

RULES and REGULATIONS of the  
HOLYOKE FIRE DEPARTMENT

May 1, 1994

In accordance with Section 8, Chapter 5 of the Revised Ordinances of the City of Holyoke, 1947, the following rules and regulations are prescribed by us for the government of the Fire Department, subject however, to such additions, amendments or revocations as the good of the service may require.

All rules and regulations issued prior to this date are hereby revoked, together with all instructions and orders heretofore issued that in anyway conflict with these rules and regulations.

Violations of any of the rules and regulations contained herein shall subject all personnel of the Department to the penalties prescribed herein.

All employees of the Department shall be subject to the provisions of the Civil Service System, as defined by Chapter 31, of the General Laws, Commonwealth of Massachusetts.

As amendments to the Rules and Regulations become necessary official notice will be issued by order of the Fire Commission and the Chief of the Department.

All members of the Department are hereby directed to make themselves thoroughly acquainted with these Rules and Regulations and all general or special orders, notices, and standard operating procedures, and the contract between the City of Holyoke and Local 1693 of the International Association of Fire Fighters.

Board of Fire Commissioners

Brian Leary  
Acting Chief

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OF THE HOLYOKE FIRE DEPARTMENT

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## FORWARD

All members of the department are hereby directed to make themselves thoroughly acquainted with the Rules and Regulations and all general and special orders, notices, and S.O.P.'s which may be issued from time to time. All members of the Department are required to be familiar with all aspects of the contract between the City of Holyoke and Local 1693 of the International Association of Fire Fighters. Ignorance thereof will not be considered an excuse for noncompliance with them, A strict failure on the part of any officer to report violations of them, promptly and in such manner as is designed, shall be considered neglect of duty.

In addition to their duties as set forth, members of the department shall perform such other duties as may be required of them by their superior officers. These Rules and Regulations are not intended to cover every case that may arise in the discharge of their duties. Something must necessarily be left to the intelligence and discretion of individuals and according to the degree in which they show activity and judgment on all occasions, will be their claim for future promotion.

Each member of the department, when appointed must comply with the minimum and maximum age requirements set forth by the Massachusetts Division of Personnel Administration, and meet the medical standards required for membership in the department. All persons must be in good health. They shall sign and file with the Chief of the department the following agreement before they are accepted as a member of the department: "I hereby acknowledge receipt of a copy of the Rules and Regulations governing the Holyoke Fire Department, and I hereby agree that I will, at all times, during my service in the Holyoke Fire Department, support the Constitution of the United States, all Laws of the Commonwealth of Massachusetts, all Ordinances of the City of Holyoke, and obey all Rules, Regulations and Orders of the Holyoke Fire Department and will discharge my duties as a member of said Department according to the best of my ability".

Each person selected for a position as third grade firefighter shall serve a probationary term of one year, which may be extended at the discretion of the Chief. All shall take a complete course in the department drill school. No person who is selected for a position as a third grade firefighter shall be accepted as a regular member of the department unless they shall have attained a first class rating in the department drill school and from the company officer in the everyday duties of a firefighter. The time of service of each person shall be computed from the beginning of the probationary term. Drill school requirements shall not apply to members of the Repair Shop or Fire Alarm Department, although a new member of each of the foregoing mentioned units, shall demonstrate an ability to perform the duties required of those two units, during a twelve probationary period.

## ARTICLE 1

Section 19 of the Charter of the City of Holyoke provides for the: Establishment and composition of the Fire Department, appointments, terms, and powers of the Fire Commissioners.

The board of aldermen shall establish a fire department for said city, to consist of three fire commissioners, a chief and of such officers and members, including a superintendent of the fire alarm telegraph system, as the said fire commissioners shall have authority to define the rank and duties of said officers and members, and in general to make such regulations concerning the conduct of persons attending fires, as they may deem expedient, and may fix such penalties for any violation of such regulations, or of any of them, as are provided for breach of the ordinances of said city. The mayor, exclusively, shall appoint three persons to be fire commissioners; one of said persons to be appointed in the month of January in each year, to hold office for the term of three years from the first Monday of January in the year of office, unless sooner removed, for two years from the first Monday of January next after their appointment. The appointment of all the officers and members of the fire department, including a superintendent of the fire alarm telegraph system, who shall also be inspector of wires, shall be vested in the fire commissioners exclusively.

## REVISED CITY ORDINANCE 1947

## CHAPTER 5

## FIRE PROTECTION

Section 1: False alarms; interfering, etc. with fire alarm system.

No person shall open any of the signal boxes connected with the fire alarm telegraph system for the purpose of giving or causing to be given a false alarm of fire, or interfere in any way with said boxes by breaking, cutting, injuring or defacing the same, except in case of fire, or without authority, by opening, tampering or meddling with said boxes, or of any part thereof, or with the fire alarm telegraph wires or anything connected therewith.

Section 2: Taking apparatus outside city.

No engine or any part of the apparatus belonging to the fire department shall be taken from the city at any time, except for the purpose of having the same repaired; provided however, that in case of a fire or emergency in another town or city, the chief may order any apparatus, to be taken to such city or town for the purpose of assisting in the extinguishing of such fire or other emergency.

Section 3: Driving over fire hose

No person shall drive any vehicle upon or over any hose pipe in use at any fire and placed in any street, except by the direction or with the permission of the chief or of some officer of the fire department.

Section 4: Organization ; compensation.

The fire commissioners shall organize annually on the second Thursday of January, or within ten days thereafter, by the choice of one of their number as chairman, The commissioners shall serve without compensation.

#### Section 5: Secretary.

The fire commissioners shall choose a secretary, subject to the laws, rules and regulations of the Commonwealth, relating to Civil Service, who shall not be a commissioner, and the secretary shall receive for his/her services such compensation as the commissioners shall determine.

#### Section 6: Powers and duties generally.

The duty of extinguishing fires and protecting life and property in case of fire shall, within the city, be entrusted to the fire commissioners, and they are authorized to appoint, subject to the laws, rules and regulations of the Commonwealth, relating to Civil Service, such other officers and members of the fire department as are prescribed under section 11 of this chapter and define their rank and duties and to fix their compensation. The fire commissioners shall have the supervision and control of all the fire houses and furniture used for the department purpose, and of all public hydrants when necessary for the use of the department.

#### Section 7: Purchasing apparatus and supplies; keeping within appropriations; expenditures amounting to one thousand dollars.

The fire commissioners shall have authority to purchase fire engines, ladder trucks, and all other apparatus and supplies necessary for the complete equipment of the fire department, or conducive to the proper performance of their duties; provided, however, that the expenditures under each branch or head of the fire department as designated by the board of aldermen in the order fixing the annual appropriations, shall not exceed the sums previously appropriated or provided by the board of aldermen for such branch or head, not shall the aggregate of the expenditures authorized by this chapter be in excess of the sums previously appropriated or provided by the board of aldermen for the maintenance of the fire department.

