

**RULES AND REGULATIONS
FOR
BOARD GOVERNED
FIRE PROTECTION DISTRICT**



EFFECTIVE: APRIL 22, 1976

FIRE DISTRICT RULES AND REGULATIONS

PREFACE

These rules and regulations are adopted for all Fire Protection Districts governed by the Board of Supervisors of the County of San Bernardino. The term "Fire District" applies to each of the Fire Protection Districts governed by the Board of Supervisors.

The prime purpose of Rules and Regulations is to establish guidelines for maintaining discipline and harmony, which are essential elements of an efficient and effective fire service organization.

All personnel of the Fire District will be furnished with a copy of these Rules and Regulations and it shall be their duty to become familiar with the contents.

Any member of the Fire District may be subject to reprimand; suspension from duty or dismissal from the Fire District based on the nature of the offense, for violation of these Rules and Regulations.

The term "member" used in the Rules and Regulations shall include all personnel.

All copies of these Rules and Regulations will remain the property of the Fire District.

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DEFINITIONS

CHAPTER I

ACTING OFFICER:	One who acts in the position of an officer.
ADMINISTRATIVE STAFF:	The Chief officers of the Fire District
ADVISORY COMMISSION:	A group of five to nine members appointed by the Board of Supervisors to advise the Board on the Administration of the District.
APPARATUS:	Any Fire District vehicle used in emergency services.
BOARD:	Board of Supervisors of San Bernardino County.
CHANNEL, THROUGH:	The transmission of orders and communications through the intermediate officers and ascending or descending order of rank.
CHIEF OF THE DISTRICT:	The Administrative head of the Fire District, hereinafter referred to as the "Chief".
CHIEF OFFICER:	Any officer of a chief rank – Chief, Deputy Chief, Assistant Chief, and Battalion Chief.
COMMISSIONERS:	Members of an advisory commission of a District or a Municipal Advisory Council.
COMPANY:	Personnel assigned under the command of a company commander assigned with apparatus on a regular or temporary basis.
COMPANY COMMANDERS:	A captain or acting captain in command of a company.
DISTRICT:	A Fire District.
DISPATCH OFFICER:	The alarm and communication system of the District.

DUTY OFFICER:	An officer on duty in charge of platoon commands generally a Battalion Chief.
EMERGENCY VEHICLE:	Any vehicle owned and operated by the Fire District as defined in the California State Vehicle Code.
FALSE ALARM:	An alarm given with malicious intent or without reasonable cause.
FIRST IN DISTRICT:	The area in which a company is normally the first to arrive in response to an alarm.
FIRST LINE APPARATUS:	Any piece of equipment not in reserve or otherwise out of service.
MEMBER:	Any person employed by a Fire Protection District.
MULTIPLE ALARM:	Any alarm which calls for more equipment than a regular assignment
OFFICERS:	Officers of the Fire District in order of rank: Chief of District, Deputy Chief, Assistant Chief, Battalion Chief, Captain.
PLATOON:	The entire fire fighting personnel on duty during a 24-hour period commencing at 8:00 a.m.
QUARTERS:	Any fire station, District building, office, storeroom, workroom, yard, shop, or place wherein members are assigned or employed.
RELIEF OF ACTING MAN:	One who acts in the place of another when the former is on day off or otherwise absent.
SENIOR OFFICER:	An officer of any rank who has held the position longer than other officers of the same rank.
SPECIAL DETAIL:	One or more members assigned by the Chief to such departmental service and hours of work as he may deem necessary.
SPECIAL NOTICE:	A transitory notice issued by the Chief for the guidance and information of members of the District.

SPECIAL ORDER: An order of semi-permanent character issued by the Chief, for the administration of District affairs.

GENERAL ALARM: A general alarm fire calling all available first line apparatus and all personnel.

SUBORDINATE: A member who stands in order or rank below another.

TEMPORARY RELIEF OF DUTY: Temporary relief of duty pertains to current duty shift, and is relief of duty with pay.

UNIT: Means one company, one piece of apparatus, or a single thing.

