

CHAPTER VII

ALCOHOL AND DRUG POLICY

CHAPTER VII: ALCOHOL & DRUG POLICY

SECTION 1: PURPOSE

The purpose of the alcohol and drug policy of the Eureka Fire Protection District is:

- 1.01.1 To establish and maintain a safe and healthy working environment for all members;
- 1.01.2 To reduce the incidents of accidental injury to person or property;
- 1.01.3 To protect the reputation of the Eureka Fire Protection District and its members as good, responsible citizens worthy of public trust;
- 1.01.4 To provide assistance towards rehabilitation for any member who seeks the District's support in overcoming any addiction to, dependence upon or problem with alcohol or drugs.

SECTION 2: DEFINITIONS

- 2.01 Alcohol or alcoholic beverages: any beverage that contains alcohol;
- 2.02 Drug: any substance (other than alcohol) capable of altering the mood, perception, pain level or judgment of the individual using it;
- 2.03 Prescribed drug: any substance prescribed for the individual consuming it by a licensed medical physician;
- 2.04 Illegal drug: any drug or controlled substance for which the sale or consumption is illegal; prescribed drugs consumed by individuals other than those for who it was initially prescribed for is considered illegal under federal law and will be treated as an illegal drug.
- 2.05 E.A.P.: EMPLOYEE ASSISTANCE PROGRAM - A Personal Assistance Program provided for our employees.
- 2.06 M.R.O.: MEDICAL REVIEW OFFICER - a physician with background in employee health, workman compensation procedures and drug and alcohol abuse, designated as the MRO by Eureka Fire Protection District.

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SECTION 3: SUBSTANCE ABUSE

- 3.01 Any member is prohibited from the unauthorized possession of alcohol while on duty and of controlled substances at any time, whether on, or off, duty. Any member convicted of illegal conduct related to controlled substances or alcohol or who fails to report such a conviction to the Chief shall be subject to immediate termination from service.
- 3.02 Any member who believes that he has developed an addiction to, dependence upon or problem with alcohol or drugs, is encouraged to seek support.
- 3.03 Rehabilitation itself is the responsibility of the member. For members enrolled in a formal treatment program arranged by the E.A.P., the Fire District may grant leave with full pay up to the accumulated sick leave time for employees. Employees using up their accumulated sick leave may be allowed to use accumulated vacation time.
- 3.04 Following completion of a rehabilitation program and upon receipt of physician documentation as arranged by the E.A.P., a member may become eligible to return for active duty. To be eligible to return for active duty, all of the following should be met by the employee:
- 3.04:1 Must have been member for a period of at least one year prior to the initiation of rehabilitation;
- 3.04:2 Shall provide certification from the E.A.P. of continual enrollment in a treatment program and is actively participating in that program;
- 3.04:3 Follow-up testing of members returning to duty shall be required. Members should submit to frequent unannounced random urine drug and breath alcohol testing at least six (6) times in the following twelve (12) months after return to duty, which random testing may be continued for a period of up to sixty (60) months from the member's return to duty date.
- 3.04:4 Any drug/alcohol test which is confirmed positive during this five year period shall result in employee termination.

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SECTION 4: ALCOHOL ABUSE

- 4.01 Any member whose off-duty use of alcohol results in any violation of the policies of the Eureka Fire Protection District including, but not limited to, excessive absenteeism or tardiness, accidents or inability to perform duties in a satisfactory manner, shall be referred to the E.A.P. for rehabilitation in lieu of disciplinary action being taken. In the event the member refuses or fails rehabilitation through the E.A.P., then disciplinary action shall be taken and the member shall be subject to termination.
- 4.02 Any member is prohibited from the operation of a motor vehicle and/or from engaging in any work related functions: (1) while consuming alcohol; (2) while having a breath alcohol concentration of 0.02 or greater; (3) within four (4) hours of consuming alcohol; (4) after refusing to submit to an alcohol test; and (5) from consuming alcohol within eight (8) hours after an accident as specified in this policy.

SECTION 5: PRESCRIPTION DRUGS

Any member whose use of prescription drugs results in any violation of the policies of the Eureka Fire Protection District including, but not limited to, excessive absenteeism or tardiness, accidents, or inability to perform duties in a satisfactory manner, shall be referred to the E.A.P. for rehabilitation in lieu of disciplinary action being taken. In the event the member refuses or fails E.A.P. rehabilitation, then disciplinary action shall be taken and the member shall be subject to termination.

