

Hauser Lake Fire Protection District

Standard Operating Guideline Member Responsibilities

Effective: __8_ / __1_ / __08_

SOG 004

4.00 All members shall strive to adhere to the following responsibilities:

4.01 Become familiar and obedient with the contents of this handbook.

4.02-a A member's "Duty to Act" shall be considered to be the following: 1. If, while within the district boundaries, a member receives an alarm or witnesses a situation that justifies an alarm or response the member shall have a "Duty to Act" provided that the member has the ability and training to act or respond. 2. If outside the district boundaries a member will have a "Duty to Act" only if they are able and willing to provide assistance given the conditions and situation at the time. This may include a situation occurring within or outside the district boundaries. Once a member has begun rendering assistance in an emergency or other situation they will be considered to be acting as a member, on duty, of the district, until such time as their involvement is ended.

4.02-b Respond to the fire station, when you have a definite knowledge or suspect an alarm is in progress, in a safe and sane manner, obeying all traffic rules. Exert to your greatest energy and best ability to perform your full duty under any and all circumstances. To refuse or neglect is a violation of rules and neglect of duty, subject to a hearing by the Officers.

4.02-c Once an alarm is received a member shall be considered "on duty" from the time the alarm is received and the member begins responding to the alarm. A member's "on duty" time will end at such time as the response or any actions on behalf of the department are completed.

4.03 Exercise precautionary measures to avoid injury to yourself and others while in the performance of duty in accordance with Fire Service safety rules and common sense. This means you will wear full protective turnout gear during suppression and investigation or any other dangerous activity, unless otherwise advised by the Commander. **Every effort should be made to follow NFPA guidelines whenever possible.**

4.03 Accord respect and courtesy to all members of the HLFPD. Be courteous and respectful to the public.

4.04 Promptly notify an Officer of any inability to report for training, meetings, fires or other activities related to this Department.

4.05 Orally report immediately any incident, accident, sickness or injury sustained or occurring while on duty (drills, meetings, fires) to your Superior Officer and follow up with a written report, or note on the fire report.

4.06 Notify the Chief as soon as possible of any change of residence or telephone number.

4.07 Promptly notify your Superior Officer of all matters coming to your attention affecting the interest and welfare of the Fire Department.

4.08 Participate in drills and special trainings as directed and perform work as required.

- 4.09** Have and maintain a current CPR card.
- 4.10** Be subject to such duty details and extra duty required to cope with emergencies, and may be called upon to represent the Department at civic and other functions.
- 4.11** Understand when two members of equal rank find themselves in a position which requires command initiative, the senior member may assume command until relieved as outlined in this handbook.
- 4.12** Understand that when a member receives an order that is in conflict with a previous order, you shall so inform the Commander who issued the conflicting order and be governed by his/her instructions.
- 4.13** If you have cause to believe that you have been unjustly or unfairly treated, you may appeal through channels in writing to the Chief or Deputy Chief. All appeals will be forwarded with recommendations and comments by any interested officer.
- 4.14** If you, as a member of the Department, are injured in the line of duty through negligence of a third party and contemplate civil action for damages or the signing of any releases from liability, you shall advise the Chief.
- 4.15** If you have three unexcused absences from training sessions, or three absences from General Meetings in the preceding 12 calendar months, that member will be requested to come before the Officers at their regular meeting and explain the reasons for the absences. If an absence is not arranged before an event, it will be unexcused until reviewed by an officer or the Chief. If it is decided that further corrective action is required, the Officers may make a recommendation to the Chief. The member may appeal a decision on corrective action by first requesting a meeting with the Chief; second, requesting an appeal to a board comprising of the Chief, one Officer and one member; and third by requesting a hearing by the Board of Commissioners. Those members working out of town will be required to read and initial the general meeting minutes at the earliest possible date following the meeting.
- 4.16** On or off duty, do not use the uniform, badge or prestige of the Department for the purpose of personal gain.
- 4.17** Do not lend your name as a member of the Fire Department to any commercial enterprise, nor shall you approve or favor the use of the same and the prestige of the Department for any such purpose except as authorized by the Fire Chief.
- 4.18** You shall not use obscene, uncivil or boisterous language or conduct while engaged in any activities that represent the Department.
- 4.19** You shall not loan, sell give away or appropriate to your use any public property, nor shall you pilfer or be guilty of theft at fires or elsewhere.
- 4.20** You shall not use equipment or tools belonging to the Fire District off premises for any personal endeavor without an officer's or the Chief's permission. Equipment taken off premises will be signed out in the station log.
- 4.21** You shall remain at the station upon return from an emergency situation to insure that all emergency service equipment is cleaned and ready for the next alarm, until released.

- 4.22** You shall not wear any portion of the uniform to anything other than Fire Department functions, as defined below. If you feel you have a special request, contact the Chief for approval. See 3.02 and 3.03 for exceptions.
- 4.23** Department Functions are defined as follows: Anytime a member represents the Fire Department, Council Meetings, District Meetings, Regular Meetings, Training Sessions (when advised by the Training Officer), Tours, Funerals, Special Events, and anytime the Chief so orders.