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ORGANIZATIONAL CHART

CHAPTER II

Each District shall have the responsibility of including a current copy of its organizational chart in this section, which should clearly define chain of command.

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GENERAL SCOPE

CHAPTER III

SECTION I: Modification and Repeal. Every rule, regulation, general order, direction or any provision herein contained or otherwise issued or made is subject to repeal or modification from time to time whenever, in the judgment of the Board it is deemed in the best interest of the District. The power to rescind, alter or amend these rules and regulations is vested solely in the Board of Supervisors.

SECTION 2: General Purpose and Intent. These rules cannot, nor are they expected to, provide a solution to every question or problem that may arise in an organization established to render emergency service. It is expected, however, that they will be sufficiently comprehensive to cover in either a specific or general way, the obligations and duties of the members of the fire district.

They are not designed or intended to limit any member in the exercise of his judgment or initiative, in taking the action a reasonable person would take in extraordinary situations. By necessity much must be left to the loyalty, integrity, and discretion of members. To the degree which the individual member demonstrates possession of these qualities in the conscientious discharge of his duty, and to that degree alone, will the District measure up to the high standard required.

SECTION 3: Interpretation and Legality. As necessary, requests for interpretations of these Rules and Regulations should be made through the local Rules and Regulations Committee (if one exists) to the Special Districts Department by the Chief. The Special Districts Department will make all decisions regarding interpretations of the rules and regulations. The San Bernardino County Counsel, upon request of the Special Districts Department, may make a formal opinion as to the legal validity of any part of these Rules and Regulations.

If any chapter, section, sentence, clause or phrase of these Rules and Regulations is for any reason held to be invalid or otherwise unconstitutional such decision shall not affect validity of the remaining portions of these Rules and Regulations.

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FIRE CHIEF

CHAPTER IV

- SECTION 1: Responsibility: The Fire Chief shall be the administrative head of the District and shall be charged with the administration of all District activities within the scope of his authority including but not limited to fire prevention, fire suppression, rescue activities, personnel and training.
- SECTION 2: Staffing of Positions: The Fire Chief shall fill all positions as authorized by the Board of Supervisors in conformance with County policy and Uniform Minimum Standards for Fire Districts.
- SECTION 3: Disciplinary Action: The Fire Chief may reprimand or suspend, for cause, any employee of the Fire District when deemed necessary in the best interest of the District.
- SECTION 4: Assignment of Duties: The Fire Chief shall have the authority and responsibility to assign, transfer, or detail members as he may deem necessary for the best interest of the District.
- SECTION 5: Personnel Reports: The Fire Chief shall report to the Board through the Advisory Commission any member who, by reason of age, disease, accident, or other inability, cannot fully and promptly perform the duties required.
- SECTION 6: Leave of Absence: The Fire Chief may grant leaves of absence to members of the District in such a manner as provided for by County Ordinance or as authorized by the Board of Supervisors.
- SECTION 7: Issuance of Orders: The Fire Chief shall have the authority and responsibility to issue orders and take other appropriate measures to put into effect the policies, Rules and Regulations, practices, and procedures of the District and require that they be uniformly applied.
- SECTION 8: Records: The Fire Chief shall cause to be kept in proper form an accurate record of all business transacted by the District.
- SECTION 9: Recommendation to Board: The Fire Chief shall recommend to the Board of Supervisors the addition or removal of fire stations, the purchase of apparatus, equipment, etc., as needed for the efficient operation of the District. He shall also discard, sell, or declare surplus equipment no longer of value to the District in accordance with County policy.

SECTION 10: Suspension of Platoon System: The Fire Chief may, during an emergency or extraordinary situation, temporarily suspend operation of the platoon system and recall to duty the off-duty personnel or any portions thereof.

SECTION 11: Designation of Acting Chief Position: The Fire Chief shall designate a member to act as fire chief whenever he is absent from the District.

SECTION 12: Additional Authority: Nothing contained in these Rules and Regulations shall be construed to limit the power and authority granted to the fire chief by the District ordinances or other applicable statutes (City, County, State and Federal Laws).