Any member who is taking prescription medications that may alter performance is encouraged to notify his Supervisor of this situation, who will determine the necessary course of action, if any, is required.

SECTION 6: ILLEGAL DRUGS

- 6.01 Any member is prohibited from the unauthorized use of a controlled substance at any time, whether on or off duty. Any member found using an illegal drug or controlled substance while on duty should be suspended and is subject to termination.
- 6.02 The sale, trade, or delivery of illegal drugs or controlled substances by a member to another person is cause for termination. Additionally, these incidents should be referred to law enforcement authorities.
- 6.03 The "occasional", "recreational" or "off-duty" use of illegal drugs or controlled substances can not be tolerated.

As previously stated, any member who feels he is addicted to these substances are encouraged to seek support through the E.A.P. Anonymity is protected through E.A.P. self referral.

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SECTION 7: PROCEDURES

- 7.01 Members subject to this policy can be subject to controlled substance and alcohol testing including the following types of tests: pre-placement testing, random testing; reasonable suspicion testing; post-accident testing; return to work testing; and follow-up testing to rehabilitation programs.
- 7.02 The following procedures relate to members using, possessing, or under the influence of alcohol, drugs or other chemicals while on duty:
- 7.02:1Members should report to duty fit, and be able to perform their requested duties, and shall not by any improper act render themselves unfit for duty;
- 7.01:2Two (2) supervisors that observe, document and agree they have reasonable grounds to believe a member is under the influence of alcohol, drugs or any other chemical should immediately suspend said member from duty in order to protect the member, fellow members, and the public from harm. The suspension should be with pay until such time that the presence of any of the above substances is confirmed through alcohol or drug testing;
- 7.02:3The Supervisor should immediately notify the Duty Chief of the situation;
- 7.02:4The Supervisor and the Duty Chief will then interview the member and if they both believe, based upon reasonable grounds, that the member is under the influence of alcohol, drugs or any other chemical, then the member should be taken to the designated facility for complete drug testing;
- 7.02:5The member should be taken to the testing facility by a Fire District representative and under no circumstances should the member be permitted to operate a motor vehicle during this period. Arrangements should be made for the members transportation home if it is determined they are under the influence;
- 7.02:6The decision to send the member for testing should be documented in a timely manner. The Supervisor and Duty Chief should document reasons and observations for initiating the testing.
- 7.02:7The member employee should be asked to sign a release upon arrival at the testing facility. It must be made clear to the member before signing the release that the results will be made available to the Fire District and they may be used against him in disciplinary proceedings.

If the member refuses to sign the release or refuses the test, and thus results are not available to the Fire District, such member may immediately be suspended without pay (if an employee) and may be subject to termination;

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- 7.02:8 Following the drug test, the employee should remain on suspension with pay (if an employee) until test results are available;
- 7.02:9 If the test results are confirmed positive, the results are then referred to the MRO for review. The member may then be referred to E.A.P. for rehabilitation. Sick leave will then be utilized for the member's time off;
- 7.02:10 If the employee refuses or fails E.A.P. rehabilitation, the employee may be subject to termination;
- 7.02:11 No employee shall be eligible for rehabilitation more than one time;
- 7.02:12 If the test results are negative, the Supervisor and Duty Chief will review the original incident and determine if any further action is indicated. This will be conducted in a timely manner.

SECTION 8: DRUG TESTING PROCEDURE

- 8.01 Only NIDA approved labs will be utilized.
- 8.02 All drug testing will be done utilizing the EMIT test, and confirmed with (gc) Gas Chromatography / (MS) Mass Spectrophotometry.
- 8.03 The following substances will be tested with the parameters for positive readings noted: Substances for screening:

SUBSTANCE	POSITIVE
Breath Alcohol	0.02%
Amphetamines	1,000ng/ml
Cocaine	300ng/ml
Marijuana	50ng/ml
Opiates	500ng/ml
PCP	25ng/ml

- 8.04 Release/consent form must be signed by the member in order to permit the specimen to be taken and for the results to be given to the Fire District.

