

ORGANIZATIONAL STRUCTURE

1:01:00 CITY OF EDINBURG:

1:01:01 The City of Edinburg was founded on October 10, 1908 and was known as "Chapin". Records indicate a Commission form of government after its incorporation on September 19, 1919, consisting of one Mayor and two Commissioners. On May 5, 1928, a City Charter was adopted and recorded with the Secretary of State. On April 5, 1949, the present City Charter, and City Council-City Manager form of government was adopted and has been amended several times.

Present: The City Council form of government consists of one Mayor and four City Council members. The City Council is a law-making and policy-making government body. The City Council is elected for a three year term, elected at large, by places, and majority vote required. Elections are held on the first Saturday in May.

1:01:02 The City of Edinburg is a home rule city and the City Council by Charter may by ordinance prescribe the manner in which any power of the City shall be exercised, except as otherwise provided for by the constitution of the United States and the State of Texas.

In 1982 the City Council authorized codification of all ordinances of a general and permanent nature into a volume entitled City of Edinburg Code of Ordinances. The Code consists of an indexed compilation of the laws of the City and the City Charter and is revised biannually to include new ordinances or amendments to existing laws. Copies are available at the City Secretary's Department for public review.

1:01:03 The City Manager has established an organizational structure, which identifies each city department, created by the Charter or the Code of Ordinances and established lines of authority.

1:02:00 FIRE DEPARTMENT:

1:02:01 The Fire Department was established by City Charter in Article 5 entitled “Fire Prevention and Protection”. Section 1 of Article 5 of the Charter dictates the Fire Department to be composed of a Fire Chief and as many Lieutenants and Assistants as the Board of Commissioners may deem advisable.

1:02:02 In addition to the provisions of the Charter, the Board of Commissioners adopted Chapter 50 of the Code of Ordinances entitled “Fire Prevention and Protection”. This chapter of the Code of Ordinances identifies the authority and the responsibility of the Fire Department.

1:02:03 On October 30, 2013 City Ordinance 30.028 was adopted by the Board of Commissioners of Edinburg and established October 30, 2013 as the date Edinburg Fire fighters would begin to operate under Municipal Civil Service, Chapter 143 of the Texas Local Government Code.

1:02:04 The Fire Department is divided into eight divisions, which are:

- | | |
|--------------------|-------------------------|
| 1. Administration | 5. Fleet Maintenance |
| 2. Operations | 6. Buildings Structure |
| 3. Fire Prevention | 7. Emergency Management |
| 4. Training | 8. Volunteer |

1:02:05 The Fire Department has two types of employees.

1. Paid Fire fighters who are certified by the Texas Commission of Fire Protection Personnel Standards and Education and are referred to as Civil Service Personnel and are governed by Municipal Civil Service, Chapter 143 of the Texas Local Government Code.
2. All other employees are considered to be Civilian Personnel and are not covered by the Civil Service Law.

1:02:06 Civil Service positions in the Fire Department are:

NON-CLASSIFIED PERSONNEL

1. Fire Chief
2. Assistant Chief

CLASSIFIED PERSONNEL BY CITY ORDINANCE

1. Deputy Chiefs
2. Captains
3. Lieutenants
4. Drivers/Apparatus Engineer
5. Fire fighters
6. Entry Level Fire fighter (Certified)
7. Entry Level Fire fighter (Non-Certified)

1:02:07 Designations:

1. The Fire Chief, Assistant Fire Chief, and Deputy Chiefs are considered to be Staff Officers.
2. Lieutenants in the Operations Division are considered to be Company Officers.
3. The Fire Prevention Deputy Chief is considered to be the Fire Marshal.
4. The Fire Prevention Captain is considered to be the Assistant Fire Marshal, and
5. Lieutenants in the Fire Prevention Division are considered to be Fire Prevention Officers.

DIVISION FUNCTIONS

2:01:00 ADMINISTRATION:

- 2:01:01** Administration is composed of the Fire Chief's Office.
- 2:01:02** The Chief of the department shall be appointed by the City Manager and confirmed by the Mayor and City Council.
- 2:01:03** The Chief is the executive head of the department and is directly responsible to the City Manager for the proper and efficient operation of the department.
- 2:01:04** The Fire Chief shall:
1. Supervise, regulate, manage the department and shall have control of the activities of all divisions of the Fire Department.
 2. Direct operations at major emergencies when necessary.
 3. Prescribe the responsibilities of officers and personnel of the department.
 4. Establish the Rules, Regulations, and Guidelines as may be necessary and desirable.
 5. Enforce the Rules, Regulations and Standard Operating Guidelines of the Fire Department, Policies of the City of Edinburg, the Civil Service Law, State and Federal Laws either specifically by the Chief or through subordinate officers by delegation.
 6. Reorganize any division or company when in his/her judgment, such reorganization would best serve the department.
- 2:01:05** Nothing contained in these Rules and Regulations, shall be construed to limit the authority granted by the Fire Chief of the Fire Department by the City Council or by the State Laws in the extinguishment of fire or in taking the necessary precautions to prevent the spread thereof or in servicing other types of emergencies to which the Fire Department has responded.

(This page left blank intentionally)

2:02:00 OPERATIONS DIVISION:

2:02:01 The Operations Division will be under the administration of the **DEPUTY CHIEF'S (DC)** who will report to the Fire Chief.

2:02:02 Risk Management duties for the Fire Department will be assigned to the Deputy Chief's and may include the following functions:

1. Coordinate occupational safety and health activities for Fire Department personnel
2. File documents, develop and implement plans to mitigate accident and illness causes and investigate all accidents and major illnesses.
3. Coordinate physical fitness program for Fire Department personnel
4. Coordinate employee assistance program
5. Coordinate SARA Title III "Employee Right to Know Law" plan for the Fire Department
6. Coordinate vehicle and equipment maintenance programs
7. Coordinate risk management activities with the City of Edinburg Risk Management as required
8. Satisfy city Emergency Management responsibilities as required
9. Coordinate with and assist other city departments as required
10. Coordinate with and assist non-city agencies and persons as required
11. Coordinate with and assist other Fire Department divisions as required

2:02:03 The Operations Division will be divided into three shifts of personnel:

A – Shift

B – Shift

C – Shift

2:02:04 Each shift will be under the administration of one Operation Lieutenants who will report to the Deputy Chief.

2:02:05 The primary functions of the Operations Division are:

1. Life safety/rescue
2. Fire control and extinguishment
3. Water supply coordination and maintenance as required
4. Communications coordination
5. Pre-fire planning as required
6. Fire Prevention public education as required
7. In-service training for Operations personnel
8. Maintenance of apparatus, equipment, SCBA, Compressors, and facilities
9. Emergency Management responsibilities as required
10. Coordinate with and assist other City departments as required
11. Coordinate with and assist non-city agencies and persons as required
12. Coordinate with and assist other Fire Department divisions as required

2:03:00 FIRE PREVENTION DIVISION:

2:03:01 The Fire Prevention Division will be under the administration of the **FIRE MARSHAL (FMDC)** who will report to the Fire Chief.

2:03:02 The Fire Prevention Division will be staffed with **Fire Prevention Officers (FPO)** at the rank of Lieutenant and will report to the **Assistant Fire Marshal (AFM)** The Assistant Fire Marshal will report to the Fire Marshal.

2:03:03 The primary functions of the Fire Prevention Division are:

1. Conduct the Fire Prevention program for the city and coordinate Fire Prevention activities with other Fire Department divisions
2. Coordination and follow-up of Fire Prevention inspections conducted by Operations personnel
3. Conduct Fire Prevention inspections
4. Conduct Fire Origin and Cause Investigations
5. Enforcement of fire codes
6. Enforcement of other related codes
7. Conduct Fire Prevention and fire cause training
8. Public fire education/information
9. Coordinate with and assist other city departments as required
10. Coordinate with and assist non-city agencies and persons as required
11. Coordinate with and assist other Fire Department divisions as required.

2:03:04 Fire Prevention Investigations

Fire Prevention Personnel will adhere to the established investigation Guidelines when conducting Fire Origin and Cause Investigations. Copies of these Guidelines will be located at Fire Prevention, Fire Marshal and Administrative Assistant's offices.

(This page left blank intentionally)

2:04:00 TRAINING DIVISION:

- 2:04:01** The Training Division will be under the administration of the **DEPUTY CHIEF (DC)**, who will report to the Fire Chief.
- 2:04:02** The Training Division Deputy Chief will serve as the Edinburg Fire Department Training Coordinator.
- 2:04:03** The primary functions of the Training Division are:
1. Develop and implement comprehensive training programs for the Fire Department
 2. Evaluate and test competency of personnel
 3. Coordinate training requirements with all divisions
 4. Assist Civil Service Director as required with promotional examinations and entry level examinations
 5. Coordinate with and assist other city departments as required
 6. Coordinate with and assist non-city agencies and persons as required
 7. Coordinate with and assist other Fire Department divisions as required

2:05:00 FLEET MAINTENANCE DIVISION:

2:05:01 The Fleet Maintenance Division will report and be under the administration of a **DEPUTY CHIEF (DC)**.