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DEPUTY CHIEF

CHAPTER V

SECTION 1: Authority and Responsibility: The Deputy Chief shall rank next below the Fire Chief in authority and in the absence of the Chief shall assume total responsible control of the Fire District and perform the duties and exercise the powers and responsibilities incidental to the position of the Fire Chief.

He shall see that all laws, ordinances, rules and regulations, and administrative orders or directives of the Fire District government are promptly enforced and implicitly obeyed and that all deviations from said statutes that may arise are promptly investigated and reported to the Fire Chief.

SECTION 2: Administrative Assignments: He shall direct and coordinate the application of established policy, rules and regulations, administrative orders, practices and procedures and shall, from time to time, confer with staff officers and captains, coordinating their duties for the purpose of uniform government within the Fire District.

The Deputy Chief shall aid in the preparation of the District budget. He shall research, analyze and prepare written data to support budget requests. He shall confer and consult with other staff officers in order to maintain an accurate record of all departmental budget accounts, expenditures, and projected needs of the Fire District.

He shall be informed regarding all material and equipment necessary for departmental operations and responsible for the month-to-month expenditures of the District.

He shall see that the Manual of Operations, Administrative Orders, and all other procedural manual and records are to date in order that they may accurately indicate correct and current departmental policy on all matters in the Fire District.

SECTION 3: Suppression Assignments: The Deputy Chief shall determine that all specifications concerning fire apparatus are in accord with the suggested specifications as recommended by the National Board of Fire Underwriters and that they fit the specific needs of the Fire District.

He shall make regular inspections of al personnel, apparatus, buildings, equipment and grounds and shall take necessary action to correct any deficiency found.

When fire apparatus requires emergency repairs, he shall immediately notify the Fire Chief, or, in his absence, take any further action deemed necessary. He shall have the authority to prohibit the use of any tool, appliance, implement or equipment, which he deems unfit for service or use. He will regularly inspect and, if necessary, condemn uniform, helmets, and other protective equipment.

During his tour of duty he shall respond to all emergencies which may require his knowledge or supervision. He shall be in command until the arrival of the Fire Chief.

He shall complete and approve all incident reports and other required forms and records, which relate to his tour of duty. His is responsible for overseeing complete and proper investigations regarding the cause and origin of all incidents, which occur during his tour of duty.

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ASSISTANT FIRE CHIEF

CHAPTER VI

SECTION 1: Subordination: The Deputy/Assistant Chief shall be subordinate to the Fire Chief, and perform duties as assigned by the Chief.

SECTION 2: Channel Reports: He shall examine all communications forwarded through his office, and when necessary, make an investigation and report.

SECTION 3: Response to Alarms: He shall respond to alarms and special calls as prescribed by the Fire Chief, and assume command subordinate only to the Fire Chief.

SECTION 4: Duty Hours: His hours of duty shall be subject to the determination and direction of the Fire Chief, as he needs of the District may indicate.

SECTION 5: Notification of Chief: He shall promptly notify the Fire Chief of all flagrant violations of policies, rules and regulations, practices and procedures.

SECTION 6: Responsibility for Subordinates. He shall hold the subordinate officers responsible for:

- (a) promptness in the discharge of their duties and for the condition and efficiency of the companies under their command
- (b) strict compliance with, and the application of all policies, rules and regulations, practices and procedures, governing the uniformed force.

SECTION 7: Notify Chief of Emergencies: He shall immediately notify the Fire Chief of important fires or extraordinary incidents in which accidents, deaths, or other unusual matters occur.

SECTION 8: Assume Command in Absence of Chief: In the absence of the Fire Chief, unless otherwise designated, he shall perform all duties, and assume all responsibilities and functions of the Fire Chief, and enforce such orders as his superiors may direct.

SECTION 9: Availability: He shall notify District headquarters of his location and availability at all times while on duty.

