

**City of Galveston
Fire Department**

RULES AND REGULATIONS

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100.00 PURPOSE

100.01 100.01 Mission Statement:

The Galveston Fire Department is committed to providing the highest level of public safety services for the community. We will protect lives and property through;

- Fire Prevention
- Public Education
- Firefighter Safety
- Fire & Rescue Operations
- Emergency Medical First Response
- Disaster Management

100.02 Purpose of Rules and Regulations: The purpose of the Galveston Fire Department Rules and Regulations is to provide guidance and a framework for the efficient and effective completion of our duties, functions and responsibilities necessary to carry our mission. These rules do not cover every contingency, and all members of Galveston Fire Dept., when confronted with such a situation, are expected to act in a manner consistent with the mission of this organization and the City of Galveston, and in a manner that will further demonstrate capabilities and professionalism of these organizations.

100.03 Other Guidelines To Performance: All Galveston Fire Dept. personnel shall, in addition to these Rules and Regulations, follow all provisions in the City of Galveston Personnel Policy Manual and Administrative Rules, Galveston Civil Service Rules, City Ordinances, State Statutes, the Galveston Fire Dept. Standard Operating Guidelines, the current collective bargaining agreement and all Standing and Temporary Orders as may be adopted.

100.04 Code of Ethics

As a firefighter and member of the Galveston Fire Department, my fundamental duty is to serve mankind; to safeguard and preserve life and property against the elements of fire, disaster or other emergency; and maintain a proficiency in the art and science of fire engineering.

I will uphold the standards of my profession, continually search for new and improved methods and disseminate and share my knowledge and skills with my contemporaries and descendants.

I will never allow personal feeling, or danger to self to deter me from my responsibilities as a firefighter.

I will, at all times, respect the property and rights of all men, the laws of my community and my country, and the chosen way of life of my fellow citizens.

I recognize the badge of my office as a symbol of public faith, and I accept it, as public trust to be held so long as I am true to the ethics of the fire service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession – saving of life and property.

100.05 Oath of Office

I _____, do solemnly swear (or affirm), that I will faithfully execute the duties of _____ and adhere to all the Rules and Regulations of the Fire Department of the City of Galveston of the State of Texas, and will to the best of my ability, preserve, protect and defend the Constitution and Laws of the United States and of this State; and I furthermore solemnly swear (or affirm), that I have not directly nor indirectly paid, offered or promised to pay, contributed, nor promised to contribute any money, or valuable thing, or promised any public office or employment to serve my appointment, so help me God.

SWORN TO AND SUBSCRIBED before me this _____ day of _____, 19 _____

Notary Public in and for Galveston County, Texas

110.0000.06 ORGANIZATIONAL CHART

110.01 Chartrganizational chart:

Fire Chief

Assistant Fire Chief

Suppression

Training/Safety

Prevention

Battalion Chiefs (3)

Training Chief

Fire Marshal

Captains (18)

Safety Officers (3)

Deputy Fire Marshal

Drivers (36)

Inspectors (2)

Firefighters (54)

200.00 Job Descriptions

200.011 Fire Chief FIRE CHIEF

Dept./Div.: Fire

Reports to: City Manager
Workweek: Exempt

SUMMARY: Administration of the Fire Department including developing and managing the department budget, programs, personnel, policies and procedures. This administration must be accomplished in accordance with State Civil Service Law, local rules and regulations and contract agreement.

ESSENTIAL DUTIES & RESPONSIBILITIES include the following. Other duties may be assigned:

- 1) Budget preparation and control
- 2) Personnel management
- 3) Development and enforcement of policies and procedure
- 4) Establish and maintain working relationship with other department heads, public, firefighters and union officials
- 5) Controls, appoints, and disciplines all officers and members of the department in accordance with civil service rules and regulations and departmental rules and regulations, policies and procedures.

SUPERVISORY RESPONSIBILITIES: Directly responsible for the supervision of the Galveston Fire Dept. inclusive of all its divisions through the Chain of Command as per organizational chart.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, CERTIFICATION and/or EXPERIENCE: The Law requires only a High School Diploma or GED, 5 years service as a full time paid firefighter and eligibility for certification by the Texas Commission on Fire Protection at the intermediate level or its equivalent. Recommended minimum requirements are an Associates Degree in Fire Technology, a minimum of 2 years service as an officer in a full time full paid fire department and eligibility for Firefighter certification by the Texas Commission on Fire Protection at the Master level.

LANGUAGE SKILLS: Ability to read and write the English language and communicate both in writing and orally are skills, which are mandatory.

MATHEMATICAL SKILLS: The Fire Department Budget is in excess of \$10 million dollars. Consequently a thorough working knowledge of basic math and or accounting skills is necessary.

REASONING ABILITY: Rules and regulations, policies and procedures, state law, union contract and city ordinance govern this job. City policies also play a part in personnel and equipment acquisition. The person in this position must be able to reason, logic and work within this system. Sufficient reasoning ability must exist to be able to perform each

essential duty satisfactorily, establish and maintain effective working relationships with other personnel and the public.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The individual should be required to pass a complete physical exam and perform physical agility evolutions that are job specific to the fire service. It is understood that this is primarily an administrative and supervisory position. However, a minimum physical standard should be required of all personnel and this program must begin with administrative support and performance.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. It must be understood that the work environment, attitude and morale of the department is molded by the administration. Fire fighting is extremely stressful and volatile work. The department administrator must have thorough knowledge of the profession and it's demands if He or She is to develop the relaxed yet professionally firm environment that is essential to the work place.

200.02 Assistant Fire Chief

Department: Fire **Division:** Administration

Reports To: Fire Chief

FLSA Status: 40 hour week

SUMMARY: This is a responsible supervisory and administrative position charged with assisting the Fire Chief with the administration of the Fire Department. Including developing and managing the department budget, programs, personnel, policies and procedures. This administration must be accomplished in accordance with State Civil Service Law, local rules and regulations and contract agreement.

ESSENTIAL DUTIES & RESPONSIBILITIES include but are not limited to the following:

- 1) Assist the Fire Chief in the administration of the Fire Department
- 2) Department Quartermaster (oversee the purchasing and distribution of supplies and equipment; maintain an inventory of department equipment).
- 3) Assist in the development, implementation and enforcement of policies and procedures, new programs and department S.O.Ps
- 4). Establish and maintain working relationship with other department heads, public, firefighters and union officials.
- 5) Department fleet management
- 6). In the absence of the Fire Chief assume command of the Fire Department.

SUPERVISORY RESPONSIBILITIES: Reports directly to the Fire Chief and is responsible for the supervision of all delegated responsibilities. This position shall have authority commensurate with the responsibilities delegated.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Law requires only High School Diploma or GED and 5 years service as a full time full paid firefighter and eligibility for certification by the Texas Commission on Fire Protection at the intermediate level or its equivalent. The contract between Firefighters Local 571 and the City requires 5 years experience as an Officer in the Galveston Fire Department. An Associates Degree in Fire Technology is preferred.

LANGUAGE SKILLS: Ability to read and write the English language and communicate both in writing and orally are skills, which are mandatory.

MATHEMATICAL SKILLS: The Fire Department Budget is in excess of \$10 million dollars. Consequently a thorough working knowledge of basic math and or accounting skills is necessary.

REASONING ABILITY: rules and regulations, policies and procedures, state law, union contract and city ordinance govern this job. City politics also play a part in personnel and equipment acquisition. The person in this position must be able to reason, logic and work within this system.

CERTIFICATES, LICENSES, REGISTRATIONS: State law requires Intermediate Certification. This is not consistent with the contractual agreement. A Master Certification is preferred.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The individual should be required to pass a complete physical exam and perform physical agility evolutions that are job specific to the fire service. It is understood that this is primarily an administrative position. However, a minimum physical standard should be required of all personnel and this program must begin with administrative support and performance.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

It must be understood that the work environment, attitude and morale of the department is molded by the administration. Firefighting is extremely stressful and volatile work. The department administrator must have thorough knowledge of the profession and it's demands if he/she is to develop the relaxed yet professionally firm environment that is essential to the work place.

200.03 Battalion Chief FIRE BATTALION CHIEF

Dept./Div.: Fire Suppression
Reports to: Asst. Chief or Fire Chief
Workweek: 52.5 hour.5-hour week

SUMMARY: This is supervisory and administrative work in commanding and coordinating all firefighting and other emergency activities plus all fire station activities through Fire Captains on an assigned shift. He or She is subject to being relieved by the Fire Chief or Asst. Fire Chief at the scene of a major conflagration.

ESSENTIAL DUTIES & RESPONSIBILITIES include the following, other duties may be assigned:

- 1) Answers all first alarms and emergencies in the City on an assigned shift.
- 2) Directs shift personnel activities at the scene of an emergency in accordance with the Incident Command System.
- 3) Directs shift personnel activities in non-emergency situations through Fire Captains as per the Chain of Command.
- 4) When acting as the Incident Commander the Battalion Chief makes technical decisions as to the best methods of extinguishing fires or handling other emergencies and ascertains the need for and type of additional equipment necessary to handle the emergency.
- 5) Makes regular visits to all City fire stations; inspects stations; checks equipment for proper maintenance, confers with Fire Captains on matters relating to duties.
- 6) Insures that rules, regulations, policies and procedures are carried out in accordance with the Contract.
- 7) Assigns personnel to Fire Stations and Equipment in accordance with the Contract and Fire Dept. policies and procedures.
- 8) Has the authority to recommend disciplinary action of shift personnel to the Fire Chief.
- 9) Makes fire reports and other departmental reports as required.
- 10) Assists in performing departmental administrative tasks as assigned.

SUPERVISORY RESPONSIBILITIES: Supervision is exercised over Fire Captains and other subordinate personnel as per the chain of command in the organizational chart. Work is performed with considerable independence within established policies and procedures.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The position may only be obtained in accordance with Chapter 143 of the Texas Local Govt. code (Civil Service) as modified by the Contract between the City of Galveston and Firefighters local 571.

EDUCATION, CERTIFICATION and/or EXPERIENCE: The Contract requires a Firefighter certification by the Texas Commission on Fire Protection at the Advanced level and at least six semester hours in approved Fire Technology classes if hired into the Dept. before October 1, 1993. If hired after that date He or She must have at least an Associates degree in fire Technology. State law requires a minimum of 2 years service in the position of Fire Captain in the Galveston Fire Dept.

LANGUAGE SKILLS: Ability to read and write the English language and communicate both in writing and orally are skills, which are mandatory.

MATHEMATICAL SKILLS: The Fire Department Budget is in excess of \$104 million dollars. The Battalion Chief assists in the administration of this budget. Consequently a thorough working knowledge of basic math and or accounting skills is necessary.

REASONING ABILITY: Rules and regulations, policies and procedures, state law, union contract and city ordinance govern this job. The person in this position must be able to reason, logic and work within this system. Sufficient reasoning ability must exist to be able to perform each essential duty satisfactorily, establish and maintain effective working relationships with other personnel and the public.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The individual should be required to pass a complete physical exam and perform physical agility evolutions that are job specific to the fire service. It is understood that this is primarily an administrative and supervisory position. However, a minimum physical standard should be required which includes the physical and mental qualities, endurance and agility to perform the assigned tasks.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. It must be understood that the work environment, attitude and morale of the department is molded by the administration. Fire fighting is extremely stressful and volatile work. The Battalion Chief must have thorough knowledge of the profession and it's demands if He or She is to develop the relaxed yet professionally firm environment that is essential to the work place.