2:05:02 The primary functions of the Fleet Maintenance Division are:

1. Fleet Maintenance shall be responsible for all maintenance and care of all equipment and vehicles.
2. Develop a Preventative Maintenance Program to insure timely and proper preventative maintenance to equipment and vehicles.
3. Coordinate and be responsible for all daily, weekly and monthly checks of all equipment and vehicles.
4. Coordinate all procurement and purchasing related to equipment and vehicle repairs.
5. Provide Fire Chief with daily updates on equipment and vehicle in-service status.

2:06:00 BUILDING AND FACILITIES DIVISION:

2:06:01 The Building and Facilities Division will report and be under the administration of a **DEPUTY CHIEF (DC)**.

2:06:02 The primary functions of the Building and Facilities Division are:

1. Building and Facilities shall be responsible for all buildings and facilities in the Edinburg Fire Department possession or control.
2. Coordinate and conduct all maintenance and repairs for all buildings and facilities.
3. Conduct inspections weekly or more as needed to determine need for maintenance and repair of facilities.
4. Follow-up on all work order received for buildings and facilities of the Fire Department.
5. Supervise the Volunteer Dorm Program.
6. Coordinate and submit work orders and/or work to respective departments or vendors for repair of any building or facility.
7. Coordinate all procurement and purchasing related to buildings and facilities.

2:07:00 EMERGENCY MANAGEMENT DIVISION:

2:07:01 The Emergency Management Division will report and be under the administration of a **DEPUTY CHIEF (DC)**.

2:07:02 The primary functions of the Emergency Management Division are:

1. Assist Fire Chief with the City of Edinburg Emergency Management Plan.
2. Assist in review, revision and implementation of the Emergency Management Plan and the annexes related to the plan.
3. Coordinate and instruct classes and programs designed to demonstrate the use of the Emergency Management Plan and courses which teach personnel how to implement the plan.
4. Assist in all grant programs direction, application, administration and deployment upon award.
5. Assist Fire Chief in pre-disaster, disaster, post disaster, deployment and mitigation efforts.

2:08:00 VOLUNTEER DIVISION:

2:08:01 The Volunteer Division will report and be under the administration of the **FIRE CHIEF (FC)**.

2:08:02 The primary functions of the Volunteer Division are:

1. The volunteer firefighter shall be governed by and shall follow all Edinburg Fire Department Rules & Regulations and Standard Operating Guidelines.
2. The volunteer firefighter shall be governed by all rules and regulations and standing rules identified by the Edinburg Volunteer Fire Department, Inc.
3. The volunteer firefighter shall not be governed by Civil Service Rules of firefighters, but shall respect the process and procedure that the Civil Service employee must follow.
4. The Civil Service firefighter shall not be governed in any way by the Edinburg Volunteer Fire Department, Inc.; Rules and Regulations, Constitution and By Laws or standing rules related to their employment or job performance.
5. The Edinburg Volunteer Fire Department, Inc. Rules and Regulations, Constitution and Bylaws and Standing Rules are "Appendix A".

LINE OF AUTHORITY

3:01:00 FIRE CHIEF:

3:01:01 The Chief is the executive head of the Fire Department and is directly responsible to the City Manager for the proper and efficient operation of the Fire Department.

3:02:00 DEPUTY CHIEF'S:

3:02:01 The Deputy Chief's shall serve at the pleasure of the department head.

3:02:02 The Deputy Chiefs' are directly responsible to the Fire Chief and assists the Fire Chief in the proper and efficient operation of the Fire Department.

3:03:00 ABSENCE OF FIRE CHIEF:

3:03:01 In the absence of the Fire Chief, a designated Deputy Chief may be assigned authority and responsibilities of the Fire Chief and may serve as the Acting Fire Chief.

3:03:02 In the absence of the Fire Chief, the Fire Chief may designate a successor. In the occurrence of such designation, such officer will serve as Acting Fire Chief.

3:04:00 HIGHER CLASSIFICATION:

3:04:01 All personnel may, at times, be temporarily designated by the Fire Chief or by his designated representative, to serve in a higher classification, (**ACTING rank**). When so designated to a higher classification, (**ACTING rank**), the person has all responsibilities of the higher classification to which the person was assigned and shall be paid at the base salary in accordance with Section 143.038 of the Local Government Code.

3:04:02 When elevated to a higher classification (**ACTING rank**), the person has all authority of the rank to which the person was elevated with the following exceptions:

1. They will be referred to by the rank in the higher classification.

Example: "Lieutenant" (name)
"Fire Chief" (name)

2. They will **sign** all documents indicating **ACTING** rank on the documentation.

Example: Acting Lieutenant (name)
Acting Fire Chief (name)

3. They will be subordinate to any other ranking person who actually carries the rank at which they are **ACTING**.

(This page left blank intentionally)

INCIDENT COMMAND SYSTEM

4:01:00 INCIDENT COMMAND SYSTEM (ICS): NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

- 4:01:01** The Incident Command System for the Fire Department will be used at all emergency operations.
- 4:01:02** The Incident Command System is described in Standard Operating Guidelines:
- 4:01:03** Life safety will be the first and primary responsibility of all Fire fighters at the scene of an emergency. No other activity will take priority over that of life safety during any emergency.
- 4:01:04** Basic operation guidelines at all incidents should be as:
- Life safety (search and rescue)
 - Locate the fire
 - Confine the fire
 - Extinguish the fire
 - Stabilize the incident

GENERAL REGULATIONS

5:01:00 CITY POLICIES:

- 5:01:01** City of Edinburg Personnel Policies and Guidelines Manual and Disciplinary and Grievance Guidelines will apply to all Civil Service and Civilian personnel of the Fire Department where applicable except where in conflict with the Meet and Confer Agreement or the rules of the Civil Service Commission in which case the Civil Service Commission's rules shall prevail.
- 5:01:02** Where applicable all Standard Operating Guidelines, memorandums, directives, policies, etc., established by the City Manager or his staff which effects Fire Department operations, will be applicable to all personnel of the Fire Department except where in conflict with the Meet and Confer Agreement or rules of the Civil Service Commission in which case the Civil Service Commission's rules shall prevail.

5:02:00 CIVIL SERVICE:

- 5:02:01** All applicable provisions of the Municipal Civil Service Law Chapter 143 of the Texas Local Government Code will apply to all certified Fire fighters in the Fire Department. It will not apply to non-certified (civilian) employees of the Fire Department.
- 5:02:02** "Applicable Fire Department rule or special order" as stated in Chapter 143.051 of the Texas Local Government Code will include but not be limited to all written applicable Fire Department Standard Operating Guidelines, bulletins, memorandums, directives, policies, General Orders, and Fire Department Rules and Regulations.

5:03:00 STANDARD OPERATING GUIDELINES:

- 5:03:01** **Fire Department Standard Operating Guidelines** may be developed and implemented by the Fire Chief to establish standard guidelines of operation not covered by the Rules and Regulations, i.e. Incident Command System, etc.
- 5:03:02** Fire Department personnel will be required to operate in accordance with **Fire Department Standard Operating Guidelines**.
- 5:03:03** Emergency plans affecting Fire Department operations will be considered as Fire Department Standard Operating Guidelines. This includes:
1. City of Edinburg Emergency Operations Plan
 2. Any other applicable emergency plans

5:04:00 RULES AND REGULATIONS:

- 5:04:01** These Rules and Regulations are applicable to Civil Service and Non Civil Service employees.
- 5:04:02** Rules and Regulations will be established by the Fire Chief.
- 5:04:03** The Rules and Regulations shall be applied uniformly to applicable employees.

5:05:00 GENERAL ORDER:

- 5:05:01** A **General Order** is a written order to change, alter, or amend Fire Department Rules and Regulations.
- 5:05:02** **General Orders** will be issued to all personnel and posted on station bulletin boards.
- 5:05:03** **General Orders** are to be consecutively numbered to assure accountability.
- 5:05:04** **General Orders** will remain in effect until such time as the Rules and Regulations are amended to include the contents of the **General Order**.
- 5:05:05** **General Orders** can be issued so as to be temporary and be only in effect for a specific time period.
- 5:05:06** **General Orders** posted on bulletin boards will remain on bulletin boards until they become void or the Rules and Regulations are amended to include the **General Order**.

5:06:00 DIRECTIVE:

- 5:06:01** A **Directive** is a written order issued by the Fire Chief, Staff Officer, or Captain to a subordinate or group of subordinates to direct the subordinate or group of subordinates to:
- Perform a specific task
 - Alter work assignment
 - Change work schedule
 - Report as indicated
 - Transfer work station or shift
- 5:06:02** All Staff Officers and the Fire Chief will receive a copy of each **Directive** issued.
- 5:06:03** The original **Directive** document will be forwarded to Administration to be maintained in a permanent file.

5:06:04 If a **Directive** is issued to all personnel or a group of personnel involving more than one shift at a station, it is to be posted for no less than 10 days.

5:07:00 VERBAL DIRECTIVE:

5:07:01 A **Verbal Directive** is a verbal order issued by the Fire Chief, Staff Officer, Captain or Lieutenant to a subordinate or group of subordinates to direct the subordinate or group of subordinates to:

- Perform a specific job at an emergency incident or at a station, location, or in transit
- Perform a specific task at an emergency incident or at a station, location, or in transit

5:07:02 A **Verbal Directive** will be utilized in the day to day routine operational readiness of personnel, equipment and facilities.

