

<p style="text-align: center;">DAVIE COUNTY, NC FIRE MARSHAL'S OFFICE STANDARD OPERATING GUIDELINES</p>	REVISION DATE 6/4/2018
<p style="text-align: center;">SUB DOCUMENT</p> <p style="text-align: center;">RULES AND REGULATIONS OF THE DAVIE COUNTY FIRE MARSHAL'S OFFICE</p>	ADMIN PAGE 1 OF 5
	DCFM # 100-006

1. PURPOSE:

1.1 These rules are established by the authority of the Davie County Fire Marshal's Office for the guidance of the members of the fire marshal's office in its conduct and operation and are in addition to the personnel policies for all Davie County Employees.

2. GUIDELINES

2.1 All employees shall report to their workstation(s) as scheduled. Employees will not be permitted to change shifts with other employees unless the change is approved by the fire marshal or Director of EM.

2.2 If an employee is unable to report to work as scheduled, they will notify the fire marshal as far in advance as possible.

2.3 All procedural matters pertaining to or affecting the marshal's office must be submitted to the Fire Marshal and the Director of Emergency Management before any action is taken. No change in the marshal's office or its operation shall be made until after the approval of the Fire Marshal and/or the Director of Emergency Management.

2.4 The Fire Marshal shall be notified of any employee not reporting as scheduled.

2.5 Every morning at 0800 or as time allows, all on-duty members will meet and exchange information. Notes should be made on the daily log of any important information, repairs needed or equipment out of service.

2.6 All members shall be dressed neatly in uniform, unless otherwise authorized. (See SOG # 100-010)

2.7 Employees on duty will leave the station only for approved activities. Any temporary absence or leave must be approved by the Fire Marshal.

2.8 There will be no work performed on personal property while on duty unless approved by the Fire Marshal.

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2.9 Whenever any tools or equipment are lost, damaged, or destroyed, a written report must be given to the Fire Marshal. The report must contain complete details such as description of tools, or equipment, and where, when, and by whom lost, damaged or destroyed said equipment.

2.10 Employees shall report any change in residence or telephone number to the following people; the fire marshal, the EMS office administrator, and the Director of Emergency Management immediately.

2.11 Except for the normally approved business practices, no information relative to fires, vehicle accidents, alarms, or fire marshal's office business of any nature shall be given out to anyone by any employee of the fire marshal's office unless authorized by the Fire Marshal, or Director of Emergency Management or his designee.

2.12 Any employee charged with a violation of a criminal or traffic law or ordinance will report such fact, in writing to the Director of Emergency Management the next scheduled working day and include all pertinent facts concerning the violation.

3. GENERAL CONDUCT

3.1 Employees shall conduct their private and professional lives in such manner as not to impede the fire marshal's office's efforts to achieve its mission and goals nor bring discredit upon the fire marshal's office or upon the employees of the fire marshal's office.

3.1.1 This rule applies to both the professional and private conduct which is contrary to the intent and purpose of fire marshal's office mission or goals, or which would reflect adversely upon the fire marshal's office or its employees. It includes not only all unlawful acts by employees, but also all acts, which although not unlawful in themselves, would degrade or bring disrespect upon the employees or the fire marshal's office.

3.2 **CONDUCT TOWARD PUBLIC AND EMPLOYEES.** Employees shall at all times be respectful, courteous, and impartial when dealing with the public and other employees.

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- 3.3 Employees shall not use coarse, violent, profane, derogatory, or insolent language or gestures, and shall not maliciously express any prejudice concerning race, religion, politics, sex or national origin.
- 3.3.1 Employees are encouraged to bear in mind the sensitivity of others and should exercise good judgment when making remarks which may be offensive to others even though remarks are not meant to be malicious.
- 3.4 **MALICIOUS CRITICISM AND GOSSIP.** Employees shall not maliciously criticize the fire marshal's office, its policies, or other employees where such malicious talking, writing, or other expressions tend to impair the operation of the Fire Marshal's office's efficiency, interfering with the Fire Marshal's office goals and interfering with the ability of the supervisors to maintain discipline, or having been made without knowledge of fact or circumstance with regard to truth.
- 3.4.1 The high visibility of the Fire Marshal's office uniform and apparatus sets the employees apart from the rest of the community. In the eyes of the public, the fire marshal's office employee is not an individual but reflects the identity of the entire fire marshal's office. All employees must be conscious of presenting a professional image. Employees in uniform must especially exercise good judgment and discretion even when not on duty keeping in mind their special identification by the public.
- 3.4.2 Tobacco products shall not be used while in the presence of the public. (i.e. Fire inspections, fire reports, public education, press interviews, etc.)
- 3.5 1.16 No firearms shall be permitted on the fire marshal's office premises, unless authorized by the Director of Emergency Management.
- 3.6 Outside employment shall be consistent with Davie County policy as outlined in the EMPLOYEE HANDBOOK. All outside employment must be reported and approved by the Director of Emergency Management.
- 3.7 All employees shall perform their duties as directed by their immediate supervisor and applicable fire marshal's office and county policies.

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3.8 If an employee is injured or becomes ill as a result of “in line of duty” activities, the employee shall notify their immediate supervisor immediately. Notification should be made to the Fire Marshal and Director of Emergency Management as soon as possible.

3.8.1 If a non- life threatening injury occurs, the employee should go to the following:

- Report to Urgent Care

3.8.2 If a life threatening injury occurs the employee should report to the nearest emergency room.

3.9 Disciplinary Procedure: Any employee found to be in violation of any of the rules and regulations of this fire marshal’s office or any other county policy shall be subject to disciplinary action at the discretion of the Director of Emergency Management as provided by county policy. Disciplinary action may include: Verbal warning, written warning, probation, suspension, or dismissal. Any employee placed on probation, suspended, or dismissed may appeal to the county manager by notifying the Human Resources Director within 15 days of the date of the action after notifying the Director of Emergency Management of his/her desire to appeal.

3.10 Time entry on the Davie County ESS must be entered and submitted by 0800 on Monday.

3.11 In the event that someone calls in sick, a text will be sent via Active 911. It’s imperative that we attempt to fill all vacant positions for firefighter safety purposes. Therefore members are asked to respond as soon as possible.

3.12 The bay doors shall be closed anytime you leave the station. Bay doors are to be either fully open or fully closed. Never leave a bay door partially open. During the cold weather months the bay doors need to be shut at all times. If the bay doors need to be open cut off the heaters.

3.13 Vehicles are not to park in any way that which restricts emergency vehicle travel at any station. If you wash your vehicle outside the bay door you must first move the

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emergency vehicle out of the bay and back it into a parking space before you begin. Do not clean personal vehicles on the front pad. DO NOT AT ANY TIME BLOCK EMERGENCY APPARATUS. NEVER LEAVE A PERSONAL VEHICLE IN FRONT OF A BAY DOOR UNATTENDED.