

Fort Myers Shores Fire Protection & Rescue Service District



Rules and Regulations

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MISSION, VISION & VALUES

PURPOSE

Provide every member, affiliate, and receiver of Fort Myers Shores Fire Department (FMSFD) service with our Department's Mission, Vision & Values

OBJECTIVE OUTCOME

Provide for the clear communication and reference to the FMSFD Mission, Vision & Values, allowing FMSFD Members to use the information each day and at every interaction with each other and those whom we deliver service.

PROCEDURE

It is recognized that the FMSFD Core Ethos includes our Mission, Vision & Values as our Code of Ethics. This Ethos is a key decision-making tool for every member of the organization. The firefighters, officers, administration, and governing body of the FMSFD acknowledges that the information found in these statements represents the philosophy of the FMSFD and provides a template and resource for decision making and actions in all FMSFD activities.

Mission: To provide exceptional service to the members of our community and beyond through fire suppression, public education, emergency medicine, fire prevention, and community involvement.

Vision: Service Beyond Expectation

Values:

S-Safety

H-Honor

O-Optimism

R-Respect

E-Education

S-Strength



**FORT MYERS SHORES FIRE PROTECTION &
RESCUE SERVICE DISTRICT
RULES & REGULATIONS**

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**FORT MYERS SHORES FIRE PROTECTION &
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100 CONDUCT REGULATIONS INDEX

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**FORT MYERS SHORES FIRE PROTECTION &
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Title	CONDUCT REGULATIONS	Series	100
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101 RULES OF CONDUCT SET FORTH – Rules of conduct of personnel of the Fort Myers Shores Fire Protection & Rescue Service District (*official- F.M.S.F.P.R.D.*, also known as unofficial* F.M.S.F.D.*) are hereby set forth. Modification or changes may be made from time to time by the Fire Chief of the F.M.S.F.D. following review by the F.M.S.F.D. Commissioners.

102 MEMBER RESPONSIBILITY – Each member of F.M.S.F.D. will be responsible for strict compliance with these Rules and Regulations, for maintaining discipline and morale, for prompt reports, for obedience to orders of supervisors, for performing their duty fully and properly, and for the honest and efficient conduct and administration in every respect of their official position.

103 DUTY TO OBEY – Every member of the F.M.S.F.D. will promptly obey, without reservation, the regulations of the F.M.S.F.D. and all lawful orders of a supervisor or superior officer and will conduct his or her personal and official life so as to bring credit to the Fort Myers Shores Fire Department.

104 CIVILITY – All personnel of the F.M.S.F.D. will be civil, orderly, diligent, discrete, courteous, and patient, as a reasonable person is expected to be, in any situation, and will not engage in any altercation, physical or otherwise, whether on duty or not, with any other member or employee of the department.

105 QUESTIONS FROM CITIZENS – All personnel of the F.M.S.F.D. will answer questions from citizens in a courteous manner and, if unable to supply an answer, will make every effort to obtain the answer for the citizen. A member of the department will avoid argument and unhesitatingly give their name in a courteous manner to any person who so requests. A courteous manner will be construed to mean: Yes sir; Yes ma'am and Thank you.

106 TRUTHFULNESS – A member or employee of the F.M.S.F.D. will speak the truth at all times and under all circumstances. In cases in which he or she is prohibited by regulations of the department to divulge facts within his or her knowledge, he or she will decline to speak on the subject.

107 PROFANITY – Profanity or indecent language is prohibited in the presence of the public or in any situation where it is perceived to be offensive.

108 ABUSIVE LANGUAGE – Superiors will always be just, dignified, and firm in their relations with subordinates, and will refrain from violent, abusive or immoderate language in giving orders and directions.

109 CONDUCT OR SPEECH – Members or employees will avoid conduct or speech that is subversive to good order and discipline. They will treat each other with the utmost courtesy and respect and at all times refrain from making any derogatory remarks concerning each other. They will direct and coordinate their efforts to establish and maintain the highest level of efficiency, morale, and achievement. They will conduct themselves in such a manner as to bring about the greatest harmony among the various units in the department.

110 CRITICISM AND GOSSIP – Members and employees will not destructively criticize the Department or its policies, programs, actions or Officers, or perform any acts or make any written or oral statements which tend to bring them into disrepute or ridicule, or which tend to interfere with the reasonable supervision or proper discipline of the department. Members will not gossip about any other member or employee to their discredit, whether the subject is true or false. Members having any issue against policy, procedure, or other members, will take the matter up through the official channels. However, if the resolution of the issue is not handled to the employee's satisfaction through the official channels, the employee may speak directly to the fire chief.

111 RESPECT – While on duty, a member or employee will display courtesy and respect toward one another and all members of the public.

112 CONDUCT AT EMERGENCY SCENES – Members of the Department will conduct themselves professionally and efficiently at all incidents. Shouting or boisterous language will not be permitted.


113 CONDUCT IN QUARTERS – All members will refrain from unnecessary roughness and misuse of the fire department facilities. "Horseplay" will be strictly prohibited.

114 CONTROVERSIAL DISCUSSION – A member or employee of the Department will not speak derogatorily of any nationality, race, gender or religion.

115 OFFICIAL BUSINESS CONFIDENTIAL – Members and employees of the F.M.S.F.D. will treat as confidential and official, all business of the department. They will not impart the same or any part thereof to anyone except those for whom it is intended, or as directed by proper authority. This is construed to include medical confidentiality.

116 WRITTEN COMMUNICATIONS – Members or employees of the F.M.S.F.D. are forbidden to use the official letterhead of the department or to release any written or printed report or communication that may be construed to represent an official communiqué of the F.M.S.F.D. without the consent of the Fire Chief.