5:07:03 A **Verbal Directive** shall be enforceable until the job and/or task is performed.

INFORMATION / NOTIFICATION

6:01:00 BULLETIN:

- 6:01:01** A bulletin is utilized by the Fire Chief and Staff Officers to provide general information to all personnel.
- 6:01:02** Bulletins are to be posted on all bulletin boards. Bulletins will be posted for a period of 10 days unless the Bulletin itself specifically requires the Bulletin is to be posted for a longer period of time.
- 6:01:03** A copy of each Bulletin will be forwarded to the Fire Chief and Staff Officers and a copy may be retained by the sender.
- 6:01:04** The original document will be forwarded to Administration where a permanent file will be maintained.

6:02:00 MEMORANDUMS:

- 6:02:01** Memorandums will periodically be received from City Hall and other city departments dictating policy or providing information to Fire Department personnel. These memorandums can be posted on bulletin boards when appropriate. They may be in various forms.
- 6:02:02** Memorandums can be used for correspondence between the Fire Department and other city departments as well as inter-departmental correspondence.

6:03:00 OFFICIAL FIRE DEPARTMENT BULLETIN BOARDS:

- 6:03:01** Official Fire Department Bulletin boards are provided for the posting of official documents and information.
- 6:03:02** Documents are to remain on bulletin boards no less than 10 days or no more than 30 days unless the document or the law stipulated otherwise.
- 6:03:03** Non-departmental organizations, groups or individuals may post information on official Fire Department bulletin boards; however, they must first receive prior approval of the Fire Chief before posting any documents or information. Such documents or information must contain the initials of the Fire Chief or his designated representative to indicate approval.
- 6:03:04** Official documents which are required by law to be posted, but which cannot be duplicated, will be posted only on the Administration Bulletin Board located at the Edinburg Fire Department Administration Building.

6:03:05 It will be the responsibility of officers to assure that all personnel under their supervision monitor bulletin boards and be aware of the contents posted.

6:04:00 NOTICES/CIVIL SERVICE:

6:04:01 Notices from the Civil Service Commission for promotion, examinations, entry level testing and other matters will be in accordance with Chapter 143 of the Local Government Code.

6:04:02 Civil Service notices will be placed on the bulletin board located at the Edinburg Fire Department Administration Building as directed by the Civil Service Director.

RESPONSIBILITY OF PERSONNEL

7:01:00 RESPONSIBILITY OF OFFICERS:

7:01:01 The term “Officers” shall include all persons serving as such, either when permanently appointed or when temporarily designated to serve in a higher classification (Acting rank).

7:01:02 Officers shall:

1. Perform the duties, accept the responsibilities and have the authority of the rank which they are occupying, be it either by permanent appointment or when temporarily designated to serve in a higher classification (Acting rank).
2. Enforce the Policies, Rules, Regulations and Standard Operating Guidelines of the Fire Department, and when necessary, reprimand, refer written charges, and make recommendations for temporarily suspending any employee under their supervision when conditions warrant.
3. Assure that all personnel under their supervision maintain competency in performing their duties by conducting training for their personnel.
4. Conduct tests, examinations, and quizzes as needed to determine the competency level of their personnel.
5. Assist personnel under their supervision in preparing for promotion and assist them in preparing to serve in an acting position at the next higher classification.
6. Promote safety in the workplace by setting the proper example for their personnel and by conducting training classes on safety for their personnel.
7. Respond promptly to any questions of their subordinates relative to the interpretation of rules, regulations or general orders.
8. Serve as Incident Commander when they are the first arriving officer. Implement Incident Command System (ICS) Guidelines at fires and other emergencies until the arrival of an officer of higher rank and when relieved of command in accordance with the department’s Incident Command System (ICS).
9. Extinguish fires with the least possible danger to life and property, prevent unnecessary water damage, take precautions against rekindle, and leave the premises in as safe a condition as practical.
10. Submit in a timely and orderly manner reports and records relative to the functions of their positions.
11. As applicable, respond to all general orders, directives, and other information applying to the operation of their command.

12. Inform their relief of occurrences incidental to their tour of duty.
13. Preserve all general orders, notices, communications, and records pertaining to the operation of their respective units until the purpose of such records has been served.
14. Check for completeness and accuracy of all reports with which they are concerned.
15. Refrain from intercepting or delaying any reports or communications to the addressee.
16. Investigate and report to their immediate supervisor any unusual occurrences concerning the department. When required, make written reports containing the facts of the case and forward to the Chief of the department through channels.
17. Maintain the manpower quota of their commands or company and report any deficiency in manpower when efficient operations are impaired.
18. Prevent members from exposure to unnecessary danger while on duty.
19. Report all actions and conduct worthy of merit and recognition.
20. Report all incompetence, inefficiency, misconduct, tardiness, and negligence.
21. Refrain from interfering in operations for which an officer of equal rank is responsible, except with the latter's consent or by approval from a supervisor officer.
22. Make inspections and investigations to keep themselves informed of conditions in divisions, stations, and companies under their supervision.
23. Receive and post documents such as city and departmental memorandums, directives, general orders, etc., including correspondence or notices from the Civil Service Commission; whether it be by U.S. mail or departmental mail, and note in writing on the document the date and time the document was received. In addition, Officers shall:
 - a. Assure that all personnel under their supervision are made aware of the information on the document.
 - b. Post the document on the station bulletin board.
 - c. At the beginning of each work shift, review the station bulletin board, initial each document after reviewing it the first time, and assure that all personnel under their supervision are aware of the information posted on the bulletin board.
24. Keep immediate supervisor informed of their activities and their location when away from their assigned stations.

25. Refrain from exceeding their authority. The wrongful or injurious exercise of authority by any member/s is prohibited and may incur penalty. Personnel acting in obedience to the wrongful or injurious exercise of authority and having voiced their objection to such wrongful or injurious authority shall be protected against penalty.
26. Officers shall have the authority, with justification, to temporarily on a shift basis to adjust, and modify within reasonable tolerances Rules and Regulations all day-to-day station duties and privileges. Officers shall be responsible to assure that such exercise of authority is to be utilized to facilitate the efficiency, readiness, and ability of subordinate personnel in the performance of the Fire Department services provided to the citizens.

7:02:00 RESPONSIBILITY OF ALL CIVIL SERVICE AND VOLUNTEER PERSONNEL:

7:02:01 All Civil Service and Volunteer personnel shall:

1. Show proper respect to the flag and National Anthem of our Country.
2. Not commit any act which might bring discredit upon the Fire Department or any of its personnel.
3. While on duty, not use or have in their personal possession any intoxicant or non-prescribed controlled substance or any doctor prescribed medicine that might hinder their ability to perform their job safely or competently.
4. Not indulge in boisterous conduct or language.
5. Pay their just debts.
6. Obey and show courtesy to officers and acting officers.
7. Report for duty at the appointed time, fit and able to do their duties:
 - a. If unable to report for duty at the appointed time, operations personnel will be responsible for assuring the on-duty Lieutenant and respective Deputy Chief are made aware of the situation prior to 0645 hours.
 - b. If unable to report for duty at the appointed time, administration personnel (40 hour workweek) will be responsible for assuring their supervisor is made aware of the situation prior to 0745 hours.
8. Always exhibit courtesy and respect to the public.
9. Remain at place of assignment unless ordered otherwise by a ranking officer.
10. Maintain the greatest degree of silence compatible with an efficient discharge of duty when operating at an emergency.

11. When acting in obedience to an improper directive and having voiced their objection shall be protected against penalty.
12. Attend all fires or emergencies to which they may be dispatched or detailed, and exert their greatest effort to perform to the best of their ability under all circumstances. Neglectful inefficiency or indifference of members is sufficient cause for disciplinary action.
13. Exercise precautionary measures and good judgment to avoid injury to themselves and others while on duty.
14. Exercise caution to avoid unnecessary damage or loss of department property, and be responsible for safekeeping and proper care of all department property in their charge.
15. Practice economy in the use of supplies and metered services.
16. Participate in drills and other department training activities, as directed, be thoroughly familiar with all equipment they may be required to use in the full performance of their duties, and perform related work as required.
17. Familiarize yourself with, and be obedient to the Rules and Regulations, and Fire Department Standard Operating Guidelines and practices of the department.
18. Accept responsibility for the performance of the duties of higher rank when designated to act in such positions.
19. Operate through their immediate officer in the transaction of department business unless directed otherwise.
20. When dealing with departmental business, be granted permission to talk with a ranking officer other than their immediate supervisor. When a request is made through supervisory channels to see a ranking officer and such request is denied, the member shall be authorized to go directly to the Chief of the department.
21. Promptly notify their immediate supervisor of all matters coming to their attention that might adversely affect the interest or welfare of the department.
22. Report promptly to their immediate supervisor any accident, sickness, or injury occurring to themselves or others while on duty.
23. Submit a written memorandum, to their immediate supervisor, of any change in residential address, mailing address or telephone number. This memorandum is to be made immediately thereafter the change is completed.
24. Immediately report any loss or damage of safety equipment, uniforms, safety clothing, badges, identification cards, or other department property entrusted to personnel. This report shall be sent to their immediate supervisor.
25. Dress properly when representing the department.