200.04 Safety/Training ChiefChief Training Officer

Dept./Div.: Safety/Training
Reports to: Asst. Chief or Fire Chief
Workweek: 40-hour week

SUMMARY: This is supervisory & administrative work in the planning & instructing of the Fire Training & Safety Program.

ESSENTIAL DUTIES & RESPONSIBILITIES include the following, other duties may be assigned:

- 1) Manages department Safety Program.
- 2) Manages department Training Program.
- 3) Directs Airport Fire Rescue Operations.
- 4) Attends Training Schools & Seminars
- 5) Manages purchase and maintenance of Protective Clothing.
- 6) Has authority to recommend disciplinary action to Fire Chief.
- 7) Assists in development of S. O. PP..'s and Department Rules and Regulations.
- 8) Keeps updated in any changes to Certification requirements or other changes made by the Texas Commission on Fire Protection.
- 9) Responds to incidents whenever possible/ as requested and assists with incident management.
- 10) Assists administration as requested.

SUPERVISORY RESPONSIBILITIES: Supervision is exercised over Safety/Training Captains and other subordinate personnel as per the chain of command in the organizational chart. Work is performed with considerable independence within established policies and procedures.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The position, which is equal to a Battalion Chief rank, may only be obtained in accordance with Chapter 143 of the Texas Local Govt. code (Civil Service) as modified by the Contract between the City of Galveston and Firefighters local 571.

EDUCATION, CERTIFICATION and/or EXPERIENCE: The Contract requires a Firefighter certification by the Texas Commission on Fire Protection at the Advanced level and at least six semester hours in approved Fire Technology classes if hired into the Dept. before October 1, 1993. If hired after that date He or She must have at least an Associates degree in fire Technology. State law requires a minimum of 2 years service in the position of Fire Captain in the Galveston Fire Department. The Texas Commission on Fire Protection, Chapter 427, states that a Training officer, as a minimum, must possess an intermediate fire service instructor certification. A newly appointed training officer must possess an intermediate fire service instructor III certification within one year from the date of appointment.

LANGUAGE SKILLS: Ability to read and write the English language and communicate both in writing and orally are skills, which are mandatory.

MATHEMATICAL SKILLS: The Fire Department Budget is in excess of \$104 million dollars. The Training Chief assists in the administration of this budget. Consequently a thorough working knowledge of basic math and or accounting skills is necessary.

REASONING ABILITY: Rules and regulations, policies and procedures, state law, union contract and city ordinance govern this job. The person in this position must be able to

reason, logic and work within this system. Sufficient reasoning ability must exist to be able to perform each essential duty satisfactorily.

- 1) Ability to initiate, plan, and direct programs and meetings.
- 2) Ability to prepare and present oral and written material effectively.
- 3) Ability to instruct effectively the use of fire fighting equipment, apparatus and special material.
- 4) Ability to establish and maintain effective working relationships with other personnel and the public.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The individual should be required to pass a complete physical exam and perform physical agility evolutions that are job specific to the fire service. It is understood that this is primarily an administrative and supervisory position. However, a minimum physical standard should be required which includes the physical and mental qualities, endurance and agility to perform the assigned tasks.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. It must be understood that the work environment, attitude and morale of the department is molded by the administration. Fire fighting is extremely stressful and volatile work. The Safety/Training Chief must have thorough knowledge of the profession and it's demands if He or She is to develop the relaxed yet professionally firm environment that is essential to the work place.

200.05

Fire Marshal

Dept./Div.: Fire Prevention
Reports to: Asst. Chief or Fire Chief
Workweek: 40-hour week

SUMMARY: This is responsible supervisory and administrative work in the planning organizing and supervising a fire prevention inspection program and arson investigation.

ESSENTIAL DUTIES & RESPONSIBILITIES include the following, other duties may be assigned:

- 1) Plans, organizes, and directs all activities of the fire prevention program.
- 2) Supervises and participates in a variety of inspection of commercial and industrial buildings, hospitals, nursing homes and other high hazard areas to detect and correct fire hazards.
- 3) Enforces all laws, codes, and regulations covering fire protection.
- 4) Maintains fire prevention and suppression records and information.
- 5) Reviews inspection and arson reports, and approves resulting actions taken.
- 6) Review building plans to insure code compliance.
- 7) Issues all fire related permits.
- 8) Maintains a continuing knowledge of fire prevention operations & recommends revision of fire prevention codes.
- 9) Plans and conducts a public fire prevention and safety program; answers public inquires on fire prevention matters; speaks before clubs, societies, schools, and other organizations on fire prevention and safety.
- 10) Works with and coordinates with the Chief Training Officer in updating fire department personnel practices in fire prevention and investigation procedures.

SUPERVISORY RESPONSIBILITIES: Supervision is exercised over the Deputy Assistant Fire Marshall's and Inspector/Investigators and as per the chain of command in the organizational chart. Work is performed with considerable independence within established policies and procedures.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The Fire Chief appoints this position, which is equivalent to a Battalion Chief's rank..

EDUCATION, CERTIFICATION and/or EXPERIENCE: Graduation from High School and at least 60 College semester hours. Must possess an Advanced level of certification with the Texas Commission on Fire Protection in Fire Inspection and Arson Investigation and an Advanced certification from T.E.C.L.O.S.E. The Texas Commission on Fire Protection, Chapter 427 states that all Instructors must as a minimum possess a basic fire service instructor certification. The Fire Marshal must have a combination of experience and training that would provide the following knowledge's, abilities and skills:

- 1) Thorough knowledge of modern principles and techniques of fire prevention, various types of fire hazards, and methods of eliminating hazardous conditions.
- 2) Thorough knowledge of fire investigation methods, techniques, rules of evidence and court procedures.
- 3) Thorough knowledge of the principles and techniques of building construction and maintenance.

- 4) Thorough knowledge of federal, state, and local fire prevention laws, codes and regulations.

LANGUAGE SKILLS: Ability to read and write the English language and communicate both in writing and orally are skills, which are mandatory.

MATHEMATICAL SKILLS: A thorough working knowledge of basic math and or accounting skills is necessary.

REASONING ABILITY: Rules and regulations, policies and procedures, state law, and city ordinances govern this job. The person in this position must be able to reason, logic and work within this system. Sufficient reasoning ability must exist to be able to perform each essential duty satisfactorily as well as establish and maintain effective working relationships with property owners, city officials, other personnel and the public.

- 1) Ability to plan, organizes, and supervises the work of assigned subordinate personnel engaged in fire prevention and investigation work.
- 2) Ability to enforce regulations firmly, tactfully and impartially.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. It must be understood that the work environment, attitude and morale of the department is molded by the administration. The Fire Marshal must have thorough knowledge of the profession and it's demands if He or She/she is to develop the relaxed yet professionally firm environment that is essential to the work place.

200.06 Safety/Training CaptainOfficer

Dept./Div.: Safety/Training and Suppression

Reports to: Training Chief and/or Battalion Chief

Workweek: 52.5-hour week

SUMMARY: This is responsible work in the compliance of the Fire Department's policies, the City's Safety Policy and Procedures manual and the State Fire Commissions regulations

on an assigned shift. **Outside of regular business hours (Monday – Friday 8a – 5p) this individual reports to their shift Battalion Chief.**

ESSENTIAL DUTIES & RESPONSIBILITIES include the following, other duties may be assigned:

- 1) He or She is Responsible for the overall safety of all shift personnel at an emergency incident. Shall have the authority to cause immediate correction of situations that create an imminent hazard to personnel. The Safety/Training Officer shall immediately inform the Incident Commander of any actions taken to correct the situation.
- 2) Has the authority to have Captains perform safety related reports, training, safety meeting, and minor safety repair/work through the Battalion Chief as per the Chain of Command in the Organizational chart
- 3) Annual instruction of safety classes.
- 4) Inspecting and issuing protective clothing. Having clothing repaired, cleaned, or replaced.
- 5) Reviewing fire station monthly safety inspections to have deficiencies reported and corrected.
- 6) Investigation of accidents and injuries. Having the proper forms filled out and turned in for accidents and injuries.
- 7) Monitor completion of daily SCBA/Protective Clothing checks and weekly safety meetings.
- 8) Assisting the Safety/Training Chief in the instruction of personnel, writing lesson plans, etc.
- 9) Assist in development, review and revision of policies and standard operating procedures pertaining to the fire department.
- 10) Identify and cause correction of safety and health hazards concerning fire department operations.
- 11) Attends special training schools, programs, and meetings.
- 12) Shall respond to all working fires, major incidents and whenever called.

SUPERVISORY RESPONSIBILITIES: Supervision is exercised over shift personnel on Safety/Training subjects as per the chain of command in the organizational chart. Work is performed with considerable independence within established policies and procedures.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This is a Fire Captain's position and may only be obtained in accordance with Chapter 143 of the Texas Local Govt. code (Civil Service) as modified by the Contract between the City of Galveston and Firefighters local 571.

EDUCATION, CERTIFICATION and/or EXPERIENCE: The Contract requires a Firefighter certification by the Texas Commission on Fire Protection at the Intermediate level and at least six semester hours in approved Fire Technology classes if hired into the Dept. before October 1, 1993. If hired after that date He or She must have at least 40 hours toward a degree in fire Technology. State law requires a minimum of 2 years service in the position of Driver in the Galveston Fire Department. The Texas Commission on Fire Protection, Chapter

427, states that a Training officer, as a minimum, must possess an intermediate fire service instructor certification. A newly appointed training officer must possess an intermediate fire service instructor certification within one year from the date of appointment.

LANGUAGE SKILLS: Ability to read and write the English language and communicate both in writing and orally are skills, which are mandatory.

MATHEMATICAL SKILLS: Knowledge of basic math is necessary.

REASONING ABILITY: Rules and regulations, policies and procedures, state law, union contract and city ordinance govern this job. The person in this position must be able to reason, logic and work within this system. Sufficient reasoning ability must exist to be able to perform each essential duty satisfactorily, establish and maintain effective working relationships with other personnel and the public.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The individual should be required to pass a complete physical exam and perform physical agility evolutions that are job specific to the fire service. It is understood that this is primarily an administrative and supervisory position. However, it is also a participatory position and a minimum physical standard should be required which includes the physical and mental qualities, endurance and agility to perform the assigned tasks.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Fire fighting is extremely stressful and volatile work. The Safety/Training Officer must have thorough knowledge of the profession and it's demands if He or She is to develop the relaxed yet professionally firm environment that is essential to the work place.

200.07 Fire Captain

Dept./Div.: Fire Suppression

Reports to: Battalion Chief

Workweek: 52.5-hour week

SUMMARY: This is supervisory and technical fire fighting, rescue and other emergency related work on an assigned shift in directing the activities of a single or multiple company fire stations.

ESSENTIAL DUTIES & RESPONSIBILITIES include the following, other duties may be assigned:

- 1) Directs the activities of company personnel with due regard for their safety both in route to and at the scene of a fire or other emergency incident.
- 2) Responsible for the proper maintenance and operation of an assigned fire station and its fire fighting equipment.

