answering a Department telephone, a member shall identify the station, unit or division, and give his or her rank and name. Members shall be courteous on the telephone.

**3939. LOSS OR DAMAGE OF TOOLS AND/OR EQUIPMENT**

Members shall exercise due care for all Department tools and equipment. Members shall promptly report the loss or damage of any Department tools or equipment to their immediate supervisor.

**3940. UNAUTHORIZED USE OR DISPOSITION OF PROPERTY**

Members shall use Department property, including but not limited to equipment, tools and supplies, only for official Department business. Members shall not let any unauthorized person use Department property. Members shall not loan Department property unless authorized by the Chief of Department. Members shall not sell, donate or make a gift of Department property unless authorized by the Chief of Department and the Fire Commission.

**3941. USE OF DEPARTMENT VEHICLES**

Members shall use Department apparatus and vehicles only for official Department business. Members shall not allow unauthorized persons in Department vehicles.

**3942. WEARING AND KEEPING THE OFFICIAL BADGE**

While in uniform, members shall wear the official breast badge over the left breast of the coat, shirt or other outer garment and in plain view, with the member's name badge, cap and other insignia properly affixed, as prescribed in the Procedure Guide. Each member is responsible for the safe keeping of the official breast badge issued to that member.

**3943. LOSS OF OR DAMAGE TO BADGES**

If a member loses or damages his or her official breast, name or cap badge, the member shall immediately report that loss or damage in writing to the Deputy Chief of Administration through the chain of command.

**3944. IDENTIFICATION CARD**

Each member shall keep his or her official identification card available at the member's work site while on-duty. If a member loses or damages his or her official identification card, the member shall immediately report that loss or damage in writing to the Deputy Chief of Administration through the chain of command.

**3945. ASSIGNED LOCKERS**

The Department shall not open a member's assigned locker except under the following circumstances: (1) the locker is opened in the member's presence, (2) the locker is opened with the member's consent, (3) the locker is opened pursuant to a valid search warrant, or (4) the locker is opened after the member has been notified that the Department will conduct a search of the locker.

**3946. PERSONAL APPEARANCE**

Members shall be neat and clean, and shall meet all Department grooming standards. Uniforms and clothing may not be worn if torn, dirty or frayed.

**3947. LOUNGING**

Members shall not lounge on Department apparatus or vehicles, and shall not sit or recline in postures conducive to sleep in the public areas of Department stations or facilities.

**3948. CONGREGATING**

Members shall not congregate or occupy benches or chairs in public view outside of Department stations or facilities. They shall not occupy vehicles located in or about stations or other facilities. Occupying private automobiles outside Department stations and facilities is strictly prohibited.

**3949. OCCUPYING BEDS**

Members shall not occupy beds between the hours of 0800 and 2100. Sleeping in quarters while off-duty is forbidden, without authorization from the Chief of Department.

**3950. VISITORS**

Members shall not invite or allow visitors not on Department business to enter Department facilities before 1000 hours or after 2100 hours. Members shall only allow visitors into public areas of a Department station or facility. Members shall not invite or allow intoxicated persons in or about Department property, except for purposes of providing medical care.



**3951. TRAINING**

Members shall participate in all required training. Whether on or off duty, members shall comply with any orders issued by Training Officers or instructors.

**3952. PERFORMANCE AND FITNESS**

Members shall meet minimum performance standards, and maintain physical conditioning necessary to perform their job duties.

**3953. RESIDENCE REQUIREMENTS**

Members shall reside and maintain their legal residences in accordance with the provisions of the San Francisco Administrative Code governing residence requirements for employees of the City and County.

**3954. UNAUTHORIZED RELEASE OF PERSONAL INFORMATION**

Members shall not disclose or release the home address, phone numbers, other contact information, or photograph of a Department employee without authorization from the Chief of Department. Any person requesting that information, including a Department employee, should be referred to the Administrative Lieutenant in the Chief's Office.

**3955. CHANGE OF RESIDENCE, TELEPHONE AND OTHER STATUS**

Members shall promptly notify their immediate supervisor of any change in the member's status, residence, telephone or other similar information. The supervisor shall complete the required form documenting the change, and forward the form through proper channels.