117 TOBACCO FREE - The F.M.S.F.D. is a tobacco free facility, including vaping.

	FORT MYERS SHORES FIRE PROTECTION & RESCUE SERVICE DISTRICT RULES & REGULATIONS			
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200 NEATNESS & PERSONAL HYGIENE INDEX

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Civilian Personnel

- 204 HAIR
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LINE PERSONNEL

201 APPEARANCE - A member or employee of the F.M.S.F.D. will be neat and clean

202 HAIR AND FACIAL HAIR - In the interest of personal safety: Hair will be kept neat and will have an appearance within the F.M.S.F.D.'s regulations at the discretion of the Fire Chief or Officer-in-charge, so that it is presentable to the public with the department's interest in mind. Hair on the forehead will not hang below the eyebrows, side burns will not infringe on the area of the S.C.B.A. face piece seal, and the back will not extend past the bottom of the collar. "Man buns" and ponytails are prohibited.

The face will be kept clean-shaven, but a short neatly trimmed mustache may be worn if the employee passes the department FIT test. Mustaches will be short and neatly trimmed and will not infringe on the area of the S.C.B.A. face piece seal. Handlebar mustaches are prohibited.

* In case of a physical defect, the Fire Chief or Fire Commission can waive the above restrictions.*


203 JEWELRY - No earrings will be worn on duty. No rings or excessive jewelry will be worn on duty with the exception of a wedding ring.

CIVILIAN PERSONNEL

Civilian personnel will abide by the same rules regarding "Neatness and Personal Hygiene" as line personnel with the following changes:

204 HAIR - Hair will be kept neat and will have an appearance, at the Fire Chief's discretion, so that it is presentable to the public with the department's interest in mind.

205 JEWELRY - Jewelry will have an appearance, at the Fire Chief's discretion, so that it is presentable to the public with the department's interest in mind.

	FORT MYERS SHORES FIRE PROTECTION & RESCUE SERVICE DISTRICT RULES & REGULATIONS			
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300 PERSONAL CONDUCT INDEX

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301 POSSESSION OF ILLEGAL DRUGS – A member or employee of the F.M.S.F.D. will not bring, place or permit to be brought or placed, or allow to be kept in any vehicle, building or other location within the department, any illegal intoxicant, exhilarant, hypnotic, hallucinogenic, or narcotic.

302 USE OF DRUGS – A member or employee of the Department will not use or render himself or herself unfit for duty through the use of any narcotic, exhilarant, hypnotic, hallucinogenic, or toxic drugs unlawfully administered. A member or employee of the F.M.S.F.D. will be fit for, and subject to, duty at all times except when sick, injured or hospitalized.

303 USE OF INTOXICANTS – A member or employee of the F.M.S.F.D. will not use intoxicating beverages, nor consume intoxicants in any form or in any manner while on duty, in uniform or eight (8) hours before reporting for duty.

304 FALSE INFORMATION ON RECORDS – A member or employee of the F.M.S.F.D. will not appropriate for his own use any property from a fire scene, fire investigation, fire inspection or medical incident nor convert to his own use any property held by the department for evidence.

305 MARKING OR DEFACING OFFICIAL NOTICES – A member or employee of the F.M.S.F.D. will not mark, alter, deface or mar any printed or written notice, memoranda, general order or directive relating to department business. A member or employee of the F.M.S.F.D. will not mark, alter, mar or deface any notice posted on any bulletin board or blackboard maintained by any of the divisions and stations of the F.M.S.F.D.

306 POSTING PERSONAL NOTICES – A member or employee of the F.M.S.F.D. will not post any personal notices of a derogatory nature regarding any member or employee or company of the department. Bona fide and legitimate personal notices will be posted on bulletin boards only with the prior review and initialing by the Fire Chief or his designated representative.

307 PAYMENT OF DEBTS – Any member of the Fire Department who incurs any personal obligations beyond their ability to pay, will be recommended to the department's E.A.P. (employee assistance program) before corrective action. Repeated complaints, inability to

maintain compliance or refusal/failure to do so will be subject to corrective action.

308 CONSORTING WITH CRIMINALS – A member or employee of the F.M.S.F.D. will not consort with convicted criminals if it will discredit the fire department.

309 MEMBERS OBSERVANCE OF FIRE CODES – Members of the F.M.S.F.D. will observe and report any and all infractions of the State of Florida Fire Codes and ordinances of the County of Lee that pertain to the Fire Department.

310 INSURANCE INVESTIGATION – A member or employee of the F.M.S.F.D. will not give any testimony or statements to an Insurance Investigator concerning fires without the permission of the Fire Chief or his designee.

311 WITHHOLDING EVIDENCE – A member or employee of the F.M.S.F.D. will not fabricate, withhold or destroy any evidence of any kind.



**FORT MYERS SHORES FIRE PROTECTION &
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401 KNOWLEDGE OF FIRE DEPARTMENT RULES & REGULATIONS – Every member or employee of the F.M.S.F.D. will have a copy of the Rules and Regulations of the Fort Myers Shores Fire Department. Such copy will remain the property of the F.M.S.F.D. and will be returned to the department when a member separates there from. Every member or employee will be familiar with the provisions thereof, and will insert in their copy all changes as they occur.

402 EFFECTIVENESS OF ORDERS – All Rules and Regulations, Department Orders, Department Memos or other orders printed upon authorized departmental forms that have been signed or digitally uploaded by the Fire Chief, will have the same force and effect as a Department Regulation.

403 CONFLICT OF ORDERS – In the event of a conflict of orders, a member or employee of the F.M.S.F.D. will make known to the superior officer issuing the last order that a conflict of orders exists. Should the superior officer not change his order, his order will be obeyed by the member or employee. The last order given will be obeyed and members or employees obeying such an order will not be held responsible for disobedience of an order, nor for a violation of the Regulations.

404 KNOWLEDGE OF IDENTITY OF SUPERIOR OFFICERS – It will be the duty of every member or employee of the F.M.S.F.D. to know the identity of his superior officers.