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- 8.05 Chain of custody should be maintained at all times with every blood/urine specimen. The specimen should be sealed with tamper-proof tape and labeled in the presence of the member. The member should verify witnessing the sealing of his/her specimen by signing the appropriate statement on the chain of custody form. Any subsequent opening of the specimen envelope should be documented on the chain of custody form.
- 8.06 The specimen collection site employee should place an identification label securely on the collection bottle. The label should contain the date, member's name, time of collection and any other lab information.
- 8.07 Urine specimens should not have to be observed if the following conditions are met:
- 8.07:1 Member being tested must remove outer garments only, i.e., coats, hats, etc;
- 8.07:2 Testing area must not contain any soap, detergents, or running water;
- 8.07:3 Upon receipt of the urine specimen, the temperature, color and smell will be assessed;
- 8.07:4 Any discrepancy in the above test should cause the specimen to be rejected. A second specimen should be obtained immediately, however, this collection should be observed by a collection site employee.
- 8.08 Breath alcohol testing should be done according to standards as required by law enforcement agencies.
- 8.09 Any positive results will be reviewed by the Medical Review Officer (MRO) for accuracy and notable positive readings.

SECTION 9: POST ACCIDENT TESTING

- 9.01: Post accident testing shall be required to test members after a vehicular accident has occurred in which 1.) a fatality has occurred, 2.) when a traffic citation is issued after an accident, 3.) where injury to a person requires transport to a medical facility, 4.) disabling damage to one or more vehicles requires towing from the accident site to occur or, 5.) reasonable suspicion. Testing should include both breath alcohol and urine drug testing of the member(s).
- 9.01:1 Post accident testing shall be required and completed, whenever possible, within two (2) hours of the accident occurrence, but in any case no later than before eight (8) hours after the accident for breath alcohol testing and thirty-two (32) hours for controlled substance testing. An employee involved in an accident should refrain from alcohol consumption for eight (8) hours following the accident.

CHAPTER I

INTRODUCTION

INTRODUCTION

The efficient operation of any organization is contingent upon the communication between members of that organization. The need for employees of any organization to know what conduct and action is expected is part of that communication. The following rules and regulations for the Eureka Fire Protection District are intended to provide such communication. The rules do not, and cannot, cover every question, but serve as a guide for employees to use in day-to-day operations. The rules do not limit any member from exercising prudent judgment or initiative in extraordinary situations. Of necessity, much must be left to the loyalty, integrity, and discretion of the employee.

The Fire Service in general, and the Eureka Fire Protection District in particular, is judged by the degree that each employee demonstrates the possession of these qualities.

Any request for clarification of any of these rules and regulations may be made through proper channels to the satisfaction of any employee.

All former Standard Operating Procedures inconsistent with the Standard Operating Procedures herein are hereby revoked.

The Board of Directors of Eureka Fire Protection District have duly resolved that this Policy Manual shall be the Standard Operating Procedures of Eureka Fire Protection District.

The Board of Directors of the Eureka Fire Protection District is made up of three (3) elected officials with terms of six (6) years each. The Board of Directors are responsible for the overall operations of the Fire District and shall appoint a Fire Chief to perform day-to-day operations. The Board of Directors' concerns in reference to daily operations should be directed to the Fire Chief.

Whenever he or she is used in this Manual, this shall mean to include all genders.

SEVERABILITY

If any section, subsection, sentence, clause, phrase, or portion of this Manual is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

**THE PHILOSOPHY OF
THE EUREKA FIRE PROTECTION DISTRICT**

Because the complete satisfaction of the public relative to our function is our most important consideration, we must constantly strive to maintain high standards of training; the study of every new technological advance; the investigation of every facet of Firemanics and Emergency Medical Service; and a solicitous attitude toward all who call upon this Fire District in their time of need.

We must continue in the high standard of service to which the citizens have become accustomed. We will continue to develop a departmental personality which is courteous, helpful, friendly and efficient.

We believe that because of our past endeavors toward these noble goals, we may claim an inevitable position in the professional firefighting and emergency medical fields.

THE FIREFIGHTER'S OATH

I do solemnly swear that I have all of the qualifications named in the Charter, Ordinances and Policies of the Eureka Fire Protection District for the employment I am about to assume: that I will support the Constitution of the United States of America and that of the State of Missouri; that I will obey the Charter, Ordinances and Policies of the Eureka Fire Protection District; familiarize myself with, and be obedient to, the Rules and Regulations of the Eureka Fire Protection District and faithfully discharge the duties of firefighting and emergency medical care to the best of my knowledge and ability.