26. Keep themselves, uniforms, beds, and lockers in a neat and clean condition.
27. Refrain from disturbing others during sleeping hours.
28. Not sell, give away, nor appropriate any city property for their personal use.
29. Not involve the Fire Department nor personally endorse or recommend any particular service, product, or brand name while engaged in their official capacity.
30. Not be a part to any malicious gossip, report or activity that would tend to disrupt departmental morale, undermine disciplinary Guidelines or bring discredit to the department or any member thereof. *NOTE: THIS RULE IS NOT INTENDED TO PREVENT FIRE DEPARTMENT PERSONNEL FROM EXERCISING THEIR CONSTITUTIONAL RIGHTS GUARANTEED THEM BY THE CONSTITUTION OF THE UNITED STATES.*
31. File notice of resignation at least two (2) weeks in advance of the effective date. Any officer who receives notice of resignation shall immediately forward the notice to the Chief of the department.
32. Address and refer to officers by their appropriate rank.
33. Only participate in approved recreational activities during lunch periods or after 1700 hours on weekdays or after the normal work routine on weekends and holidays.
34. Participate in fire inspections and other Fire Prevention activities as a part of the Fire Department's commitment to prevent fires.
35. Be assigned to or transferred to other divisions, sections, shifts or stations as conditions may warrant.
36. Participate in approved maintenance of station facilities, grounds, vehicles, and all other properties assigned to the Fire Department.
37. Perform such other lawfully approved duties as may be required.

7:02:02 All Civil Service personnel shall abide by the laws of the United States; the State of Texas; the ordinances of the City of Edinburg; the City of Edinburg Firefighters' and Police Officers' Civil Service Rules; all administrative guidelines issued by the City Manager; all department Rules, Regulations, General Orders; Rules of Conduct of the Edinburg Fire Department and Articles of the Firefighters Meet and Confer Agreement.

7:02:03 All Civil Service personnel shall obey all lawful general orders and directives issued by a Ranking Officer such as the Fire Chief, Deputy Chief, Captain, Lieutenant, or an individual designated by the Fire Chief to be the officer-in-charge. Failure to obey any such general order or directive shall be considered insubordination. Upon the receipt of any general order or directive that is in conflict with a previous general order or directive, the person/personnel are to inform the officer who issued the conflicting general order or directive the nature and

conditions of the previous general order or directive. The officer who issued the conflicting general order or directive will evaluate the situation and determine what action needs to be taken.

7:03:00 RESPONSIBILITY FOR CITY PROPERTY PROVIDED TO PERSONNEL:

- 7:03:01** Personnel will be responsible for all city property (i.e., uniforms, protective clothing, safety equipment, radio equipment, etc.) which is assigned to them. The city will not be responsible for, and the employee may be responsible for, the replacement cost or repair cost of city property which is lost, stolen, or damaged due to negligence of the employee.
- 7:03:02** Radio equipment not specifically assigned to a person but assigned to a particular fire unit will be the responsibility of the company officer in charge of that unit.
- 7:03:03** All uniformed personnel will be assigned a locker while on duty to use while on shift.

7:04:00 GENERAL RULES OF CONDUCT:

- 7:04:01** Parties or social gatherings shall not be permitted in any station without special permission from the Fire Chief.
- 7:04:02** Private vehicles shall not be stored in fire stations.
- 7:04:03** Suggestions for improving the department or the well-being of personnel shall be carefully considered when presented to the Fire Chief.
- 7:04:04** All shift personnel shall arise by 0600 hours and have all cleaning activities in living space completed by 0700 hours (such as; trash removal, sweeping, mopping, etc).
- 7:04:05** Shift personnel is not allowed to sleep in the dorm area before 2200 hours.
- 7:04:06** Fire Department tools and equipment shall not be used for personal use, unless authorized by Fire Chief.
- 7:04:07** Anyone, remaining up after 2200 hours shall move into the dayroom or other areas and close the dormitory doors if requested to do so by any on-duty personnel wishing to retire for the day, regardless of rank.
- 7:04:08** Radios, stereos, musical instruments, or other devices should not be played in the sleeping quarters after 2200 hours.
- 7:04:09** Personnel are responsible for having all visitors away from the station at 2200 hours nightly. Visitors will not be permitted at the station between the hours of 2200 hours to 0700 hours. In any case, visitors will not be permitted in the dormitories except when on official business.

- 7:04:10** Personnel will not leave the station grounds for any reason without having first obtained permission of the immediate supervisor.
- 7:04:11** Shift personnel will report for duty at 0700 hours and Prevention and Administration personnel will report for duty at 0800 hours. All personnel will be dressed for duty in appropriate uniform.
- 7:04:12** The company shall test all apparatus at the designated station as assigned.
- 7:04:13** All apparatus shall be appropriately cleaned after every run.
- 7:04:14** After each run, the driver and crew shall be responsible for reloading and refueling the fire apparatus to which assigned if needed to as to get same back in service as quickly as possible.
- 7:04:15** On arrival at any given incident not requiring immediate action, all personnel, except the officer in command, shall stay with their apparatus unless directed to do otherwise.
- 7:04:16** When assigned to a post and given a task to perform at an incident, personnel shall remain at their post until relieved or changed by the officer in command, except when the situation becomes so dangerous as to require the personnel to evacuate their post.
- 7:04:17** Materials which could be considered sexually explicit or offensive in nature, (i.e., magazines, videos, films, etc.) are not allowed in Fire Department facilities.
- 7:04:17** Personal firearms or explosive devices are not allowed on Fire Department properties and facilities.
- 7:04:18** Personnel will not hold the city responsible for personal items lost, stolen, or damaged while on duty or when left at Fire Department facilities while off-duty.

SAFETY

8:01:00 SAFETY OFFICER:

- 8:01:01** The DEPUTY CHIEF'S are assigned as the Fire Department RISK MANAGER'S and will be the primary SAFETY OFFICERS for the FIRE DEPARTMENT.
- 8:01:02** All other chief officers will serve as safety officers of their respective divisions.
- 8:01:03** The Captain will serve as safety officer of his/her area of assigned responsibilities.
- 8:01:04** Lieutenants will serve as safety officers of their areas of responsibilities.
- 8:01:05** The Edinburg Fire Department has the authority to review all issues relating to safety. (i.e., station, equipment, personnel)
- 8:01:06** All Fire Department Personnel will be responsible for their own safety and will be required to perform safety duties and functions as required.

8:02:00 FIRE PREVENTION:

- 8:02:01** Fire Prevention is to be practiced by all Fire Department personnel at all times when on duty.
- 8:02:02** All Fire Department personnel are encouraged to practice Fire Prevention at all times.
- 8:02:03** The Fire Prevention Division will conduct annual inspections of all Fire Department buildings and a copy of the report will be forwarded to all Staff Officers and the Fire Chief.

8:03:00 SMOKE DETECTORS:

- 8:03:01** Smoke detectors and carbon monoxide detectors are to be provided in all Fire Department facilities and maintained in operating condition at all times.
- 8:03:02** Fire Prevention Personnel will be responsible to assure that all smoke detectors and carbon monoxide detectors are maintained and in operating condition at all times.
- 8:03:03** Smoke detectors and carbon monoxide detectors in all Fire Department facilities will be tested monthly.
- 8:03:04** Smoke detector and carbon monoxide detector batteries will be replaced as necessary.

8:03:05 For the purpose of sub-chapter section 08:03:01, the responsibility for replacing and/or repairs of smoke detectors and carbon monoxide detectors for the Fire Department is assigned to Fire Prevention Personnel.

8:04:00 SMOKING:

8:04:01 Smoking will be prohibited at the scene of any incident by Fire Department personnel and any other personnel when appropriate.

8:04:02 A designated smoking area may be designated by the Incident Commander at the scene.

8:04:03 Smoking will be prohibited in any Fire Department vehicle.

8:04:04 Smoking will be prohibited in Fire Department buildings.

8:05:00 GENERAL:

8:05:01 STORAGE OF FLAMMABLE LIQUIDS: Proper storage containers with proper labeling will be used at all times to store flammable and combustible liquids. Containers will be stored in metal cabinets when not in use.

8:05:02 WIPE RAGS: Wipe rags will be stored in proper containers when not in use.

8:05:03 Gasoline will never be used as a cleaning solution.

8:05:04 All published safety rules of the City of Edinburg shall be observed.