405 DUTY TO REPORT INFORMATION – It will be the duty of every member or employee of the F.M.S.F.D. to report to his commanding officer any information given to him in good faith by any citizen regarding matters that indicate a need for F.M.S.F.D. action.

406 ASSISTANCE TO FELLOW MEMBERS – Members or employees of the F.M.S.F.D. are expected to be firm and calm in their actions at all times and in times of peril will act together to protect each other from danger. A member who shirks from danger or responsibility when duty requires that he think clearly and act decisively will be deemed unworthy of a position in the F.M.S.F.D.

407 PHYSICAL EXAMINATION – All members or employees will have a complete physical examination prior to starting employment in the Fire Department. Employees will also expect to be available for annual physical examinations. All physical examinations will be made

by a licensed medical doctor. Members and employees will be notified by an officer as to the time and date of their physical examination.

408 RESPONSIBILITY FOR F.M.S.F.D. PROPERTY – The actual custodian or user of any F.M.S.F.D. property will be responsible for the safe keeping and proper use of the property during the time that the custodian has control of the property, and he will return the property upon demand of the proper authority.

409 CARE OF F.M.S.F.D. PROPERTY – Every member and employee of the F.M.S.F.D. will make every effort to conserve the physical resources of the department. Negligence in the use and care of the F.M.S.F.D. Property, abuse, misuse, willful or negligent loss or destruction is not only cause for departmental punitive measures, but also requires restitution. In more serious cases, such malfeasance may incur the liability for prosecution in the Courts.

410 LOST OR DAMAGED DEPARTMENT PROPERTY – Members or employees of the F.M.S.F.D. will promptly report in writing to their commanding officer the loss, damage or unserviceable condition of any department property assigned to them or under their control. The commanding officer will forward the report to the Fire Chief.

411 ROUTINE MORNING TRANSFER OF INFORMATION - Each and every morning shift change requires a smooth transfer of information from the off going shift to the on-coming shift. Each captain or acting captain will pass along any and all information that is pertinent to the on-coming captain or acting captain. Each engineer or acting engineer will pass along any and all information that is pertinent to the on-coming engineer or acting engineer. Each firefighter will pass along any and all information that is pertinent to the on-coming firefighter(s).

Since the current work schedule is 24 hours on duty and 48 hours off duty it is also important to pass along any information that may affect not only the on-coming shift but also the following shift. Pertinent information will be construed to mean all of the following but not limited to the following: staffing level issues; overtime; vacation or sick time use; apparatus issues including the degree of preparation vehicles are in to respond to emergency incidents or any maintenance issues that may interfere with the normal response of the vehicle; condition of the station and any maintenance issues concerning the grounds, physical station, or interior furnishings and fixtures; any special events that require the on-duty shift's attendance; any public relations issues or events the on-coming shift should be aware of or be aware to pass on to the next shift; training issues or training classes that are scheduled or training issues or training classes that need to be scheduled; any payroll issues that the administrative assistant needs to be aware of; and any issues or messages that need to be transferred to the fire chief or any other administrative officer; etc.



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501 CHAIN OF COMMAND – The F.M.S.F.D. chain of command is a graduated sequence of authorities for the purpose of giving every member or employee, leadership and to provide a process of imparting department orders and policies, expediently and efficiently to the concerned members of the F.M.S.F.D. Any member or employee of the department desiring to discuss, or have received any matter of decision related to their career as a member of the F.M.S.F.D., will have the right to do so, but must adhere to the chain of command. The chain of command chart is attached as Appendix A.

502 REPRESENTING THE FIRE DEPARTMENT – A member or employee of the F.M.S.F.D. will not give a lecture, demonstration or represent the department in any way at any club or gathering without first receiving the permission of the Fire Chief.

503 TELEPHONE & ADDRESS REQUIREMENTS – Within one (1) month after initial appointment, each member or employee will acquire telephone service and will keep the Administrative Assistant informed of the home address and the telephone number. The employee will, immediately upon changing addresses, notify the Administrative Assistant of the new address. The employee will be responsible for updating such information for the Florida Department of Health and the Florida State Fire Marshal’s office for their certificates.

504 COMMENDATION – Whenever a member or employee is commended by a citizen for outstanding service, a copy of the letter of commendation will be maintained in the employee’s personnel file. Should a member receive such a letter directly from a citizen, they will forward the same to the Fire Chief.

505 SKILLS ASSESSMENT – Members and employees of the F.M.S.F.D. will be subject to a yearly Skills Assessments rendered by their officers. All probationary employees will be subject to a Skills Assessment prior to the end of their probationary period.

506 ON THE JOB INJURY REPORTS – Whenever members or employees are injured while on duty, however slight such injury may appear at the time, the immediate superior of said injured member or employee will investigate the accident or injury and notify: the Fire Chief, administrative assistant and safety committee. An F.M.S.F.D. workers’ compensation form will be filled out and FMIT will be contacted.

507 REPORTING ILLNESS – In the event an employee or member of the F.M.S.F.D. becomes ill during a regular or normally scheduled tour of duty, the member or employee will immediately notify the duty officer and will at that time request sick leave. Should a member or employee of the F.M.S.F.D. become ill or be injured prior to reporting for duty on a regular scheduled tour of duty, he will notify the superior officer of the shift on duty not less than one hour prior to the start of the scheduled tour of duty by calling (239) 694-2833. Proper notification of the member or employee’s telephone number and address as to where located during the period of illness or injury will be given by the member or employee when such call is made.

508 SENIORITY – A member’s or employee’s seniority status in the F.M.S.F.D. will be construed to mean and be determined by the length of continuous uninterrupted service in rank, rate or grade and where the length of continuous uninterrupted service in rank, rate or grade is the same for two (2) or more of such employees, then, in that event, the employee who obtained the highest score on the examination for appointment to the rank then held will have the seniority.