USE AND CARE OF MANUAL

1. There will be a Manual available at each engine house of the Fire District. It shall be his/her immediate responsibility to become familiar with the contents and understand clearly all regulations contained herein; and he/she shall periodically study these regulations to maintain a working knowledge of them. Emergencies will arise which cannot be foreseen, and for which no rule or regulation has been provided. It shall be the duty of all members of this Fire District to act at such times with promptness, discretion, prudence, and in a manner consistent with the general policy of the Fire District.
2. This Manual Shall remain the property of the Eureka Fire Protection District and shall be used with care. It shall not be willfully soiled, defaced, or marred. The replacement value of this Manual is hereby established at \$50.00.
3. As changes become necessary, provision will be made to add to or delete from pertinent chapters.

DEFINITIONS

The following proper names and terms have the meaning indicated in this section for the purpose of these Rules and Regulations, unless otherwise specifically stated:

Acting Officer:	Usually the senior Private of a Company, who is temporarily assigned command.
Arson Team:	A fire investigation unit assigned to the Fire Marshal's office.
Battalion:	A major subdivision of the Fire District containing a number of companies.
Board of Directors:	Elected officials of the Eureka Fire Protection District.
Bureau:	A major subdivision of the Fire District.
Chain of Command:	Succession of authority and responsibility concerning operations of the Fire Protection District.
Channels through:	The transmission of orders and communications through the intermediate Officers in ascending or descending order of rank.
Charter:	Charter of the Eureka Fire Protection District.
Chief:	The Chief of the Fire District; the Chief Administrative Officer of the Fire District.
Chief Officer:	A member holding or acting in any of the following ranks: Chief, Assistant Chief, Deputy Chief, or Battalion Chief.
Commanding Officer:	The Officer or Acting Officer who is the member's immediate superior in the chain of command.
Company:	Members under the command of a Captain/Lieutenant or Acting Captain/Lieutenant assigned to a station with apparatus.
Discipline:	Control gained by enforcing obedience or order.
Dispatcher:	Fire Alarm Dispatcher.
District:	The Eureka Fire Protection District.
Driver:	Any member assigned or ordered to drive a Fire District vehicle.
Emergency Duty:	Movement and operation of personnel, apparatus and equipment in connection with alarms of fire or other emergencies.

DEFINITIONS, continued

Engineer:	Holds same rank as Private, but is responsible for his assigned apparatus.
Fire Alarm:	Fire Alarm Headquarters.
Fire Company District:	The area in which a company normally responds to a fire or other emergency.
Fire District:	A political subdivision of the State of Missouri organized and operated in accordance with the Missouri Statutes.
Firefighter/Paramedic:	A member of the staff that functions both as a Firefighter and a licensed Paramedic.
Fire Inspector:	Building inspector assigned to the Fire Marshal's office.
Fire Line Apparatus:	All apparatus that is properly manned and ready for emergency duty.
Fire Marshal:	Designated by the Fire Chief to command the Fire Prevention Bureau.
Fire Prevention: Bureau:	A major subdivision of the Fire District with primary responsibilities of enforcement of Codes and Ordinances of The Eureka Fire Protection District.
Headquarters:	The Office of the Fire Chief. The administrative center of the Fire District.
Immediate Response District:	The area in which a company is normally the first to arrive in response to an alarm.
Loss of Privileges:	The loss of those privileges granted to members by procedures of the Fire District.
Member:	Any employee duly and regularly appointed in the Fire District to perform the duties of a regular firefighter in the Eureka Fire Protection District. The term "member" shall include Officers and support services.
Memorandum:	A brief note of an item or items to be remembered, not necessarily policy.
Non-Uniform Member:	A member of Eureka Fire Protection District Staff whose main duties are not emergency fire and medical response.
Notice:	Information that is not policy.