#### Section 8: Rules and regulations.

The fire commissioners shall make such lawful rules and regulations for their own government of the fire department and for the regulation and care of the fire alarm telegraph system as they may consider necessary. They shall also make suitable regulations under which officers and men of the fire department shall be required to wear an appropriate uniform or badge by which, in case of fire and at other times, the authority and relations of such officers and men of said department may be known.

#### Section 9: Annual Inspection of Department.

The fire commissioners may cause to be held an annual inspection of the fire department buildings and apparatus.

### FIRE DEPARTMENT

#### Section 10: Composition.

The fire department of the city shall consist of three fire commissioners, a chief, and as many deputy chiefs, officers and firefighters as set forth in ordinances of the city of Holyoke. Also required: a superintendent of fire alarm systems, an assistant superintendent of fire alarm systems, a supervisor of motor vehicles, an assistant supervisor of motor vehicles and as many engine and ladder companies as the city may, from time to time require for efficient service.

#### Section 11: Residence requirements for members.

Persons appointed to the fire department will comply with the residency requirements set forth by Massachusetts Law and as outlined in the agreement between the City of Holyoke and Local Union No. 1693 of the International Association of Firefighters, AFL-CIO.

#### Section 12: Vacations and time off for members.



Vacations and time off will be granted in accordance with the agreement between the City of Holyoke and Local Union No. 1693 IAFF AFL-CIO, based on commonwealth of Mass. Regulations.

### FIRE PREVENTION

#### Section 13: Inspection of Building, etc.

It shall be the duty of the chief of the department or any member of said department designated by him, from time to time, to enter upon and into any premises, building, structure or alleyway within the corporate limits of the city for the purpose of examining and inspecting the same to ascertain the condition thereof with regard to the presence, arrangement or deposit of any articles, materials, substances, goods, wares or merchandise which may have a tendency to create danger in case of fire on or in the same, or personal injury to or loss of life to the occupants or of persons on or in said premises, buildings or structure; also with regard to the condition, size arrangement and efficiency of any and all appliances for protection against fire on or in such premises, building, or structure.

#### Section 14: Buildings, etc., containing waste and combustible materials; order to correct dangerous conditions.

If the chief of the fire department or his designee shall find, on inspection of any premises, building or structure any rubbish, debris, waste or inflammable or combustible material, and the same is not so arranged or disposed as to afford reasonable safeguard against the dangers of fire, or if he shall find that the articles, materials, goods, wares and merchandise on or in said premises, buildings or structure are so arranged and disposed that the occupants thereof or persons rightfully on or in the same would not, because of such arrangement and disposition, be afforded reasonable access to the exits of said premises, building or structure in case of fire, or if he shall find that by reason of such arrangement or disposition the members of the fire department would unnecessarily and unreasonably be interfered with in the exercise of their duties in and about such premises, building or structure in case of fire in the same, he may order in writing the removal of such rubbish, debris, waste or inflammable or combustible materials from said premises, building or structure, or in disposing and arranging of the same on or in said premises, building or structure in such manner as will remove

such danger from fire. He may also order in writing that such articles, materials, goods, wares or merchandise be so arranged and disposed on or in said premises, building or structure that the occupants thereof, or the persons rightfully on or on the same will be afforded all reasonable access to the exits from the same in case of fire, and the members of the fire department will be afforded all reasonable facilities for the discharge of their duties in and about said premises, building or structure in case of fire.

Section 15: Fire protection appliances; ordering installation repair, etc.

If the chief of the department shall find that the appliance on or in any premises, building or structure for protection against fire are not in proper condition, or of sufficient for the purpose for which the same are designed and intended, or if he shall find that such appliances are reasonably necessary for the protection of such premises, building or structure and are wholly wanting, he shall order, in the case of such improper condition and rendered reasonably sufficient to afford reasonable protection against fire, and in the case of absence of such appliances where he may find that they are reasonably necessary for protection against fire, he shall order the installation of appliances sufficient to afford such protection in case of fire to said premises, building or structure and to the occupants thereof or persons rightfully on or in the same.

Section 16: Appointment of Fire Inspectors; reports to chief.

The chief of the fire department hereby is empowered and authorized to appoint such and as many inspectors to make the inspections herein before provided for, who shall report in writing the results of their inspections to the chief of the fire department.

Section 17: Issuance of orders by fire inspectors.

Such fire inspectors are hereby empowered and authorized to make such orders in respect to the conditions found by them on inspections as are in this article authorized to be make by the chief of the fire department.

Section 18: Same—Appeal by persons aggrieved.

Should any owner, lessee or occupant of any premises, building or structure or the owner or person in control of any materials, goods, wares or merchandise consider himself aggrieved by such order of such deputy, he may, within twenty-four hours after the said order has been served on him, appeal to the chief of the fire department who shall thereupon make such order in the premises as in his discretion he may deem right and reasonable, and said order shall be final.

Section 19: Direction of orders issued under article; duties of owners, etc.

Such order herein before mentioned shall be directed to the owner, lessee or occupant of such premises, building or structure or to the person in control of the articles, materials, goods, wares or merchandise herein before referred to, or to the owner thereof, circumstances may require, and it is hereby made the duty of such owner, lessee or occupant of premises, building or structure, and of such person in control of such articles, materials, goods, wares and merchandise, or the owner thereof, to comply with such order with all reasonable dispatch and diligence.

Section 20: Penalty for failure to discharge duties or noncompliance with article.

Any owner, lessee or occupant of such premises, building or structure or any person in control of such articles, materials, goods, ware and merchandise as herein above referred to in this article, or the owner thereof, who shall fail or neglect to discharge the duties imposed by this article and the orders of the chief of the fire department, or the duties appointed by him under this article, on conviction thereof, shall be subject to a fine as provided in section 7 of chapter 1.

PROHIBITED PRACTICES

No person shall, either directly or indirectly, pay, render or give any money, service or other valuable thing to any person for or on account of or in

connection with any test, appointment, promotion or removal in which he is concerned.

## RULES AND REGULATIONS

DECEMBER 07/1992

### CHIEF OF THE DEPARTMENT

Section 1: The chief of the fire department, subject to the Board of Fire Commissioners, shall have the absolute command, control, charge, management, discipline and supervision of every officer and employee in the fire department; he shall take cognizance of any and all neglect of duty by any of said officers or by any employees thereof; he shall have sole control, management and command at fires over all officers, members and employees of the Department and over all stations, apparatus and appurtenances belonging to same.

Section 2: The chief of the Fire Department shall act as the executive officer of the Board of Fire Commissioners and, in the absence of specific rulings by the Commissioner, his orders in all matters pertaining to the maintenance and conduct of the Department shall be absolute and final, subject however, to revision by the Board of Fire Commissioners upon appeal. He shall detail and assign officers and men to companies and as practical, shall assure himself by personal inspection, that the stations, apparatus and companies are kept at the highest standard of efficiency.