- 3) Responds to fire alarms and insures that the company gets to an emergency scene as safely and quickly as possible.
- 4) Directs fire fighting and other emergency work until relieved of command by a superior officer as per the Incident Command System.
- 5) Participates in all aspects of fire fighting, and other emergency operations.
- 6) Inspects buildings in territory for pre-planning of Firefighting firefighting techniques.
- 7) Holds daily-training sessions on all subjects related to job assignment.
- 8) Keeps a record of personnel, equipment, activities and incidents in a daily station log book and makes reports on emergency incidents.

SUPERVISORY RESPONSIBILITIES: Supervision is exercised directly over station/company personnel. Checks to see if personnel are on duty, makes work assignments, supervises daily inspection, cleaning, and repair of fire department equipment. Work is performed with considerable independence within established policies and procedures.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The position may only be obtained in accordance with Chapter 143 of the Texas Local Govt. code (Civil Service) as modified by the Contract between the City of Galveston and Firefighters local 571.

EDUCATION, CERTIFICATION and/or EXPERIENCE: The Contract requires a Firefighter certification by the Texas Commission on Fire Protection at the Intermediate level and at least six semester hours in approved Fire Technology classes if hired into the Dept. before October 1, 1993. If hired after that date He or She must have at least 40 hours toward a degree in fire Technology. State law requires a minimum of 2 years service in the position of Driver in the Galveston Fire Department. The Texas Commission on Fire Protection, Chapter 427, states that all Instructors must as a minimum possess a basic fire service instructor certification.

LANGUAGE SKILLS: Ability to read and write the English language and communicate both in writing and orally are skills, which are mandatory.

MATHEMATICAL SKILLS: Knowledge of basic math is necessary.

REASONING ABILITY: Rules and regulations, policies and procedures, state law, union contract and city ordinance govern this job. The person in this position must be able to reason, logic and work within this system. Sufficient reasoning ability must exist to be able to perform each essential duty satisfactorily, establish and maintain effective working relationships with other personnel and the public.

- 1) Ability to evaluate fires, recognize danger, and to take immediate action necessary for the protection of life and property.
- 2) Ability to inspect building, recognize, and determine fire or other hazardous conditions, to make written and oral reports for such conditions and recommendations for their correction. Ability to instruct fire personnel effectively, maintains discipline, and command the respect of subordinates.
- 3) Ability to understand and effectively carry out oral and written instructions and to react quickly and calmly under emergency conditions and to display

judgement/judgment in making working decisions. Ability to prepare and effectively conduct fire-training classes.

4) Ability to express ideas clearly and precisely, orally, and in writing to groups and to individuals.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The individual should be required to pass a complete physical exam and perform physical agility evolutions that are job specific to the fire service. Though this is a supervisory position, it is also a participatory position and a minimum physical standard should be required which includes the physical and mental qualities, endurance and agility to perform the assigned tasks.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Fire fighting is extremely stressful and volatile work. The Fire Captain must have thorough knowledge of the profession and it's demands if He or She is to develop the relaxed yet professionally firm environment that is essential to the work place.

200.08 Driver

Dept./Div.: Fire Suppression
Reports to: Fire Captain
Workweek: 52.5-hour week

SUMMARY: This is skilled work in answering emergency calls as the driver of a vehicle, and in the operation and maintenance of fire department equipment, apparatus, and quarters on an assigned shift. Work also includes Firefighting, rescue and other emergency related work on an assigned fire company.

ESSENTIAL DUTIES & RESPONSIBILITIES include the following, other duties may be assigned:

- 1) Responds to emergency incidents with a company as the driver/operator of a fire vehicle, places equipment in the most efficient position, and operates equipment as required in a safe and efficient manner.
- 2) Performs fire fighting, rescue and other emergency work as required.
- 3) Makes out reports as required.
- 4) Performs daily check of assigned vehicle for oil, water, battery, tires, lights, radio and equipment to determine readiness of vehicle. Reports mechanical failures or difficulties to Fire Captain.

- 5) Performs general maintenance work in the upkeep of fire station buildings, grounds and equipment.
- 6) Participates in a continuing program of training and instruction as required.

SUPERVISORY RESPONSIBILITIES: May act as Fire Captain in the absence of the regularly assigned officer.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Although work is performed under close supervision it requires initiative and an understanding of the positions essential duties and responsibilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The position may only be obtained in accordance with Chapter 143 of the Texas Local Govt. code (Civil Service) as modified by the Contract between the City of Galveston and Firefighters local 571.

EDUCATION, CERTIFICATION and/or EXPERIENCE: The Contract requires a Firefighter certification by the Texas Commission on Fire Protection at the Basic level and at least six semester hours in approved Fire Technology classes if hired into the Dept. before October 1, 1993. If hired after that date He or She must have at least 20 hours toward a degree in fire Technology. State law requires a minimum of 2 years service in the position of Firefighter in the Galveston Fire Department.

LANGUAGE SKILLS: Ability to read and write the English language and communicate both in writing and orally are skills, which are mandatory.

MATHEMATICAL SKILLS: An understanding of Fire department hydraulics makes a working knowledge of basic math a necessity.

REASONING ABILITY: Sufficient-reasoning ability must exist to be able to perform each essential duty satisfactorily, establish and maintain effective working relationships with other personnel and the public.

- 1) Ability to understand and follow oral and written instructions.
- 2) Ability to perform under pressure and under adverse conditions.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The individual should be required to pass a complete physical exam and perform physical agility evolutions that are job specific to the fire service. This is a participatory position and a minimum physical standard should be required which includes the physical and mental qualities, endurance and agility to perform the assigned tasks.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Fire fighting is extremely stressful and volatile work. The Driver must have thorough knowledge of the profession and it's demands.

200.09 Firefighter

Dept./Div.: Fire Suppression
Reports to: Fire Captain
Workweek: 52.5-hour week

SUMMARY: This is skilled fire fighting and rescue work in combating, extinguishing, and preventing fires as well as saving lives; and in the operation and routine custodial maintenance of fire department equipment, apparatus, and quarters on an assigned shift.

ESSENTIAL DUTIES & RESPONSIBILITIES include the following, other duties may be assigned:

- 1) Employees of this class are required to learn and participate in the operation of apparatus.
- 2) Responds to emergency incidents with a company; lays and connects hose, or hose nozzles and directs fog and water streams; rescues occupants of building, and searches for source of fire; raises and climbs ladders.
- 3) Responds to calls and performs rescue and emergency work in fire and non-fire situations where necessary to save life and property as specifically assigned.
- 4) Maintains equipment to make sure it is in correct working order and ready for an emergency.
- 5) Participates in a continuing program of training and instruction or an individual study of technical material and attendance at scheduled drills and classes.

- 6) Performs general maintenance work in the upkeep of fire station buildings and grounds.

SUPERVISORY RESPONSIBILITIES: None, work is usually performed in accordance with explicit instructions and well-defined procedures.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Although work is performed under close supervision it requires initiative and an understanding of the positions essential duties and responsibilities reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The position may only be obtained in accordance with Chapter 143 of the Texas Local Govt. code (Civil Service) as modified by the Contract between the City of Galveston and Firefighters local 571.

EDUCATION, CERTIFICATION and/or EXPERIENCE: The State of Texas requires a Firefighter certification at the Basic level by the Texas Commission on Fire Protection at the Basic level. The City requires Graduation from high school or a GED; new Fire fighters are also required to be at least Basic Emergency Medical Technicians.

LANGUAGE SKILLS: Ability to read and write the English language and communicate both in writing and orally are skills, which are mandatory.

MATHEMATICAL SKILLS: An understanding of basic math is required.

REASONING ABILITY: Sufficient-reasoning ability must exist to be able to perform each essential duty satisfactorily, establish and maintain effective working relationships with other personnel and the public. Other abilities are as follows:

- 1) Ability to learn a variety of duties including the operation of fire fighting apparatus within a reasonable length of time.
- 2) Ability to understand and follow oral and written instructions.
- 3) Ability to perform under pressure and under adverse conditions.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The individual should be required to pass a complete physical exam and perform physical agility evolutions that are job specific to the fire service. Employees of this class are required to perform hazardous tasks under emergency conditions, which may require strenuous exertion under such handicaps as fire, heat, smoke, and cramped surroundings. A minimum physical standard should be required which includes the physical and mental qualities, endurance and agility to perform the assigned tasks.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Fire fighting is extremely stressful and volatile work. The Firefighter must have thorough knowledge of the profession and it's demands.

200.010 Deputy Fire Marshal

Dept./Div.: Fire Prevention
Reports to: Fire Marshal
Workweek: 40-hour week

SUMMARY: This is responsible work in inspection, investigation and promotion of fire safety; securing compliance with fire protection standards and laws; and Arson investigation.

ESSENTIAL DUTIES & RESPONSIBILITIES include the following, other duties may be assigned:

- 1) Conducts inspections and re-inspections of commercial, industrial, and public buildings, checking for compliance with municipal codes and ordinances as to fire hazards and protection equipment: secures compliance with the fire prevention code.
- 2) Investigates complaints of hazardous conditions: determines if hazards are present and initiates action to secure compliance if required.

- 3) Records violations of fire ordinances, hazardous situations, fire, and accidents; initiates corrective action.
- 4) Assists building owners in developing and maintaining plans for fire prevention.
- 5) Assists in arson and major fire investigations.
- 6) Review plans for new construction to determine compliance with the fire prevention code.
- 7) Gives talks and demonstrations to citizen groups on fire prevention.

SUPERVISORY RESPONSIBILITIES: Not a supervisory position. Work is performed with independent judgement within well-established rules and regulations.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The Fire Chief appoints this position.

EDUCATION, CERTIFICATION and/or EXPERIENCE: Graduation from High School or equivalent plus 15 college hours. A basic level of Certification in Fire Inspection and Arson Investigation from the Texas Commission on Fire Protection as well as a basic level of Certification from T.E.C.L.O.S.E. must be obtained within one year from the initial date of employment. The Texas Commission on Fire Protection, Chapter 427 states that all Instructors must as a minimum possess a basic fire service instructor certification. An Assistant Fire Marshal must have a combination of experience and training that would provide the following knowledge, abilities and skills:

- 1) Knowledge of fire prevention methods and of municipal ordinances and regulations relating to fire prevention.
- 2) Knowledge of construction methods, sources and types of fire hazards, and fire prevention devices and equipment.
- 3) Knowledge of available fire fighting equipment resources.

LANGUAGE SKILLS: Ability to read and write the English language and communicate both in writing and orally are skills, which are mandatory.

MATHEMATICAL SKILLS: A thorough working knowledge of basic math and or accounting skills is necessary.

REASONING ABILITY: Rules and regulations, policies and procedures, state law, and city ordinances govern this job. The person in this position must be able to reason, logic and work within this system. Sufficient reasoning ability must exist to be able to perform each essential duty satisfactorily as well as establish and maintain effective working relationships with other personnel and the public.

- 1) Ability to recognize hazardous conditions and to enforce codes and regulations firmly, tactfully and impartially.