HEALTH

9:01:00 PHYSICAL AND MENTAL FITNESS:

- 9:01:01** Physical fitness evaluations may be conducted periodically to assure that Fire fighters are physically fit to the level required to satisfactorily perform their duties.
- 9:01:02** Officers who suspect that a Fire fighter under their supervision is not physically or mentally fit shall advise the Fire Chief, so that the Fire Chief can request that the Civil Service Commission direct the Fire fighter to take an examination in accordance with Section 143.081 of the Civil Service Law.
- 9:01:03** To assist personnel in maintaining physical fitness, exercise equipment is provided in each fire station. Personnel are not to utilize this equipment unless they have been instructed in the proper use of this equipment. The ranking officer will be the person responsible for assuring that this instruction is given.
- 9:01:04** Sports activities at fire stations must be approved by the Fire Chief (such as weight lifting and jogging). These activities are for Fire Department personnel only. Officers permitting such activities are responsible to see that these activities are conducted properly and safely.
- Off duty personnel who choose to participate in approved activities at fire stations and are injured while doing so will **not** be eligible for Workman's Compensation coverage for that injury.
- 9:01:05** All Operations Division personnel assigned to shift work are required to exercise no less than one hour per shift when on duty utilizing city provided exercise equipment. Administration Personnel are to exercise three hours per week on duty. Deputy Chiefs will schedule the time.
- 9:01:06** Lieutenant's may allow on or off duty Civil Service personnel and off duty Fire Department Civilian personnel to utilize station exercise equipment provided by the Fire Department. Lieutenant's will be responsible to assure any such personnel have been properly instructed in the use of this equipment and assure the equipment is used in a safe manner. If injured utilizing station exercise equipment, only on-duty personnel will be eligible for Workman's Compensation benefits.

9:02:00 HEALTH AND DISEASES:

- 9:02:01** Due to the nature of the Fire fighters job, it is possible that personnel may come in contact with a victim or other person who has a disease or is suspected to have a disease. In the event this occurs or is suspected to have occurred, they are to immediately report this to their supervisor. All supervisors and other personnel involved will observe legal confidentiality requirements.
- 9:02:02** In order to qualify for Worker's Compensation benefits, an employee who claims a possible work-related exposure to a reportable disease or communicable disease,

must be tested for the disease not later than the 10th day after the exposure and must provide their employer with documentation of the test and a sworn affidavit of the date and circumstances of the exposure. The test results must indicate the absence of the disease. The employee is not required to pay for the test.

9:02:03 Personnel responding to an incident where a victim has a disease or is suspected to have a disease are to make every effort to protect themselves from the disease or suspected disease while still satisfying the requirements of their job.

9:02:04 Medical type gloves are available to all personnel. Personnel should use them when necessary. Personnel are responsible to see that these gloves are maintained properly and replaced if they are in unsatisfactory condition.

PROTECTIVE CLOTHING

10:01:00 PROTECTIVE CLOTHING LAWS:

- 10:01:01** State law requires all municipal paid Fire fighters be provided protective clothing, including helmet, “Nomex” hood, bunker coat, bunker pants, gloves and boots, that meet or exceed standards established by the National Fire Protection Association (NFPA) where a standard exists for specific clothing components.
- 10:01:02** The Texas Commission on Fire Protection Personnel Standards and Education has been mandated by the state legislature to assure that fully paid municipal Fire fighters are provided the NFPA approved protective clothing.

10:02:00 PROTECTIVE CLOTHING REGULATIONS:

- 10:02:01** All Personnel are to wear all NFPA approved protective clothing provided when at the scene of an incident in accordance with safety rules contained in the Incident Command System adopted by the department.
- 10:02:02** Protective clothing or equipment which does not meet applicable NFPA standards and/or which was not issued by the Fire Department **will not be worn** by Fire Department personnel in the scope of their duties unless specifically approved by the Fire Chief.
- 10:02:03** Personnel responding to an alarm, will wear full protective clothing appropriate to the incident. Protective clothing will be donned before unit responds.
- 10:02:04** Once drivers arrive at the scene of an incident, they will wear protective gear.
- 10:02:05** If drivers are required to respond to an alarm, but at the time they receive the alarm they are performing exercises and are clothed in exercise shorts, they will be allowed to respond to the scene in shorts but must don bunker pants once they arrive at the scene.

10:03:00 ADDITIONAL PROTECTION:

- 10:03:01** In addition to protective clothing mandated by the Texas Commission on Fire Protection Personnel Standards and Education, all personnel may be issued or made available other items such as goggles, medical plastic gloves, etc. These other items are to be worn when required by the nature of the emergency.
- 10:03:03** The small “construction worker” type safety helmets will only be worn when the nature of the emergency calls for it, such as in rope rescue situations.

10:04:00 MAINTENANCE AND STORAGE REGULATIONS:

- 10:04:01** All personnel will be responsible for protective clothing issued to them. If protective clothing is lost or is damaged due to negligence, personnel may be required to replace lost or damaged protective clothing at their cost.
- 10:04:02** Where racks, lockers, bins, or other storage areas in fire stations are utilized by personnel to store protective clothing, their use by personnel will not constitute any liability by the city for security of protective clothing or other safety equipment. The City **WILL NOT BE RESPONSIBLE** for protective clothing or other safety equipment left in these racks, lockers, bins, or other storage areas by personnel to whom the protective clothing or safety equipment was issued.
- 10:04:03** Personnel are responsible for the maintenance of protective clothing issued them. All protective clothing will be inspected after each use and cleaned when necessary. Cleaning of protective clothing will be in accordance with the manufacturer's cleaning instructions.
- 10:04:04** Personnel are not to alter in any way the protective clothing issued them. Liners are not to be removed during usage.
- 10:04:05** Personnel are not to repair damaged protective clothing without first requesting and receiving permission through the chain of command from the Deputy Chief.

SELF-CONTAINED BREATHING APPARATUS (SCBA)

11:01:00 PERSONAL ALARM SAFETY SYSTEM (PASS) DEVICE:

- 11:01:01** SCBA Integrated PASS devices will be utilized in full compliance with manufacturer's operating instructions.
- 11:01:02** Each integrated PASS device will be inspected and tested daily by personnel assigned to the unit during the SCBA inspection.

11:02:00 SELF-CONTAINED BREATHING APPARATUS (SCBA) USAGE:

- 11:02:01** PERSONNEL WILL USE SCBA'S AT ALL ALARMS WHERE SMOKE IS VISIBLE OR WHERE THERE IS ANY POSSIBILITY THAT TOXIC GASES, DUST OR ANY OTHER RESPIRATORY DANGER MIGHT EXIST.
- 11:02:02** PERSONNEL UTILIZING SCBA'S WILL OPERATE AT ALL TIMES IN TEAMS OF TWO OR MORE PERSONNEL.
- 11:02:03** No Engine Company, Ladder Company, etc., will respond to any alarm unless it carries at least one (1) SCBA for each person responding on that unit. The SCBA will be in easy reach of each person operating on that unit except the driver. The driver will have an SCBA available; however, it can be located in a compartment.
- 11:02:04** When SCBA's are utilized, they are to be utilized in full compliance of the manufacturer's operating instructions.
- 11:02:05** All components such as straps and belts are to be fastened in place. Waist belts are **not** to be altered, left loose, or folded away. They must be in place and worn.
- 11:02:06** If a "Nomex" hood is worn with an SCBA, it is to be worn outside of the face piece seal. Wearing the nomex hood between the face piece seal and the skin could cause leakage in the face piece and place the user in danger.
- 11:02:07** All personnel are to assure that facial hair does not interfere with face piece sealing. Regulations on facial hair for fire operations personnel are as follows:
1. No beards will be allowed.
 2. Sideburns shall not extend below the bottom of the ear lobe and forward into the seal area of the facemask. There shall be no hair in the seal area. Sideburns shall not be allowed to get bushy.

3. Mustaches shall be neatly trimmed and not extend below the corner of the mouth. Handlebar mustaches will not be permitted.
4. Excessive head hair will not be allowed if it interferes with face piece sealing or proper operating of face piece straps.
5. Eyeglasses with ear pieces are not to be worn when using SCBA's.

11:02:08 SCBA's are to be used during overhaul operations in accordance with the department's Incident Command System.

11:03:00 SCBA INSPECTIONS:

11:03:01 All SCBA's utilized by the Fire Department will comply with state law in regards to types purchased, tests, inspections, etc.

11:03:02 Each SCBA will be inspected daily by the personnel assigned to the unit which carries the SCBA. Any malfunction, problems, etc., with any SCBA shall be placed out of service, tagged and will be noted in the Edinburg Fire Department SCBA Daily Inspection and Maintenance Log Book and reported to the Lieutenant through a work order.

11:03:03 Each SCBA will be thoroughly inspected monthly. A Texas Commission on Fire Protection Personnel Standards and Education report will be completed and turned into the Deputy Chief. The report will indicate "pass" or "fail" on each SCBA and each air cylinder and any failures will be noted on the form.

11:03:04 Each spare cylinder will be inspected daily by the personnel assigned to the unit which carries spare cylinders. Any malfunctioning problems, etc., with any spare cylinder shall be placed out of service, tagged and will be noted in the Edinburg Fire Department SCBA Daily Inspection and Maintenance Log Book and reported to the Lieutenant through a work order.

11:03:05 Company Officers will assign personnel to inspect SCBA's and spare cylinders on units which do not have assigned crews.

11:04:00 AIR TESTING:

11:04:01 Breathing air produced by the SCBA compressor will be tested every three months.

11:04:02 The Deputy Chief will be responsible to assure air testing is completed on schedule.