509 AUTHORIZED LEAVE – TRADING OF TIME – The guidelines for the trading of time will be as follows as stated in Article 19 of the Union:

1. A Time Exchange Request must be approved by the shift supervisor, if longer than 4 hours in duration. If the substitution is to be 4 hours or less it must be verbally approved by the shift supervisor.
2. Trading of time will be on a rank for rank basis, unless said member is qualified to work in an “acting capacity” or as otherwise approved by the Fire Chief.
3. All exchange time shall be submitted and approved prior to the time requested. If the parties involved know both the substitute and payback dates, these dates shall be submitted on a single sheet, to both the shift officers impacted by this request.
4. It is up to the employees of the department to keep track of time owed by employees for whom they have worked, as permitted by the Fair Labor Standards Act. All paybacks for shift exchanges shall be the employee’s responsibility and not that of the Employer.
5. An employee that utilizes sick leave during a shift payback shall be required to submit a proof of illness within 2 shifts upon returning to work. Failure to provide this proof of illness may be grounds for having 1.5 hours of sick leave deducted from your accrued sick leave time for each hour of that trade time period.

510 RESPONSIBILITY OF TIME SWAPS – When a member or employee has agreed to work for another member or employee, the member agreeing to work will be held responsible for the tour of duty so scheduled. If due to sickness, the member is unable to fulfill the agreement, he will notify the initiating member of his situation. In case the member is unable to be located,

the agreeing member will try to locate another member to fulfill his agreement and notify the member's superior officer of the situation.

511 OFF DUTY EMPLOYMENT – Each employee will inform their off duty employer of their affiliation with the F.M.S.F.D. and of the possibility of call back to duty in time of emergency fire or disaster situation. They should also, for their own protection, make sure their employer makes provision for Workmen's Compensation Insurance.

512 APPOINTMENT – Requirements for appointment to the Fort Myers Shores Fire Department will be dependent upon the Regulations of the Florida Bureau of Fire Standards and Training and the discretion of the Fire Chief with the concurrence of the Board of Fire Commissioners.


513 SEPARATION FROM F.M.S.F.D.

RESIGNATION – Resignations will be in writing to the Fire Chief.

DISMISSAL – Dismissal or discharge of a member or employee will be made only after a full and complete investigation by the Fire Chief.

RECEIVING FINAL CHECK – Any member or employee being separated from the Department for any cause whatsoever, will turn in all property belonging to the Fire Department before receiving his final check.

REINSTATEMENT – Reinstatement of separated member or employee will be done at the discretion of the Fire Chief.

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601 AUTHORITY OF THE FIRE CHIEF – Department hearings are administrative in nature and fall within the scope of the Fire Chief’s administrative authority incidental to his command of the F.M.S.F.D. The Fire Chief is directly responsible to the Board of Fire Commissioners for discipline, training, efficiency, and morale of all members of the department, and may promulgate such rules and regulations as necessary to accomplish that end.

602 AUTHORITY OF COMPANY OFFICERS & DIVISION OFFICERS – An Officer in command having rank of Acting Captain or above, may relieve a member of the Department from duty under the following circumstances:

1. For insubordination or,
2. For reporting to duty or being on duty after having consumed alcoholic beverages or drugs in an amount which is perceptible or,
3. For any immoral or criminal act or,
4. For illness or disability which in the judgment of such superior officer renders the member unable to perform his duties.
5. Members relieved from duty will be relieved with pay until a complete investigation is concluded.

603 SUPERIORS TO MAINTAIN DISCIPLINE – The word “Discipline” is synonymous with “Education”, therefore, all superior officers have the duty to administer timely corrections thought necessary to maintain discipline, efficiency, good order and morale. Such correction will not be construed as being punitive in nature. Properly administered counseling by superiors is intended to prevent the necessity for later and more severe corrective measures.

604 VIOLATIONS OF RULES & REGULATIONS – When a member or employee accepts an appointment to a position on the F.M.S.F.D., they have of their own free will placed themselves under the jurisdiction of the fire department administration. They have assumed the responsibility for the consequences of their own violations of the Rules and Regulations established by Administration. A violation of Rules and Regulations need not be a punishable crime or offense under existing statutes for it to be considered as punishable under the provisions

of the Rules and Regulations of the Department. The Rules and Regulations are promulgated to be obeyed. Failure to obey them, regardless of motive, is sufficient cause for corrective action.

605 INFORMAL CORRECTIVE ACTION – Informal corrective action will be construed to mean such action taken by superior officers and acting officers in the proper execution of their command authority where punishment as such, is not imposed; such informal action or corrective measures include, but are not limited to the following: Counseling, Correction, Admonition, Reassignment, Transfer and Oral Reprimand.

606 FORMAL CORRECTIVE ACTION – Formal corrective action will be construed to mean such action taken by superiors against subordinates where actual punishment is imposed. The results of such formal action will be made a permanent record in the department and in the personnel file of the offending member. Formal corrective action includes, but is not limited to the following: Written Reprimand, Suspension, Demotion and Dismissal. Formal corrective action may include remediation.

607 PUNISHABLE OFFENSES – The following are among the offenses for which a member or employee of the F.M.S.F.D. may be subject to corrective action. These items set forth are considered to be illustrative and are not necessarily comprehensive. They will include, but are not limited to:

1. Officers who knowingly fail to take official cognizance of violations.
2. Disobedience of an officer's lawful order.
3. Neglect of duty, incompetence or inefficiency.
4. Absent without leave or inexcusable tardiness.
5. Conduct unbecoming an Officer, Engineer, Firefighter or other members or employees.
6. Disobedience or violation of these Rules and Regulations or other general orders or memorandums issued and posted from time to time by the Fire Chief.
7. False official statements, oral or written.
8. Neglect of enforcement of Rules or Regulations by any authority.
9. Negligence in the care of property, its abuse, misuse, waste or willful destruction.
10. The willful commission of a felony.
11. Malfeasance, misfeasance or nonfeasance.
12. Intoxication on duty.