Section 3: As head of the uniformed force, each officer shall be directly responsible to the Chief of the Fire Department. All charges whether preferred by officers or privates, shall be transmitted to him through the proper departmental channels before presentation in any form to any member of the Board of Fire Commissioners, and any officer or private failing in the presentation of charges against another member of the Department to observe this method of procedure, shall be deemed guilty of insubordination.

Section 4: No charge against a member shall be entertained by the Chief of the Fire Department until it has been presented in written form. Upon receipt of a charge presented in such form, he may in his discretion, order suspension of the person against whom it is preferred and shall forthwith present in writing to the Chairman of the Board of Fire Commissioners, a statement setting forth the name of the person against whom the charge has been preferred, the nature of the charge and the action taken by him thereon.

Section 5: The Chief of the Department shall see that all orders of the Board of Fire Commissioners and the Rules and Regulations of the Department are strictly enforced and that proper discipline is observed and maintained by all officers and men.

Section 6: He shall see that good order and discipline are observed and enforced in each and every station and shall diligently inquire into any and all complaints of misconduct made by citizens against firemen while on duty and for neglect of duty or violations of the Rules and Regulations of the Department.

Section 7: He shall have the power to suspend any and all members so offending. A full report of all such suspensions shall be made promptly and shall be subject to the approval of the Board of Fire Commissioners. Local 1693 AFL-CIO, IAFF will also receive prompt notification of such suspension.

Section 8: All supplies necessary to the maintenance and conduct of the Department, other than those secured by vote of the Board of Fire Commissioners, shall be obtained only upon order of the Chief of the Department or in his absence, upon order of the duly authorized Acting Chief.

Section 9: The Chief of the Fire Department shall at all times be prepared to inform the Board of Fire Commissioners, either orally or in writing, concerning the lands, buildings, apparatus and uniformed force of the Department and to this end is hereby authorized to require of the Deputy Chiefs and other officers, such reports as in his judgment are necessary. First Deputy Chief shall perform all duties assigned to him by the Board of Fire Commissioners and the Chief of the Department.

Section 10: Reserved for future use.

### DEPUTY CHIEFS

Section 11: Deputy Chiefs shall perform such duties as the Board of Fire Commissioners, Chief of the Fire Department may direct, and in the absence of the Chief, the First Deputy Chief shall act as chief during such absence, and be subject to the regulations amenable to the same rules as have application to the Chief.

Section 12: In the absence of the Chief and the First Deputy Chief, the Second Deputy Chief shall act as Chief and shall be subject to rules and regulations as have application to the Chief.

Section 13: Deputy Chiefs shall prove to themselves that Roll Calls are being properly conducted in all stations of the Department, and at the required time. They shall frequently visit stations of the Department to assure themselves that such Roll Calls are being conducted in accordance with these Rules and Regulations.

Section 14: Deputy Chiefs on duty each Saturday, during the day shift shall make a complete inspection of all parts of Departments buildings, apparatus, equipment and grounds and they shall forward a report to the Chief of the Department, giving complete results of such inspection, if conditions are found that warrant the chiefs attention. Company Officers shall accompany the Deputy Chiefs on such inspection and shall enter the time of the inspection on daily report sheets and in the Company Journal, with all comments by the Deputy Chief concerning the inspection.

Section 15: The Deputy Chief on duty each day, shall make morning visits to all stations of the Department.

Section 16: Deputy Chief's on each group shall see to it that company officers, under the direction of the Drill Master, shall have the responsibility of training all drivers and tiller-men in the department in the proper driving, pumping operations, and aerial operations of engines and ladder trucks.

Section 17: Deputy Chiefs shall report in writing any meritorious act observed by him, or reported to him by company officers. Details shall record date, time, location, risk involved and persons concerned, which reports shall also be entered on the department records.

#### SECRETARY-CLERK

Section 18: The Secretary shall be the official Secretary to the Board of Fire Commissioners, and the Fire Chief, and Board of Public Safety.

Section 19: He/She shall perform such duties he/she may be assigned by the Board of Fire Commissioners or by the Chief of Department.

#### DUTIES

All of these rules apply also to a Private when acting out of grade as an officer in command of a company.

Section 20: Captains The captain of each company shall have full control of the company entrusted to him and shall be responsible for the proper care for the building and premises, the apparatus and all equipment under his charge. He shall assign each member of his company to perform such portions of the work at quarters and on apparatus as he considers proper, apportioning to each member as equal a share as possible while assisting and supervising. Captains shall cause all men under their command to be instructed in the proper use of all apparatus, tools and utensils used in the

service, and shall report in writing to the Chief of any member who is, or appears to be , for any reason incompetent to do his full duty.

Section 21: Captains shall report in writing to the Chief, at one, the name of any member of the Department guilty of disorderly conduct or violations of the Rules and Regulations of the Department; and damage which their apparatus or any part of it, any equipment or furniture may have sustained or which have been done by the company to any property; and accidents to members of their companies, stating cause and nature.

Section 22: Captains shall take full charge at fires at which they are first to arrive, until the arrival of a superior officer. The captain of each company shall make reports of all services rendered by his company. Said reports shall be made to the chief within twenty-four hours from the time such services are performed, and shall be entered upon the records of the department. He shall report in writing any meritorious act by any member of his company, with particulars as to date, location, risk involved and persons concerned, which reports shall also be entered on the department records.

Section 23: Captains will be in full charge of his company: Lieutenants shall have charge of opposite shifts and shall make all reports to or through his superior officer. No changes shall be made during the absence of the captain from duty without permission. Changes can be ordered by a superior officer after a discussion with the captain. Any subordinate detailed to fill a higher position, by acting out of grade, shall have the same authority, and all orders issued by him shall receive the same attention as they would receive of issued by the regularly appointed officer.

Section 24: Captains shall instruct lieutenants as to the proper manner in which reports, requisitions and other papers should be made out, and see that they become competent to perform such duties as would be required of them if in charge.

Section 25: The Lieutenant, in the absence of the captain, shall assume all the duties of the captain, when he is first to arrive at fires, he shall be relieved by the first officer of superior rank arriving. He shall perform such duties as the captain may require and shall at all times assist that officer in the management of the company.



Section 26: Commanding officers of all stations will be held accountable for accurate time record of all repair work to station by the Department of Public Works. A permanent record of the time, dates, worked performed and by whom must be kept in the company journal. Company officers will see to it that roll calls are properly conducted at the required time, which is 07:45 and 17:45.

Section 27: Company officers will be held responsible for the removal of all snow in and around fire department stations that city plowing has not removed, and will see that the removal of such snow provides for the easy egress from and the egresses to such stations, of people and the fire apparatus assigned thereto.