11:04:03 The Deputy Chief will monitor air test results and assure all air used to fill SCBA's meets applicable standards.

OPERATING VEHICLES

12:01:00 GENERAL RESPONSIBILITY:

- 12:01:01** The **driver** of Fire Department emergency vehicles, when responding to alarms or when driving in normal traffic, must perform the risky job of operating a **heavy truck**, loaded with personnel and fire equipment, through heavily congested traffic and do it in a safe manner. **THE DRIVER MUST KNOW AND PRACTICE BASIC “RULES OF THE ROAD”, ESTABLISH GOOD DRIVING HABITS, AND DEVELOP PROPER ATTITUDE TOWARD HIS RESPONSIBILITIES FOR THE SAFETY OF THE FIRE DEPARTMENT PERSONNEL HE IS TRANSPORTING AS WELL AS THE CITIZENS AROUND HIM.**
- 12:01:02** Personnel driving Fire Department vehicles are responsible for the safe operation of the vehicle they are driving and must assure that all rules and regulations are followed. If the city’s insurance company decides not to cover a Fire Department employee due to his/her poor driving record, the person may be placed on “NON-DRIVING” status and depending on the circumstances, could result in demotion or termination.
- 12:01:03** The company officer of a vehicle will have the responsibility of assuring drivers under their supervision operate vehicles safely and satisfy all the responsibilities of a driver.
- 12:01:04** When driving in normal traffic, always leave your self an “OUT”. Do not pull too close to the vehicle in front of you when stopped at an intersection. Always stop your vehicle in a position so as to be able to get out of traffic and respond if you receive a call.

12:02:00 NON-EMERGENCY VEHICLES:

- 12:02:01** NON-EMERGENCY vehicles when responding to the scene of an incident must obey all standard traffic laws and drive with normal traffic. They **WILL NOT** respond to the scene of an incident in the same manner allowed EMERGENCY vehicles.

12:03:00 EMERGENCY VEHICLES:

- 12:03:01** Emergency vehicles when responding to the scene of any incident must obey all standard traffic laws as related to emergency vehicles and drive with normal traffic. Fire Department EMERGENCY VEHICLES will be painted red and will have red warning lights and sirens as required by state law.
- 12:03:02** Response codes for EMERGENCY VEHICLES are as follow:
- 1. CODE 1** Respond without delay directly to the scene without lights and sirens, **NON-EMERGENCY.**

2. CODE 3 EMERGENCY responses, all emergency warning lights and sirens and headlights in operation.

- 12:03:03** At all times when responding **CODE 3**; sirens, emergency warning lights and vehicle headlights will be in operation the entire route. Air horns will be used when appropriate.
- 12:03:04** Emergency lights and sirens will never be used by emergency vehicles driving on streets except during an emergency run requiring **CODE 3** responses.
- 12:03:05** Care is to be taken to assure headlights remain on low beam when encountering oncoming traffic.
- 12:03:06** Drivers of **EMERGENCY VEHICLES** responding **CODE 3** will follow any dedicated fire lane response route.
- 12:03:07** When responding **CODE 3**, Officers and Drivers must be on the alert for other responding emergency traffic, particularly at street intersections.
- 12:03:08** When responding **CODE 3**, Drivers will slow down when approaching a controlled intersection and be prepared to stop, **if necessary**, on a Yellow or Green traffic signal, even when having the right-of-way. On a **Redtraffic signal or Stop sign** Drivers will slow down and come to a complete stop, **if necessary**, at intersections and will only proceed when given the right-of-way or it is clear to proceed.
- 12:03:09** When responding **CODE 3**, if more than one **EMERGENCY VEHICLE** is responding from one station, they should do so in a single file and all take the same route to the alarm. Safe following distance will be observed. No **EMERGENCY VEHICLE** except the Chief or Deputy Chief vehicle shall pass another **EMERGENCY VEHICLE** unless the latter is disabled.
- 12:03:10** The Chief or Deputy Chief vehicle will be allowed to pass other **EMERGENCY VEHICLES** if it can be done safely and only after the lead **EMERGENCY VEHICLES** has notified the Chief or Deputy Chief by radio that it is clear to pass.
- 12:03:11** If **EMERGENCY VEHICLES** are responding from locations other than their assigned fire station, they are to notify the Dispatcher of the location they are responding from. The Fire Alarm Dispatcher should relay this information to all other responding **EMERGENCY VEHICLES**.

12:04:00 SPEED LIMITS:

- 12:04:01** Fire Department vehicles will always be driven at safe speeds.
- 12:04:02** Established speed limits may be exceeded when there is a definite threat to life and the situation warrants the additional speed. If the excessive speeds are utilized, the Officer-In-Charge may be required to justify the higher speed.

12:04:03 Reduced speeds will be required at intersections, in school zones, at pedestrian crossings, in congested traffic situations, high risk roadways, road conditions and during adverse weather conditions.

12:05:00 RIDING VEHICLES:

12:05:01 **No personnel** will ride on the tailboard or side running boards or hose bed of any fire apparatus whether responding emergency or non-emergency. Personnel must be in a seat utilizing a seatbelt if the vehicle is moving. This excludes pump and roll operations.

12:05:02 Personnel will wear full protective clothing appropriate to the incident.

12:05:03 The person in charge of a Fire Department vehicle is responsible to see that no unauthorized persons ride in city vehicles.

12:06:00 BACKING VEHICLES:

12:06:01 No Fire Department EMERGENCY VEHICLE with an assigned crew of two (2) or more personnel will be backed up at any time without a Fire fighter standing on the ground at the rear of the vehicle to guide and aid the driver. If the vehicle has only one (1) assigned personnel, the driver is to request assistance in backing when possible.

12:06:02 The Fire fighter will remain within the vision of the driver so that the driver can see the Fire fighter at all times.

12:07:00 PARKING VEHICLES:

12:07:01 When EMERGENCY VEHICLES are parked, the parking brake will be set.

12:07:02 When EMERGENCY VEHICLES of 10,000 G.V.W. or larger are parked, "chock-block" will be placed in use.

12:07:03 When parked at the scene of an emergency or when hooked up to a fire hydrant, emergency warning lights will be in operation. Headlights can be used; however, care must be taken not to blind motorists approaching the vicinity.

12:07:04 Traffic cones will be set up in an attempt to protect Fire Department EMERGENCY VEHICLES parked at the scene of an emergency, parked at a fire hydrant, or parked at any location exposed to traffic.

12:07:05 When emergency vehicles are parked, they are to be parked so as not to interfere with normal traffic, unless scene safety is an issue.

12:08:00 VEHICLE ACCIDENTS:

12:08:01 The Company Officer/Deputy Chief will assure all Guidelines required by the City of Edinburg Policies and Guidelines are met.

Photos of all vehicles involved in the accident and damage to the vehicles will be required.

WORK CYCLES

13:01:00 PERSONNEL NOT ASSIGNED TO OPERATIONS DIVISION SHIFT SCHEDULE:

- 13:01:01** All Civil Service personnel not assigned to Operations Division or Fire Prevention (24) hr. shift schedule will work a standard week of 40 hours.
- 13:01:02** The established standard work week for personnel not assigned to Operations Division or Fire Prevention (24) hr. shift schedule will begin at 0000 hours each Monday of a calendar week and run for 7 consecutive days and end at 2400 hours the following Sunday.
- 13:01:03** Scheduled work hours in the work week will be established by the Deputy Chief of the applicable division.

13:02:00 PERSONNEL ASSIGNED TO SHIFT SCHEDULE:

- 13:02:01** All Operations and Prevention personnel assigned to shift work will be scheduled to work 72 hours in a 9 calendar day work cycle.
- 13:02:02** The 9 calendar day work cycle will be composed of three (3) 24 hour tour of duty shifts of work and six (6) 24 hour shifts off duty.
- 13:02:03** Each 24 hour tour of duty shift will constitute two (2) 12 hour work days for calculating leave of absences accrued and leave of absences taken, etc.
- 13:02:04** The established 7 calendar day work cycle for fire operations personnel began at 0700 hours July 5, 2004. The 7 calendar day work cycle reoccurs continuously after that date. (Refer to City Ordinance or Administrative Code)

13:03:00 OVERTIME AUTHORIZATION AND COMPENSATION:

- 13:03:01** Personnel shall not perform overtime without the expressed consent of the Fire Chief or an Officer he designates to approve such specific overtime, except during bona fide emergencies such as:
1. Working at or responding to an emergency incident beyond the time the person should have gone off duty.
 2. When recalled to unscheduled duty due to an emergency (Refer to Meet and Confer Agreement).
 3. Working Standby until properly relieved.
 4. Meeting minimum staffing requirements.

- 13:03:02** Personnel are required to comply with departmental work schedules and avoid performing work that is unscheduled or non-directed without authorization.
- 13:03:03** Personnel working overtime that is not authorized may be subject to disciplinary action.
- 13:03:04** Personnel who work overtime that is not authorized, but is permitted by these rules and regulations must be reported. Failure to report such overtime may be cause for disciplinary action.

13:04:00 PAYROLL

- 13:04:01** Hours worked will be calculated in accordance with City of Edinburg Fire Department Nova Time policy and FLSA.
- 13:04:02** Hours calculated will be reported to the City of Edinburg Payroll Department.