**3956. CONFIDENTIAL INFORMATION**

Members shall not willfully or knowingly disclose any confidential or privileged information obtained in the course of their employment unless required to do so by law. Members shall not use confidential or privileged information obtained through their employment to advance the financial or other private interests of the member or others



## **ARTICLE 40. DISCIPLINE**

### **4001. BASIS FOR DISCIPLINE**

Members are subject to discipline for any breach of duty or misconduct, including any violation of City or Department Rules and Regulations, General Orders, Policies, Procedures, or Manuals (collectively, the "Rules").

### **4002. OFF DUTY CONDUCT**

Certain Rules apply to a member's conduct while off-duty. A member may be subject to discipline for off-duty conduct that violates the Rules. In assessing off-duty conduct to determine whether discipline is warranted, the Department will carefully evaluate the off-duty conduct to determine whether a nexus exists between that conduct and the workplace. A nexus may exist where the off-duty conduct tends to (1) harm the reputation, prestige or integrity of the Department, or damage the public confidence and trust in the Department, (2) adversely affect the Department's ability to fulfill its mission, (3) adversely impact the member's ability to perform his or her job, including damaging the member's credibility, (4) lead other employees to refuse to work with the member, or (5) create disruption, friction or morale problems in the workplace.

### **4003. DUTY TO REPORT BREACH OF DUTY OR MISCONDUCT**

Except as provided in Rule 4019, all members must report any actual or suspected breach of duty or misconduct by another member, including any actual or suspected violation of the Rules, through the chain of command to the Chief of Department.

This section does not apply to actual or suspected violations of City or Department policies prohibiting discrimination, harassment, retaliation or other EEO violation. Members should refer to the Department's EEO Policy and Complaint Process for the procedures to report possible EEO violations. As described in that Policy, supervisors must immediately report any possible EEO violation to the Department's Human Resources Division.

### **4004. INVESTIGATION PROCESS**

#### **A. Notice to Department of Alleged Violation**

The Department may learn of a member's potential breach of duty or misconduct, including an alleged Rule violation, through various channels, including as examples through an internal Department report, citizen complaint or press inquiry, or from information received from another public agency or employee. While the Department does not seek out information about members' off-duty conduct, occasionally a member's off-duty actions are brought to the Department's attention through one of these channels or other means.

#### **B. Investigation**

The Department has an obligation to investigate alleged breaches of duty, misconduct or Rule violations by Department members. When the Department learns about such alleged conduct,

the Chief of Department or designee assesses the alleged conduct to determine the nature and scope of the investigation. Through an investigation, the Department will gather and evaluate the applicable facts related to the alleged conduct, and will assess the credibility and reliability of any complainant, the accused member, and any other witnesses. When investigating potential violations involving off-duty conduct, the investigation will focus on matters related to the alleged misconduct, and will not otherwise explore a member's off-duty actions.

C. Confidentiality

All investigations are confidential. All employees involved in an investigation, including but not limited to the investigator, any complainant, the accused member and any witnesses, are required to maintain the confidentiality of the investigation.

D. Cooperating with Investigation

All members must cooperate fully with investigations conducted by the Department or by any other City department or agent. Members may not obstruct, interfere with or attempt to interfere with any investigation. Members may not refuse to give information or attempt to avoid giving information during an investigation; provide false or misleading information or evidence during an investigation; omit, withhold, hide, alter or destroy information or evidence; or tamper with or threaten witnesses.

E. Completing Investigation

Absent extenuating circumstances, the Department will complete its investigation and notify a member under investigation of any proposed discipline within one year of discovering the alleged breach of duty or misconduct.