Section 28: Company officers will see that the electric current is not used unnecessarily for lighting or other purposes.

Section 29: In the event of a second fire while companies are still out to other alarms or are otherwise out of service, officers commanding companies will see to it that absent companies are covered by those that are still in service.

Section 30: Weather permitting, company officers shall conduct outside drills with their companies; also, they will arrange to instruct company members in driving, tillering and operating pumps and aerial ladders. He shall further instruct the members of his company in safe driving. All members appointed to the Department shall hold a driver's license issued by the Commonwealth of Massachusetts.

Section 31: All hose on apparatus will be changed every three months, or after alarms of fire where hose has been used. Company officers shall be held responsible for the proper care of all hose.

Section 32: Operators of fire department pumping engines and aerial ladder turntables, shall have charge of the pumper and aerial ladder during fire operations, unless otherwise ordered by his commanding officer.

## APPARATUS

Section 33: No apparatus shall be taken away from the station except in cases of fire or company drill, without the consent of the Deputy Chief. The Chief, or Deputy Chief on duty, shall have the power and authority in case serious emergency in any other city or town, to permit the use of apparatus of the Fire Department in places outside the City of Holyoke.

Section 34: Drivers of fire apparatus and officers, in answering an alarm of fire, shall at all times use proper caution for the safety of men and apparatus.

Section 35: Company officers and operators of all apparatus shall exercise special caution upon approaching street equipped with traffic lights. When responding to an alarm, apparatus shall stop at a traffic light on red or a stop sign and then go through only when it is necessary do so. Warning lights shall be on and siren sounding when necessary while responding to an alarm. While returning from alarms of fire, apparatus shall stop when traffic signals are set against them, and warning lights will be off.

Section 36: Whenever tire chains, or track chains are disconnected from the wheels of apparatus the chains must be removed from the floor and not allowed to remain disconnected under the wheels.

### CONDUCT AND DISCIPLINE

Section 37: Officers and members in addressing each other will do so in a respectful manner. All members of the department will be required to address officers by their respective titles.

Section 38: Any member of the force when off duty, conducting himself in a manner to bring discredit upon the department, shall be liable to disciplinary action, such action shall be made by Chief or the Fire Commissioners.

Section 39: Any neglect of duty, disobedience of orders or disregard of officers shall be immediately reported to the Chief in writing, unless the violation is so flagrant as to permit no delay, in such case the officer shall make an immediate telephone report to the Chief on duty, followed in all cases by a complete report in writing.

Section 40: Order and decorum must be observed while going to, working at and returning from an alarm or fire.

Section 41: No person not a member of the department will be permitted to lounge about any of the station of the fire department.

Section 42: No gambling of any kind will be allowed on any property occupied by the fire department, nor shall any spirituous or malt liquor be brought into or used therein. No profane language or disorderly conduct will be allowed on the part of members of the department when on duty or in their respective stations.

Section 43: Members while on duty or in uniform shall not at any time be under the influence of spirituous or intoxicating beverages, or illegal drugs.

Section 44: Any member of the department having charges of intoxication while on duty or in uniform preferred against him and found guilty thereof shall be penalized, following a hearing given to such member by the Board of Fire Commissioners, such hearing shall be held in accordance with the laws, rules and regulations of the Massachusetts Division of Civil Service.

Section 45: No member shall wear beards, side burns, or lengthy hair styles that may interfere with the proper face piece seal of a self-contained breathing apparatus.

Section 46: No subscription for papers, books or tickets shall be circulated or advertisement solicited under the auspices of any members of the fire department or association connected with the department, for the purpose of soliciting money from the general public without permission from the chief, and the Board of Fire Commissioners.

Section 47: The Chief, or acting chief, shall have the power to suspend, for cause, any member of the department and shall immediately report such action to the Fire Commission. Such action must be taken in strict accord with the laws, rules and regulations of the Massachusetts Division of Civil Service.

Section 48: All officers and any department member in charge of apparatus who has misdirected apparatus in answering alarms of fire shall make a written report thereof, within twenty-four hours, to the chief.

Drug + Alcohol

Section 49: Only members of the fire department shall ride on any fire apparatus. The on duty Deputy Chief can make an exception for public service.

Section 50: No officer or member of the fire department, shall, at any time, go to any member of the Fire Commission, on any matter pertaining to the fire department, fire department procedure or assignment of personnel, unless he shall have first gone through proper channels and received permission so to do from the Chief of the Fire Department.

Section 51: Permission for leaves of absence except in case of emergency, shall be made in writing to the Chief at least 48 hours in advance of leave.

Section 52: Roll call shall be at 07:45 and 17:45 and shall be held as ordered, except in event of fire or other extreme emergency. Entry shall be made on the company daily report and in the journal of the exact time of each roll call and the condition of the company, noting any exceptions that may occur. In case of tardiness or absence without permission, the same shall be noted in daily report and company journal and a report be made immediately to the deputy chief's office together with the name of the man on the opposite shift held to cover; if any is so held. If absent without leave, a written report will be made out by the absentee, initialed by his company officer and sent to the chief's office. Failure to report for duty may be subject to punishment by the Board of Fire Commissioners or the Chief.

Section 54: ABSENCE WITHOUT LEAVE. An absence of any member from duty including and absence for a single day or part of a day, that is not authorized by a specific grant of leave of absence under the provisions of these rules and union contract agreement shall be deemed an absence without leave. Any such absence without official leave shall be without pay and may be subject to such disciplinary action as the Chief or Board of Fire Commissioners may provide.

Section 55: Immediately following roll call or upon receipt of all general or special orders and notices; the company officer will read such material to the company and enter in daily report and journal with time of day received.

Section 56: Members must report for duty on time and shift must be properly manned before members of the opposite shift are relieved.

Section 57: Members reporting late for duty shall be reported to the deputy chief's office. Report of instance shall be recorded in daily report and journal. A member reporting late for duty more than once in a given year shall be reported to the chief's office. Continued tardiness by any member, unless such tardiness is due to extenuating circumstances, shall be subject to disciplinary action by the Chief or the Board of Fire Commissioners.

Section 58: When a member reports for duty after 8:00 a.m. when working on the day shift and after 6:00 p.m. when working on the night shift, this tardiness will be documented on the Company report, Company journal and Deputy Chief attendance report, and he/she shall not be paid for a roll call attendance.

Section 59: Members on duty shall not be permitted to leave premises of their respective stations for any purpose without permission of their company officer. Permission to go off duty must be secured by their Deputy Chief on duty.

Section 60: Members of the night shift shall provide and use a complete set of bed sheets and pillow case.

Section 61: In case of any runs requiring cleaning of apparatus, equipment or changing of hose, when necessary this work must be done immediately upon return to quarters. However, officers of companies must not place their companies out of service when other companies in their first alarm district are out of service or are at fires, unless the conditions prevailing make it absolutely necessary.

