

New Helena Fire Department
Rules and Regulations
and
Code of Conduct
2010

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This official copy is to be kept on file with the city clerks office.

HELENA FIRE DEPARTMENT

Rules and Regulations and Code of Conduct **Final**

Introduction

Pursuant to authority vested in the City Commission, and the Fire Chief, under the provisions of the laws of the State of Montana, and the Municipal Code of the City of Helena, Montana, the following Rules and Regulations and the Code of Conduct are hereby made and adopted to insure prompt and efficient service from the Officers and Members of the Fire Department of the City of Helena.

It is the expectation that each and every Officer and Member of the Helena Fire Department will abide by and enforce the Rules and Regulations and adhere to the Code of Conduct to the highest standard expected of a dedicated fire professional.

The Rules and Regulations and Code of Conduct are part of a layered system of documents which guide the Members of the Helena Fire Department.

These Rules and Regulations and Code of Conduct are not expected to provide a solution to every question and problem which may arise in an organization designed and established to render emergency service. However, they will be comprehensive enough to cover, either in a specific or general way, the privileges, obligations and duties of Members of the Helena Fire Department in the prevention and extinguishment of fires,

the protection of our citizens from explosions, hazardous situations and medical treatment of injured/ sick individuals.

These rules are not designed to limit any Member in the exercise of his/her judgment or initiative in taking the action a responsible person would take in extraordinary situations which are bound to arise in the fire service.

These Rules and Regulations and Code of Conduct shall cancel all former rules, regulations, general and special orders issued prior to this date. All general and special orders or directions that may be issued hereafter, relative to the discipline, duties and powers of members, shall be recognized as a portion of these rules and regulations.

All Members of the Fire Department shall be subject to reprimand, suspension from duty, reduction in rank, or dismissal from the Department, according to the nature and seriousness of the offense, for any violation of these rules and regulations and code of conduct.

RULES AND REGULATIONS

Section 1 – Fire Chief

Article 1 – The Chief of the Fire Department shall have sole command and control over all persons connected with the Fire Department of the City of Helena and shall possess full power and authority over its organization, government and discipline, and to that and may from time to time establish such disciplinary rules and regulations as he may deem advisable, subject to the approval of the City Commission.

Article 2 – These rules and regulations shall not limit the power and authority granted the Chief by City ordinances or other applicable statutes (State and Federal), in the operation of extinguishing any fire and taking the necessary precaution to prevent the spread thereof; nor shall his inherent or statutory responsibilities as the City Official charged with this protection of life and property from fire be limited by these rules and regulations.

Section 2 – Assistant Fire Chief - Operations

Article 1 – The Assistant Fire Chief of Fire Operations shall rank next below the Fire Chief in authority. In the absence of the Fire Chief he shall assume responsible control of the Department, perform the duties and exercise the powers incidental to the office of the Fire Chief.

Article 2 - The Assistant Fire Chief of Fire Operations shall see that all laws, ordinances, rules, regulations, orders and directions for the government of the Fire Department are promptly obeyed.

Article 3 – The Assistant Fire Chief of Fire Operations shall be the Personnel Officer of the Fire Department. He will assign, detail, or transfer Members as he may deem necessary for the best interest of the Department; subject to the approval of the Fire Chief.

Article 4 – The Assistant Fire Chief of Fire Operations shall direct and coordinate the application of established policy, rules and regulations, practices and procedures, and shall from time to time confer with other Officers, coordinating their duties for the purpose of uniform government of the Fire Department.

Section 3 – Assistant Fire Chief – Training and Safety

Article 1 – The Assistant Fire Chief of Training and Safety shall rank next below the Assistant Fire Chief of Fire Operations in authority. In the absence of the Assistant Fire Chief of Fire Operations the Assistant Fire Chief of Training and Safety shall assume responsible control of the Department, perform the duties and exercise the powers incidental to the office of the Fire Chief.

Article 2 - The Assistant Fire Chief of Training and Safety shall see that all laws, ordinances, rules, regulations, orders and directions for the government of the Fire Department are promptly obeyed.

Article 3 – The Assistant Fire Chief of Training and Safety shall be in charge of all Fire Department drilling and training, the formulation of training procedures and supervision of all matters pertaining to training. He shall cause to be formulated such drills and evolutions as may be necessary to promote and maintain efficiency in operations of the Fire Department. He shall be responsible for all documentation of Fire Department training.

Section 4 – Fire Marshal

Article 1 – The Fire Marshal shall be under the direct supervision of the Fire Chief and shall have full management, control and responsibility over all matters pertaining to the Fire Prevention Bureau, and all personnel assigned or detailed to this Bureau. The Fire Marshal is of equal rank to the Battalion Chiefs position.