- 2) Ability to establish and maintain effective working relationships with property owners, occupants, contractors, and the general public.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The individual should be required to pass a complete physical exam and perform physical agility evolutions that are job specific to the fire service. A minimum physical standard should be required which includes the physical and mental qualities, endurance and agility to perform the assigned tasks.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

200.011 Civilian Inspector/Investigator

Dept./Div.: Fire Prevention
Reports to: Fire Marshal
Workweek: 40-hour week

SUMMARY: This is responsible work in inspection, investigation and promotion of fire safety; securing compliance with fire protection standards and laws; and Arson investigation.

ESSENTIAL DUTIES & RESPONSIBILITIES include the following, other duties may be assigned:

Conducts inspections and re-inspections of commercial, industrial, and public buildings, checking for compliance with municipal codes and ordinances as to fire hazards and protection equipment: secures compliance with the fire prevention code.

Investigates complaints of hazardous conditions: determines if hazards are present and initiates action to secure compliance if required.

Records violations of fire ordinances, hazardous situations, fire, and accidents; initiates corrective action.

Assists building owners in developing and maintaining plans for fire prevention.

Assists in arson and major fire investigations.

Review plans for new construction to determine compliance with the fire prevention code.

Gives talks and demonstrations to citizen groups on fire prevention.

SUPERVISORY RESPONSIBILITIES: Not a supervisory position. Work is performed with independent judgement within well-established rules and regulations.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The Fire Chief appoints this position.

EDUCATION, CERTIFICATION and/or EXPERIENCE: Graduation from High School or equivalent plus 15 college hours. A basic level of Certification in Fire Inspection and Arson Investigation from the Texas Commission on Fire Protection as well as a basic level of Certification from T.E.C.L.O.S.E. must be obtained within one year from the initial date of employment. The Texas Commission on Fire Protection, Chapter 427 states that all Instructors must as a minimum possess a basic fire service instructor certification. An Assistant Fire Marshal must have a combination of experience and training that would provide the following knowledge, abilities and skills:

- 1) Knowledge of fire prevention methods and of municipal ordinances and regulations relating to fire prevention.
- 2) Knowledge of construction methods, sources and types of fire hazards, and fire prevention devices and equipment.
- 3) Knowledge of available fire fighting equipment resources.

LANGUAGE SKILLS: Ability to read and write the English language and communicate both in writing and orally are skills, which are mandatory.

MATHEMATICAL SKILLS: A thorough working knowledge of basic math and or accounting skills is necessary.

REASONING ABILITY: Rules and regulations, policies and procedures, state law, and city ordinances govern this job. The person in this position must be able to reason, logic and work within this system. Sufficient reasoning ability must exist to be able to perform each essential duty satisfactorily as well as establish and maintain effective working relationships with other personnel and the public.

- 1) Ability to recognize hazardous conditions and to enforce codes and regulations firmly, tactfully and impartially.
- 2) Ability to establish and maintain effective working relationships with property owners, occupants, contractors, and the general public.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The individual should be required to pass a complete physical exam and perform physical agility evolutions that are job specific to the fire service. A minimum physical standard should be required which includes the physical and mental qualities, endurance and agility to perform the assigned tasks.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

300.00 ALL MEMBERS - PERSONAL APPEARANCE/UNIFORM

300.01 Uniforms All personnel shall adhere to the following uniform specifications

Class-A Uniforms:

Chief Officers & Captains: Long Sleeve White shirts, Navy Blue Pants, Black Socks, Black shoes, Black belt, Black tie and White Uniform Hat

Drivers & Firefighters: Long Sleeve Navy Blue Shirts, Navy Blue pants, Black Socks, Black Shoes, Black belt, Black tie and Navy Blue Uniform Hat

Insignia for all: Only Department issued badges, name tags, collar insignia, and patches shall be worn on Class-A uniforms. Badges shall be worn on the left above the pocket; Name tags shall be worn on the right side just above the pocket flap;

Class-B Uniforms:

Chief Officers & Captains: Short Sleeve White shirts, Navy Blue Pants, Black or White Socks, Black shoes, Black belt.

Drivers & Firefighters: Short Sleeve Navy Blue Shirts, Navy Blue pants, Black or White Socks, Black Shoes, Black belt.

Insignia for all: Only Department issued badges, name tags, collar insignia, and patches shall be worn on Class-B uniforms. Badges shall be worn on the left above the pocket; Name tags shall be worn on the right side just above the pocket flap;

Class-C Uniforms:

Chief Officers: White Polos, Navy Blue Pants, Black or White Socks, Black shoes, Black belt.

Drivers & Firefighters: Short Sleeve Navy Blue Shirts, Navy Blue pants,

Black or White Socks, Black Shoes, Black belt.

Captains, Drivers & Firefighters: Blue Polos, Navy Blue Pants, Black or White Socks, Black shoes, Black belt.

All personnel, while meeting the public in non-emergency, official capacities such as business inspections, station tours or outside training classes, will be in the approved Class-C uniform of the day; Members shall at all times look clean, neat and have shoes shined. Members who choose to wear t-shirts under the uniform shirts shall be restricted to wearing white t-shirts only. All members shall maintain a Class-B uniform shirt (color appropriate for rank) with the correct badge, nameplate, plus appropriate collar insignia, in their assigned station for use as directed by an officer. All personnel shall maintain, ready for use on short notice, their Class A uniform. Class A uniforms shall be worn for Fire Department funerals or other occasions as specified by the Fire Chief.

300.02 Uniforms - Restricted Use: Uniforms are to be worn enroute directly to or from work, while on duty or while acting in an official capacity ONLY. Members wearing uniforms during off-duty, approved activities shall comply with all applicable regulations. Members wearing personally owned clothing articles that identifies them as members of Galveston Fire Department may be held accountable for actions that negatively impact the image of the department. Except as stated below, NO PART OF THE UNIFORM IS TO BE WORN IN COMBINATION WITH NON-UNIFORM GARMENTS, and no part of the uniform is to be worn in off duty status. Unserviceable items that DO NOT identify the wearer as a fire fighter may be utilized for personal wear. No member shall loan their badge or any part of their uniform to any other persons, inside or outside Galveston Fire and Rescue.

300.03 Uniform Disposal: Uniforms in unsuitable condition, such as shirts with noticeably frayed collars, noticeably faded pants or shirts, etc., should not be worn on duty. Before disposing of these garments, shoulder patches shall be removed from shirts, jackets, coveralls, or coats.

300.04 Baseball caps: Only approved caps will be permitted while on duty. These caps shall be worn properly at all times. Caps will not be worn turned around backwards at any time

300.054 Hair Styling: The intent of this regulation is to establish standards of appearance related to the accomplishment of Fire Dept. objectives, and to insure compliance with maximum fire safety precautions and the proper wearing of breathing apparatus, helmet, and uniform.

- A. Hair --- shall be neat and clean and project the proper public image of our department. Hair shall not exceed past the collar or over the ears. Spikes, Mohawks. Dreadlocks and multicolored hairstyles are not permitted
- B. Sideburns --- must be neatly trimmed and not extend below the bottom of the ear lobe.
- C. Mustache --- shall be well groomed and neatly trimmed and not extend beyond the corners of the mouth.and the length

shall not exceed past the corners of the mouth.

D. Beards, and/or goatees, and hair under the lip of any kind are not acceptable.

E. Female firefighters in uniform will wear their hair in modest styles that

Do not extend below the bottom of the shirt collar in the back. Spikes, Mohawks. Dreadlocks and multicolored hairstyles are not permitted. Uniformed female firefighters may have a single ponytail that does not extend below the bottom of the shirt collar in the back.

F. Hair that extends below the bottom of the shirt collar must be worn pinned up in a neat manner. While worn pinned up, no part of the hair will extend below the bottom of the shirt collar. If it is worn up and begins to become disheveled, it must be put up again or worn down, meeting the length regulations. Hair accessories must be functional, not ornamental, and are restricted to the following:

- 1) Dark, Navy Blue, Black ribbons or terry-covered rubber bands.
- 2) Dark, Navy Blue, Black barrettes or clips.
- 3) Dark, Navy Blue, Black headbands.
- 4) All accessories are restricted to Dark, Navy Blue, Black in color.

H. In all cases, the bulk, length, or style in which the hair is worn will not interfere with the normal wear of the uniform hat or helmet.

All hairstyles, hair colors and accessories for all firefighters must be in keeping with the professional image of the Galveston Fire Rescue.

J. Accessories and Make up:

A. Female firefighters may wear make up in moderation and in such a manner that does not create an extreme appearance. Additionally, female firefighters will adhere to the following guidelines;

1. Eyeliner will not extend beyond the outline of the eye.
2. Lipstick will not extend beyond the lip line or corners of the mouth.

B. Female firefighters may wear only clear nail polish while in uniform.

300.05 Physical Fitness: All personnel shall maintain themselves fit for strenuous physical activities required by their job. All personnel shall take part in department directed fitness programs to insure they meet departmental physical performance standards.

300.066 Jewelry and Body PiercingsPiercing: The only jewelry permitted to be worn on duty shall be a watch and/or wrist bracelet, a reasonable number of rings and an inconspicuous neck chain. The Fire Chief shall be the final authority on the appropriateness and safety of any jewelry. No visible body piercing are allowed while on duty and/or while wearing a Galveston Fire and Rescue uniform.

300.077 Fire Fighter P.P.E.ing Suit: All personnel will be issued and shall maintain a complete set of fire fighting P.P.E., suit consisting of helmet, bunker coat and pants with liners, protective hood, boots, SCBA mask and approved gloves. No personnel will be allowed to use PPE not issued by GFD. Other equipment may also be issued, as required. Liners are to be left in coat and pants **AT ALL TIMES DURING USE**. Gear shall be cleaned and maintained according to manufacturer's recommendations and Department regulations.

All personnel shall exercise reasonable care for their protective equipment and shall adhere to the following guidelines:

- 1) 1) Do not store gear in direct sunlight. The ultraviolet (UV) light damages the Nomex or PBI fibers in coats and pants.
- 2) 2) Clean your gear after exposure to chemicals or after working fires. This will reduce the exposure to these products during subsequent wearing and will prolong the life of the gear. 3) **DO NOT** use chemicals or harsh detergents to clean. Do not hang wet gear in direct sunlight to dry. 4)
- 3) Have small rips and tears repaired right away. Caught in time, these will not ruin otherwise serviceable gear.

No City of Galveston equipment, including protective equipment, is to be used while working for pay or as a volunteer not directly related to the City Of Galveston.

Personnel wishing to purchase their own National Fire Protection Association (NFPA) approved gloves and/or boots may do so. This equipment shall meet all criteria listed above. The department issued helmet shall be maintained and accounted for. The member shall be responsible for maintaining their own equipment in NFPA compliance at their own expense. If the member owned equipment is not in usable condition, it will be removed from use and the department-issued equipment will be used.

310.00 ALL MEMBERS - CONDUCT

310.01 General Conduct: It shall be the duty of each officer in charge of a company to require of, and see that, all personnel conduct themselves in and about the station in a manner that will not disturb the peace and quiet of the people living in the vicinity thereof, and in a manner that will not become a nuisance to any person working at the station. All Personnel, whether on duty or off, shall be governed by the ordinary and reasonable rules of good conduct and behavior of law abiding citizens. Personnel shall be expected not to act in any way that could bring discredit either to themselves or Galveston Fire and Rescue.

