

# 100 – RULES & REGULATIONS

## 100.01 – Administration

1. Each work area shall be assigned clipboards for posting general orders, special orders and memos. The purpose of the clipboards shall be to facilitate communications and promulgate policy. A bulletin board shall also be provided for posting items of general correspondence, outside of the Chief's Office. No item shall be posted without the approval of the fire chief or his/her designated representative.
2. A manual containing the department's official rules & regulations and standard operating procedures/guidelines shall be provided in the Social Room of the firehouse. An electronic version shall also be maintained on the department's website.
3. This manual shall not be removed from the Social Room and/or firehouse for any reason. Removal of this manual shall constitute "Theft of Department Property", which is a major offense and shall be dealt with in accordance to discipline outlined in the CCFD Constitution & Bylaws.
4. Each officer shall be responsible for maintaining the clipboards, bulletin boards and manual described above, for all areas.
5. Each member shall be responsible for regularly reviewing the Training Board and Memo Board located just outside of the Chief's Office as well as reviewing the SOPs/SOGs regularly.

## 100.02 – Definitions

Terms used in this manual shall have the following definitions:

1. Acting – Serving temporarily in a position to which the member is not ordinarily assigned; usually in a position of higher rank.
2. Appeal – The right of any non-probationary member to apply for review from any order, dismissal or suspension by the Fire Chief or Fire Board.
3. Chain of Command – The line of authority from the Fire Chief through a single subordinate at each level of the command structure.
4. Dismissal - The act of terminating the service of a member.
5. EMS - Emergency Medical Service.
6. Fire Code - Ordinance governing fire prevention as adopted by the county and Columbia Borough.
7. General Bulletins - Consecutively numbered, written procedures used to clarify department policy or to disseminate information of a permanent nature. General Bulletins shall be kept in a permanent file.
8. General Correspondence – Letters of appreciation, meeting notices and other items of an informative nature to be posted for review. Letters of appreciation and commendations shall be discarded after 30 days. Other items shall be discarded as is deemed appropriate.
9. General Orders – Consecutively numbered, written directives used to amend, create or clarify a policy or guideline or procedure and information of a permanent nature. General Orders shall be posted for review and kept in a permanent file. New General Orders shall be read aloud to members at a monthly department meeting and/or at

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weekly drill by the officer in charge. Members shall also be required to initial new General Orders to indicate that they have read the order.

10. IC - Incident Commander as established under the ICS/NIMS structure.
11. Immediately - This term shall be construed to mean "as soon as possible and practical."
12. Incompetence - The inability to satisfactorily perform one's duties or responsibilities.
13. Injury Leave - The period of time for which any member is excused from physical duties such as responding to calls, participating in training and/or fundraisers due to injury. Any member on Injury Leave shall not under any circumstance return to active duty without first presenting written permission from an attending physician which will be added to that member's permanent personnel records.
14. Inspection - The periodic exam of personnel, stations, apparatus or equipment for appearance, readiness, fitness for duty and attention to duty according to standards set out in the rules and regulations of the department, the Constitution & Bylaws, the policies as well as the department SOPs/SOGs and the general bulletins or general orders.
15. Insubordination - The willful disobedience of any order, lawfully issued by a superior officer or any disrespectful, mutinous, insolent or abusive language toward a superior officer.
16. May - The word "may" is a permissive and denotes that the choice is solely up to each member of the department.
17. Members - A collective term used to refer to all personnel belong to the department.
18. Memo - Consecutively numbered correspondence, generally of an informational nature. Memos may address administrative policies and alter or clarify routine practices but may not alter or amend an item addressed in the CCFD Constitution & Bylaws or the SOP/SOG Manual. Memos shall be posted for review, if appropriate and shall be maintained in a permanent file.
19. Neglect of Duty - Failure to give proper attention to the performance of one's duties.
20. OIC - Officer In Charge.
21. Personnel - Members of the Columbia Consolidated Fire Department.
22. Probationary Period - The initial six months of a new member's service, beginning on the first day of active service during orientation.
23. Rank - A grade of official standing. Each class of members of the department constitutes a rank.
24. Ranking Officer - The officer having the highest rank in grade for the longest period of time, unless otherwise designated by competent authority.
25. Relieved of Duty - A condition during which a member is not required or permitted to perform assigned duties or exercise authority but retains their current rank or office. A member generally is relieved of duty when under investigation.
26. Shall - The word "shall" is a command and denotes that the following statement or directive is mandatory.
27. Should - The word "should" is advisory and denotes that while the following is not mandatory, it is in the best interest of everyone involved that the guideline be followed.

