

GENERAL RULES & REGULATIONS

CHAPTER 7.6

Issued: January 2005	Revised: September 2021
Submitted by: Chief of Fire Rescue	Approved by: Chief of Fire Rescue

Computers, Software, and E-mail

- At the beginning of each shift all personnel shall sign on to the Department computer system to review e-mail, Policy Management System, Telestaff and County postings as provided. Personnel are also encouraged to review their e-mail during their shift. Opening the electronic document constitutes viewing the document. All personnel are also required to check Telestaff and email prior to leaving duty.
- The Company Officer shall ensure that the vehicle status page (intranet) is reviewed for accuracy and completeness at the beginning of the shift. Corrections, needed repairs and maintenance will be reported per Department protocol.
- No computer software or programs may be added to Alachua County computer equipment beyond the approved, licensed software supplied by the Department.
- Extraneous software or programs found resident on Departmental equipment will be deleted and employees found responsible for its presence will be subject to disciplinary action.
- Email signatures should include the name and rank of the individual and Department name. Email signatures may also include quotes or sayings that address a leadership or inspirational theme. These quotes or sayings should be short in length and include credit for the person attributed with the quote or saying. Anything included in the email signature section, other than the employee's name, rank, Department and/or assignment, must be approved ahead of time by the Chief.

David Clark Headsets

- Crews shall utilize David Clark Headsets in all apparatus that are equipped. Any time these headsets are not in use they shall be stored on the hooks that have been installed. No headsets shall be placed in any other location other than the hooks that are provided.
- Any damage to a David Clark Headset shall be reported immediately with an accompanying situation report and forwarded to a District Chief for review.

Firearms/Weapons/Explosives

- Possession of weapons, firearms, explosives or other dangerous instruments on County property or work sites during or in the course of performing County duties, other than a legally owned, lawfully possessed firearm locked inside or locked to private motor vehicle in a County parking lot when the employee is lawfully in such area, (see Florida Statute 790.251,2011). Weapons, firearms, explosives or other dangerous instruments are never

- permitted in a County-owned or rented motor vehicle except in the possession of law enforcement personnel on duty.

Lost or misplaced private property

- When information or complaints involving lost or misplaced private property are received, the Officer-in-Charge shall be notified and shall initiate an investigation to resolve the concerns. A permanent record will be made in the Station Log Book, a situation report completed, and the Duty District Chief shall be notified immediately.

Meals

- All stations are authorized one trip per shift to pick up groceries. Grocery pickups will occur in the unit's first run area and must be completed in as short a time as is practical.
- Meals will be eaten at the station.
- Variances must have prior approval of the Duty District Chief.

Media/PIO

- **All** requests from the media shall be referred to a Chief Officer. Employees shall not comment to the media about any Departmental matters. Any employee contacted by the media concerning Departmental matters shall immediately make verbal contact (one on one communication) with their District Chief.
- Taking photographs shall not be allowed within or at any County Station without prior approval of the Chief of Fire Rescue or designee.

Miscellaneous Directives

- No property of Alachua County shall be loaned, borrowed, sold, given away, or disposed of without prior written authorization of the Chief of Fire Rescue or designee.
- Two hours shall be taken daily (M-F) to study territory, SOGs, in-service training, and/or educational materials provided by the Department. Such activities shall be documented in Target Solutions.
- All personal business will be transacted on off duty time, unless permission is granted by District Chief.
- Employees should make every effort to preserve evidence when possible, at the scene if a crime is suspected.
- The off-going personnel shall provide pass-on information to the on-coming personnel.
- Employees should make no comment about the following situations except to proper authorities (Officers of ACFR):

Patient information

Cause of an accident

Cause of injury

Suspected foul play

Department Business

Fire cause or origin

Alleged deficiencies in response, dispatch or treatment

Portable Radios

- All operational personnel shall keep the assigned portable radio in their possession, turned on and monitored between the hours of 0700-2200.
- The Department issued lapel microphone shall be attached to the portable radio at all times.
- The Department issued portable radio holster is the required method to carry the portable radio. Any variance to the use of Department issued radio holster requires written authorization of the Chief or his/her designee. In no instance shall portable radio be carried in trouser pockets. Personal radio straps have been approved by the department.