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BATTALION CHIEF

CHAPTER VII

- SECTION 1: Responsibility: The Battalion Chief shall rank next in command after the Assistant Fire Chief, and shall perform duties as assigned.
- SECTION 2: Duty Officer: When assigned as Duty Officer, he shall assume command of all operations until relieved by a superior officer.
- SECTION 3: Duty Hours: His hours of duty shall be subject to the determination and direction of the Fire Chief, as the needs of the District may dictate.
- SECTION 4: Enforcement of Rules: He shall cooperate fully with the Fire Chief and Deputy/Assistant Chief to bring about uniform application of all policies, rules and regulations, practices and procedures.
- SECTION 5: Exceptional Acts: He shall immediately report to the Assistant Fire Chief any act of courage or act above and beyond the call of duty of those personnel under his command and follow up with a written report.
- SECTION 6: Reports on Dereliction of Duties: He shall report to the Assistant Fire Chief any action or lack of action he considers a dereliction of duty or infringement of District rules or policy.
- SECTION 7: Personnel Responsibilities: He shall, when notified that a man under his command has broken a rule or regulation, policy or procedure, take appropriate action. In this regard, his maximum authority is limited to temporary relief of duty.

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FIRE CAPTAIN

CHAPTER IX

- SECTION 1: Duties: Captains shall be referred to as Company Officers and as such are part of the supervisory team of the Fire District. They shall, under the direction of a Chief Officer, have complete command of their companies and shall be held responsible for the discipline and proper care and condition of the equipment of their companies.
- SECTION 2: Responsibility: Fire Captains shall be in control of their respective companies while on duty and shall cooperate with one another and be responsible for putting into effect uniformly the policies, rules and regulations, practices, and procedures of the District.
- SECTION 3: Command of Operations: They shall respond with their companies to assigned alarms as designated by the Alarm office. When first to arrive in their district, they shall assume command and direct operations until the arrival of a superior officer.
- SECTION 4: Knowledge of District and Responsibilities: They shall familiarize themselves with their districts and the general duties of their respective commands, to enable themselves to assume the responsibilities and efficiently discharge the duties of fire captain.
- SECTION 5: Training: They shall train and instruct members of their companies and by regularly conducted drills, determine that the efficiency and coordination of their commands are maintained at a high standard.
- SECTION 6: Visitors in Quarters: They shall not permit intoxicated or otherwise unauthorized persons to remain in or about quarters at any time, nor allow visitors at times other than those as established by the District as visiting hours. Children will not be permitted in quarters unless accompanied by an adult.
- SECTION 7: Inspections: They shall make periodic company inspections of buildings, streets, alleys, and special hazards, as directed and keep a record thereof.
- SECTION 8: Release of Personnel: They shall not permit members to go off duty until properly relieved or when other arrangements have been authorized by the duty chief.

SECTION 9: Shift Changes: At shift change they shall apprise their company of all orders and department communications received during the previous shift and shall impart any additional information or instructions deemed necessary for the operation of their companies.

SECTION 10: Care of Equipment: They shall see that all apparatus and District equipment assigned to, stored, or received in quarters is properly cared for.

SECTION 11: Journal or Activities: Fire captains shall keep a company journal of the activities and operations of their respective units.

SECTION 12: Personnel Matters: He shall, when a man under his command has broken any regulations, policy, or procedure, take appropriate action. His authority is limited to temporary relief of duty.

SECTION 13: License: He shall possess a valid class 2 license or the equivalent issued by the Department of Motor Vehicles, State of California and shall know provisions of the Vehicle Code and be familiar with other pertinent information regarding their privileges and responsibilities as operators of fire District automotive equipment.

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FIRE MARSHAL

CHAPTER VIII

SECTION 1: Authority: The Fire Marshal shall be appointed by the Fire Chief in accordance with the Fire code.

SECTION 2: Responsibility: The Fire Marshal shall be under the direction of the Fire Chief and shall be responsible for all matters pertaining to the Fire Prevention Bureau, all subordinate inspectors and clerks assigned or detailed thereto.

He shall be responsible for the enforcement of all applicable fire prevention laws and ordinances relative to the protection of life and property from fire and shall see that all industrial mercantile, and heavy habitational occupancies are inspected.

SECTION 3: Compilation of Evidence: He shall assist in the gathering of evidence and the prosecution of persons charged with violation of fire prevention laws and ordinances.

SECTION 4: Recommendations on Hazards: He shall make recommendations for the elimination of special fire hazards and dangerous conditions existing in the District.