DEFINITIONS, continued

On Duty:	A condition of employment wherein a member is actively engaged in a function of the Fire District and receiving compensation.
Operator:	Any member assigned or ordered to handle a Fire District apparatus in its normal function.
Policy:	A course or plan of action, specifically of the Eureka Fire Protection District.
Policy Change:	A change in existing policy, and such policy change will either reference existing policy that is being changed or that is new policy. All policy changes will be approved by the Board of Directors.
Policy Manual:	A manual containing policies, guidelines and procedures of the Eureka Fire Protection District.
Private:	A firefighter or firefighter/paramedic.
Promotional List:	Certified eligibility list.
Reminders:	Reminder of policy to which the attention of the Staff needs to be drawn.
Shift:	One of the groups of fire suppression and rescue personnel which is alternately "on duty".
Special Detail:	A special assignment for Fire District service.
Unit:	A subdivision of the Fire District such as a Company.
Uniform Member:	A member of Eureka Fire Protection District, whose main duties are emergency fire and medical response.
Violation:	A failure to abide by the rules, regulations, ordinances, and procedures of the Eureka Fire Protection District.
Volunteer:	
A. In District	A member of Eureka Fire Protection District who: is not a full-time employee, does provide emergency fire and medical services, and is a resident of the Eureka Fire Protection District.
B. Out of District	A member of the Eureka Fire Protection District who: is not a full-time employee, does provide emergency fire and medical services, and is not a resident of the Eureka Fire Protection District.

ORGANIZATION / CHAIN OF COMMAND

1. The Board of Directors shall have sole authority to approve appointment, hiring, promotion, or discharge of members of the Eureka Fire Protection District as may be recommended by the Fire Chief. The Board of Directors shall be the final authority in all matters of the Eureka Fire Protection District.
2. The uniform force of the Eureka Fire Protection District shall consist of a Fire Chief, Assistant Chief, Deputy Chiefs, Fire Marshal, Captains, Lieutenants, Inspectors, Investigators, Firefighters, Firefighter/EMTs, Firefighter/Paramedics, Paramedics, and Engineers, as may be determined by need. The non-uniformed force of the Fire District shall consist of all civilian employees of the office, repair shop, or others, as may be designated.
3. The Eureka Fire Protection District shall be under the command of the Fire Chief and will operate within the authority granted under the Statutes of Missouri and the Eureka Fire Protection District ordinances and policies.
4. The Assistant Chief will be second in command and assume all duties of the Fire Chief in his absence.
5. The Deputy Chief will be third in command.
6. The Battalion Chief will be next in command, after the Deputy Chief.
7. The Captains shall be fourth in command during their tour of duty. A company or companies will be under the direct command of a Captain. The number of members shall be established by the type and location of the unit and according to established policy.
8. The Lieutenant shall be fifth in command, with the same responsibilities as listed in Paragraph six above.
9. When an Officer is not available, a member in the next lower rank will be assigned as an Acting Officer.
10. The Fire Marshal shall be in charge of the Fire Prevention Bureau.

CHAPTER I

SECTION 1: RELATIONSHIPS PHILOSOPHY

The Eureka Fire Protection District can excel in its endeavors and service to the public only if all its members are operating as a homogeneous group. The relationships of the Fire District, superior to subordinate, firefighter to firefighter, and Fire District personnel to the public, must be on a basis of mutual respect and courtesy. Only with this respect and courtesy can the Fire District hope to develop the necessary morale and "Esprit de Corps" which is so vitally necessary to a specialized organization like the fire service.

The actions of individuals toward one another, which bring about the most harmonious relationships among individuals or groups of individuals in society, shall also be most desirable in the Fire District. Specific rules herein designated are emphasized only to prevent friction in those areas where it is more probable to develop.

MEMBERS SHALL:

- 1.01 accord obedience, proper respect and courtesy to Officers and Acting Officers.
- 1.02 be courteous and respectful in their contacts with fellow firefighters, other Fire District employees, and the public.
- 1.03 operate through their Commanding Officer in the transaction of Fire District business, unless otherwise ordered by a Superior Officer.
- 1.04 except as provided in these rules, refrain from communication with the office of the Fire Chief on any matter affecting the Fire District or any employee thereof, except through channels.
- 1.05 upon receiving any order, whether at the scene of any emergency or on routine duty, which is in conflict with a previous order, so inform the Officer who issues the conflicting order and be governed by his instructions.
- 1.06 not be party to any malicious gossip, report, or activity which would tend to disrupt Fire District morale or bring discredit to the Fire District or any member thereof.
- 1.07 not furnish information relative to Fire District policy, practices or procedures or business affairs, to persons not connected with the Fire District, except as provided in these rules or as provided or required in the ordinances of the Eureka Fire Protection District.
- 1.08 not furnish information about Fire District functions to any news media without the approval of a Chief Officer.