13. The misuse of drugs.
14. Conduct prejudicial to the public peace or welfare.
15. Using profane or insolent language or showing disrespect to a member of the Fire Department or a citizen.
16. Willful acts that are conducive to disorder within the Fire Department or that deter its objectives.
17. Not complying with the Rules and Regulations, Policies, Department Orders, Department Memos, Strategic Operating Guidelines and/or protocols.


608 INVESTIGATIONS – When violations and offenses occur, investigations will be conducted to determine the facts. An officer who completes the investigation into the violation or offense will forward their findings to the Fire Chief.

609 CONDUCT OF INVESTIGATIONS – A member or employee of the F.M.S.F.D. will cooperate fully with the Fire Chief or his duly authorized representative in the conduct of any investigation where the same involves the conduct or activities of said member or employee and any refusal to cooperate or refusal to answer any questions which may be put to any such member or employee will be taken and held to be a violation of these rules.

610 FUNDAMENTAL RIGHTS OF ACCUSED – Constitutional guarantees such as the Fifth Amendment or its State counterpart may not be invoked in department investigations. Ignorance of the Regulation may not be offered as a defense, since every member of the department is provided with a copy of the Rules & Regulations and is required to be familiar with them.

611 INTERNAL REPORTING – All exchanges of official information transactions and correspondence within the department is required, with few exceptions, to reduce to writing any intra-departmental communications of an official nature. Such correspondence will be in the form of a memorandum. Letters from members or special reports addressed to the Fire Chief will be substantially formed as “TO. FROM, SUBJECT” in the interest of uniformity.

612 TESTING – Testing will be conducted as needed for confirming proficiency and for promotions between ranks.

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700 VEHICLE REGULATIONS

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- 703 DRIVER RESPONSIBILITY
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701 AUTHORITY TO OPERATE

VALID STATE LICENSE – No person will operate a Fire Department vehicle unless he has a valid Driver’s License issued by the State of Florida.

DEPARTMENT PERMISSION – No person will operate a Fire Department vehicle or mobile unit of any kind without first receiving permission from a superior officer entitled to give such order or permission.

702 OPERATION OF VEHICLE – The driver of an authorized emergency vehicle, when responding to an emergency, or when responding to but not returning from a fire alarm, may exercise the privileges set forth in this section, but subject to the conditions herein stated. The driver of an authorized emergency vehicle, except when otherwise directed by a Law Enforcement Officer may:

1. Proceed past a red or a stop signal or stop sign, but only during such time as all visual and audible warning devices are operational and after stopping as may be necessary under the conditions for safe operation.
2. Exceed the maximum posted speed limits by 10 mph. so long as they do not endanger life or property.
3. Disregard regulations governing direction of movement or turning in specific directions, so long as he does not endanger life or property.

703 DRIVER RESPONSIBILITY – The foregoing provisions will not relieve the driver of an authorized emergency vehicle from duty to drive with due regard for the safety of all persons nor will it be construed to permit the driver of an authorized emergency vehicle to pass one or more school buses which have stopped and have displayed signal lights or visual signs indicating the discharge or receipt of individuals from the same. In such case, the operator of the emergency vehicle will proceed only after a proper signal is given by a traffic control officer, police officer or the operator of the bus or buses.

Before the apparatus is moved, it is the driver’s responsibility to make sure the vehicle will clear all obstructions and that all equipment is secured.

704 BOARDING MOVING EMERGENCY VEHICLES – No member or employee of the F.M.S.F.D. or other individual will board or attempt to board any moving fire apparatus or fire department vehicle either in the station or on the street unless it will be an emergency performed to stop the movement or slow the movement of an unattended vehicle.

705 RIDERS – No persons other than authorized F.M.S.F.D. members or employees or other authorized County officials will be permitted to ride F.M.S.F.D. apparatus en route to or returning from a fire unless special permission is obtained from the Fire Chief. Anyone granted special permission to ride along must sign a “General Release” form which will be kept on file in the administrative offices of the F.M.S.F.D.

706 BACKING UP OF VEHICLES – F.M.S.F.D. apparatus will not be backed up without the assistance of a member at the rear of the apparatus directing the driver, making sure it is safe to back the vehicle.

707 UNATTENDED FIRE DEPARTMENT STAFF VEHICLES – The drivers of the F.M.S.F.D. staff vehicles will lock the ignition and remove the key, when applicable, upon exiting the vehicle, and when leaving the vehicle parked unattended for more than brief periods; the driver will raise the windows and lock the doors. Fire department staff vehicles will not be left unattended while out of quarters. (Staff car code 54321)

708 VEHICLE CHECKS – Any member or employee assigned to vehicle checks will report anything unusual concerning the vehicle to the superior officer making the assignment.

709 DAMAGE ASSIGNMENT – Accidents involving an F.M.S.F.D. vehicle will be investigated by the operator’s superior or other officers assigned by the Fire Chief. The findings of the investigating officer or officers and the Police Accident Report may be reviewed by a committee assigned by the Fire Chief to determine careless or negligent action. The Fire Chief may then refer the recommendations of this committee to the Board of Fire Commissioners. A Driver’s Accident Reporting packet will be filled out on every accident and turned in to the Fire Chief.

710 INJURIES TO PERSONS OR PROPERTY – Whenever a member or employee of the F.M.S.F.D. is involved in an accident while operating a department vehicle or in any way injures a person or damages any property, the member or employee will immediately notify his superior officer.

711 APPARATUS MAINTENANCE REPORT – The apparatus maintenance report will be kept in the Captains’ office and it is the Captains’ responsibility to keep the report current. The Apparatus Maintenance Report book will include all items of importance that have occurred concerning the apparatus including a cost analysis of repairs and maintenance.


712 REFUELING AND CLEANING OF VEHICLES

1. *REFUELING* – All vehicles will maintain at a minimum $\frac{3}{4}$ full tank of fuel when

in quarters and will not be refueled inside quarters or any department facility. Only extraordinary conditions will be cause for variation of this regulation.