13:05:00 PAYDAY:

- 13:05:01** Personnel will be paid on Friday every two weeks.
- 13:05:02** Operations personnel will not receive identical paychecks each payday.
- 13:05:03** Personnel are not to loan, give or sell to any other person their Edinburg Fire Department Identification card.

13:06:00 EARLY RELIEF FOR PERSONNEL ASSIGNED TO SHIFT SCHEDULE:

- 13:06:01** The undocumented practices of having personnel relieve other Operations personnel early from their shift by coming in early and standing-by for them is prohibited.
- 13:06:02** Operations personnel are to begin work exactly when the shift begins and end work when the shift ends except for approved leave of absences or when otherwise directed.
- 13:06:03** If early relief is necessary, an EXCHANGE OF TIME form must be completed with the proper authorizing signatures.

13:07:00 EXCHANGE OF TIME:

- 13:07:01** EXCHANGE OF TIME is allowed; however, the proper forms must be completed in full prior to any exchange of time and must contain all applicable authorizing signatures.

- 13:07:02** An EXCHANGE OF TIME form must be completed regardless of the length of time of the exchange.
- 13:07:03** All exchange of times must be repaid within two (2) months and must be done with in the same rank in which the exchange of time was made. Any shift personnel not complying with the rules will lose this privilege.
- 13:07:04** Any **EXCHANGE OF TIME** is considered as a “**TEMPORARY TRANSFER**”. The EXCHANGE OF TIME must be approved by the Deputy Chiefs. All **EXCHANGE OF TIME** forms must be thoroughly documented and approved by applicable supervisors.
- 13:07:05** Operation Division personnel on **EXCHANGE OF TIME** will assume all responsibilities from person they are changing time with. They also become the responsibility of the supervisors to which they are temporarily assigned to during an exchange of time.

13:08:00 HOLIDAYS FOR DIVISION PERSONNEL ON SHIFT SCHEDULE:

- 13:08:01** For the purpose of calculating holidays for personnel on shift schedule, the holiday period to be observed in calculating compensation will be 0700 to 1900 according to the City of Edinburg Administrative Code and Meet and Confer Agreement.

13:09:00 HOLIDAYS FOR PERSONNEL NOT ASSIGNED TO OPERATIONS DIVISION:

- 13:09:01** All personnel not assigned to shift schedule will be compensated for holidays according to the City of Edinburg Administrative Code and Meet and Confer Agreement.

13:10:00 TRANSFERS:

- 13:10:01** The Fire Chief or Deputy Chief may temporarily transfer personnel from one station to another.
- 13:10:02** The Fire Chief or Deputy Chief may transfer or temporarily transfer personnel from one duty shift assignment to another, when in the best interest of the department.
- 13:10:03** Personnel Lateral Transfers. Refer to Texas Local Government Code Chapter 143 - **Section 143.1095**

13:11:00 FIRE PERSONNEL INJURED ON- DUTY:

- 13:11:01** When personnel are injured on-duty their supervisor will complete all forms related to injuries and submit to the Human Resources Department Risk Manager.

Deadlines for submitting documentation will be:

1. The day of the injury, as soon as possible after the injury is reported.

2. Documentation will be completed before they leave their scheduled tour of duty.
3. If an injury occurs on weekends, supervisors will be responsible to assure the proper forms are received by the Operations Deputy Chief no later than the beginning of the next business work day.

13:11:02 If an injury causes a person assigned to Operations Division to seek medical treatment and is unable to return to duty the proper documentation will be turned in to his/her supervisor, if possible, before leaving.

13:11:03 Personnel injured, will not be permitted to return to their previous assignment/duty unless authorized by a physician and the Human Resources Department Risk Manager.

TEMPORARY POSITIONS AT HIGHER CLASSIFICATION

14:01:00 PERSONNEL ON PROMOTIONAL ELIGIBILITY LIST:

- 14:01:01** Personnel on a current promotional eligibility list can temporarily fill a position at a higher classification. Personnel will be moved up from the position immediately below the rank to be filled. Personnel will be subject to transfer from shift to shift as necessary.
- 14:01:02** Personnel on a current promotional eligibility list will be used first in the order of their ranking. Deputy Chiefs will still have the authority to move personnel as appropriate depending on the manpower situation, Edinburg Fire Department Rules and Regulations (if applicable) and Standard Operating Guideline requirements
- 14:01:03** When two Acting positions are necessary on the same unit, the following is required:
1. When above the minimum staffing, move up personnel on the Promotional Eligibility list first.
 2. Two Acting positions on the same unit will be used at the Deputy Chiefs discretion.
- 14:01:04** Deputy Chiefs will be authorized to move up personnel to temporarily fill a position at a higher classification from station to station to meet staffing requirements.
- 14:01:05** Deputy Chiefs and Lieutenants will be responsible that personnel working at a temporary higher classification are qualified to do so. If above minimum manning, and the Deputy Chief feels that personnel do not meet the qualifications, he has the authority to hire overtime.

14:02:00 EXPIRATION OF ELIGIBILITY LIST

- 14:02:01** In the absence of a current Promotional Eligibility List. A list may be developed based on input from Command Staff related to experience, qualifications and tenure.
- 14:02:02** Deputy Chiefs will be authorized to move up personnel to temporarily fill a position at a higher classification from station to station to meet staffing requirements.
- 14:02:03** Two Acting positions on the same unit will be used at the Deputy Chiefs discretion. Deputy Chiefs and Lieutenants will make sure that personnel are qualified.

ANNUAL LEAVE PROCEDURES (Vacation)

15:01:00 LEAVE:

1. Vacation calendar will be distributed in the month of January. In order to plan for every persons vacation time and maintain operations.
2. Vacation calendar will be distributed to each member according to their seniority in the department.
3. Each member will have 8 hours to decide on days before the calendar is passed on to the next member.
4. Two (2) Deputy Chiefs out at a time.
Two (2) Fire Prevention Officers out at a time.
One (1) Administration Personnel out at a time.
One (1) Mechanic out at a time.

Shift Personnel:

There must be a minimum of 2 Lieutenants and 4 Firefighters on shift per day.

5. Non-Civil Service Employees:
 - Will choose 15 days throughout the year.

Civil Service Employees with less than 12 years of service:

 - Will choose 15 days throughout the year.

Civil Service Employees with 12 years of service or more:

 - Will choose 18 days throughout the year.
6. The vacation calendar will be filled out at the beginning of the calendar year and the Leave of Absence will be completed and submitted online 2 weeks prior to the requested date and submitted to their supervisor for review and approval and final approval by Fire Chief.

NOTE: SHIFT PERSONNEL ALL CHANGES SUCH AS CANCELLATION, EXCHANGE OF TIMES, ANNUAL LEAVES, ETC. MUST BE APPROVED BY THE DEPUTY CHIEFS AND SUBMITTED TO THE FIRE CHIEF FOR FINAL APPROVAL.

EXCHANGE OF TIME

16:01:00 RESPONSIBLE PERSON:

- 16:01:01:** The person responsible to have the exchange of time form complete and signed by all persons required will be the person requesting the exchange of time.
- 16:01:02:** Both persons, whose names appear on the exchange of time form, will be responsible to have copies turned in to their Deputy Chief.

16:02:00 TIME REQUIRED TO PAY BACK:

- 16:02:01** All exchange of time must be repaid within two (2) months and must be done with in the same rank in which the exchange of time was made. Any shift personnel not complying with the rules will lose this privilege.

16:03:00 REQUIRED SIGNATURES:

- 16:03:01** Both persons requesting and accepting the exchange of time must sign form.
- 16:03:02** Immediate supervisors must approve exchange of time before exchange of time can be authorized. Exception: When immediate supervisor cannot be found to sign form, another Deputy Chief is authorized to approve or disapprove Exchange of Time.
- 16:03:03** If Exchange of Time is disapproved, the officer disapproving the exchange of time will forward in writing reason(s) why it was disapproved to the person requesting exchange of time.

16:04:00 REPORTING TO WORK DUE TO EXCHANGE OF TIME:

- 16:04:01** If one of the persons on the exchange of time form fails to report to work on the dates agreed on, person will not be allowed to make up time at a later date. Person may be subject to disciplinary action.
- 16:04:02** It is highly discouraged for anyone on an exchange of time to call in sick on the dates agreed on, should this occur it will be dealt with administratively, due to different scenarios that make occur.

16:05:00 NOTIFICATION TO LIEUTENANT AND IMMEDIATE SUPERVISOR:

- 16:05:01** Exchange of Time Form should be submitted to Deputy Chiefs on both shifts affected no later than 48 hours prior to the first date exchange of time is to take place.

16:05:02

If a request for exchange of time is requested that does not meet the 48 hour prior notice due to an unforeseen situation or if an affected shift immediate supervisor can not be located, the Chief will be authorized to approve or disapprove exchange of time. If Deputy Chief cannot be located to sign exchange of time, the Fire Chief can approve or disapprove exchange of time.