CHAPTER I

SECTION 2: CONDUCT PHILOSOPHY

The Eureka Fire Protection District members are under the scrutiny of the public at all times. The support the Fire District receives from the public is directly affected by the demeanor and appearance of the Fire District's members. Therefore members shall conduct themselves in a manner which will not undermine this support.

It is the intent of the rules herein designated to emphasize those areas where negative actions would detract from the good name, integrity and efficiency of the Fire District.

MEMBERS SHALL:

- 2.01 when two or more members subordinate in rank to Lieutenant find themselves in a position which requires initiative action, defer command to the member who is most experienced in the situation requiring such action. Command assumed under these conditions shall be relinquished immediately upon arrival of an Officer or designated acting Officer.
- 2.02 under no circumstance exceed their authority in giving orders. The wrongful or injurious exercise of authority by any member is absolutely forbidden. A member acting in obedience to an improper order shall be protected against penalty.
- 2.03 practice economy in the use of supplies in quarters and exercise good judgment in the use of the expendable equipment at the scene of an emergency.
- 2.04 keep themselves in readiness for duty and not absent themselves from their place of employment without the specific permission or order of their Commanding Officer.
- 2.05 report to their places of assignment, fit and able to perform their required duties, and shall not by any improper act render themselves unfit for duty.
- 2.06 neither bring nor cause to be brought into quarters, nor use or have in their possession while on duty, any liquor or illegal drug.
- 2.07 refrain from indulging in boisterous conduct, "horseplay", or obscene, uncivil or boisterous language, or altercations of any kind while on duty.
- 2.08 not smoke at any time on Fire Apparatus.
- 2.09 be governed by the ordinary and reasonable rules of behavior by law-abiding and self-respecting citizens; and no member shall commit any act tending to bring discredit upon the Fire District or its members.
- 2.10 conduct themselves in a manner which will not tend to impair the good name, order and discipline of the Fire District.

MEMBERS SHALL:

- 2.11 neither solicit nor receive any monetary contributions from any member while on duty, without the purpose of such solicitation or contribution being first approved in writing by the Fire Chief. However, this rule shall not apply to collections, payments, or contributions, which a member has authorized pursuant to any existing law, nor to house dues, mess funds, flowers, retirement gifts, or other items of similar nature.
- 2.12 either lend, sell, give away, nor appropriate to their own use, any public property, nor pilfer or be guilty of theft at any time during employment.
- 2.13 make no recommendations nor exercise any discretionary powers as a Fire District employee which relate to any contract or sale to which the Fire District is a party and in which the member involved is directly or indirectly financially interested.
- 2.14 abstain from lending their name, as members of the Fire District, to any commercial or business enterprise; and from approving the use of the good name and the prestige of the Fire District for any such venture.
- 2.15 accept no reward, fee, or valuable gift from any person or persons for services incidental to the performance of duty, except with the written permission of the Fire Chief.
- 2.16 not engage in any activity or occupation outside of the Fire District, that is inconsistent with, or detrimental to, their duties, their service, or the functions of the Fire District, or which will detract from its good name.
- 2.17 while on duty, refrain from appearing on any part of the company premises in view of the public in any manner which could promote an adverse public opinion of the Fire District.
- 2.18 not circulate any questionnaire, poll, petition, letter, or other document relating to any Fire District policy or function for signature of any member while on duty, unless the circulation of such questionnaire, poll, or petition, letter, or other document has received the prior written approval of the Fire Chief.
- 2.19 when called upon to give evidence, or when making depositions, or when testifying before any Court, Officer, Competent Tribunal, Grand Jury, the Eureka Fire Protection District Board of Directors, or before any Board of Fire District members which is properly constituted according to law or by these rules and regulations, conduct themselves with dignity, courtesy, and respect; and shall fully, clearly, and without reservations, state all facts pertaining to the case or matter under consideration or investigation and at no time, may a member be subjected to pressure or coercion to present evidence or give testimony which may be self-incriminating or in violation of his Constitutional rights.