**4005. WRITTEN REPRIMANDS AND SUSPENSIONS NOT EXCEEDING 10 DAYS (UNIFORMED EMPLOYEES ONLY)**

A. Written Reprimand

If the Chief determines after an investigation that a member has engaged in any breach of duty or misconduct, including any Rule violation, and that a written reprimand is warranted, the Chief will issue a written reprimand to the member. The Chief or a designee will present the member with the reprimand and provide the member an opportunity to review and sign the reprimand before placing it in the member's official personnel file. If the member refuses to sign the reprimand, that refusal will be noted on the reprimand, and the member will be required to initial the "refused to sign" notation, before the reprimand is placed in the member's personnel file. The member may submit a written rebuttal to the reprimand within 30 days of the date the Chief or the designee presents the reprimand to the member. The Department will attach any rebuttal to the reprimand in the member's official personnel file.

B. Appeal from Written Reprimand

A member may appeal a written reprimand by submitting to the Chief of Department a written request for appeal within 10 days of the date the Chief or the designee presents the reprimand to the member. The Chief will assign a Chief Officer who has not been involved in the

underlying events or the discipline investigation or decision to hear any appeal. A member may bring a representative to the appeal. At the appeal, the member and any representative may respond orally and in writing to the findings and the written reprimand, and may present any relevant documentary evidence, including witness declarations. The member may not call witnesses to testify at the appeal.

The Chief Officer hearing the appeal will prepare a written report and recommendation on the appeal to the Chief of Department, which shall include as attachments any materials submitted by the member. The Chief will make the final decision on any appeal, and will notify the member of the decision in writing. If the Chief grants the appeal, the Department will not place any materials relating to the reprimand in the member's personnel file. If the Chief denies the appeal, the Chief will reissue the reprimand. The Department will place the following materials in the member's personnel file: the final formal reprimand issued after appeal, the notice of appeal, the appeal report and recommendation from the assigned Chief Officer with any attachments, and the written notice of the Chief's final decision on the appeal.

#### C. Suspension Not Exceeding 10 Days

If the Chief determines after an investigation that a member has engaged in any breach of duty or misconduct, including any Rule violation, and that a suspension of up to but not exceeding 10 days is warranted, the Chief will notify the member in writing of the breach of duty or misconduct, any Rules violated, and the proposed discipline (i.e., "Skelly notice"). The Skelly notice will include the information and records on which the Chief based the determination and proposed discipline, and will offer the member an opportunity to meet with a Chief Officer who has not been involved in the underlying events or the discipline investigation or decision, to respond to the determination and proposed discipline (i.e., "Skelly meeting"). The member may bring a representative to the Skelly meeting. The member may submit a written response in addition to or in lieu of attending the Skelly meeting.

After providing the member with an opportunity to participate in a Skelly meeting, the Chief will consider all information relevant to the determination and proposed discipline, including information from any Skelly meeting or any written submission from the member, and will make a final discipline decision.

If the Chief determines that a suspension is warranted, the Chief will issue a written suspension notice to the member. The Chief will not impose a suspension exceeding the proposed discipline in the Skelly notice. Any suspension imposed by the Chief will be for calendar days. The Department will determine the dates of the suspension. The Department will serve the suspension notice on the member by U.S. and certified mail to the member's current address on file with the Department.

#### D. Appeal from Suspension Imposed by Chief

A member suspended by the Chief may appeal to the Fire Commission, as described in Section 4010.

The Department will set dates for the suspension for a time after the deadline for the member to file a notice of appeal of the suspension with the Fire Commission.

If a member files an appeal, the Department will hold the suspension in abeyance until resolution of the appeal. The Department will take disciplinary action, if any, consistent with the Fire Commission's determination or other resolution on appeal.

**4006. SUSPENSION EXCEEDING 10 DAYS OR DISMISSAL (UNIFORMED EMPLOYEES ONLY)**

A. Notice of Proposed Discipline

If the Chief of Department determines after an investigation that a member has engaged in any breach of duty or misconduct, including any Rule violation, and that a suspension exceeding 10 days or dismissal from employment is warranted, the Chief will notify the member in writing of the identified breach of duty or misconduct, any Rules violated, and the proposed discipline (i.e., "administrative notice"). The administrative notice will include the information and records on which the Chief based the determination and proposed discipline decision, and will offer the member an opportunity to meet with the Chief of Department or a designated Chief Officer to respond to the determination and proposed discipline (i.e., "administrative meeting"). The administrative notice will include an acknowledgment form that the member must complete in order to participate in the administrative meeting.