Section 62: In the event of the "off shift" group reporting for duty and finding the group to be relieved out at fire, the group reporting shall proceed at once to the fire where the relief shall be made, if, in his judgment, the Deputy Chief deems it necessary to hold both groups at the fire he may do so.

Section 63: All members of the "off-shift" when contacted by telephone shall be required to report for duty with their respective companies on all second alarm and general alarm fires.

Section 64: Members shall report to their superior officers ways and means whereby then may be reached by telephone. In case of emergency the entire force may be held on duty.

Section 65: An emergency shall mean circumstance or combination of circumstances affecting the safety or welfare of the general public, which calls for immediate action.

Section 66: A member shall not be allowed to work in any other member's place on the opposite shift unless permission has been granted by the company officer and Deputy Chief, following receipt of a written request to do so.

Section 67: In order that there shall be no loss time in case of emergency each company shall keep a record of each member showing name, rank, address and telephone number of every member of the company. Each company member shall notify his company officer and the Chief's office immediately of a change of his address and phone number.

Section 68: Firefighters detailed to act as chief's drivers shall be considered as aides to Deputy Chiefs during fires, and may be used by such chiefs to carry orders to and from various officers during fires, and to do firefighting duties as ordered by the Deputy Chief.

Section 69: Orders or directions received by company officers from these aides when the name of the directing chief is given, must be promptly obeyed.

Section 70: Chiefs aides so detailed are strictly forbidden to give any orders or directions not authorized or directed by the chief.

Section 71: Beds in company quarters shall not be used by members off duty and members of companies shall not lounge in or about fire stations when off duty.

Section 72: Firefighters from other stations shall not frequent or loiter around the different stations in the city. This does not mean they cannot visit or enter the different fire stations, but shall not interfere with the work of the men in these stations.

Section 73: Fire alarm operators shall send in the regular strokes on the alarm at 0800 hours for vocal alarm test and roll call. Following roll call officers and drivers shall see that all apparatus and equipment is in proper working order. Necessary work will be done.

### PERSONNEL

Section 74: The uniform force of the department shall be divided into four groups, one group to perform duty days, one group to perform duty nights and two groups to be off duty. The entire force to be commanded by the chief of department and shall consist of the necessary number of deputy chiefs and companies, companies as is deemed necessary for the proper protection of the city. The companies shall be composed of one captain and three lieutenants, and in engine companies there shall be as many firefighters and in truck companies as many firefighters as is deemed necessary for the proper operation of such companies.

### VISITING HOURS

Section 75: Fire stations of the department shall at all reasonable hours be open for visitation and inspection by officials and citizens. The officer in charge of the station shall personally attend to the reception of the visitors and delegate a man to guide and inform them. All visitors shall be courteously treated, and any proper information shall be given them.

### DESK WATCH

Section 76: At all times when the company of the various stations are in quarters, a desk watch shall be maintained in each station under such regulations as the chief of the department may prescribe.

Section 77: The men on desk watch shall be responsible for the telephone messages and orders. He shall wear the proper uniform prescribed by the Chief of the Department and be neat in appearance at all times. He shall meet all officers and officials who enter the station. He shall address all officers or officials entering his station in a polite, courteous and dignified manner.

Section 78: The wearing of the prescribed uniform while on watch shall be from eight o'clock a.m. until nine o'clock p.m., unless otherwise ordered by the deputy chief. Station doors to be secured and floor light out.

Section 79: Company officers will be held strictly responsible for the enforcement of these rules.

#### UNIFORMS AND TURN-OUT GEAR

Section 80: All members of the department shall wear the uniform of the department only while on duty or on official fire department business. Members not actually on duty must not wear the uniform or any part thereof without specific permission from the Chief of the Fire Department, except when representing the department at a public function.

Section 81: Members of the department should refer to General Order #76 for a list of approved items of uniform apparel and appropriate form of dress.

Section 82: Smoking on apparatus while going to or from fire calls or other routine runs is prohibited.

Section 83: When outside of quarters and in uniform, the cap shall be kept straight upon the head, uniform coats shall be kept buttoned, the coat and trousers shall be kept clean and pressed and the shoes shall be polished. A reasonable time is allowed in which the work uniform may be worn while going to or from the station.



Section 84: When appointed to the Fire Department, new members shall procure, using clothing allowance, uniforms and such other personal equipment as is necessary to perform daily duties. All members within one year of the date of permanent appointment shall purchase a dress uniform.

Section 85: The fire department will supply a turn-out coat, helmet, day boots, and night boots. Each member shall handle and use this turn-out gear with utmost care.

Section 86: Members shall be responsible for the safe keeping, proper use and return of department turn-out gear and shall not loan them to any person outside the department and shall not use them for any but department purposes, under such penalty as the fire commissioners shall provide.

Section 87: Company officers shall inspect duty uniforms or parts of the uniforms at roll call and report to the Deputy any instances where uniforms are not worn and used in conformity with provisions of these rules and regulations.

Section 88: The purpose of these regulations is that officers and members of the department shall at all times, except on off duty, appear in proper dress.

Section 89: The prescribed uniform to be worn in quarters, by all company officers is, blue shirt, dark trousers, black belt, black shoes and collar insignia and badge.

Section 90: For all other company members, blue shirt blue trousers kept clean, black shoes, black belt.

Section 91: On all parades or other formations, the regulation dress uniform and white gloves shall be worn, during inclement weather the Blauer raincoat #6292 shall be worn.

Section 92: Full turn-out gear will be worn at fires and other emergency calls and will be donned before boarding apparatus for alarms. Drivers of apparatus are exempt from wearing boots when driving.

Section 93: It is the duty and responsibility of company officers to see that all members of their respective companies are wearing proper turn-out gear, while going to, at, or returning from fires.

Section 94: When reporting for duty, turn-out gear will be placed on apparatus, boots on floor close by, when off duty, members must hang turn-out coats on hangers, helmets on rack and boots in metal frame beneath coat.

Section 95: The regulation dress uniform for officers and members of the Holyoke Fire Department shall be in accordance with the specifications set down by the Board of Fire Commissioners and the Chief of Department. Refer to appendix A at back of this book.

Section 96: The regulation uniform hat with badge of the department to be worn by officers and firefighters shall be in accordance with the specifications set forth in Appendix A.

Section 97: During extremely hot weather, members may dispense with the wearing of the dress uniform coat, provided that , each member is wearing a short sleeve white shirt of approved type and is wearing the department badge on the left breast pocket of the shirt.