310.02 Language: No Personnel shall use disrespectful language or be guilty of insubordinate conduct toward officers, whether on or off duty. Officers shall avoid abusive or immoderate language in giving orders or, directions or in conversation. All personnel shall

refrain from using harsh, coarse, violent, profane, insolent or suggestive language in dealing with members or the public.

310.03 Using Titles: Personnel shall publicly address or refer to officers by title (rank) and last name rather than first names.

310.04 Supporting Fellow Members: Personnel shall treat others with courtesy and respect due them as fellow members of Galveston Fire Dept.. It is expected that personnel shall cooperate and assist each other at every opportunity, and shall not publicly criticize the work or the manner of performance of duty of any other member.

310.05 Respect for Officers: No Galveston Fire Dept. personnel shall publicly criticize the conduct or action of their superior officers. Nor shall they make derogatory comments to anyone about instructions or orders received from superior officers. When addressing any officer, all personnel shall be respectful and courteous at all times. Disrespectful behavior towards any officer will not be tolerated.

310.06 Interference in Governing or Discipline: No personnel shall take any action or cause any action to be taken, which would interfere with the discipline and conduct of any member of Galveston Fire Dept.. Likewise, no personnel shall take any action or cause any action to be taken that would interfere with the general governing of Galveston Fire Dept.

310.07 Resolving Doubt: Should an employee have doubt as to the meaning of any adopted rule or regulation, or should they have doubt concerning an assignment, they should seek information from their immediate superior.

310.08 Sexual Harassment: The City is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated. Unsolicited or unwelcome sexual overtures, either physical or verbal, to fellow Employees are forbidden and will result in disciplinary action up to and including termination of employment.

310.08 Grievance Procedure: See contract

310.09 Giving Information: No information regarding fires, losses or other information concerning Fire Dept. operations shall be given to other than authorized persons, as designated by the Fire Chief. Neither shall any member divulge any information nor make statements to any person not a member of the Galveston Fire Dept. concerning any alarm responded to, without permission of the Chief. If contacted concerning information regarding

an incident, the member shall direct the inquiry to the Fire Chief's office. This rule shall not apply to making statements required by law.

310.10 Off-Duty Employment: No member shall engage in off-duty employment while off work from the City on Worker's Compensation, sick time or losing time seeking medical treatment.

310.12 Soliciting Funds - Circulating Petitions: No member, while on duty or in uniform, shall sell tickets or solicit funds for entertainment, balls, charities, or any other event without permission from the Chief. Neither shall any member on duty or in uniform, sign nor circulate any paper, questionnaire, survey, or petition, without permission from the Chief.

310.113 Rewards/Donations: No member of Galveston Fire and Rescue shall accept tender of any present, reward, money, or other thing of value for services performed in the discharge of their duties, except upon permission of the Chief. Members may advise persons interested in making cash rewards/donations that such a gift may be made to purchase equipment or provide training through the Fire Chief.

310.124 Trade Secrets: Fire Dept. employees who acquire information such as trade secrets, commercial or financial information deemed privileged or confidential, should not disclose such information or use such for their own (or others) benefit. Anyone found distributing such information is subject to fine and/or confinement under Texas Civil Statutes, Article 6252-17.

310.135 Hazing: No member shall perform any willful act intended to haze, harass, demean, intimidate, threaten, embarrass or ridicule another member, nor shall they allow such activities to be conducted by others. Anyone with knowledge such activities should report them to their immediate supervisor. If the activities do not cease, the situation should be reported directly to the Fire Chief.

310.146 Violation of Any Rule. Violators of any of these Rules and Regulations will be subject to appropriate disciplinary actions. All written warnings will be documented, signed by the employee, supervisor and the Fire Chief and made a part of the employee's file. Documentation will include:

Identification of the problem area in specific terms.

Factors that may have contributed to the problem.

What the employee and supervisor can do to correct the situation.

If follow-up counseling is required.

Actions that can be taken if there is no improvement in the employee's behavior or the infraction are repeated.

The document is signed as acknowledgement that a discussion occurred, not necessarily as an admission of guilt. The employee shall be allowed to document his or her/her own version of the incident.

310.15

Disciplinary Procedure:

Violators of any of these Rules and Regulations may be subject to any of the following disciplinary action depending on the seriousness of the offense committed:

Counseling – This is a method used to improve performance or to correct unsatisfactory behavior. A thorough explanation of the employee's unsatisfactory performance or behavior will be discussed in addition to suggesting ideas for improving job performance or behavior.

Written Reprimand – This is a written disciplinary action taken for unsatisfactory behavior and infractions of the rules and policies. After a period of six (6) months, the employee may request a review of this reprimand for possible removal from his/her personnel file.

Suspension - This is the removal from duty for a specified time, without pay, for unsatisfactory behavior or infraction of the department rules and policies.

Demotion – An employee may be reduced in rank for unsatisfactory behavior and/or infraction of the department rules and policies

Termination – An employee may be dismissed from service for unsatisfactory behavior and/or an infraction of the department rules and policies.

310.16 Nepotism/Marriage: All personnel shall refer to the current City of Galveston policy.

310.17 Meals: On-duty personnel may eat meals at restaurants in their primary district. Visits to establishments outside of the primary district require prior approval of the Battalion Chief. The apparatus shall be parked in a location that does not create a traffic hazard, block any fire lanes or inconvenience other patrons. Whenever possible, the apparatus should be in view of the crew while dining. The vehicle shall also be positioned for rapid exit

in the event of a call. Crews should limit their time at the restaurant to the amount required to order, receive and finish their meals. Personnel shall conduct themselves in a manner to portray a positive image at all times.

On-duty personnel wishing to prepare meals at the station may purchase supplies from businesses in their primary district. These trips should be limited to one per 24-hour shift. The Shift Battalion Chief may authorize additional trips to the store. Visits to establishments outside of the primary district also require prior approval of the Battalion Chief. Brief stops at convenience stores while in district performing job functions are not limited. The apparatus shall be parked in a location that does not create a traffic hazard, block any fire lanes or inconvenience other patrons. At least **ONE** member of the crew shall remain with the apparatus and crew members away from the apparatus must be in radio contact at all times. Personnel shall conduct themselves in a manner to portray a positive image at all times.

320.00 ALL MEMBERS-RESPONSIBILITY

320.01 Rules and Regulations: Members shall acquaint themselves with all matters contained in the Rules and Regulations Manual, Collective bargaining contract, Operations Manual, Galveston Civil Service Rules and the City Personnel Policy Manual and Administrative Rules. They shall read and become familiar with the Fire Codes and Ordinances, Galveston Civil Service Rules, Fire Department bulletins and orders. All City ordinances, policies, procedures and regulations shall apply to Fire personnel as though they were Fire Department regulations. Ignorance of any policy, procedure, Rules and Regulations or Personnel policies shall not be accepted as an excuse. Officers and members shall examine and keep themselves familiar with requirements of their position and classification concerning streets, condition and location of fire hydrants in their respective districts, size of water mains and all other pertinent information, in order that they can at all times determine the best and quickest manner in which apparatus can be used.

320.02 Work Hours: Personnel assigned to work 40 hours per week schedules will work as designated by the Fire Chief. Personnel assigned to work 53.5 hours per week schedules will work a 24 on/48 off schedule with a Kelly day assigned every 16 shifts.

320.03 Absence: The proper procedure for reporting in sick, or for other absences (including tardiness) such as emergency leave, is to notify the Shift Battalion Chief as soon as the absence is anticipated, but in no case later than 0615 hours on the duty day and each duty day after until you return to work. (The exception to this would be a long term injury/illness and must be approved by the Fire Chief.). The Captain should call the Battalion Chief if an expected crew member is not at work at 0630 hours. Should the Battalion Chief be unavailable, the member should notify the Senior Captain at Station #1; The Station #1 Captain will then relay message to Battalion Chief. In the event of a tardiness, the person reporting tardy may arrange for a temporary stand by relief. Such arrangement shall be reported to the Station Captain. It is the duty of the Captain to report the arrangement to the Battalion Chief. Day-shift personnel should call the secretary at 0800 hours. Tardiness shall be documented in the Station log book as well as the Battalion Chief's log book. Failure to properly record

and report any tardiness shall be considered neglect of officer's duty, and may be cause for disciplinary action.

320.04 Remaining on Duty until Properly Relieved: Personnel shall remain on duty, ready to respond, until properly relieved by another member and officially dismissed by the station officer. Personnel shall not be permitted to leave the station for any reason, without approval of the Battalion Chief. Such event shall be documented in the station log book.

320.05 Call for Offoff Duty Personnel: Off duty members shall be required to report promptly for duty when called and to remain until dismissed by the Chief or the officer in charge.

320.06 Certification - Fire Suppression: All Galveston Fire Dept. personnel Rescue must obtain and maintain basic firefighter certification from the Texas Commission on Fire Protection. Personnel hired after January 1, 2005 shall also obtain and maintain Emergency Medical Technician certification from the Texas Dept. of Health.. Any and all continuing education training requirements shall be the ultimate responsibility of the member. Failure to obtain sufficient continuing education training may result in loss of certification and disciplinary action, up to and including termination.

320.07 Obeying Orders: No member shall disobey or fail to comply with any order of the Chief or any officer superior in rank (provided such order is within the scope of authority of such officer giving the order). Any order issued from the Fire Department Administration shall be considered as an order from the Fire Chief. If such an order is in direct conflict with written orders or procedures, the recipient should request confirmation that the standing order is being disregarded.

320.08 Conflicting Orders: Should any order conflict with any previous order or instruction issued by another superior officer, or conflict with any general order, the member to whom the order is given should respectfully call attention to the conflict. If the superior officer giving the second order does not change the conflicting order, then that order shall stand and the responsibility for it shall be theirs.

320.09 Change of Policy: No member shall change current operating procedure or policy of Galveston Fire Dept. unless the Fire Chief has approved such change.

320.10 Right to Make Suggestions: In order to promote and encourage zealous interest in the welfare of the Department, the right and privilege is extended to each member to offer any suggestion or respectful criticism, along with suggested resolutions or remedies, concerning the operation of Galveston Fire Dept., provided the same is reduced to writing and forwarded to the Fire Chief via the Chain of Command.

320.11 Finding and Reporting Deficiencies Pertaining to Fire Protection or Public Safety: All personnel shall promptly report all defects in fire hydrants; obstruction or poor condition of streets, sidewalks, or alleys; any violations of Fire Protection Ordinances such as theft of City water from fire hydrants; and generally, any existing problem for which the City of Galveston (any department) is responsible for correcting and poses a risk to the safety and welfare of our citizens.

320.12 Resignations: All City and Fire Dept. property (manuals, uniforms, protective clothing, I.D. Card, Insignia, etc.) must be turned in to the Fire Chief's Office by any member resigning or leaving the service.

320.13 Identification Cards: All personnel shall carry the Galveston Fire Dept. I. D. Card as a means of identifying themselves while on duty or when responding to off-duty recalls.