2. *APPARATUS FUEL & FLUIDS RECORD* – Fuel & DEF (diesel exhaust fluid) purchases will be recorded and logged in Firehouse reporting system.

713 PPE ON APPARATUS – Personal protective equipment (PPE) will consist of turn out gear, S.C.B.A., safety vest and ballistic vest and helmet. PPE will be checked first thing in the morning and will remain in ready condition throughout the tour of duty. Safety vests will be worn on all calls in parking lots and busy roadways except where bunker gear is being worn. It is the responsibility of the employee to immediately notify their superior officer or Fire Chief if any article of PPE has been damaged or lost.

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800 EMERGENCY OPERATING PROCEDURES

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801 RESPONSIBILITY FOR EQUIPMENT – Each member will be responsible for carrying out the assigned duties related to his post or position.

1. Member will be responsible for their personal equipment.
2. When relieving a member from a position to which they are assigned, member will check all equipment related to their assignment and be responsible for its readiness.
3. Member will report immediately to their superior officer any malfunction or missing equipment.
4. Member will familiarize them self with the use of all equipment related to their assignment.

802 RESPONSE TO E-911 CALLS

1. At the sound of the alarm all members will proceed quickly, safely and quietly to their assigned vehicles.
2. For non-medical responses, all members except Chief Officers and drivers will suit-up in turn out gear and S.C.B.A. as needed for IDLH atmospheres and remain on their respective assigned vehicle until directed by the officer in command of the vehicle.
3. Each company will respond by the most direct and safe route with regard to road and weather conditions, and the company officer will see that all rules governing drivers are enforced.
4. The driver / operator will observe and be responsible for the speed of the vehicle as registered on the speedometer and not allow the speed to exceed 10 M.P.H. above the posted speed limit.
5. During response to an alarm all members will be alert, ready to receive orders and preplan their course of action as may be required.

6. When following another vehicle to an alarm, remain approximately 200 feet to the rear of the proceeding vehicle and do not pass unless receiving a clear signal from the leading officer to do so.
7. The first arriving officer will, give a size-up for the situation by radio and assume Command, Operations, Safety and Accountability roles until assigned to another incoming member.
8. During the change of command, the officer or acting officer being relieved will give a “face to face” situation report to the officer or incoming member accepting command.
9. All arriving companies will report to command on the designated TAC channel for their assignment.
10. If no emergency is found at the location given in the alarm assignment, the first officer on the scene will verify the address with Lee Control.
11. When a company responding to, or returning from an alarm discovers another emergency, the company officer will stop, advise Lee Control of the existing conditions, ask for secondary assistance if necessary, and then with the equipment at hand immediately make every effort to perform rescue and extinguishment as required.
12. When an apparatus is unable to respond to an alarm, the company officer will notify Lee Control, which will dispatch additional equipment and will notify the officer in charge.

803 FIRE GROUND PROCEDURES

1. A company officer or engineer will establish: Command, Operations, Safety and Accountability while directing crew assignments until they are able to transfer command to an incoming member.
2. The officer in command will return companies to service as soon as possible.
3. When the officer in command leaves the scene, he will designate the officer or acting officer to be left in command.
4. Turn out gear will be worn until permission for removal is granted by the officer in command.
5. The officer in command of any fire scene will notify the Fire Chief and the Deputy Chief-Fire Marshal at their earliest convenience. A F.M.S.F.D. Fire Findings / On-Scene Checklist will be filled out on every fire.

6. Officers will instruct their companies in the detection and preservation of the causes of fires and every effort will be made to avoid the destruction or removal of such evidence by anyone other than members of the Fire Investigation team.
7. *ADDITIONAL EQUIPMENT* – All requests for additional equipment or aid will come from command.
8. *COMPANIES NOT ENGAGED IN FIRE FIGHTING* – All members not engaged in firefighting as a company, will remain at their assigned position or apparatus. No member will leave his assigned post until authorized by his company officer or higher authority. Freelancing is strictly prohibited by any member.
9. *AID COMPANIES IN ACTION* – All companies other than the first arriving company will, if necessary or unless otherwise ordered by the officer in command, aid those already in action in whatever evolution necessary.
10. *APPARATUS NOT IN USE* – A driver whose apparatus is not in use will not position his apparatus such that it impairs the approach of other responding apparatus or firefighting equipment.
11. *RELIEF OF COMPANIES* – If the on-coming crew reports to a fire, and when in the judgment of the officer in command it is necessary to hold the additional men at the fire, he may keep both crews until such time as he considers the services of the off-going crew are no longer required.

804 MOVE-UP OF COMPANIES

1. *NOTIFICATION* – The officer in command, at his discretion, will notify the dispatcher to activate MAC (minimal acceptable coverage) to the station left vacant by a company involved at the scene.
2. *COMMAND OF STATION* – When requested to provide MAC for another station, the company officer will assume command of the station when he arrives and will retain such command until properly relieved.
3. *ANSWERING ALARM* – When a company is answering an alarm the company officer will use the assigned radio number for the apparatus to which assigned.

805 RETURNING TO SERVICE

1. *RELEASE FROM SCENE* – When companies have been released from the fire scene by the officer in command, they will return to quarters and immediately account for all equipment used, DECON (see procedures), reload their apparatus with clean, dry hose if they laid a line at the fire scene. The company officer will note how much hose and equipment was used, and he will notify Lee Control as

their company is back in service.

2. *INVENTORY OF EQUIPMENT* – The company officer will keep a correct inventory of all tools and appliances carried on the apparatus, together with the number of sections of hose and upon return from any alarm, a truck check will be made and the employee conducting the check will report any damaged or missing equipment to his superior officer.

806 RESPONSE AND FIRE REPORTS – The ranking member on scene will be responsible for making written reports on all emergency responses of their apparatus on the department's electronic reporting system. These reports will be accurate and will contain the events of the emergency, including conditions found upon arrival, action taken, equipment used and any other information necessary to make the report complete. All computer entries will be reviewed by the officer in charge and signed to attest accuracy.