## REPORTS

Section 98: Written reports shall be sent to the chief's office for the following:

- Daily reports of all activities
- Reports on special forms of all duties performed at fires
- All leaves of absence
- Sickness of all members
- Injuries to all members
- Damage to fire department property
- Damage to other than department property
- Accidents in which fire apparatus is involved
- Violations of rules and regulations

Monthly apparatus reports

Inventories of apparatus and equipment (each month and after fires)

Reports of inspection performed

All other reports that may be required by the chief

Section 99: Company officers are to keep a strict account of all supplies and equipment received. The date of receipt is to be noted on daily reports and in the company journal as a permanent record. This will include all rubber goods and fire fighting equipment as well as all general supplies.

Section 100: Company officers shall enter on daily reports and in the company journal all building repairs by the department of public works.

### SICKNESS AND INJURY

Section 101: Members shall report all cases of illness and injury to their company officer without delay, if illness or injury is contracted in the discharge of duty, all details of time, place and manner shall be furnished on an accident report form. Copies will be in triplicate; one to injured member, one to company officer and one copy to chief's office. A note of injury, type, time and place will also be recorded in company journal, daily report and in an injury index in back page of journal.

Section 102: Any member of the department who is temporarily disabled from performing his duties as the result of personal injuries received or of sickness contracted in the discharge of his duty shall be entitled to full pay during such disability for a period as specified by state law, and the labor agreement between the City of Holyoke and Local 1693 of the IAFF, AFL-CIO. Also, past practices of the department in similar cases will be applied. Injured or sick members in line of duty cases will be required to furnish to the Chief of the department a satisfactory certificate from a physician within five work tours, from the date such injury was received or such illness was contracted in line of duty. Such certificate shall state the nature, cause and extent of such accident or illness. It is further provided that the attending physician shall furnish to the chief of the department a written report every thirty days stating the progress made by the patient and further length of time he will be off duty. Extended time off compensation will be granted in accordance with this section.

## BUILDING INSPECTION FOR FIRE PROTECTION

Section 103: Each company officer shall be held responsible for the in-service inspection of his company district. The Fire Prevention Bureau shall from time to time designate specific target areas that should be inspected by company officers and their personnel.

Section 104: In-service companies shall inspect each day, except Saturdays, Sundays, and holidays, optional from 9:00 a.m. to 12:00 noon and from 1:00 p.m. to 4:30 p.m. These inspections shall be conducted as above stated, unless the company is out to an alarm of fire, or during special emergencies or as otherwise ordered by the Chief of the department. Other special inspections or details to theaters or places of assembly, will be carried on as ordered.

Section 105: Companies officers shall see that the members of their company are properly instructed in building inspection and shall include these instructions as part of the company house drills.

Section 106: Members while inspecting will wear proper uniform dress hat and shall be neat in appearance and courteous at all times.

Section 107: Upon returning from inspecting, proper inspection cards shall be made out, which shall be checked by the officer making the inspection and then forwarded to the chief's office.

Section 108: A card record of all buildings in the district shall be kept, showing the date of inspection, condition of property and the name of the inspector thereon; with all other pertinent data that is required.

Section 109: Company officers and members of each company shall familiarize themselves with the location of all sprinkler shut-offs, gas shut-offs, ammonia shut-offs, water shut-offs, electrical cut-off switches, and power burner shut-off switches; they shall also become familiar with the construction and arrangement of all schools, public buildings, halls, theaters, hotels, rooming houses, churches, hospitals, and like occupancies, and all other building within the company district, noting the situation of all elevators, stairways, hatchways, standpipes, and the like, and all means of

entrance and exit from such buildings. He shall also make, or cause to be made note of anything connected with any building which would be liable to cause fire or endanger life in case of fire and report the same in writing to the chief of the department.

Section 110: The Fire Prevention Bureau shall see that all power burners and fuel oil storage have proper licenses and are installed and that all oil is kept in strict accordance with the laws, rules and regulations of the Commonwealth of Massachusetts.

Section 111: The use of private cars by members of the fire department while doing inspection work is prohibited.

### DRILL INSTRUCTION

Section 112: It shall be the duty of the officer in charge of companies to properly instruct each member of all fire department tools and equipment used in the fire department, It shall also be their duty to see that each member of his company is properly trained in all fire evolution's of the department. Company drills shall be held every day on the day shift or at any time at the discretion of the company officer. It shall be the duty of the company officer, upon the visit of the department drill master, to conduct a company drill and give proper instructions on each evolution performed. This shall also apply to company drills when held at the outdoor drill tower.

Courses of instructions at company drills and at the drill tower shall consist of, but not be limited to, the following subjects and evolutions:

- Familiarity with Life Safety Code NFPA 101
- Rescue Procedures and Hazardous Materials training
- Care and Operation and placing of aerial ladders
- Care and Operation of S.C.B.A.
- Care and Operation of hydrants and their location
- Fire alarm signals and the location of fire alarm boxes
- Company response to fire alarm signals
- First aid and C.P.R.
- Use of inhalators and resuscitation
- Fundamentals of firefighting
- General duties and responsibilities of a firefighter

Raising and placing of ladders  
Stretching and operating hose lines  
Use of tools and appliances  
Setting up and operation of Master Stream Appliance  
Fire Department rules and regulations

Section 113: The drill master shall keep a journal of all drill school activities and of all companies and members attending drill school.

Section 114: The drill master shall make an annual report, the first week in January, in each year, to the Chief of the department, outlining the drill school activities for the previous year.

Section 115: The drill master shall observe the use of all tools and equipment at fires and shall correct the mishandling of such equipment when ever necessary or whenever observed.

Section 116: Companies at drill school shall be immediately placed in service upon the sounding of an alarm of fire.

Section 117: The drill master shall be under the direct supervision of the Chief of the department, and Assistant Chief.

Section 118: All officers and drivers of motor fire apparatus in the Holyoke Fire Department shall strictly adhere to the provisions of Chapter 89 of the General Laws, Commonwealth of Massachusetts, pertaining to the operation of fire apparatus.

Section 119: Every member of the department who has a drivers license suspended or revoked, or taken away, for any notification from any court or the Registry of Motor Vehicles, shall notify the Chief of the Department via his deputy chief immediately.

Section 120: The members and apparatus of a fire department while going to a fire or responding to an alarm, police patrol wagons and ambulances, and hospital ambulances shall have the right of way through any street, way, lane or alley. Whoever willfully and maliciously obstructs or retards the passage of any of the foregoing in the exercise of such right shall be punished by a fine of not more than fifty dollars or imprisonment for not more than three months.

Section 121: Upon the approach of any fire apparatus which is going to a fire or responding to an alarm, every person driving a vehicle on a way shall immediately drive said vehicle as far as possible towards the right hand curb of side of said way and shall keep the same at a standstill until such fire apparatus has passed. No person shall drive a vehicle over a hose of a fire department without the consent of a member of such department. No person shall drive a vehicle within three hundred feet of any fire apparatus going to a fire responding to an alarm, nor drive said vehicle, or park or leave the same attended, within eight hundred feet of a fire or within the fire lines established by the fire department, or upon or beside any traveled way, whether public or private leading to the scene of a fire, in such a manner as to obstruct the approach to the fire of any fire apparatus or any ambulance, safety or police department designation. Violation of any provision of this section shall be punished by a fine of not more than one hundred dollars.