SECTION 5: Record of Inspections: He shall maintain in the office of the Fire Prevention Bureau, a complete record of inspection, investigation, complaints, special and peculiar hazards, and such other information as may be required.

SECTION 6: Fire Investigation: He shall be responsible for the conducting the investigation of suspicious or incendiary fires, the preparation and preservation of evidence and report these activities to the Chief. In accordance with State laws, he is empowered with peace officer status during the performance of his duties.

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ALL OFFICERS

CHAPTER X

- SECTION 1: Titles: Officers of the fire district shall have title as follows, and shall for administrative purposes, rank in order listed: Fire Chief, Deputy Chief, Assistant Chief, Battalion Chief, Captain , and Lieutenant.
- SECTION 2: Acting Officers: An acting officer shall be governed by the same rules and regulations as those governing a regular officer. He shall perform these tasks with the full authority of the position to which he is assigned, until relieved.
- SECTION 3: Cooperation of Officers: Officers shall cooperate with one another and be responsible for full and uniform performance of the duties delegated to them, shall require subordinates under their command to comply with all order, rules, regulations, practices and procedures of the District, and shall promptly report by well sustained charges, any violation of rules, or orders, or any dereliction of duty.
- SECTION 4: Enforcement of Rules: They shall be vigorous in the enforcement of the rules requiring strict compliance therewith, and promptly correcting any irregularities. No officer shall tolerate or connive at any violation or evasion of the rules.
- SECTION 5: Positive Discipline: Officers shall be firm, fair, and consistent in their dealings with subordinates, and shall see that good order and proper discipline is maintained among members of the District.
- SECTION 6: Punitive Action: When, in their judgment, an offense committed by a member under their command is sufficiently serious to warrant immediate action, an officer shall have the authority to summarily relieve such member of his duties. An immediate verbal report of such actions shall be made through channels, followed by properly, and well sustained, written reports upon which official relief from duty may be made by the Chief.
- SECTION 7: Interpretation of Orders: It shall be their duty to decide promptly any questions of doubt on the part of their subordinates relative to the interpretation of orders and in emergencies to immediately prescribe the action to be taken.
- SECTION 8: Notation of Orders: Officers concerned shall be responsible for the correct notation of all verbal orders and directions having a general

application and, at the time of relief, shall apprise one another of occurrences and events incidental to their tour of duty.

SECTION 9: Report Unusual Circumstances: Officers shall make prompt verbal report to their superior officer of any unusual occurrence concerning the district. All such occurrences are to be investigated at once, and when necessary, a report containing facts of the case forwarded immediately to the Fire Chief.

SECTION 10: Records: They shall preserve, until their purposes have been served all orders, notices, communications, and records pertaining to the operation of their respective company.

SECTION 11: Reports: They shall be responsible for the completeness, accuracy, and dispatch of all reports with which they are responsible. No report or communication will be intercepted or unnecessarily delayed in transit.

SECTION 12: Conduct of Business: In the conduct of business of the district, officers shall, if possible, personally and directly administer the affairs with which they are concerned.

SECTION 13: Fire Suppression: They shall cause all fires to be extinguished with the least possible danger to life and property, prevent unnecessary damage by water or other extinguishing agents, and leave the premises in a safe condition. A diligent effort shall be made by the officer in charge of the fire to determine the cause. He may be assisted by the Fire Prevention Officer.

SECTION 14: Safety of Apparatus: It shall be the responsibility of all officers to see that apparatus is operable at all times in a manner consistent with safety. Due regard for the welfare of the public and the district shall govern the operation of all apparatus.

SECTION 15: Commendation: Whenever a member saves human life at the risk of his own, or performs an especially commendable act, the officers under whom the act was performed shall make a full report on the subject and forward it to the Fire Chief.

SECTION 16: Conflict of Authority: No Officer shall interfere in matters of operation for which another Officer of equal rank is responsible, except with the latter's consent or by order of a Superior Officer. Conflict of authority must be strictly avoided. Effective lateral communications between Officers of equal rank is expected.