Article 2 – The Fire Marshal shall be responsible for the enforcement of all Fire Prevention laws and ordinances relative to the protection of life and property from fire. The Fire Marshal shall see that all Assembly, Business, Educational, Factory Industrial, High Hazard, Institutional, Mercantile, Miscellaneous, Storage and Residential occupancies are periodically inspected as determined by the Fire Chief.

Article 3 – The Fire Marshal shall maintain a record of all inspections, investigations, complaints, hazards and such other information as may be required.

Article 4 – The Fire Marshal shall submit to the Fire Chief a monthly and annual report of all activities of the Fire Prevention Bureau, including statistical compilation of recommendations and conclusions for the betterment of the Fire Department.

Article 5 – The Fire Marshal shall investigate, or cause to be investigated, the cause, origin and circumstances of every fire, explosion, or hazardous condition in the City which is of suspicious nature or which involves the loss of life and injury to persons or by which property has been destroyed or damaged.

Section 5 – Officers

Article 1 – The Battalion Chiefs shall rank next below the Assistant Fire Chiefs, the Captains shall rank next below the Battalion Chiefs, the Lieutenants shall rank next below the Captains.

Article 2 – Officers shall be responsible to the Assistant Fire Chiefs for the strict enforcement of all laws, ordinances, rules, regulations, SOP's, orders of directions and training directives for the government of the Fire Department, and shall promptly report in writing any violations.

Article 3 – Officers shall confer and cooperate with one another including Fire Administration and be responsible for full and uniform performance of the duties delegated to them.

Article 4 – The Officer in charge shall have absolute command of all personnel, apparatus, equipment and the station assigned to his shift.

Article 5 – The Officer in charge shall have the power in an emergency such as intoxication, willful disobedience of orders, pilfering or where the best interest of the Fire Department would suffer by his remaining on duty, to suspend from duty any Officer or Member under his command, reporting such action with full details in writing to the Assistant Fire Chief of Fire Operations.

Article 6 – The Officer in charge shall not permit his shift to leave the station until properly relieved. Should a man fail to report for duty on the oncoming shift, a Member of the off-going shift will be selected to remain on duty until the absent Member reports or other arrangements are made.

Article 7 – The Officer in charge shall see that the daily log is kept in such a manner as to be, in itself, an accurate and complete history of the doings and the operations of each shift for each day.

Article 8 – The Officer in charge shall see that all visitors are politely escorted through quarters, making explanations, but shall not permit habitual lounging or visiting in or about quarters.

Article 9 – The Officer in charge at the scene of any fire shall have full power and authority to direct the operation of extinguishing the same and to take the necessary precautions to prevent the spread thereof. In the course of such operations, he may prohibit the approach to such fire by any person, vehicle or thing, and may remove or cause to be removed and kept away from such fire any vehicle, or thing, and all persons not actually and usefully employed in his judgment, in the extinguishing of such fire or the preservation of life and property, in the vicinity thereof. He shall be in charge of such fire until the arrival of a superior Officer.

Helena Fire Department Code of Conduct

PURPOSE

The Helena Fire Department has adopted this Code of Conduct (“Code”). The Code is intended to apply to all Department employees. The Code is intended to promote honest and ethical behavior. Our Code is built upon our Mission, Vision and Values. The Department expects that all its employees will maintain the highest level of integrity as we “Protect and enhance the safety and well being of our residents, businesses, customers, visitors and partners.” As such, we acknowledge our individual responsibility to ensure our collective success by practicing and promoting our Vision and Values. The Code of Ethics along with our Mission, Vision and Values reflect a shared view of how we want to operate, be seen and be remembered by others.

MISSION

Our Mission...As the “Guardians of the Gulch” we proudly continue our tradition by professionally providing a quality, effective, skillful, safe and caring service to protect our community whenever and wherever needed.

Community Well Being

We stand ready and able to protect the entire community from the harm and danger caused by all emergencies. We will accomplish this through prevention efforts, public education, strategic planning, and rapid response of well-prepared resources.

A Healthy and Safe Workforce

We actively strive to encourage our personnel to maintain a healthy lifestyle and perform duties in a manner that responsibly manages risk and minimizes exposure to personal injury so that we can better serve those in need.

Operate Effectively and Efficiently

We seek to maintain an exceptional level of operational readiness in the performance of our duties. We strive to provide the best services possible within the fiscal opportunities available. This is accomplished throughout the organization with its basis at the individual level.

Professional, Responsive Service

We recognize that the needs of our customers are varied and we are dedicated to assuring a consistent delivery of professional service in a dynamic environment.

Serve Beyond Expectations

We are always seeking opportunities to serve beyond traditional expectations. We are dedicated to promoting programs that minimize risk and maximize the safety and well being of our residents, businesses, customers, and partners.

Emergency Services Partnerships

We are committed to supporting all aspects of the fire service at the local, regional, statewide, and national level. We will participate as a full partner in the fire and emergency services community. We will explore opportunities to develop new partnerships and foster existing ones.