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28. Special Bulletin - A written, unnumbered procedure or guideline covering a specific situation or event and that applies for a limited period of time.
29. Special Duty - Any duty that requires a member to be excused from his regular duties.
30. Special Orders - A written, unnumbered directive that addresses a specific instance where a policy, guideline or procedure will be changed, altered or amended for a specific period of time. Special Orders will be posted during the specified time period and shall be discarded after they have expired.
31. Standard Operating Procedures - A written, numbered organizational directive that is based upon CCFD Policies and establishes a standard course of action.
32. Standard Operating Guideline - A written, numbered organizational directive that establishes a general course of action.
33. Superior Officer - Any member with supervisory responsibilities, either temporary or permanent, over members of a lower rank.
34. Suspension - An action taken whereby a member is denied the privileges of performing their duties as a consequence of dereliction of duty, breach of discipline, misconduct or violation of regulations. Suspension is either the first step in the disciplinary process or the penalty assessed.
35. Through Official Channels - Through the hands of the superior officer in the chain of command. Written and oral communications may be passed through mail, email or voicemail unless the urgent or sensitive nature of the matter requires personal face-to-face contact.

## **100.03 - Acting in a Higher Classification**

1. Whenever a temporary vacancy exists in a classified position subject to the department's minimum staffing guidelines, the position shall be filled by another member of the department to maintain minimum staffing. If a member of the same rank is not available to fill a position, a member from the rank immediately below the vacant position may be appointed temporarily.
2. Temporary appointments to a higher classification shall be made from those members who meet or exceed the minimum department and Borough training standards for that position.
3. If no eligible candidate exists on the date of the appointment, the following guidelines shall be followed in making the appointment:
  - A. The appointment shall be made from the rank immediately below the vacant position.
  - B. No person shall be appointed as a driver unless they have successfully completed the driver's training program and passed the most recent annual driving evaluation.
  - C. The Fire Chief shall have the authority to make the appointment after reviewing the qualifications of the members eligible for the appointment and consulting with the chief officers.

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4. A member performing the duties of a higher classification for more than 30 days shall assume the full responsibility and authority of the vacant position unless otherwise stated and handled within the CCFD Constitution & Bylaws.
5. When the temporary assignment ends, a member shall return to his previous position of rank.

## **100.04 - Equal Opportunity**

1. Membership and promotions within the department shall be based on valid job-related needs and minimum training criteria.
2. Supervisory and membership-related decisions shall not be based on age, color, disability, ethnicity, national origin, political affiliation, race, religion, gender or sexual orientation, unless such factors are directly related to the bona fide position qualifications and job performance requirements.
3. All members shall become familiar with the provisions of the Borough of Columbia's Equal Employment Opportunity policies and Affirmative Action Plan.

## **100.05 - Disciplinary Actions**

1. Disciplinary action is a tool to allow supervisors to deal effectively with members whose performance or conduct is unacceptable.
2. Disciplinary actions are taken to promote the efficiency of department operations. In exercising discipline, the department will give due regard to each member's legal rights and will ensure that disciplinary actions are based on objective considerations without regard to age, color, disability, ethnicity, national origin, political affiliation, race, religion, gender, sexual orientation or other non-merit factors.
3. All rules shall be enforced at all times for all members.
4. See the applicable section of the CCFD Constitution & Bylaws.

## **100.06 - Grievance Procedure**

1. A grievance is a complaint or dispute by a member relating to membership, including the following:
  - A. Disciplinary actions involving dismissal, demotion or suspension, provided that dismissals are grievable whenever resulting from formal discipline or unsatisfactory job performance.
  - B. The application of laws, personnel policies, procedures, rules, regulations and guidelines or the CCFD Constitution & Bylaws.
  - C. Acts of retaliation resulting from the use of the grievance procedure, participation in the grievance of another member, compliance with any federal or state law, reporting any violation of such law to a governmental authority or seeking any change in before Congress or the state legislature.
  - D. Complaints of discrimination on the basis of age, color, disability, ethnicity, national origin, political affiliation, race, gender or sexual orientation.
2. A member who believes that they have a legitimate reason to file a complaint or grievance should consult the applicable section of the CCFD Constitution & Bylaws.

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## 100.07 - Leave and Vacations

1. Any member determined to be absent without proper notification and suitable arrangements have been made for duties shall be subject to disciplinary action.
2. Whenever a member is unable to perform his/her job due to illness or injury, the member shall devote their full attention to recovery and shall not engage in any activities that might aggravate or prolong the illness or injury. Members shall remain at home for the duration of the illness or injury, except to the extent necessary to attend an appointment with a physician, obtain prescriptions or medications or therapy treatments. Other conditions may apply.
3. Any member that has taken time off due to illness or injury must present written approval to return to active status by a physician, prior to engaging in any departmental activities.

