

RULES AND REGULATIONS MANUAL

TABLE OF CONTENTS

- I. Introduction

- II. Mission Statement
 - a. Department History
 - b. Joint Resolutions
 - c. Department Leases

- III. Department Structure
 - a. Job Descriptions
 - 1. Fire Chief
 - 2. Asst. Chief
 - 3. Fire Captain
 - 4. Fire Lieutenant
 - 5. District Training Officer
 - 6. Firefighter
 - 7. District Secretary
 - a. Asst. Secretary
 - 8. EMS Coordinator
 - b. Organizational Chart

- IV. Department Records
 - a. District Records

- V. Codes of Conduct
 - a. Personal Conduct
 - b. Orders

- c. Personal Hygiene
- d. Alcohol & Drugs
- e. Administrative Information
- f. Departmental Business and Information, Advertising, Sales, and Gratuities
- g. Fire Station Safety
- h. Fire Department Property & Equipment
- i. Department Computers

VI. Appointment Procedures

A. Residency Policy

a. Firefighter

1. Appointment Letter
2. Letter to Schedule Physical
3. Exam Outline
4. HB Vaccine Declination
5. Tetanus Toxoid Declination
6. Agility Test Outline
7. Termination Letter

b. Cadet Program

1. Cadet Appointment Letter

VII. Drug / Substance Abuse Testing

VIII. Criminal Records Check

IX. Discipline

- a. Disciplinary Action
- b. Grievance Procedure

IX. Firefighter Compensation Policy

X. Purchase Order Policy

- c. Request for Purchase Form

XI. Travel Policy

XII. Credit Card Use

d. Marathon Fuel Purchase Procedures

XIII. Sexual Harassment Policy

XIV. Retirement Policy

XV. Training and Education

a. Payment or Reimbursement Policy

1. Education Request & Expense Reimbursement Form
2. Agreement for Payment of Expenses in Excess of \$250.00

XVI. Uniform Policy