B. Administrative Meeting

If the member wishes to respond to the Chief's determination and proposed discipline at an administrative meeting, the member must submit the completed acknowledgement form within the time specified in the administrative notice, and must specify dates within 30 days of the date of the notice when the member is available to participate in the meeting. A member may bring a representative to the administrative meeting. A member who submits the acknowledgement form and requests an administrative meeting may submit a written response in addition to or in lieu of attending the administrative meeting.

C. Determination by Chief

If the member does not timely submit the form requesting an administrative meeting, the Chief will make a final decision based on the available information relevant to the determination and proposed discipline. If a member requests an administrative meeting, the Chief will also consider any information from the administrative meeting and any written submission from the member in making the decision.

After considering the relevant information, if the Chief determines that a written reprimand or a suspension of up to but not exceeding 10 days is warranted, the Chief may impose discipline under Section 4005.

If the Chief determines that a suspension exceeding 10 days or dismissal from employment is warranted, the Chief will file a verified complaint against the member with the Fire Commission, setting forth specifically the acts that the Chief has determined constitute a breach of duty or misconduct, as well as any Rules violated. The Chief will include in the verified complaint a recommendation for a particular level of discipline.

**4007. FIRE COMMISSION'S AUTHORITY TO IMPOSE DISCIPLINE (UNIFORMED EMPLOYEES ONLY)**

After a fair and impartial trial and hearing, the Fire Commission will determine whether the accused member is guilty of any breach of duty, misconduct or Rule violation, and if so, the appropriate level of discipline. If the Fire Commission determines that the member is guilty, the Fire Commission may impose the discipline recommended by the Chief, or discipline that is greater or less than that recommended by the Chief.

The Fire Commission may impose the following discipline:

- Reprimand;
- Fine not exceeding one month's salary for each offense;
- Suspension for a period not exceeding 3 calendar months for each offense; or
- Dismissal from City employment.

**4008. STIPULATED DISPOSITION (UNIFORMED EMPLOYEES ONLY)**

By mutual agreement in appropriate circumstances, the member and the Department may present a proposed stipulated disposition to the Fire Commission for consideration. Proposed stipulated dispositions may include a suspension or dismissal held in abeyance contingent on the member fulfilling specified conditions. The Fire Commission has discretion to accept or reject a proposed stipulated disposition.

**4009. TEMPORARY SUSPENSION PENDING FIRE COMMISSION PROCEEDING (UNIFORMED EMPLOYEES ONLY)**

Under the circumstances specified in Charter Section A8.344, the Chief of Department may temporarily suspend a member pending a hearing before the Fire Commission. If temporarily suspended, a member is entitled to a prompt administrative hearing to determine if the member should remain suspended pending the outcome of the Fire Commission proceedings.

**4010. FILING AND SCHEDULING OF APPEALS OF SUSPENSION IMPOSED BY CHIEF (UNIFORMED EMPLOYEES ONLY)**

When the Chief imposes a disciplinary suspension under Rule 4005, the member may appeal that suspension to the Fire Commission, and is entitled to a trial and hearing on that suspension. The member must file any request for appeal in writing with the Fire Commission Secretary within 15 days after the date of the notice of suspension.

The Fire Commission will schedule the hearing pursuant to the Fire Commission's "Procedural Rules Governing Trials of Disciplinary Cases."

**4011. SCHEDULING TRIAL AND HEARING ON COMPLAINT FILED BY CHIEF (UNIFORMED EMPLOYEES ONLY)**

When the Chief of Department submits a verified complaint against a member to the Fire Commission, the Commission will schedule the hearing pursuant to the Fire Commission's "Procedures Governing Trials of Disciplinary Cases."

**4012. REPRESENTATION**

A member may bring a representative (1) to any investigative interview that may result in disciplinary action against the member, (2) a Skelly meeting, (3) an administrative meeting, and (4) a Fire Commission hearing on a suspension appeal or a verified complaint filed by the Chief (only for uniformed employees).