320.14 Representing the Department: It is the responsibility of all Galveston Fire Dept. personnel to remember that, to most people, the individual Fire Fighter is representative of the entire Department and therefore they are to act in such manner that shall create favorable impressions of themselves, the department and the City of Galveston. THE EFFICIENT FIRE FIGHTER MOST CORRECTLY REFLECTS THE POLICIES OF THE DEPARTMENT.
.a superior officer.

320.15 Department Business: Members shall not speak to the city manager, mayor, council members, city attorney or the human resources department concerning matters relating to the business of Galveston Fire Dept., without going through the chain of command. This rule is waived if a member is called upon by any of the above listed individuals to give information. The union president or his/her designee may forego the chain of command when representing the union.

320.16 KRONOS: Personnel shall use the Kronos payroll system to clock in when they report for regular duty or overtime. Personnel shall not clock in when working swap time. Battalion Chiefs will review and update the payroll system daily.

320.17 Smoking of Tobacco Products: All Galveston Fire Dept. buildings, as well as all City of Galveston buildings are totally non-smoking facilities. This includes ALL areas of City buildings such as private offices, break rooms, engine rooms, shops and lobbies. Any employee wishing to smoke at work will be required to go outside. In addition, smoking is banned in all fire department vehicles. Smoking at incident scenes shall be limited to "rest" or "rehab" breaks and will be done in an outside area away from other personnel and the public. The Incident Commander shall approve such times and places.

320.18 Driver's License: All personnel will be required to submit a copy of their Driver's License to the Fire Chief's office annually. Shift Battalion Chiefs will notify when this is needed.

320.19 Complaints: Personnel wishing to make a complaint against another city or county department or agency must follow the Galveston Fire Dept.'s chain of command. Such complaints shall be reduced to writing.

320.20 Citizen Complaints: When personnel are contacted by a citizen, in person or via telephone regarding a complaint, the citizen will be referred to the Station/Company Officer

330.00 ALL OFFICERS

330.01 Subject to Call: An officer of Galveston Fire Dept. is subject to call at all times and must respond promptly when notified that their services are required.

330.02 Setting Example: All officers should set a good example for the persons in their command. Their command should reflect the high standards of Galveston Fire Dept. while promoting discipline and efficiency.

330.03 Personnel Management: An officer shall see that each member of their command attends to their respective duties. An officer shall have the power in emergencies situations to address personnel's behavior such as drunkenness, willful disregard of orders or other misconduct requiring action, to relieve (with pay) members of their command from duty and order them to immediately report to the Fire Chief or home pending a meeting with the Fire Chief.

330.04 Respect of Rank: All officers shall show themselves worthy of their rank by being just, dignified, and firm in their dealings with subordinates; being careful to abstain from violent or immoderate language whether in conversation or giving orders. All Department officers shall in turn demand proper respect due their rank, and shall not allow any other member or visitor to speak disrespectfully of the Department or its members. No member shall be allowed to publicly criticize the official action or order of a superior officer.

330.05 Enforcement of Rules: Every officer, on or off duty, will be held responsible for enforcing all rules of Galveston Fire Dept. Should an officer fail to report a violation, they will be held equally responsible with the violator.

330.06 Reports: All officers are to promptly submit any routine or special reports from subordinates, whether written or oral, in the manner prescribed by the Fire Chief. All Incident Reports will be completed and submitted during the shift in which the incident occurred. Fires occurring near or lasting beyond shift change will have the report completed as soon as possible and no later than the morning of their following shift. It will be the responsibility of the Incident Commander to insure that these reports are completed.

330.07 Duties and Responsibilities: Acting officers, as designated by the Fire Chief, shall have the authority and be required to enforce the regulations and orders of the position. They will be charged with the knowledge of, and be accountable for, the proper execution of the duties of such rank. Acting officers shall be accorded all the privileges pertaining to the rank in which they are acting, and shall be respected and obeyed accordingly.

330.08 Standing Orders: Acting officers shall not alter or annul the standing orders of the regular officer without specific authority from the regular officer or a superior officer.

400.00 EMERGENCY FIRE GROUND OPERATIONS

400.01 Operations Manual - Standard Operating Procedures (SOPP): Members shall utilize the applicable SOPP or operations directive contained in the Galveston Fire Dept. Operations Manual. Each station is responsible for maintaining a current and updated edition. All references to the Operations Manual shall mean the policies/procedures as of the last revision. The Fire Assistant Chief shall maintain the official copy of the Operations Manual responsible for Operations.

400.02 Shall Not Interfere: Unless danger to life is imminent, no officer or member, on or off duty, shall interfere with operations conducted at a fire under the direction of another officer of equal rank and authority.

400.03 Order of Response: Stations will respond to emergency calls/fire alarms in accordance with the official APPARATUS DEPLOYMENT GUIDELINE running schedule. If unit responding believes a dispatching error has been made, the unit may, in route, ask for confirmation on address or for a check on the possibility that location is in another district.

400.04 Last Unit Leaving Scene: The officer in charge of the last company leaving any fire scene shall see that no equipment is left in the vicinity of the fire by his, or any other, company. They shall see that any equipment found is returned to the company to which it belongs.

400.05 Fire Watch Duty: Any member of the Department ordered to remain at a fire incident to perform watch or security duty shall permit no one other than Fire Dept. personnel to enter the incident area; any Department personnel entering should be on official business only. They shall also be responsible for any other orders issued by a superior officer.

400.06 Determining Cause: The commanding officer is responsible for determining the cause of fires occurring during their command and to substantiate such determination with facts. If unable to determine definitive cause, the Fire Marshal's Office shall be consulted before leaving the incident scene.

400.07 Evidence of Arson: Where evidence of arson is found or suspected, the commanding officer shall allow nothing to be disturbed, except that which is absolutely necessary to extinguish the fire. They shall immediately contact the Dispatcher and ask for

an Investigator. The commanding officer shall remain or leave a member on the fire ground until the Arson Investigator arrives. If conditions permit, the commanding officer will return to "in-service" status and remain available for any emergency call. Should the commanding officer be called to leave, they shall leave a member in charge to prevent any disturbance of conditions or evidence.

400.08 Finding a Corpse: Any member finding aAn “obviously” deceased person at a fire shall under no circumstances disturb the body or the surroundings, except to prevent further damage or destruction to the body. The member shall immediately notify their commanding officer that should then notify the Dispatcher.

400.09 Finding Valuables: Money, jewelry, or other valuables found at a fire scene shall be turned over to the commanding officer to give to the owner (after proper identification has been made), a police officer or an investigator for safekeeping until the owner can be verified.

400.10 Giving Information: Galveston Fire Dept. personnel shall give no information to person or persons other than Fire Dept. personnel without the authorization of the Chief. Requests from media outlets should be directed to the Fire Chief or Assistant Chief. personnel may give basic incident information such as time of call, loss estimates, number of units responding and injuries.

400.11 Parking Vehicles Nearnear Fire Grounds: Members driving personal vehicles or Department vehicles not on the first line running schedule shall not park where they will interfere in any way with first line priority equipment. Drivers of priority apparatus shall if possible, park close to and parallel with the curb; they shall not block streets, driveways, etc., except when necessary.

400.12 Aerial Truck Operation: Footplates shall be placed under the outriggers WITHOUT EXCEPTION, anytime any aerial apparatus is put into operation. Any reserve aerial truck will receive a full operational check every Monday.

400.123 Utilization of Civilian Personnel: Fire Department members shall not use any civilian not normally authorized to operate in conjunction with the City of Galveston in ANY CAPACITY at a fire, rescue, or other emergency unless an immediate life or death situation exists; the name, address, and other pertinent information regarding this person must be recorded on the incident report.

400.134 Off-Duty Personnel: A paid firefighter who voluntarily goes to a fire scene while not on regular duty may not assist in operations and will be considered off duty unless called by name to assist -- by the Incident Commander. This does not apply to command staff personnel.

400.145 Discovery of Another IncidentFire While RespondingEnroute: A company answering an alarm and discovering another incidentfire that requires immediate attentionin progress may stop, give account of incident to Dispatcher, and begin emergencysuppression activities, leaving the back-up or a subsequently dispatched companydistrict to answer the first alarm.

500.00 STATIONS, APPARATUS, AND EQUIPMENT

500.01 Responsibility for: Captains shall have control over their respective stations when on duty. They shall see that all orders, rules, regulations, and procedures are obeyed and report through channels, in writing, any violations. They shall have all apparatus and equipment such as power generators, etc., checked and ready to respond and see that building and lawn are kept clean and neat at all times.

500.02 Open House Concept: Galveston Fire Dept. operates under the "open house" concept that citizens may at any reasonable time, visit fire stations. The City of Galveston has also adopted policies and procedures prohibiting sexual harassment. Therefore, there will be no controversial or inappropriate literature, photos, etc., such as of a graphic sexual nature **anywhere** in the stations. It is the responsibility of the Captains to see that this order is followed.

500.03 Visitors: Captains shall be informed of visitors in the fire stations. The Captain shall see that visitors are greeted courteously and that **NO STRANGER IS PERMITTED TO GO ABOUT THE STATION UNESCORTED**. No visitor will be allowed to loiter on the premises. No persons other than on-duty Galveston Fire Rescue personnel shall sleep at any station unless by permission of the Chief. Particular attention should be paid to juveniles visiting the station. No personnel shall allow a child upon fire station premises or apparatus unless such child is at all times personally attended by a parent or chaperon and a fire fighter. Visitors must leave the station at 2200hrs unless given special permission by the Fire Chief's office.

500.04 Records and Orders: Captains on the three shifts shall be held equally responsible for the safe and permanent filing of all standing and temporary orders and bulletins, after having them posted, relayed to crew members and initialed. (All three Captains must initial.) They shall be responsible for any other necessary records and reports for their stations.

500.05 Impart Knowledge: As station commanders, Captains have a duty to impart knowledge gained through experience, study, or schooling to members under their command.

500.07 Leaving the Station During Shift: A short leave of absence for a legitimate reason during a tour of duty may be approved by the Battalion Chief provided an adequate relief has been furnished by member requesting leave. .

500.068 Cleaning: Fire stations and apparatus are to be kept clean at all times. All apparatus owned or operated by Galveston Fire Dept. shall be waxed every four months.

All shifts shall cooperate in keeping quarters as well as apparatus and equipment clean and orderly. Members who prepare their meals at the station will be held responsible for promptly cleaning utensils and appliances used. Members shall remove their bed linens and replace the bed spread before going off-duty.

500.079 Lawns: Lawns at each station will be mowed, trimmed and needed yard work done (shrubbery trimmed, weeds removed, cigarette butts picked up, etc.) each Monday. If weather conditions prohibit Monday activity, these tasks will be performed on Thursday. Trash and other debris shall be removed from lawns and surrounding areas as often as needed. The City Parks department will be responsible for the upkeep of the station lawns.

500.0810 Repairs: The Captain shall promptly report via a Maintenance Request Form (MRF) any repairs necessary to the building, equipment or apparatus. No member shall make, purchase or order repairs or work done of any description unless authorized by the Battalion Chief, Assistant Chief or Fire Chief.

500.11 Permission to Change/Test Hose on Apparatus: Captains desiring to change or test hose on any apparatus must receive permission from the Battalion Chief in order to coordinate the number of units out-of-service at that time.