807 OFF DUTY RESPONSE – Members and employees off duty are encouraged to respond to duty when called upon to do so by the Fire Chief or their designee.

808 VALUABLES FOUND ON SCENE – Any member or employee while at an emergency scene who find any valuables whatsoever, will see that they are not moved or touched in any way and will see that the officer in charge of the emergency is notified without delay. This also includes firearms and explosives. We will not remove anything from the scene without the owner/occupant's permission. In the event that items are requested to be removed by the owner/occupant, the officer in charge will be notified. If possible a Lee County Sheriff's Office deputy will be called to the scene to take custody of valuable/suspicious item(s) and or situations.



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901 GENERAL APPEARANCE

1. All on duty members and employees of the F.M.S.F.D. will be expected to maintain a neat and orderly appearance when in uniform and/or performing department business or functions.
2. All off duty members and employees of the F.M.S.F.D. will be expected to maintain a neat and orderly appearance when visiting or attending fire stations, fire department property or official fire department functions.

902 REGULATION ISSUE AND RESPONSIBILITY THEREOF

1. Firefighting equipment assigned to a member will remain his property during his tenure of service. A record will be kept of all personal protective gear issued to all members.
2. All such issue will be deemed regulation issue, will be the only issue worn and will be the responsibility of the individual to maintain and be accountable for said issue. Members are expected to maintain all department issued items.

903 UNIFORM AVAILABLE – All members and employees of the F.M.S.F.D. will be required to have an extra uniform when on duty.

904 CONDITION OF UNIFORM – All uniforms will be kept clean as possible while on duty. This will include combat and non-combat uniforms. When such rips, tears and soiling occurs, it will be the responsibility of the individual to restore the issue to acceptable appearance, subject to approval of his immediate superior. If a uniform becomes dirty, member will be required to change into a presentable uniform.

905 BADGE, NAMETAG, INSIGNIA – When wearing Class A uniform, the badge, nametag and insignia will be kept free of dirt, corrosion and blemishes and attached securely and properly to coat or shirt. (During normal duty the badge may be worn on the belt.)

906 HELMET – The helmet will be kept as clean as conditions dictate. It will be inspected at

the beginning of each duty day for cracks, broken lining sweatband, etc. The face shield will be kept clean and as free as possible of scratches and abrasions. The helmet shield will be tightly secured. The helmet will not be worn on the back of the head. It will be required to be worn by all personnel at the fire scene.

- 907 **TURN OUT GEAR** – When conditions dictate, turn out gear will be donned and properly secured per the manufacturers recommendations. Turn out gear will be kept as clean as possible. No turn out gear will be tampered with by another member. With proper authorization from the officer in charge, turn out gear not issued to a member may be allowed to be donned by another member.
- 908 **SELECTION, CARE AND MAINTENANCE OF PERSONAL PROTECTIVE EQUIPMENT** – Personal Protective Equipment will be cleaned and inspected in accordance with NFPA 1851, Standard on Selection, Care and Maintenance of Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting, and NFPA 1500, Standard on Fire Department Occupational Safety, Health, and Wellness Program.
- 909 **GLOVES** – Gloves will be worn at all times on fire and emergency alarms where there exists a reasonable assumption that the hands, fingers, palms or wrists may be exposed to injurious circumstances. They will be kept clean and dry as conditions and time allow.
- 910 **UNIFORM ON FIRE OR EMERGENCY ALARM** – When in quarters, all members, except Chief Officers and engineers, will be fully suited in turn out gear before the apparatus moves. At the discretion of the officer in charge, turn out gear may be taken off and the regular duty uniform can be worn on apparatus return to quarters.
- 911 **OFF DUTY ATTIRE** – It will be prohibited for any member of the F.M.S.F.D. to wear the uniform or any part thereof supplied by the department when off duty, unless so directed by the Fire Chief or while traveling to or from work. Members will use common sense and due diligence choosing attire when attending conference or conventions.
- 912 **FLAG ETIQUETTE** – Members or employees of the F.M.S.F.D. in uniform will honor all flags, banners colors and dignitaries of the United States of America and allied nations being hosted by the same.
1. *HAND SALUTE* – The hand salute will be rendered upon the approach of the colors.
 2. *NATIONAL ANTHEM* – Will be honored and respected. If in Class A uniform, member will salute, if in Class B uniform, member will uncover and place their right hand over their heart.
 3. *RAISING AND LOWERING OF NATIONAL COLORS* – During formal rising and lowering of National Colors the same courtesies will be extended as during the playing the National Anthem.



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1000 STANDARD STATION RULES

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1001 LOUNGING OF UNDESIRABLES – There will be no allowances made for lounging about the station or F.M.S.F.D. property for undesirable or intoxicated persons nor will any bed or room be occupied by any person not a member of the department and not assigned to and on duty at the station, except by permission of the Fire Chief.

1002 IMPARTIAL TREATMENT OF MEMBERS – Members will be treated impartially in assignment of duties and otherwise. Prejudice on account of religion, politics or color will not be tolerated nor will unfair advantage be taken of a subordinate because of his obligation to obedience.

1003 COMFORT OF MEMBERS – The comfort and convenience of members will be given consideration and promoted in every reasonable way consistent with the Rules and Regulations and fulfillment of the F.M.S.F.D.s obligations to the public.

1004 WAKING OF MEMBERS – On duty members are required to rise at 6:30 a.m. The bunkroom will be neat and orderly by 7:00 a.m.

1005 OCCUPYING OF BEDS – Beds will not be occupied by members during normal work hours, 7:00 a.m. to 4:00 p.m. or as outlined in the collective bargaining agreement.