PERSONNEL LATERAL TRANSFERS

17:01:00 PERSONNEL LATERAL TRANSFERS:

17:01:01 Personnel Lateral Transfers. Refer to Texas Local Government Code Chapter 143-Section 143.1095.

FIRE ALARM DISPATCHING

18:01:00 FEDERAL COMMUNICATIONS COMMISSION (FCC):

- 18:01:01** The Federal Communications Commission, commonly referred to as the **FCC**, regulates two-way radio operations. Fire Department two-way radios will be operated at all times in accordance with **FCC** regulations. (Ref. FCC Code of Regulations)

18:02:00 EDINBURG POLICE AND FIRE DISPATCH :

- 18:02:01** The Edinburg Police and Fire Dispatch is the first link in successful emergency operations chain of responsibilities. If a mistake is made here, it most likely will be carried along causing other mistakes to occur during the entire emergency. Any one of the mistakes could cause a life to be lost. The efficient operation of the Edinburg Police and Fire Dispatch will be the responsibility of the Police Chief.
- 18:02:02** It is imperative that information coming into the Edinburg Police and Fire Dispatch is dispatched to the correct units or agencies without any mistakes and with all possible speed. In any emergency, time and correct information is of the utmost importance. Any issues or concerns shall be forwarded to the Fire Chief to be addressed to the Police Chief.

18:03:00 MUTUAL AID:

- 18:03:01** Requests for mutual aid from other cities must come from that city's Fire Department or Fire Chief
- 18:03:02** The Fire Chief, Deputy Chief in charge and City Manager will be notified any time mutual aid is provided to any other city.
- 18:03:03** Mutual aid to Mexico must be authorized by the Fire Chief, City Manager, or Mayor before apparatus responds.
- 18:03:04** Mutual aid to Mexico will only be allowed at the incident site when requested by a Edinburg Fire Department Incident Commander on-scene. The mutual aid request is required to come from the U.S. city that borders the Texas/Mexico border.

18:04:00 PERSONAL TELEPHONE:

- 18:04:01** All Fire Department personnel are required to have a working number that they can be contacted on.
- 18:04:02** Personnel are required to report any changes in their telephone number to the Deputy Chief. The purpose of this requirement is to be able to contact off duty personnel in the event of an emergency requiring extra personnel to report to duty. This report is to be made during the first shift worked after the telephone number has been changed and the Firefighter is aware of his/her new number.

18:04:03 Personal telephone numbers of Fire Department personnel are not to be given to any person except their supervisor or a Chief Officer.

18:04:04 The Fire Chief's cell phone number will be given to anyone requesting it.

18:05:00 FIRE DEPARTMENT BUSINESS TELEPHONE:

18:05:01 Personnel are directed to answer the phone immediately upon ringing in a professional manner (Ex: Edinburg Central Station; this is (state your rank and last name); how may I assist you).

18:06:00 FIRE DEPARTMENT EMERGENCY TELEPHONE:

18:06:01 The emergency direct line telephones are to be used only to take or receive emergency calls.

18:07:00 INCIDENT REPORTS:

18:07:01 An Incident Report will be completed each time any Fire Department emergency apparatus responds to any call for assistance including emergency and non-emergency calls.

18:07:02 Each response by Fire Department emergency apparatus will be assigned an alarm report number by the Edinburg Police and Fire Dispatch in accordance with the fire alarm number sequence.

SECURITY

19:01:00 AT THE INCIDENT SCENE:

- 19:01:01** Although the Fire Department is not a police agency, at times it does have security responsibilities in performing its duties.
- 19:01:02** There are times when Firefighters are required to enter private property in the performance of their duties. In doing so, they have a responsibility for the security of the property and valuables found at the scene.
- 19:01:03** Valuables found at fires shall be reported to the Incident Commander. Valuables not claimed by the owner or owners will be forwarded to the appropriate agency for safe keeping.

19:02:00 AT FIRE STATIONS:

- 19:02:01** City property shall not be loaned to any person or organization without permission from the Fire Chief and only after the proper forms have been completed.
- 19:02:02** All exits and entrances to fire stations will be secured no later than 2200 hours daily and unlocked at 0700 hours daily.
- 19:02:03** Station security will be the responsibility of personnel last to vacate the station whether or not it is his/her assigned station.

UNIFORMS

20:01:00 GENERAL:

- 20:01:01** Fire Department personnel are in frequent contact with citizens from all walks of life. It is important that our appearance and conduct be in good taste and acceptable to the general public. Personnel haircuts and dress which would call attention to themselves because of their unusual nature are to be avoided.
- 20:01:02** Officers are to ensure a measure of uniformity in uniform dress and that the appropriate uniform dress be used for meetings, classes, functions or when out in the general public.
- 20:01:03** All buttons, except the collar button, will be buttoned on uniform shirts.
- 20:01:04** Uniforms will be maintained neat and pressed by contract cleaners. Faded or excessively worn uniforms should not be worn.
- 20:01:05** Jewelry will not be permitted if contamination is possible.
- 20:01:06** The wearing of Fire Department uniform by personnel when not on-duty may be worn, if done so in a proper manner and only at appropriate locations, facilities or functions that would not bring discredit to the fire department.

20:02:00 CLASS "A" UNIFORM:

- 20:02:01** Some personnel may be issued Class A uniforms.
- 20:02:02** The dress uniform includes a dress coat with badge and insignia, matching dress uniform pants, white uniform shirt, navy tie and a uniform cap with insignia.

20:03:00 CLASS "B" UNIFORM:

- 20:03:01** The Class B uniform for personnel who have not been issued a dress uniform will be a long or short sleeve uniform shirt with badge and insignia, dark blue uniform pants and belt. Cap is optional with short sleeve shirt.

20:04:00 CLASS "C" UNIFORM:

- 20:04:01** A Class C uniform will be a uniform t-shirt with dark blue uniform pants, cap (optional).
- 20:04:02** Fire Department issued "Polo" type shirts may be worn with dark blue uniform pants.

20:05:00 EXERCISE UNIFORM:

20:05:01 Exercise Uniforms will consist of the following:

- a. Exercise Shorts/ sweat bottom
- b. Class C “T” Shirt/ hooded sweat top
- c. Running Shoes
- d. Uniform Cap (optional)

20:05:02 Guidelines for wearing exercise uniforms:

- a. May be worn for exercise.
- b. May be worn as “casual wear” in stations on weekdays after 2000 hours, Saturdays, Sundays and Holidays after 1700 hours.
- c. Vehicular travel while wearing exercise uniform is prohibited. Exception: When responding to alarms Drivers will don their firefighting apparel immediately as possible on scene.

20:06:00 UNIFORM ACCESSORIES:

20:06:01 **BELT:** A Fire Department issued black belt will be worn with all uniforms except exercise uniforms. The Fire Department “western type” belt buckle can be worn with the uniform belt in place of the buckle issued with the belt. **NO OTHER TYPE BUCKLES WILL BE ALLOWED.**

20:06:02 **FOOTWEAR:** Solid black footwear will be worn with all uniforms and will be neat in appearance. Footwear will be plain with no ornamentation such as writing symbols, trademarks, slashes, etc.

20:06:03 **OTHER:** Uniform accessories not issued by the Fire Department will not be worn with the uniform, exception department buckle. Personal coats will not be worn with the uniform. It will be permissible on colder days to wear cold weather gloves and undergarments under the uniform as long as undergarments are not visible. It will also be permissible on colder days to wear the bunker coat and pants with the uniform.

20:06:04 **UNIFORM CAPS:** Uniform caps will be provided to all personnel and shall be worn (optional) appropriately (bill forward) with Class “B” Uniform and below. Uniform caps may be worn off duty with civilian clothes if done so in a proper manner and only at appropriate locations, facilities or functions that would not bring discredit to the Fire Department.

20:06:05 **COVERALLS:** Personnel will be issued coveralls for specific job assignments.

20:07:00 **INSIGNIA:**

- 20:07:01** **BADGE:** All personnel will be issued a uniform shirt badge. Badge will be worn above the left breast pocket.
- 20:07:02** **NAME TAGS:** All personnel will wear a metal name tag on their uniform right above the flap of their right breast pocket.
- 20:07:03** **AWARD RIBBONS:** Award ribbons will be optional on the Class A uniform. If worn they will be worn above the name tag. If more than one is worn, they will be worn horizontal (no more than 3 across). They will be placed in order top to bottom in the following sequence.
1. Valor
 2. Gallantry
 3. Fire fighter of the Year Service Award
- 20:07:04** **TEMPORARY RECOGNITIONS:** Temporary insignias will be permitted when authorized by the Fire Chief, i.e., United Way Pins, Blood Drive Ribbons/Pins, etc.
- 20:07:05** No other pins or insignia will be permitted.
- 20:07:06** The wearing of unauthorized insignia and the wearing of award ribbons or special recognition insignia by personnel who are not qualified to wear such insignia, are strictly forbidden and are considered as grounds for disciplinary action.

FISCAL RESPONSIBILITIES

20:01:00 GENERAL:

- 21:01:01** All personnel authorized to make purchases are responsible to maintain their knowledge of the City of Edinburg Purchasing & Contracting Policies, Guidelines Manual for proper purchasing Guidelines.