SECTION 17: Precedent in Command: At fires or other emergencies, regularly appointed Officers while on duty shall have precedent in command over acting officers in the same rank.

SECTION 18: Altering or Annulling Orders: No acting Officer shall alter or annul the standing orders of the regular officer without specific authority of a Superior Officer.

SECTION 19: Command Position at Fires: The Officer in charge at the scene of every fire shall assume a commanding position and shall have full power and authority to direct the operation of extinguishing the same and to take the necessary precautions to prevent the spread thereof. In the course of such operations, he shall prohibit approach to such fires by any person, vehicle or thing, and may remove or cause to be removed and kept away from such fire any vehicle or thing and all persons not actually and usefully employed in his judgment, in the extinguishing of such fires or the preservation of life and property in the vicinity thereof.

SECTION 20: Command at Other Emergencies: The Officer in charge at the scene of emergencies shall assume a commanding position and have full power and authority to direct the Fire District operation.

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ENGINEER

CHAPTER XI

- SECTION 1: Responsibility: Engineers assigned to drive and care for apparatus shall at all times drive and operate it in a manner consistent with care and safety. Due regard for the welfare of the public, the District personnel and the limitations of equipment, shall govern the operation of all apparatus. Engineers shall, under the supervision of their fire captain, be responsible for the condition and operation of apparatus to which they are assigned and be held strictly accountable for its readiness for service and the security of the equipment carried thereon, when under their control.
- SECTION 2: Knowledge of District: For expedience in response to alarms, engineers shall acquaint themselves with the topography, physical conditions and other matters affecting driving conditions in all parts of the District.
- SECTION 3: Operational Procedures: Engineers shall keep familiar with practices and procedures relative to water supply, fire streams, pump capacities, motor and other operations which will enable them to efficiently perform their duties.
- SECTION 4: License: Engineers shall possess a valid class 2 license or the equivalent issued by the Department of Motor Vehicles, State of California, and shall know provisions of the Vehicle Code and be familiar with other pertinent information regarding their privileges and responsibilities as operators of fire district automotive equipment.

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FIREFIGHTER

CHAPTER XII

- SECTION 1: Responsibility: Firefighters shall be under the immediate supervision of their fire captains and shall carry out all orders and directions received.
- SECTION 2: Response to Alarm: They shall respond with their units to all alarms and emergency calls and perform duties as required.
- SECTION 3: Maintenance of Equipment: They shall assist in keeping apparatus, equipment, and tools in a clean a serviceable condition.
- SECTION 4: Station Maintenance: They shall keep their quarters and equipment clean and in good order and perform work relative to the maintenance and upkeep of quarters and grounds as their superior may direct.
- SECTION 5: Duties: They shall cooperate with other members of the district participate fully in drills and training programs authorized.
- SECTION 6: Code 3 Operation: Firefighters shall not operate emergency units under code 3 response unless authorized.
- SECTION 7: License: Fire fighters shall possess a valid class 2 or equivalent driver's license within 90 days of employment.

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GENERAL RULES – ALL PERSONNEL

CHAPTER XIII

- SECTION 1: Obedience to Rules: Members shall familiarize themselves with and be obedient to the rules and regulations, manual of operations, and orders affecting the operation of the Fire District.
- SECTION 2: Response to Alarms: Members shall attend all fires or alarms to which they may be assigned, detailed or summoned, and to exert their greatest energy and best ability to perform their full duty under any and all circumstances.
- SECTION 3: State of Readiness: Members shall keep themselves in readiness to perform their duty and not absent themselves from duty or place of assignment without specific permission of their superior officer.
- SECTION 4: Loss of Equipment: Members shall report to their immediate superior officer the loss or finding of any District badge, identification card, book or equipment
- SECTION 5: Avoidance of Injury: Members shall exercise precautionary measure to avoid injury to themselves and others, while in the performance of duty.
- SECTION 6: Unnecessary Damage: Members shall exercise due caution to avoid unnecessary damage to or loss of District property.
- SECTION 7: Safekeeping of Property: Members shall be responsible for the safekeeping and proper care of all District property in their charge, and take into custody other properties which, to their knowledge, has been left unattended.
- SECTION 8: Practice Economy: Members shall practice economy in the use of supplies and services to see that waste is avoided.
- SECTION 9: Respect to Officers: Members shall accord obedience, respect and courtesy to superior officers and those performing the duties of a higher rank.
- SECTION 10: Courtesy to the Public: Members shall be courteous and respectful in their dealings with the public.