## 100.08 - Resignations

1. A member is requested to provide at least two weeks' notice of intent to resign from the department or from a position within the department, to allow ample time to process the resignation notice. The Fire Chief may waive the notice requirements and allow the resignation to become effective immediately upon receipt of a member's intention to resign a position and/or membership.
2. Notice of resignation shall be in writing and shall be delivered to the member's immediate supervisor. The supervisor shall make a copy and forward the notice to the Deputy Chief and President of the department for processing.
3. Any member resigning membership shall turn in all uniforms, pagers, keys, badges, department ID and any other property issued by the department. A member will be assessed a replacement cost for any item that is not returned or is damaged.
4. Any member resigning membership shall have up to forty-eight (48) hours to return all department property, after which the department will pursue the matter legally.
5. See the applicable section of the CCFD Constitution & Bylaws.

## 100.09 - Promotions

1. Promotional opportunities shall be of a competitive nature and open to all persons who have continuously held a position in the next lower classification or an equivalent position as specified by the Fire Chief for two years or more immediately prior to the date of the opening.
2. When an insufficient number of members in the next lower position qualify to compete for the position, the Fire Chief may extend the invitation to compete to members with fewer than two years service. If an insufficient number of personnel qualify even after this extension, the Fire Chief may extend the invitation to compete to the members of the next lower position. The Fire Chief also may open the invitation to external applicants.
3. At least thirty (30) days prior to any promotional competition, notice shall be posted on the bulletin boards located just outside of the Chief's Office. The notice shall indicate the position for which the competition is to be held; the date, time and place

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of the competition; the minimum qualifications established for the position by the Fire Chief and the deadline for receiving resumes.

4. If a written examination is to be administered as part of the promotional competition, all questions shall be taken from source materials listed in a notice posted at least thirty (30) days prior to the exam. The source materials shall be made available to all members involved.
5. If a written examination is to be administered as part of the promotional competition, the same exam shall be given to each applicant in the presence of each other. The preliminary results of the written examination shall be posted on the Memo Board located just outside of the Chief's Office, next to the Training Board within 72 hours of completion of the written exam.
6. The maximum grade possible on the written exam shall be 100 points. All personnel scoring at least 70 points on the written exam shall be eligible to proceed to the oral interview and/or performance assessment portion of the process.
7. Each applicant may, within five days of the posting of the written exam results, have one opportunity to examine their exam paper. If the member is dissatisfied with their grade, they may file a written appeal with the Fire Chief. The Fire Chief shall rule on the validity of any appeal within ten (10) days of receiving it.
8. The oral interview and/or performance test will consist of questions or exercises designed to measure each member's ability to perform tasks relevant to the position. This part of the process may include tactical exercises and tests to measure the member's leadership capability, ability to perform administrative tasks and communications skills. Each applicant will be graded by the assessment panel against a maximum possible score of 100 points.
9. An applicant's position on the final eligibility list shall be determined by averaging the scores of the written portion and the oral interview/performance test. Unless exhausted, an eligibility list shall remain in effect for one year from the date that the list is certified by the appropriate oversight body. At the end of one year, the list shall expire.
10. When a vacancy occurs, the Fire Chief shall interview the three individuals on the eligibility list with the highest grades and shall be free to select the one deemed most qualified for the position. Anyone not selected shall retain their position on the list until the list expires or until the member is promoted.

## **100.10 – Temporary Appointments**

1. The Fire Chief has the authority to create temporary positions for a period of time not to exceed 24 months or other appropriate period of time. The Fire Chief shall make the temporary appointment after evaluating a member's qualifications for the temporary position.
2. Appointments to temporary positions shall be based on the eligibility list for that position, provided such a list exists at the time the appointment is made.
3. If no eligibility list exists from which to appoint a member to a temporary position, the position shall be filled based on the following guidelines:
  - A. Except for an entry-level position, the appointment shall be made from the rank or classification immediately below that of the vacant position.

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- B. No member shall be appointed to a chauffeur's position unless that member has successfully completed EVOC and/or possesses a commercial driver's license class B with air brakes and passenger endorsements at a minimum.
  - C. If a member has resigned any position, they shall not be eligible for appointment for a period of time no less than two (2) years from the time of the department meeting that the resignation is read.
4. If no eligibility list exists for an entry-level position, the Fire Chief shall have the authority to fill the temporary position with entry-level or probationary personnel until an eligibility list can be developed and the selection process can be conducted. After an eligibility list is created, the temporary position shall be filled from that list.
  5. Personnel appointed to a temporary position shall receive the full authority to fulfill their roles, duties and responsibilities of said position.

## **100.11 – Worker's Compensation/Injury Leave**

1. Any member injured while on duty shall complete an accident/injury report within 24 hours or as soon as possible after the accident/injury and shall forward it to the Safety Officer as soon as possible. The report shall set forth the details of the accident/injury, along with all supporting documentation, including documentation from the member's physician, if applicable.
2. Any member injured while on duty without fault or negligence on their part is entitled to a leave of absence from roles, duties and responsibilities for a maximum of 12 months or until they are able to resume regular duties.
3. Refer to the Columbia Borough rules and regulations for Worker's Compensation.