1006 FIREARMS – The Fire Chief or his designee will be notified when firearms or explosive devices are at the station. There are no exceptions to this rule. In general any firearms on F.M.S.F.D. property will have a trigger lock applied and be locked in the employee's personal vehicle.

1007 BULLETIN BOARD - It is the responsibility of each member of the Department to keep themselves familiar with all information posted on the bulletin boards and the Training Calendar.

1008 PERSONAL TELEPHONE CALLS - Personal telephone calls will be refused for members during class-time, unless stated by the caller that it is an emergency.

1009 LONG DISTANCE TELEPHONE CALLS

1. Members will not accept long distance collect calls on F.M.S.F.D. telephones.
2. Members will not make personal long distance telephone calls on F.M.S.F.D. telephones except in an emergency and with the authorization of the officer in charge of the shift.
3. Whenever a long distance phone call is made the Administrative Assistant will be notified of the date, time, and duration of the call. Long distance personal phone calls are not permitted without the permission of the Fire Chief.

1010 TELEPHONE ETIQUETTE - All members and employees will answer telephone calls on F.M.S.F.D. telephones at stations and offices in the department by stating their name, title and station.

1011 PARKING OF PERSONAL VEHICLES – Parking of personal vehicles of members or employees, their families and friends will be limited to those areas so designated, but will be prohibited in any area designated for department vehicles or in front of any door or on any ramp which may impede the movement of any fire apparatus.

1012 APPARATUS AND HOSE CARE

1. *PRIORITY OF APPARATUS AND FIRE HOSE* – Upon return to quarters or to any station by apparatus engaged in activities involving the use of fire hose, causing such apparatus to be out of front line service or reserve service, priority will be to return apparatus to service, secondly to initiate immediate procedures to return any hose used in aforementioned activities to hose storage facilities as soon as possible. Said procedure will include cleaning, washing, drying, rolling, racking, or any additional steps deemed necessary by the company officer to satisfactorily fulfill this requirement.
2. *INSPECTION OF FIRE HOSE* – Attention will be given to all hose for any signs of abnormal wear or condition. Should any such condition be noted by the company officer or firefighter, the information concerning such condition will be reported to the Fire Chief. If said condition cannot be rectified, said length of hose will be removed from service and identification number noted and record made of the removal. Abnormal conditions will include, but not be restricted to, chemical contact, damaged threads or coupling, torn or punctured lining and de-vulcanization.
3. *WASHING FIRE HOSE* – After proper draining and inspection the hose will be properly washed following the manufacturer's recommendations. Piling of hose will be avoided if it impairs proper draining.
4. *DRYING OF FIRE HOSE* – After proper draining, inspection and washing hose will be dried for a period of twenty four (24) hours or until dry on each side. Piling of hose will be avoided.

5. *STORAGE OF FIRE HOSE* – After hose has been properly washed, inspected, drained and dried, it will be rolled and then will be placed on hose storage rack with the coupling to the aisle or the apparatus floor. There will be no wet or damp hose placed on the storage rack.
6. *FIRE HOSE RECORDS* – The F.M.S.F.D. will record and store all information of each length of hose, including but not restricted to, manufacturer's name, brand name, date of manufacture, date put into service, all test dates, all repair dates, out of service date, etc. The Fire Marshal and the Captains will be responsible for all hose records.
7. *RESPONSIBILITY FOR FIRE HOSE & APPARATUS EQUIPMENT* – The shift Captain will be responsible for all hose and equipment assigned to the apparatus in his command. The Captain or Acting Captain will be accountable for the location of all hose and equipment at any time. In their absence from the station in the nature of temporary transfer, vacation, etc., the Acting Captain will assume the Captain's responsibility in all fire hose and equipment matters and will transact any and all required fire hose and equipment activities with expedience and diligence.
8. *ANNUAL REPORT OF FIRE HOSE* – The Fire Chief will require hose record information to be compiled and dispatched once a year per his instructions or those of his duly appointed designee.
9. *HARD SUCTION* – Hard suction fire hose will be exempt from the maintenance articles of this section. However, after every use it will be inspected for, but not limited to, cracks, damaged couplings or gaskets and de-vulcanization.
10. *BOOSTER HOSE* – When booster hose has been used, it will be washed, inspected and re-rolled on the hose reel.



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2001 COMPLIANCE WITH RADIO DISPATCHERS – All messages transmitted over the F.M.S.F.D. radio communications system by any member or employee of the department will be direct and concise. No member will disobey or refuse to heed any communication transmitted by the officer in charge unless directed to do so by a superior officer. The officer whose transmission is overruled must be so notified. Neglect to comply with the instructions of the officer in charge will be regarded as a violation of these Regulations.

2002 UNNECESSARY TRANSMISSION - Unnecessary radio transmission is prohibited.

2003 RADIO PROCEDURE EXAMPLE – “Lee Control, Fort Myers Shores Engine 82 is en route to the call” or “Lee Control, Engine 82 is en route.” Use of the Mobile Data Terminals may be used when appropriate.

2004 CODES – The F.M.S.F.D. will use clear-text during all radio transmissions.

2005 NON-DISPATCHED MOVEMENT OF COMPANY – It will be the responsibility of the company officer to inform the dispatcher of any movement of his company.

2006 OPERATION OF COMMUNICATIONS EQUIPMENT BY NEW MEMBERS – New members and employees of the F.M.S.F.D. will not be allowed to operate radio equipment in vehicles and stations until they have become familiar with proper radio procedures.

2007 MALFUNCTION OF COMMUNICATIONS EQUIPMENT – Any malfunction of communications equipment will be reported to the officer in charge as soon as possible.

2008 EAVESDROPPING – A member or employee of the F.M.S.F.D. will not eavesdrop on any telephone conversation in the department.

2009 CLARIFICATION - These Rules and Regulations will in no way override, supersede, or come in conflict with the Fort Myers Shores Fire Commission By-Laws.

2010 ANNUAL REVIEW - Rules and Regulations will be reviewed annually.