- SECTION 11: Identification Cards: Members shall carry their identification card while off duty for proper identification purposes.
- SECTION 12: Disciplinary Action: When suspended from duty under disciplinary action, member shall obey all orders relative thereto, and surrender all District property pending disposition of the case.
- SECTION 13: Assignment to Higher Rank: When assigned to act in higher rank, members shall accept responsibility for the performance of the duties of that position.
- SECTION 14: Report of Accident: Members shall immediately report to their immediate superior officer any accident, sickness, or injury occurring to themselves while on duty, no matter how trivial.
- SECTION 15: Change of Address, Phone: Members shall notify their immediate superior officer within twenty-four hours of any change of residence or telephone number.
- SECTION 16: Cleanliness: Members shall keep their persons, uniforms, beds, and lockers in a neat and clean condition. Persistence in uncleanliness relating to personal hygiene will be just cause for disciplinary action.
- SECTION 17: Department Welfare: Members shall promptly notify their immediate superior officer of all matters coming to their attention affecting the interest and welfare of the District.
- SECTION 18: Training and Performance: Members shall participate in drills and other District training activities as directed, and become thoroughly familiar with all equipment they may be required to use in the full performance of their duties.
- SECTION 19: Administrative Responsibilities: Under direction of the Chief, members detailed to head the various subdivisions of the District shall have charge of the administrative duties of their respective subdivisions, and shall be responsible for the maintenance of discipline and authority.
- SECTION 20: Leave of Absence: Members may, upon application through channels, be granted leaves of absence as provided by the County of San Bernardino.
- SECTION 21: Suggestions for Improvement: Suggestions for improvement of the District or well being of the membership will, when presented through channels, be welcomed and carefully considered.

- SECTION 22: Senior Member: When two or more members of rank below Captain find themselves in a position which requires initiative action, the senior member will assume command until relieved by a superior officer.
- SECTION 23: Conflicting Orders: When a member receives an order which is in conflict with a previous order, he shall so inform the officer who issued the conflicting order and be governed by his instructions.
- SECTION 24: Appeals of Unfair Treatment: Any member having cause to believe that he has been unjustly or unfairly treated may appeal, through channels, to the Chief.
- SECTION 25: Grievance Procedure: All employee grievances shall be reported through the grievance procedure as adopted by the Board of Supervisors for Fire District.
- SECTION 26: Solicitation in Quarters: Solicitation in company quarters may only be permitted by authority of the Chief.
- SECTION 27: Improper Conduct: No member shall conduct himself either on or off duty in a manner, or be a party to any action, which would tend to discredit the District.
- SECTION 28: Outside Employment: Every member shall devote his time, attention and effort to the service and welfare of the District and shall not engage in any business, occupation or activity which will impair his District's efficiency or bring adverse criticism on the District.
- SECTION 29: Personal Gain: No member shall, on or off duty, use the uniform, badge, or prestige of the District for the purpose of personal gain.
- SECTION 30: Improper Use of Name: No member shall lend his name as a member of the District, to any commercial or business enterprise nor shall he approve or countenance the use of the name and the prestige of the District for any such purpose.
- SECTION 31: Acceptance of Gifts: Employees of the District may not accept Gifts. Gifts may, however, be accepted by the District at the discretion of the Board.
- SECTION 32: Department Business: No member shall provide official information or act in an official capacity to the public or to any other Department or District of City/County government or any member thereof on any matter affecting the District or any employee thereof, unless authorized through regular channels or in those cases where routine business of the district requires. The intent of this section is to protect the District and the

employees of the District and not to restrict authorized disclosure of information or necessary contacts.

SECTION 33: Attempts to Influence Personnel Matters: No member shall directly or indirectly solicit the influence or intercession of any person or persons to effect their transfer or promotion.

