

Okolona Fire Department  
Standard Operating Procedure

## GENERAL RULES

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Effective Date:

Supercedes Editions:

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04/01/2007

01/01/2005, 01/01/1997, 04/01/1993

1. The following rules and regulations cannot cover all the possible situations members may encounter. Common sense, good judgment and reasonability shall be used during all fire department matters.
2. Standard Operating Procedures have been developed for many subjects. They are to be followed unless detrimental to safety, or when compliance is impractical.
3. Members shall use common sense, good judgment and consideration for others during the discharge of their duties.
4. All members are directed to take appropriate action whenever they should be involved with any fire or emergency. This includes those emergencies a member may discover or encounter while on or off duty.
5. Members who are assigned to attend meetings as representatives of the fire department shall do so.
6. No member shall accept offers of gifts gratuities, etc. as a representative of the fire department in consideration of service, unless approved by the fire chief or board of trustees.
7. No one shall take anything that is not his or her own property without permission.
8. No one shall misuse fire department equipment or property.
9. No one shall make derogatory remarks about another member based upon hearsay or second hand information.
10. Any member of the fire department who is aware of any deliberate violation of any by-law, rule or regulation, policy or Standard Operating Procedure, shall promptly inform an officer.
11. There is to be no horse-play.
12. All members shall promptly respond to incidents.
13. No alcoholic beverages are permitted on fire department property, unless approved by the board of trustees.
14. No illicit drugs are permitted on fire department property. Prescription drugs, and other commonly available non-prescription drugs are permitted if they do not impair a member's ability to discharge his or her duties.

*Standard Operating Procedures are meant only to be guidelines. Actual conditions may warrant alternative actions.*

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15. No one shall attempt to discharge his or her duties while in a mentally impaired condition. Examples include, but are not limited to alcoholic beverages and drugs (legal or illegal). The Kentucky Drivers Manual provides information regarding consumption of alcohol and how long it takes for this to be "burned up" by the body.
16. Anyone having a complaint shall follow the procedure on Problems and Complaints. Complaints and problems shall be pursued within seven days, or otherwise forgotten about. General "gripping" is adverse to the good order of the fire department and is not to be practiced by members.
17. All members shall be familiar with the Fire Department Organization and Chain of Command.
18. No fire department equipment shall be used for personal monetary profit.
19. Members bringing guests to the fire department are responsible for the actions of the guests.
20. Children under age 13 shall not be left unsupervised in apparatus bays.
21. Members shall clean up their messes promptly.
22. Anyone using the fire department facilities shall be responsible for keeping the facilities clean.
23. Any breakage or damage shall be reported to an officer immediately. No one will be disciplined if the damage was unintentional, unless he or she fails to report the damage.
24. Fire Department facilities shall not be used as living quarters without the fire chief's permission, and in accordance with other adopted regulations and procedures.
25. Boots are not permitted in carpeted areas, except as approved in dormitory areas.
26. If a member is working on, or leaving his privately owned vehicle inside a fire station, the keys shall be accessible in the event the vehicle must be moved.
27. All members are expected to maintain automobile license tags current.
29. Any member who has received a traffic citation shall disclose such citation to his battalion chief, or other chief officer within 24 hours of receipt. Such notification may be delayed if the citation is issued when the member is on a trip, such as on vacation. In this event, notification shall take place within 24 hours of the member's return to Okolona. Unfavorable action will generally not occur unless a member has been assessed 6 or more points against his driver's license or a suspension order is issued. The point system is described in the Kentucky Drivers Manual.
30. No one shall operate any apparatus unless he or she has been trained in the proper operation of the apparatus and has been qualified as an operator, unless approved by a department officer. This does not apply during training sessions.

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31. No one shall operate any equipment unless he or she has been trained in the proper operation of the equipment, unless approved by a department officer. This does not apply during training sessions.
32. No one shall perform any medical procedures unless he or she has been trained in the procedure and is currently certified as an emergency medical technician. This is applicable to those procedures and skills associated with being an emergency medical technician and not general first aid, such as CPR.

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