A member may choose to represent himself or herself or to have a representative, including an attorney, a representative from the member's union, or a Department employee below the rank of Assistant Deputy Chief; provided, however, that when the accused member holds the rank of Assistant Deputy Chief or above, the member may choose an officer of the same rank as a representative.

A member cannot select as a representative an individual who either party reasonably anticipates will be a witness in the discipline investigation or case.

**4013. TRIAL AND HEARING PROCEDURES (UNIFORMED EMPLOYEES ONLY)**

Any disciplinary hearing before the Fire Commission, whether a suspension appeal or trial on a complaint filed by the Chief, will be conducted pursuant to the Fire Commission's "Procedural Rules Governing Trials of Disciplinary Cases."

**4014. OBSTRUCTING TRIAL AND HEARING**

No member may obstruct, interfere with or attempt to interfere with any Fire Commission disciplinary hearing. A member may not refuse to testify or attempt to avoid giving testimony during a hearing, provide false or misleading testimony during the hearing; omit, withhold, hide, alter or destroy information or evidence from the Department or Fire Commission; or tamper with or threaten hearing witnesses.

**4015. DISCIPLINE FOR CIVILIAN EMPLOYEES**

After an investigation, the Chief may take disciplinary action against a civilian employee of the Department pursuant to the Charter and the Memorandum of Understanding (MOU) applicable to the accused employee. The Charter and applicable MOU will govern the employee's notice, response, rebuttal and appeal/grievance rights.

**4016. REPORTING TO FIRE COMMISSION**

The Chief will report all final suspensions not exceeding 10 days to the Fire Commission on a quarterly basis. The Chief will identify only the rank or classification of the member suspended, any Rules violated, and the length of the suspension.

**4017. MEMBER'S CONDUCT WHILE SUSPENDED**

A member who is suspended remains subject to the orders of the Chief of Department and all Rules.



A member who is suspended may not wear any part of the official Fire Department uniform except when ordered to appear before the Chief of Department or Fire Commission.

Immediately before beginning a suspension of more than 10 days, a member must surrender the member's official breast badge, cap insignia, lapel and collar insignia, if any, and employee identification card to the Administrative Lieutenant in the Chief's Office. At the conclusion of the suspension, the member shall report to the Administrative Lieutenant in the Chief's Office to collect these items before returning to duty.

#### **4018. DISMISSAL**

A member dismissed from employment shall immediately surrender the member's official breast badge, cap insignia, lapel and collar insignia, if any, identification card, all personal protective equipment, any specialized equipment, and any other Departmental property in the member's possession to the Administrative Lieutenant in the Chief's Office.

#### **4019. MINOR INFRACTIONS OF RULES AND REGULATIONS**

Uniformed members at the rank of Lieutenant and above and civilian supervisors must monitor subordinates' compliance with the Rules and must immediately call minor Rule violations to the attention of any offending member.

A "minor" Rule violation is one that (1) does not involve questions of honesty, (2) does not constitute a significant threat to the operations of the Department, and (3) does not endanger the safety or welfare of the member or others.

If a member persists in minor Rule violations, the supervisor shall report the member under Rule 4003. Supervisors should refer to the Department's Managing Employee Performance Process and Procedures Guidebook, as well as the Sample Report Book, for guidance.



## **ARTICLE 41. ACCIDENTS TO APPARATUS & MOTOR VEHICLES**

### **4101. FAILURE TO COMPLETE AN ASSIGNMENT**

Whenever Department units of the fire suppression force are required to report out of service due to failure to complete an assignment to an incident, the officer, acting officer, or member in charge of such unit shall forward a report through normal channels to the Deputy Chief giving the reason therefor.

### **4102. ACCIDENT REPORT**

In case of a vehicular accident, an accident report shall be made out and forwarded through normal channels to the Chief of Department. All vehicular accidents shall be reported to the Communications Center for investigation and report by a Chief Officer.

**END**

Article 41. Accidents to Apparatus and Motor Vehicles