

WESTERN RESERVE JOINT FIRE DISTRICT RULES AND REGULATIONS MANUAL

Introduction To The Manual

This manual is an official publication of The Western Reserve Joint Fire District. It contains the policies, procedures, directives, rule and regulations established to direct all firefighters in carrying out their duties and responsibilities. The Fire District Administration has determined that all procedures, rules and regulations that appear in this manual are orders and must be followed.

Throughout this entire manual, the words of any gender shall include any other gender, as the context shall require.

Knowledge of Manual Contents

It shall be the responsibility of every firefighter to have knowledge of all policies, procedures, directives, rules and regulations contained in this manual. This manual is not intended to cover every situation that may arise and much has been left to the discretion and intelligence of the individual firefighter. A thorough understanding of and compliance with this manual will enable you to perform your duties in a satisfactory manner. A violation of any of the policies, procedures, directives, rules or regulations in this manual may be grounds for disciplinary action.

Issuing The Manual

Every firefighter, upon being issued a manual, will sign a dated form indicating that the firefighter has received a manual. The firefighter is then required to read the manual completely, within sixty days of receiving it. At the end of the sixty-day study period, the firefighter will sign a dated form indicating that the firefighter has read and understands the manual. In the event that a firefighter does not understand any part of the manual, the burden is upon that firefighter to contact his immediate supervisor for clarification within the sixty day study period.

Manual To Be Kept In Good Condition

Firefighters will be held responsible for their manual. Each firefighter is obligated to keep the issued manual in good repair by replacing torn covers or pages. Firefighters are also responsible for making appropriate changes, insertions, updates and deletions as directed.

Use of Manual

Firefighters will consult this manual if they have any questions as to their responsibilities or proper procedures. If, upon consulting the manual, a firefighter has a question that is still unanswered, a supervisor shall be contracted and his instructions shall be followed. It shall then be the responsibility of the supervisor to forward to the Fire Chief a written report detailing the manual omission, if any, and a recommendation of material to be included in the manual for clarification.

On-Line Availability

In lieu of providing the rules, policies, procedures, or standard operating guidelines or procedures to firefighters in paper format, the District Board may choose to provide the information electronically on-line or in other electronic format.

Fire Officer's Authority to Modify Rules, Regulations or Procedures

- All Rules, Regulations, and SOP's that have been previously written and adopted are hereby rescinded.
- The following Rules, Regulations, and Procedures shall be adopted and shall remain in full force and effect until they are changed by the Fire Chief.
- The Officer In Charge has the right to use full authority and discretion to modify any Rule, Regulation, or Procedure in this document as necessary, provided there is a justifiable reason for such modification. The Fire Chief shall be notified of such modification and reasoning.
- These Rules, Regulations, and Procedures shall conform to all laws, including the Ohio Revised Code and Federal Law.