We value...Employees who take pride in their work. Commit to quality and professionalism, integrity, honor and teambuilding and empowerment of our personnel. We will constantly strive to enhance our citizen's trust in our ability to protect and serve.

Members Code of Conduct

Article 1 New – Every member of the Helena Fire Department is expected to conduct him or herself in a highly self-disciplined manner and is responsible for his/her conduct in a positive, productive, and mature way. Members will refrain from using their position for personal gain.

Article 2 – Members of the Fire Department shall conduct themselves in general with due regard to the fact that they serve the public. They shall be courteous in their relations with the public and with each other. Members will not discriminate because of race, color, religion, age, sex, handicap, political affiliation, or national ancestry. In his/her job capacity, each member is to work to prevent and eliminate such discrimination while providing services, assigning work schedules, and in executing all personal actions.

Members shall not be guilty of making a nuisance of themselves, nor shall they be guilty of any act tending to bring discredit or disrespect to the Helena Fire Department.

Article 3 – Members of the Fire Department shall devote their time and attention on duty to the service of the Fire Department and they shall operate safely and use sound judgment. They shall attend such fires, alarms of fire, medical emergencies, hazmat incidents and other emergencies to which they may be assigned, detailed or called. Members are dedicated to conserve life, to alleviate suffering, to promote health, to do no harm, and to encourage the quality and equal availability of emergency fire and medical care.

Article 4 – Members of the Fire Department shall read, become familiar with, and obey all laws, ordinances, rules, regulations, orders and directions for the government of the Fire Department. Members shall become familiar with, and obey, the personnel policies and procedures of the City of Helena.

Article 5 – Members of the Fire Department shall participate in all Department training activities while on duty and be thoroughly familiar with all equipment.

Article 6 – All information relative to fires, investigations and alarms, involving possible incendiaries, arson, medical calls, death or unusual circumstances or Department business of any kind, shall be kept confidential and not be given out to anybody except by permission of the Fire Chief.

Article 7 – Members of the Fire Department shall not falsify records, make misleading entries with intent to deceive or permit willful mutilation of any Department record, book, paper, computer generated or written documents.

Article 8 – Members of the Fire Department shall be responsible for the safe keeping of all Fire Department property in their charge.

Article 9 – Members of the Fire Department shall be on time for shift changes or special assignments. All department members shall observe the work hours of their position. In constant-staffed positions, the work hours conclude when properly relieved or when authorized.

Article 10 – Members of the Fire Department shall not be absent from duty without the permission of the Officer in charge.

Article 11 – Members of the Fire Department shall receive the permission of the Officer in charge before making any shift changes.

Article 12 – Members of the Fire Department shall acquaint their successors with all details of their tour duty. The relief Member as well as the Member being relieved, will be held responsible for this action, so that they both may be aware of existing conditions.

Article 13 – Members of the Fire Department shall exercise proper precautionary measures to avoid injury to self and others.

Article 14 – Members of the Fire Department driving apparatus, shall have the care and management of such apparatus and shall be held responsible for reporting the condition of same. They shall see that it is clean, in good order and ready for immediate service at all times.

Article 15 – Members of the Fire Department driving apparatus shall have a valid driver's license issued by the State of Montana with acceptable driving record? They shall obey provisions of the State Vehicle Code and Traffic Ordinance of the City of Helena, and be familiar with other pertinent information regarding their privileges and responsibilities as operators of Fire Department apparatus. Drivers shall be governed by traffic conditions, visibility, street conditions, time of day and officer's discretion.

Article 16 – Members of the Fire Department shall not be employed in or connected with any extraneous business or occupation that will impair their departmental proficiency or may be considered a conflict of interest with their primary position.

Article 17 – Members of the Fire Department shall notify the Assistant Fire Chief within twenty-four (24) hours of any change in residence or telephone number.

Article 18 – Members of the Fire Department shall attain and maintain good physical condition.

Article 19 – Members shall not fight, steal or abuse their sick leave.

Article 20 – Members shall not smoke within any City or public buildings or vehicles, or any time a building is designated as smoke free.

Article 21 - Excessive profanity, loud talking or boisterous conduct is not allowed.

Article 22 - Members of the Fire Department shall not engage in activities that are detrimental to the Department or City. The display of potentially offensive materials at a fire facility is prohibited. Uses of alcoholic beverages, debilitating drugs or substances, which could impair physical and/or mental capacities, or engaging in sexual activity while on duty are actions which are strictly prohibited.

Article 23 – When off duty, there is a departmental expectation to respond to emergencies when contacted and requested to do so

with the following exceptions:

- The member is not fit for duty because of injury, sickness, prescription drug usage, or the use of alcohol or any other substance, which may impair abilities.
- The member is the sole person caring for a child, children or incapacitated person and no replacement is available.