500.093 Reserve Equipment: Captains in charge of stations where reserve apparatus or equipment is stored shall see that the apparatus and equipment are properly cared for and ready for service. No equipment shall be removed from reserve equipment without permission from the Captain, a written record in the station log.

500.10 Apparatus Out of Service: Any Captain or Battalion Chief may remove apparatus from service if it is unable to perform its tasks properly or safely. A Captain taking apparatus out-of-service shall immediately notify the Battalion Chief, seeking a replacement vehicle.

500.11 Hose: Fire hose shall be in a neat roll and clean before storing in racks. Care should be exercised not to drop couplings. Hose should be protected from coming in contact with acid, gasoline, and oils, sharp objects, etc. Care should be used in all handling of couplings and nozzles, as a slight dent in either renders them useless.

All 1" through 5" fire hose shall be tested annually in September, according to the latest edition of NFPA standard 1962. Battalion Chiefs will coordinate and evenly distribute these tasks among all three shifts.

500.14 Following an Alarm: Equipment on apparatus will be thoroughly checked after each run, trucks cleaned and incident report made. Officers shall be responsible for all information therein. Acting officers shall designate the capacity in which they are acting. Example --- John Smith, acting Captain.

500.15 Apparatus Out of Service: Any Captain or Battalion Chief may remove apparatus from service if it is unable to perform its tasks properly or safely. A Captain taking apparatus out-of-service shall immediately notify the Battalion Chief, seeking a replacement vehicle.

500.16 Hose: Fire hose shall be in a neat roll and clean before storing in racks. Care should be exercised not to drop couplings. Hose should be protected from coming in contact with acid, gasoline, and oils, sharp objects, etc. Care should be used in all handling of couplings and nozzles, as a slight dent in either renders them useless.

All 1" through 5" fire hose shall be tested bi-annually in April and October according to the latest edition of NFPA standard 1962. Battalion Chiefs will coordinate and evenly distribute these tasks among all three shifts.

500.127 Telephones: Telephones will be answered with at least the following information: Fire station number and answering member's name. EXAMPLE: Fire Station Four, Jones. Limited social calls will be permitted over the station telephones. The personal use of station telephones shall not interfere with station duties and/or operations or the privilege of making and receiving telephone calls shall be revoked. The "call waiting" feature shall not be and ALL "call waiting" alerts shall be answered promptly. **NO** long distance calls shall be made by members except in cases of emergency. If this should occur, the member calling is responsible for notifying the station captain of the call details forwarding to the office, the date and, time of call, the number called, and the purpose of the call.

500.18 Sleeping: No member of the Fire Department shall lie down on a bed or sleep between the hours of 0630 and 1700 on city business days unless they are sick or injured and have the permission of their Captain. Members are responsible for making their own beds and then removing linens before leaving stations. Linens should be stored in individual's locker. At no time shall any bed be used without proper linen (sheets and pillowcases).

500.139 Work of a Personal Nature: When all job duties and assignments are completed, and with the approval of the officer on duty, limited, inside personal activities that do not disrupt station functions or project an unfavorable image on the department, such as studying or recreational reading may be performed. No member of the Department shall be permitted to do any "for profit" work in or about any fire station, except by permission from the Fire Chief.

500.1420 Firearms: Firearms, ammunition, or portions of firearms or ammunition supplies are strictly prohibited at Galveston Fire and Rescue facilities. This includes pistols, rifles, shotguns, black powder weapons, BB guns, pellet guns, reloading supplies, etc. Licensed Peace Officers, while in the line of duty, will be exempt from this order.

500.1521 Cell Phones and Pagers Members shall be permitted to carry personal cell phones and/or pagers while on duty. These devices are not to be in use (except for department business and/or extreme personal emergencies) while crews are actively operating on scenes, during department training, pPublic relation events or while operating a department vehicle. Furthermore, personnel assigned to assist a Driver while backing an apparatus shall not be on the phone while performing such task.. During the above listed events these devices shall be left in the vehicle or at a minimum placed on vibrate alert as not to disrupt said activity.

500.1622 Computers: Department computers are for department use. Members may have access to the internetInternet so long as visited sites are legal, appropriate and of good moral nature. Personal use of the station computers shall be determined and monitored by the station captain. Any illegal or sexually explicit sites are forbidden.

500.1723 Personnel Vehicles at stations: At no time, are personal vehicles to be parked inside or on the front apron of a station unless given specific permission by the Fire Chief.

500.18 Stations/Assigned Apparatus

Station #1 - Engine 1, Tower 1, Rescue 1, Safety, Battalion

Station #2 – Engine 2

Station #4 - Engine 4

Station #5 - Engine 5,

Station #7 - Engine 7, Ladder 7

Station #8 - Engine 8

500.19 Station Staffing: Except as authorized by the Fire Chief, the MINIMUM daily staffing shall be Thirty (30) personnel.

500.20 Station Supplies and Utilities: Captains shall be held responsible for preventing the waste of utilities and station cleaning supplies. Unnecessary lights, especially outside lighting during the day, should be turned off

500.21 Station Assignment Bid system: All transfers within the department will be implemented by the Fire Chief on the basis of seniority in rank unless there are overriding department needs or individual qualifications. Transfers given or denied for reasons other than seniority shall be reduced to writing. The Fire Chief shall cause to be posted and maintain a list of vacated positions for a period of at least ten (10) days. Vacated positions may be temporarily filled for such periods. Bid requests for vacated positions shall be submitted in writing to the Fire Chief. These bids shall be stamped as received and the requesting member will receive a copy of the stamped request. This will serve as confirmation that said bid request was received. These requests must include the following information:

1. The shift and assignment you are requesting
2. Your hire date
3. Your GFD final exam and/or entrance exam scores
4. Your promotion date for positions of Driver and above.

500.22 Station Dues: Upon a majority vote by ballot, of all shifts, all members shall pay equal shares of all expenses and items purchased at their duty station. Every member shall pay his/her Captain in accordance with the payment system approved by the personnel assigned to that station. Members temporarily assigned to other stations or off duty for any reason shall be held responsible for station dues at their assigned station only.

600.00 BENEFITS AND LEAVES

600.01 Vacation accrual for non-civil service employees

Vacation time accrues from anniversary date and is accrued as follows:

Completed years of service	Working days of vacation
1	10
10	15
20	20

Maximum accrual allowed is 2 years vacation time (hours). I.e. 10 days x 8hrs. =80hrs. xX
2yrs.= 160hrs. allowedAllowed accrual.

Time earned above the 2 yr. allowed accrual would be lost.

Effective Jan. 1, 1999 all time accrued (as of that date) will be put into a frozen account. All frozen time must be used within a 3 yr. period or it will be lost.

600.02 Sick time accrual for non-civil service employees

Non-civil service employees shall accrue sick time at the rate of 8 hrs. Per month. (12 working days per yr.).

A maximum of 120 days (960) hours may be accrued. Time earned over the 960 hr. limit will be lost.

A maximum of 90 days (720) hrs.) Will be paid for as sick leave termination

600.03 Vacation accrual for civil service employees

A. Vacation earned and holidays granted will be added and the result posted on the first paycheck of each month at the following rates less than 5 years service at 20 hours per month, 5 - 14 years service at 25 hours per month, 15-19 years service at 30 hours per month; and 20 years plus at 35 hours per month.

B. Vacation and holiday time used will be subtracted and the result posted on the affected paycheck.

C. Vacation and holiday accrual will be limited to a total of 40 days for employees with less than 5 years; 50 days for employees between 5 and 14 years, 60 days for employees between 15 and 19 years of service, and employees with 20 years or greater a total 70 days.

600.04 Scheduled vacation: Vacation that is scheduled in October by the Battalion Chief on the shift's vacation schedule, which is completed in November of each year.

600.05 Unscheduled Vacation: Vacation that is not listed in October or slots that become vacant on the shift's vacation schedule, may be granted if sufficient manpower allows, so long as overtime would not be incurred.

600.06 Canceling Vacation: Members may cancel vacation by contacting the Battalion Chief. Vacation can be cancelled the morning of the scheduled vacation day only if no overtime hiring has occurred.

600.074 Sick time accrual for civil service personnel: e employees

Civil service employees shall not abuse their sick leave. Employees who abuse their sick leave, fail to accumulate it, or are absent in excess of four (4) consecutive twelve (12) hour days may be required to submit a doctor's statement in support of illness. Members who use over ninety hours sick time in any six month period will be required to submit a doctor's statement as to the nature of the illness. Failure to present same, if required, shall be cause for disciplinary action. The chief shall require a doctor's statement signed by a physician.

600.085 Separation Pay: n sick pay

Firefighters shall be compensated for unused sick pay upon leaving the city based on a twelve (12) hour day up to 90 days or 1,080 hours. Asst. Fire Chief, Training Chief, Fire Marshal and Deputy Fire Marshal shall be compensated for unused sick pay upon leaving the city based on an eight (8) hour day up to 90 days or 720 hours.

600.09 Doctor appointments: Members shall not schedule doctor/dentist appointments on their assigned duty day. These appointments should be scheduled for the member's days off. Battalion Chiefs may make exceptions when manpower allows.

600.10 Sick Leave on Holidays: Personnel who chose to use sick leave on city recognized holidays will be required to submit a Doctor's statement to their Battalion Chief prior to returning to duty.

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600.11 Required Doctor's statements: Personnel who are required to submit doctor statements following sick leave shall submit these statements to the Fire Chief's office. The statements will be stamped "received" with the date and then be placed in the members file.

600.121 Doctor statements: A doctor's statement being submitted by a member will only be accepted the onno later than their first shift reporting back to duty and must include; 1) Date of the doctors appointment, 2) Dates that the member was unable to work, 3) Date that the member may return to duty without restriction. Members who suffer with extended illnesses/injuries may be required to submit an updated doctor statement following each appointment.

600.132 Higher Education: Members seeking educational degrees needs to be aware that the City of Galveston requires that you comply with Section 61.302, Texas Education Code.

600.143 Shift exchange: Shift exchange (Swap time) is allowed between two employees. Shift exchange forms are to be completed and signed by all necessary personnel prior to shift exchanges taking place. It will be the obligation of the two individuals to ensure that the shift exchange is completed to one another. There may be extenuating circumstances that arise and these situations will be addressed by a Battalion Chief at his/her discretion.

600.154 Temporary Assigned Duty (T.A.D.): Temporary assigned duty may be granted at the Fire Chief's discretion for the following reasons:

A. To attend a Job related training class/seminar.

Training classes/Seminars may be attended and should have a direct relation to the employee's assigned duty.

B. To attend a department related meeting/conference.

Meetings related to Pension, Emergency management, Texas Commission on Fire Protection and others as they relate to the employee's assigned duties

C. To work on a special department project.

All temporary duty assignments are based on the needs of the Galveston Fire Department. Employees will request TAD through the chain of command, using the TAD request form. Whenever possible, employees will secure vacation time prior to submitting the TAD request. Employees granted TAD will not be eligible for overtime/fire watch while assigned TAD. Employees will not be marked on the overtime/fire watch hiring lists. An employee will retain their original assigned duty upon completion of the TAD assignment.