MEMBERS SHALL:

- 2.20 keep all personal equipment, wearing apparel, and any Fire District items assigned to individual members when not in use, in lockers provided, or other approved location, and locker doors shall be kept closed.
- 2.21 not wear any part of their uniform which may identify members of the Fire District on their off-duty time, in any establishment or place which may cause embarrassment or ridicule to this Fire District or the member.
- 2.22 not use the Fire District telephones for long distance calling, charging the call to Fire District phone, except when specific permission or instructions for such calls has been given by Fire District administration. The limit for each use of station phone is five minutes and unlimited conversations are not allowed.
- 2.23 when on duty address all Officers by their respective titles.
- 2.24 direct to the appropriate Chief Officer all requests for information relative to the business or affairs of the Fire District or regarding fire records, personnel records, and other records of the Fire District. When such information is furnished, the party to whom it is given must be properly identified.
- 2.25 any time a company Officer is present, refer to that Officer, all verbal or telephone orders for the company.
- 2.26 give their full attention to Fire District matters, and shall properly and efficiently perform the prescribed duties of their office.
- 2.27 be subject to call at all times, and in case of emergency may be recalled to duty.

OFFICERS SHALL:

- 2.28 be just, dignified, and firm with subordinates, being careful to abstain from violent, abusive, or immoderate language in giving orders and directions, as well as in conversation. Officers shall see that all rules and orders are strictly carried out and obeyed, and promptly reported, by well substantiated charges, any transgression of law, ordinances, rules or orders. Obedience to the orders of a superior in rank must be faithfully observed, and any member offending in this regard shall be held strictly accountable, unless the same has been properly countermanded.
- 2.29 not exceed their authority in giving orders. Equal and impartial treatment of their subordinates is required of Officers.

CHAPTER I

SECTION 3: MISCELLANEOUS

ALL MEMBERS SHALL:

- 3.01 familiarize themselves with, and be obedient to the orders, rules and regulations, practices and procedures of the Fire District.
- 3.02 attend all fires or other emergencies to which they may be dispatched or detailed. Neglectful inefficiency or indifference of members in the performance of any of their duties is sufficient cause for disciplinary action.
- 3.03 exercise precautionary measures and good judgment to avoid injury to themselves and others while on duty.
- 3.04 participate in drills and other Fire District training activities as directed; be thoroughly familiar with all equipment they may be required to use in full performance of their duties and perform related work as required.
- 3.05 during their regular tour of duty, perform such extra details and duties as may be required.
- 3.06 while in off-duty status, and who is present at the scene of an emergency and is physically able, be subject to a call to duty by the Officer in charge.
- 3.07 be required to perform duties at fires and other emergencies beyond their regular hours of service at the discretion of the Officer in Charge.
- 3.08 make truthful and accurate records and reports and shall not make misleading entries or statements with intent to deceive or willfully mutilate any record, book, paper, or document.
- 3.09 promptly notify their Commanding Officer of all matters coming to their attention affecting the interest or welfare of the Fire District or any of its members. Information so received shall be properly implemented and/or forwarded through channels for administrative action as soon as possible.
- 3.10 report promptly to their Commanding Officer any accident, sickness, or injury occurring to themselves while on duty, no matter how trivial.
- 3.11 notify their Commanding Officer, or the Officer on duty at their place of assignment, of any inability on their part to report for duty, because of injury, illness or emergency situation. This notification shall be given at least one hour prior to the time they are required to report for duty.

ALL MEMBERS SHALL:

- 3.12 notify the Fire Chief, in writing and within twenty-four (24) hours of any change of residential address or telephone number.
- 3.13 exercise caution to avoid damage or loss of Fire District property and be responsible for the safe keeping and proper care of all Fire District property.
- 3.14 keep their persons, uniforms, protective clothing, beds and lockers in a neat and clean condition.
- 3.15 not leave quarters while on duty without the permission or order from his Commanding Officer, except to respond to alarms.
- 3.16 accept responsibility for the performance of duties of the next higher rank.
- 3.17 respond to people trying to contact off-duty personnel that the person "is not in quarters".
- 3.18 not threaten or intimidate another employee.
- 3.19 have approval of the Officer in charge when working overtime.
- 3.20 not, with the exception of a Chief Officer, look through anyone's mail tray, other than their own.
- 3.21 be prohibited from having fire arms or weapons on Fire District premises or at District functions.
- 3.22 not incur costs for physicals to be performed by the Fire District physician. Said physical will be arranged by the Fire District. All members shall have a physical before being hired.