Section 122: The driver of a vehicle of a fire, police or recognized protective department shall be subject to the provisions of any statute, rule, regulation, ordinance or by-law relating to the operation of parking of vehicles, except that a driver of fire apparatus while going to a fire or responding to an alarm, or the driver of a vehicle of a police or recognized protective department, in an emergency and while in the performance of a public duty, may drive such vehicle at a speed in excess of the applicable speed limit if he exercise caution and due regard under the circumstances for the safety of persons and property, and may drive such vehicle through an intersection of ways contrary to any traffic signs or signals regulating traffic at such intersection if he first brings such vehicle to a full stop and then proceeds with caution and due regard for the safety of persons and property, unless otherwise directed by a police officer regulating traffic at such intersection.

## FIRE ALARMS DIVISION

### Section 123: Superintendent of Fire Alarm

The superintendent of Fire Alarm Systems shall have, under the direction of the Chief of the Department, general supervision and management of all telegraph apparatus and radio equipment pertaining to the department, and keep the same at all times in perfect working order, reporting to the Chief for all necessary supplies and such improvements as he may think advisable. In the absence of the superintendent of fire alarm, the assistant superintendent of fire alarm, under the direction of the chief, shall perform the duties of the superintendent.

### Section 124: Fire Alarm Operators

The Chief may assign certain employees, known as fire alarm operators, to shifts not to exceed eight hours in any one day, excepting in cases of emergency, where a different assignment of said operators may be made. Fire Alarm Operators shall report for duty in standard uniform at the hours of: 2400, 0800 or 1600 respectfully; depending on the shifts they are assigned to. Recognizing the serious responsibilities of receiving and transmitting alarms of fires and other emergencies, the operator shall remain alert at all times, on all shifts. All alarms transmitted shall be in strict accord with the fire alarm box running card and the still alarm response districts of the various companies.

Section 125: The use of department telephones for outside connections, except in cases of emergency, is prohibited, Long distance calls for personnel use are strictly prohibited.

Section 126: All fire alarm signals and test strokes shall be transmitted in accordance with the usual operating procedure of the Holyoke Fire Department.

### Section 127: Fire Alarm Operators and Signal Maintainers.

Signal maintainers shall report for duty in standard work uniform, at 0730 to 1530. The Superintendent shall assign one signal maintainer to the hours of 0800 to 1600 per day shift, on a rotating basis. They shall work on the 40 hour work week basis.



Section 128: The Superintendent of Fire Alarm Systems shall cause to be kept an accurate inventory of all tools and equipment assigned to his division.

Section 129: The Superintendent of Fire Alarm Systems shall have on file a complete set of maps and plans showing the location of all fire alarm boxes and circuits and all other equipment of his division.

Section 130: The Automotive Repair Department force shall consist of a Supervisor of Motor Fire Vehicles and an Assistant Supervisor of Motor Fire Vehicles. This department shall be responsible for the proper care and maintenance of fire apparatus, automobiles, trucks, hose, tools and all other equipment, as directed by the Chief.

Section 131: The Supervisor of Motor Fire Vehicles shall have, under the direction of Chief, general supervision and management of the Automotive Repair Department and its operating force. He shall make requisitions for supplies, appliances, parts, etc., as required and approved by the Chief and keep account of the labor and materials expended on each piece of work done under his direction. The Supervisor or the acting Supervisor shall be responsible for the proper maintenance and good operating condition of apparatus, motor cars, trucks, hose tools and all other equipment. He shall be responsible for the proper maintenance and operation of the department repair shop and all its facilities.

Section 132: The Supervisor or Assistant Supervisor shall report to work other than their assigned shifts, when ordered to do so by the Deputy Chief on duty for any emergency that requires immediate attention. This decision shall be at the discretion of the Deputy Chief on duty.

Section 133: The employees of the Automotive Repair Department shall report for duty every week day, in proper work uniform. They shall work on the 40 hour week basis. The hours worked shall be 0800 to 1600.

Section 134: The Supervisor shall receive and examine all monthly reports on the condition of the apparatus of the department and shall take the necessary steps to remedy any defects in equipment reported in such reports.

Section 135: The Supervisor shall submit a report to the Board of Fire Commissioners, on the first Monday of January in each year of the work of his department for the preceding year.

Section 136: The Supervisor shall keep an inventory of all equipment and apparatus assigned to the Automotive Repair Department. The Deputy Chief in charge of apparatus shall see that inventories are kept for all apparatus.

Section 137: The Supervisor of Motor Fire Vehicles shall submit a written report to the Chief of Department, reporting all work done by members of his department outside of their regular tours of duty and in connection with the Motor Fire Apparatus Repair Department, stating in such report the date, time and place of such work and by whom it was performed.

Section 138: the Assistant Supervisor of Motor Fire Vehicles shall perform such duties as the Supervisor shall direct.

Section 139: No motor fire vehicle shall be placed out of service without first securing permission of the Deputy Chief on duty.

Section 140: All repairs being made to motor fire apparatus shall be made as speedily as is possible.

#### FIRE PREVENTION BUREAU

Section 141: There shall be in the Fire Department, and under the supervision of the Chief of Department, a Bureau of Fire Prevention. The Captain assigned to said Bureau shall act as the Chief Inspector of the Fire Prevention Bureau. The Chief of Department shall from time to time detail such other officers or members of the Department as he deems necessary to assist in the making of inspections required by said Bureau of Fire Prevention.

Section 142: It shall be the duty of the Chief of the Fire Department and the Chief Inspector of the Fire Prevention Bureau, to enforce laws, rules and regulations of the Commonwealth of Massachusetts and all ordinances of the City of Holyoke, pertaining to fire prevention and including the following:

1. The prevention of fires
2. The storage and use of explosives and inflammables
3. The installation and maintenance of automatic and other private fire alarm systems and all other fire extinguishing equipment
4. Smoke and heat detection compliance
5. The adequacy of the means of exit in case of fire from factories, schools, hotels, lodging houses, tenement houses, asylums, hospitals, churches, halls, theaters, amphitheater and all other places in which numbers of persons work, live, play or congregate for any purpose
6. To assist when needed in the investigation of the cause, origin and circumstances of fires
7. Fuel oil storage and the installation of fuel oil burning equipment
8. All other matters pertaining to fire prevention covered by the laws, rules and regulations of the Commonwealth of Massachusetts and the ordinances of the City of Holyoke
9. Monitoring installation and removal of underground storage tanks
10. Review plans for placement of detectors

The Chief of the Fire Department may delegate the Chief Inspector of the Fire Prevention Bureau or to other officers and members any powers and duties conferred upon him by the laws of the Commonwealth of Massachusetts and the ordinances of the City of Holyoke.