600.165 Maternity Leaves: Employees requesting maternity leave will need to contact City of Galveston Human Resources through the department's chain of command, for current city policy.

600.176 Light Duty: Personnel assigned to light duty will work Monday through Friday 0800 – 1700hrs unless otherwise directed by the Fire Chief.

600.187 Employee Assistance Program (EAP): City of Galveston employees are provided EAP services. This program is available through the city's Human Resources. Employees may contact Human Resources directly for the program.

700.00 SAFETY PRACTICES

700.01 Riding Positions: All persons riding on fire apparatus shall be seated and secured to the vehicle by seat belt / shoulder harness any time the vehicle is in motion. Riding on tailboards or other exposed riding positions is specifically prohibited. Standing, while in /on a vehicle Standing up in "jumpseats" at any time while the vehicle is in motion, is specifically prohibited. Drivers shall not move fire apparatus until all persons on the vehicle are seated and secured with seat belts in approved riding positions.

700.02 Protective Clothing/SCBA: All on duty personnel shall have their PPE on the apparatus they are assigned to during their shift. Personnel will wear ALL of their protective clothing, including protective hoods, when responding to fires. Driver's are excluded from this requirement. The use of pull up boots in fire fighting is specifically prohibited. SCBA will be WORN AND USED when working in areas where:

- 1) The atmosphere is hazardous.
- 2) The atmosphere is suspected of being hazardous.
- 3) The atmosphere may rapidly become hazardous.

Concentrations of products in excess of their Threshold Limit Values (TLV) shall constitute a hazardous atmosphere. These hazardous conditions are assumed to be present at ALL structure fires and most incidents such as vehicles and large trash container (dumpster) fires.

In addition to the above, all personnel working below ground level, such as in a trench or pit, or inside any confined space, such as a tank or other vessel, or above ground level where escape is limited, such as on a roof, shall be provided with SCBA and shall use that SCBA unless the safety of the atmosphere can be established by testing and continuous monitoring.

700.03 Equipment storage in apparatus cabs Only personal protective equipment, map books, clipboards and portable department radios are allowed to be kept unsecured in the cab of any apparatus. All other equipment on an apparatus shall have a secured place on the apparatus or inside of a compartment.

700.04 First report of Injury This report must be filled out and submitted anytime an injury occurs, no matter how minor it is. It will be the responsibility of the Captain and the injured employee to make sure the report is completed and submitted prior to the injured member leaving the station at the end of his/her shift.

700.05 Emergency Response: Legal speed limits shall be adhered to unless weather and/or weather conditions make speed unsafe. Officers and Drivers shall be held responsible for adherence to this rule. When responding to alarms, Drivers shall get the apparatus to the scene quickly and safely maintaining control of the apparatus at all times. Traveling against traffic on a one-way street is prohibited unless directed by the Company Officer and only after exercising due caution.

700.06 Apparatus Limits: No apparatus will be taken off of a hard surface without due-caution exercised and instructions received from the officer in charge of the apparatus. Trucks may be turned around on narrow roads after the exercise of due-caution and instructions of the officer in charge of the apparatus. Fire apparatus shall not be used for towing or pushing purposes.

700.07 Safety Training Program: Personnel may be required to attend an 80 hour safety training program based on their history of job related injuries. The Fire Chief will determine which employees shall attend. The course would be held Monday – Friday 0800 – 1700hrs, under the direction of the Training/Safety Division. The purpose of this course is to assist personnel in become safety conscious and to reduce the number of injuries occurring.

700.08 Fire Department Ladders Members operating on the scene of an emergency shall only use Fire Department ladders to access above/below ground areas when ladders are needed. The use of private contractor ladders or personal ladders to perform emergency operations is discouraged unless there is no other option..

800.00 OVERTIME/FIRE WATCH HIRING PROCEDURES

of 5a stating, and A/L- Administrative Leave
800.01 Hiring procedures

A witness shall be present when hiring is in progress. They are to assist the Battalion Chief with this process. The Battalion Chief has the final authority on hiring issues.

Hiring shall be rank for rank, unless that rank's list has been exhausted. Then the Battalion shall elevate from that shift and the next lower rank shall be called for overtime.

Overtime Board shall be used anytime fire dept. personnel are hired for minimum staffing.

Off duty Battalion Chiefs shall leave a copy of their old (last shift) daily roster sheet on the Battalion Chief's clipboard to aid the other 2 Chiefs in knowing who was off and for what reason.

Fire Watch Board shall be used anytime fire dept. personnel are hired for anything other than minimum staffing.

If a person accepts a Fire Watch detail, then later cancels for any reason other than a medical emergency requiring a doctor's note, he or she **shall** be removed from the Fire Watch Board for a period of **one year**.

If a Doctor's note has been presented to the Chief's Office stating a person will be off for a period of time, the slot would be a known sick slot and pre-assignment shall be made.

A person that has called in sick is not eligible for any call out type overtime until that person has reported back to their assigned shift, and O/S shall be placed by their name.

If an employee that has been called or paged and calls back before the position has been filled, he or she shall be hired and all others called after him or her shall not receive a mark.

Personnel hired shall report to assigned overtime station within 1 hour of accepting overtime.

The following codes shall be used when marking the overtime and fire watch boards.

W-Work	L/D-Light Duty
S-Suspended	R-Refusal to work overtime
O/H-Off Hurt	N/C-No Contact
O/S-Off Sick	A/L- Administrative Leave

A person that is off on Jury Duty, Funeral Leave, or TAD (short term assignments only, not to exceed 10 shifts) shall not be called for any type of overtime until he or she has reported back to their assigned duty shift.

Persons with APPROVED swap time shall not be called for any type of overtime on the day of the swap only. This includes both parties.

Persons with APPROVED Kelly Day swap shall not be called for any type of overtime. This includes both parties.

When hiring is required for emergency calls NO marks will be placed on the Overtime Board for the individuals who reported to the scene. When a crew is required for standby after a major incident, the on-scene commander or designee will hire from those individuals that reported for the alarm, hiring according to rank and seniority. No marks will be placed by the names of those hired at the incident.

If a person is on their Kelly Day (no swaps), and is called for overtime by Their shift, they have the option of either accepting or refusing the overtime. No mark will be put by their name if they refuse.

If a person is on vacation, and is called for overtime by their shift, they have the option of either accepting or refusing the overtime. No mark will be put by their name if they refuse.

For all city holidays, a list from each shift should be turned over to the on duty Battalion Chief for that holiday with names of personnel that want to be called for overtime. These personnel should be the only persons called and marked. This will aid the B/C in only making a limited number of calls.

When a list enters into the last column of empty blocks the on-duty Battalion Chief shall make a new list. At that time, if any names are out of order or new names need to be added, the Battalion Chief shall place the names in the correct order.

All pre-assignments shall be made the prior shift. If minimum staffing is not met on the on-duty shift, then hiring shall be rank for rank.

800.02 Fire Watch Hiring

A message will be sent via the Everbridge Notification system for Fire watch positions including; hot roof jobs, explosive details, fire watch for a specific business (i.e.... night clubs, hotels).

The on duty Battalion Chief, FMO representative or the Safety/Training Division Chief will be responsible for sending these messages. The message will be sent in the following manner;

- a. The shift that just got off
- b. The shift that has been off for 1 day
- c. All shifts

Ten minutes will be allowed for call backs before calling the next shift in the order listed. This will only apply when no one fills the position based on the initial message.

The message will include job type, location, start time and a call back number. Persons interested in working will call the callback number and either speak to the person hiring or leave a message. If after ten minutes, the job has not been filled, the person hiring, with a witness present when possible, will fill the position based on the order of call back messages. 1st caller gets the position. For jobs requiring more than one person, the positions will be filled based on the order of call backs and rank if necessary.

800.03 Reporting for Fire watch duty: Members reporting for fire watch duty shall report to the assigned location in the appropriate uniform no less than 30 minutes prior to the start time. Battalion Chiefs may make exceptions when short notice is given.

800.04 Lap over time Members who are held over due to an insufficient staffing level, shall ask their respective Captain to notify the Battalion Chief in charge if they wish to receive lap over pay.

800.05 Special Event Hiring: (Special events include; Mardi Gras, Bike Rally and Dickens.) When special event hiring takes place, all interested personnel shall submit their name to the Battalion Chief charged with Hiring. When the hiring is done, the Battalion Chief will call those interested in working to verify that they want a specific assignment. The individual must accept or refuse the assignment. Personnel not wishing to work will not be called.

9800.00 COMMUNICATIONS

9800.01 Terminology: When using department radios or representing Galveston Fire Dept. while communicating over a radio channel, personnel shall use clear text to communicate. 10 Codes will not be used by Galveston Fire and Rescue personnelGalveston Fire Dept. personnel will not use 10 Codes.

Responding: To be used when a unit/apparatus is responding emergency traffic to an incident.

Enroute: To be used when a unit/apparatus is proceeding non-emergency traffic to an incident

On Location: To be used when a unit/apparatus arrives on scene

Staging: To be used when a unit/apparatus is on scene but the crew is waiting in the apparatus for an assignment or for a scene to be secured by law enforcement.

Back in Service: To be used when a unit/apparatus has completed an assignment and is available for response.

Returning: To be used when a unit/apparatus is returning to their assigned station.

Back on the floor: To be used when a unit/apparatus is back at their station

Mobile in District: To be used when a unit/apparatus will be out of the station and available for call.

Delayed Response: To be used when a unit/apparatus is available for call with a brief delay in responding.

Out of Service: To be used when a unit/apparatus is unable to respond. The Battalion Chief shall be notified when this is related to a mechanical issue and/or personnel issue.

900.02 Battalion Chief's & Captain's Log book: At the beginning of a new shift, the Captain shall read all entries recorded in the Station Log since their last tour of duty. The Captain shall be responsible for entering complete information pertaining to their tour of duty. Example of information to be posted in the Station Log---

- Time shift change takes place and weather conditions
- Names of personnel on duty at station, absences and reasons
- Notable changes, repairs, breakdowns in equipment or station fixtures
- Responses – incident #, dispatch time, and location
- Work of any kind - cleaning, hose maintenance, etc.
- Accident to either personnel or apparatus
- All other pertinent information concerning apparatus, personnel, or station

900.04 Station computers: Computers are to be used for department business. Members may have access to the Internet with the station captain's approval. Captains shall monitor and be responsible for computer usage. Visits to illegal or immoral sites are prohibited and may result in disciplinary action

900.05 City E-mail: Station captains will be required to check station e-mail at the beginning of each shift, during the shift and as directed to stay informed of department communications, policies and training.

900.06 Dispatch Problems: Personnel who experience problems with dispatch shall report these issues in writing through the chain of command.

900.07 Transmitting Confidential information When the need arises that a member must transmit confidential information to another unit or dispatch, they shall have the other unit or dispatch switch over to a back up channel. Personal information including telephone numbers shall not be transmitted across the primary radio channel.

330.07 Station Supplies and Utilities: Captains shall be held responsible for preventing the waste of utilities and station cleaning supplies. Thermostats should be set at a reasonable temperature when cooling and heating and steps shall be taken to reduce utility costs. Fifty (50) degrees is sufficient for engine rooms in winter. Unnecessary lights, especially outside lighting during the day, should be turned off.