SECTION 34: Aid for Personal Gains: No member shall solicit or accept the personal or financial aid of any subordinate to promote his private interests or those of any superior officer.

SECTION 35: Influencing Votes for Public Office or Legislation: No member shall, by using the uniform, badge, or prestige of the District, whether on or off duty, attempt to influence the vote of any person for or against any candidate for public office or legislation.

SECTION 36: Campaigning on Station Property: No solicitation, speeches distribution, posting or display or campaign literature for or against any candidate to public office shall be permitted on District property or buildings.

SECTION 37: Arguments: Members shall avoid political or religious arguments when such arguments interfere with the member's duty.

SECTION 38: Liquor, Illegal Drugs or Compounds: No member shall report for, or be on duty under the influence of any intoxicating liquor, illegal drugs or illegal compounds.

No member shall bring or cause to be brought into quarters any intoxicating liquor, illegal drugs or illegal compounds.

No member shall have in his possession or partake of any intoxicating liquor, illegal drugs or illegal compound while on duty or in uniform.

SECTION 39: Firearms: No member shall bring firearms onto District premises unless authorized by the Chief.

SECTION 40: Malicious Gossip: No member shall be a party to any malicious gossip, report or activity, which would tend to disrupt District morale or bring discredit to the District or any member thereof.

SECTION 41: Falsification of Records: The falsification of records, the making of misleading entries or statements with intent to deceive, or the willful mutilation of any District records, book, paper, or document will be considered a serious offense.

SECTION 42: Union Business: Union/Employee Association business shall be conducted in conformance with the memorandum of agreement/understanding.

SECTION 43: Long Distance Phone Calls: Toll calls on District phones for matters other than that which relates to approved District business, are prohibited, unless approved under District policy.

SECTION 44: Smoking: Smoking by members will not be permitted at any time or place where smoking is prohibited by law. Smoking will be prohibited on all fire fighting apparatus and at fires and emergencies. The officer in charge may make reasonable exceptions when the emergency no longer exists but this authority will not extend to permitting smoking on fire fighting apparatus at any time or under any conditions. Fire fighting apparatus as defined in this section does not include passenger cars, or closed vehicles.

SECTION 45: Misuse of Public Property: Members shall not loan, sell, give away, or appropriate for their own use any public property.

SECTION 46: Pilfering: Members shall not pilfer or be guilty of theft at fires or elsewhere. This action shall be considered grounds for dismissal.

SECTION 47: Nonpayment of Debts: Justifiable complaints repeatedly made against any member for neglect or refusal to pay his just debts may constitute cause for disciplinary action.

SECTION 48: Relief of Duty: No member shall go off duty before change of shifts unless properly relieved.

SECTION 49: Gambling: Members shall not gamble while on duty. This covers all types of gambling including placing of bets with bookmakers by personal contact or by telephone.

SECTION 50: Punctuality and Absenteeism: Punctuality is required of all members. Failure to report for duty or to place of assignment at the time specified will be considered cause for disciplinary action. Tardiness shall be reported immediately.

SECTION 51: Inefficiency in Performance: Inefficiency or indifference of members in the performance of their duties shall be sufficient cause for disciplinary action.

SECTION 52: Disobeyance of Orders: No member shall willfully disobey any lawful order issued by a superior officer; nor, shall he speak disrespectfully of or to any superior officer or any other member of the District.

SECTION 53: Wrongful Exercise of Authority: The wrongful or injurious exercise of authority on the part of any member of the District will be made the basis for disciplinary action against the offender.

SECTION 54: Boisterous Conduct: Members are expressly forbidden to engage in boisterous conduct, or similar activities not occasioned by the requirements of their duty and which may result in injury or illness to anyone.

SECTION 55: Violations of Rules and Regulations: The violation of any of the provisions of the Rules and Regulations or orders of the District or the neglect or evasion of the duties prescribed, shall be the subject of disciplinary action.

SECTION 56: Efficiency in Operations: Members shall use good judgment in the performance of their duties and operations that are necessary to the preservation of life and property and the efficient operation of their command.