Section 143: Chief Inspector, Fire Prevention Bureau. The Chief Inspector shall report for duty at eight o'clock a.m. weekdays and work until four-thirty o'clock p.m. with one hour for dinner.

Section 144: The Chief Inspector shall perform such other duties that may be assigned him by the Chief of the Department.

Section 145: He shall see that all company inspection districts are inspected in accordance with these rules and regulations.

Section 146: He shall see that all company inspection programs are carried out on a continuous year round basis; weather and manpower conditions allowing.

Section 147: The Chief Inspector shall carry on a program of spot night time inspections, covering dance halls, theaters, arenas, lodge rooms and halls and other occupancies where large numbers of people gather.

### GENERAL PROVISIONS

Section 148: All daily housework in the stations of the department, shall start at 8:00 a.m. and be completed at 10:00 a.m. each day, except when a general house cleaning is being performed or unless delayed by an alarm of fire or other emergency. Station Captains or senior lieutenants on duty shall see that this work is performed, and assist in getting the work done and seeing that it is done in the proper manner and in accordance with these Rules and Regulations.

Section 150: Each member shall have a telephone installed in his residence and shall give his telephone number to his commanding officer and the Chief's office.

Section 151: All officers and members shall cooperate with all municipal departments in the observance and enforcement of laws and regulations for public safety.

Section 152: Persons under the influence of liquor or of undesirable character, shall not be allowed in fire stations.

Section 153: All members are required to report to their commanding officers, changes in their street addresses and telephone numbers, as soon as they occur. Said commanding officers shall submit a report of such changes to the Chief's office.

Section 154: Upon the sounding of an alarm all members shall report to the apparatus floor of their stations, and prepare themselves to respond with respective piece of fire apparatus, in proper turn-out gear.

Section 155: Officers of companies covering in at Headquarters shall see that the telephone switchboard, on apparatus floor is properly manned and that the heating equipment of the building is properly attended to.

Section 156: Whenever one group is relieved by another, the off-going officer shall inform the in-coming officer of all conditions and occurrences which have become known during the preceding period of duty and which may effect the operation of the unit.

Section 157: The flag of the United States shall be properly displayed on all legal holidays and at such other times as ordered by the Chief of Department.

Section 158: The officers of companies covering in at all stations shall assist in any necessary work that is to be done, such as, loading apparatus, rolling hose and getting equipment generally into service.

Section 159: Too much care cannot be taken of the nozzles, as a slight dent or rough surface in the nozzle at the discharge opening will prevent the delivery of a solid stream. Members are cautioned that in handling hose couplings, pipes and nozzles the utmost care must be observed, as a slight dent in either renders them valueless for the purpose intended. Hose, after being used at a fire, should be carefully examined to see if swivels are in good working order, and if they have the proper washer in couplings.

Section 160: Fire Department apparatus, tools and equipment are for the purpose of saving life and extinguishing fire, handle all such equipment with care and take the best care possible of such equipment.

Section 161: When a still alarm is followed by a box alarm which the commanding officer of a company has reason to believe is for the same fire, he shall not respond unless his company responds on that box on first alarms.

Section 162: Discourtesies to the public, movements tending to create dissension, criticism of superior officer or other members of the department, or the willful ignoring of superior officers or other members of the department, or the Mayor of the City, or members of the Board of Alderman, or member of the Fire Commission, will be considered breaches of discipline and treated accordingly.

Section 163: No member of the department shall lounge on apparatus of the department.

Section 164: Members frequenting the sidewalk in front of stations or the grounds around stations shall be in proper uniform, with clean shirt and shoes shined, and shall conduct themselves with proper decorum at all times.

Section 165: Failure of firefighter to go with the apparatus in response to an alarm of fire shall be reported to the Chief of the Department or Deputy Chiefs immediately upon return to quarters. Such failure to respond will also be recorded in company journal and daily report, and proper disciplinary action by the Chief will follow.

### VIOLATION OF RULES AND REGULATIONS

Any member of the fire department who shall violate any rules or regulations of the department or who shall violate any rules or regulations of the department or who shall be guilty of any of the offenses named below shall, at the discretion of the Board of Fire Commissioners and the Chief of Department, be subject to censure, reprimand, discharge from the service, suspension, reduction of grade and pay, or any two or more of such penalties.

#### Stealing

Careless driving of fire apparatus

Inefficiency or incapacity in the service

Intoxication or disorderly conduct

Making false report officially or concerning the personal character or conduct of a member of the department

Neglect or refusal to obey orders of a superior officer

Violating these rules and regulations or any that may be herein after adopted, or disobeying any order or direction of the Chief of the Fire Department

### ARSON BUREAU

Section 166: There shall be in the Fire Department, and under the supervision of the Chief of the Fire Department, a Bureau of Arson Investigation. The Chief of Department shall appoint a Chief Arson Investigator. The Chief of Department shall from time to time detail such other members as arson investigators as he deems necessary to assist in

investigations. Members of the Department may be utilized occasionally in the capacity of special services, such as, photographers, stake-out watchers, etc. considered to be temporary assignments.

## APPENDIX A

### UNIFORMS

As per Order #76 dated October 3, 1989, the following work uniforms will be worn by all members of the department.

#### DEPUTY CHIEFS AND INSPECTION BUREAU:

White shirt with patch, dark pants, black belt, plain toes oxford-type shoes, black or white socks, and black tie during prescribed times. Badges, name plates over right breast pocket, and collar insignias. Black ties worn October 15th to April 1st.

#### COMPANY OFFICERS:

Light blue shirts with epaulets and patch, dark blue pants, black belt, black plain toe oxford-type shoes, black or white socks, badges and collar insignias; silver for lieutenants and gold for captains. (collars insignias should be bugles).

For officers and fire prevention personnel, badges worn on outer clothing should be larger than badges worn on shirts.

#### PRIVATES:

Light blue shirts without epaulets with patch, dark blue pants, black belt, black plain toe oxford-type shoes, black or white socks.

#### FIRE ALARM AND REPAIR SHOP PERSONNEL:

Fire alarm and repair shop personnel are to wear the same uniforms prescribed above.

**OUTER WEAR FOR ALL PERSONNEL:**

- |            |  |
|------------|--|
| Sweaters   | - Dark blue cardigan or pull over              |
| Sweatshirt | - Dark blue worn with regulation shirt         |
| Jackets    | - Standard dark blue with patch on all jackets |
| Watch Cap  | - For winter wear, dark navy blue              |
| Dress Hat  | - For all personnel, bell type                 |

**ALL UNIFORMS SHALL BE PER SPECIFICATION:**

See order #76