Professional Standard

- No member will report for duty under the influence of any intoxicant; alcohol, drug, or compound. Nor shall they appear at the station off duty while under the influence of any of the above-mentioned substances. Any form of physical encounters not compatible with standard of conduct will not be permitted while on duty.
- Profane and abusive language will not be used while on duty or representing the Department.
- Personnel shall be professional, courteous, and respectful at all times.
- Personnel shall be responsible to maintain patient confidentiality in compliance with HIPAA laws.
- Any employee that is placed under criminal or traffic arrest and/or convicted of a criminal or traffic offense shall immediately notify their District Chief.
- All personnel must carry all licenses and certificates as required by Florida Law/Rule and or County Ordinance.

Sleeping/Lying in Beds

- Sleeping is subject to the workload of personnel (e.g. training, emergency calls, station duties, etc.) or at the discretion of the District Chief, Lieutenant, or Rescue Lieutenant.
- Beds will be made up at the beginning of each shift and remain as such during the shift. Employees that use a sleeping bag will make up their beds with a clean sheet at the beginning of their shift. Prior to ending a tour of duty, beds will be stripped and all linen will be placed in its appropriate place. Protective mattress covers are to remain on beds at all times except when being cleaned.

Station

- Building repairs and maintenance supplies are to be reported in accordance with the Station Repair and Maintenance Protocol. (see Chapter 7.5)
- An employee may be allowed to keep personal exercise equipment at a County Station. The employee must have prior authorization and approval from the Chief and Health & Safety Officer.
- Personal vehicle or equipment shall not be worked on at a Station.

- No personal vehicle or equipment shall be parked or stored inside a County Station without prior authorization of the District Chief.
- All personal vehicles shall be parked in a designated parking space at all times. No parking shall be permitted on the grass unless all designated parking spaces are full or a normal parking space will not accommodate your vehicle. Unattended vehicles are not allowed to park in front of any bay door which would restrict the egress/ingress of emergency vehicles.
- No parking in handicap parking spaces unless your vehicle is equipped with the proper permit.
- The Station shall be secured when unattended.
- Wake up time for on duty crew is **0700**.
- The Station Lieutenant shall ensure that floor watch is maintained between the hours of **0715** and **2200**. Personnel on floor watch are responsible for answering the telephone and the proper receipt and relay of all alarms and messages to the members of the station.
- Personnel shall not leave the station except when responding to a call, as specified in this manual, or authorized by the station officer.

Tobacco Products

- The use of any/all tobacco products are permitted only outside and in designated areas.

Telephone

- The proper procedure for answering the station telephone is to answer by giving the station number, the answering individual's rank and the individual's surname (Station 23 firefighter Smith, May I help you?).
- Every effort will be made to answer the phone by the second ring.
- Personal phone calls shall be brief and will not exceed five (5) minutes.
- When paging is down or during a state-of-emergency, personal business shall not be conducted on Station phones.
- No incoming personal calls are allowed on the station line between 2200 - 0700 hours, except for emergencies.
- No long-distance calls charged to the County will be made without the District Chief's prior approval. All long-distance calls shall be entered into the station log book.

Television Viewing

- Any hour for Departmental training.
- Monday - Friday:

- Between 1200 and 1300 hours and between 1700 and 0800 provided it does not interfere with assigned duties.
- Saturday, Sunday and recognized Holidays. Provided it does not interfere with assignments.

Visitors

- All visits will be limited to periods that will not interfere with the work schedule or training periods.
- Visitors shall be greeted, presence made known, and treated with courtesy.
- Visitors are not allowed in the station unattended.
- No visitors permitted in bunk room except on Station tour.
- Visitors may be permitted at the Station between 0900-2100 hours.
- ACFR values its retirees and they are encouraged to visit our fire stations. When a retiree enters a fire station they should be greeted by all crew members in station.
- **Any** visit that is deemed detrimental or upsetting to the routine of the station shall be terminated.