

Monroe Township Fire Department

Fire District Three

Rules and Regulations

**Adopted
December 1, 1999**

**Amended
May 11, 2001, June 13, 2002, March 16, 2005, June 16, 2006**

Foreword

The general rules and regulations have been prepared for the information and protection of the employees of the Monroe Township Fire Department, Fire District Three, Monroe Township New Jersey. It is issued as a source of information for preventing accidents, and an aid in safeguarding the property and services of the Department. Employees are required to become thoroughly familiar with the contents and to observe all rules that may apply to them. Supervisors and others in authority are responsible for seeing that all rules are strictly observed. Violations of Department rules and regulations may lead to disciplinary action up to and including discharge. An effort has been made in drafting these rules and regulations to cover commonly occurring conditions. When conditions arise which are not covered by the normal procedures, it is expected that personnel will exercise their best judgement in maintaining continuity of service consistent with safety of life and protection of property. Besides these general rules and regulations, department members shall comply with department policies and instructions, organizational and department operating procedures, collective bargaining agreements and local supplemental procedures and safety requirements as may be required. These rules and regulations will be periodically reviewed to ensure compliance with current governmental safety and health requirements and fire service work practices.

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Attendance And Lateness

- 1.1 Employees shall report ready for duty at the time and place assigned, and shall not leave prior to the designated end of their duty tour, or other assignment without permission from platoon / commander, duty officer or supervisor in charge.
- 1.2 Excessive absenteeism may result in disciplinary action up to and including discharge.
- 1.3 Employees who are late shall report to their supervisor upon arrival. Habitual lateness may result in disciplinary action up to and including discharge.
- 1.4 Employees unable to report for duty on time or at all, shall report the cause to their supervisor. This notice should be given before the scheduled duty tour starting time.
- 1.5 Employees who are absent due to a prolonged illness shall keep their supervisor or designated Department officer informed of their condition and probable date of return to duty.
- 1.6 During an illness, employees shall submit medical validation of their absence to the Department as required.
- 1.7 Employees who have been absent may be required to get Medical Clearance to return to duty. When deemed necessary an appointment / visit shall be scheduled with the health care provider for the employee. During the visit the employee shall submit to any properly required medical examination. Following the visit, the employee shall return any documentation of the visit to their supervisor. Failure of the employee to report to the health care provider as scheduled may result in disciplinary action.
- 1.8 Employees called for jury duty or military duty shall notify their supervisor, and upon request shall submit documentation for inspection and record purposes.

Change Of Address/Marital Status

- 1.9 Employees are required to provide the District/Department with their current address, phone number and marital status.

Identification card/Badge

- 1.10 Employees shall always carry their Department identification card and badge while on duty.
- 1.11 Employees shall immediately report loss of a identification card or badge to their supervisor or Officer on duty.
- 1.12 Employees shall not loan or transfer their identification card or badge to any other person.

Conduct

- 1.13 Employees are to conduct themselves in accordance with the principles and practices set forth in the Departments Code Of Conduct.
- 1.14 Employees are to perform their duties in a safe and competent manner, remaining physically and mentally alert throughout their shift/duty tour. An employee who uses or is under the influence of alcohol during working hours or in other circumstances that conflict with the requirements of his/her job or who uses or is under the influence of other controlled or illegal chemical substances is in violation of the Departments/District drug free and chemical substance abuse policy. Employees are to report and provide information on any prescription drugs being used for medicinal purposes.
- 1.15 Employees are expected to conduct themselves in a courteous and orderly manner whenever relating to the public, peers, subordinates or superiors.
- 1.16 Company records of any type are to be maintained accurately and completely and in appropriate condition. They are not to be falsified or altered.
- 1.17 Weapons of any kind are not to be carried on an employee's person or be in his/her possession, or be present in a locker, Department vehicle or on any Department property unless specific written authorization has been given by a staff officer.
- 1.18 Employees shall not smoke in designated non-smoking areas and take special care not to smoke near flammable liquids or any area where a hazard may be created. In addition employees shall adhere to the provisions of the department tobacco restriction policy.
- 1.19 All cases of infectious diseases among employees shall be reported promptly to their supervisor or duty staff officer.

Conduct (Continued)

- 1.20 Employees shall notify their supervisors and obtain permission in advance before attending a court hearing to testify in any case that may involve the District/Department.
- 1.21 All items for posting on bulletin boards or other District/Department property must be approved by a supervisor or duty staff officer prior to posting. Unauthorized removal of official postings is prohibited.
- 1.22 Besides these rules of conduct, employees are also bound by all regulations as conveyed by supervision, by published policies and procedures and by written instruction and directives. Failure to comply may lead to disciplinary action up to and including discharge.

Clothing/Uniforms

- 1.24 Employees shall wear only those uniforms and appurtenances issued and approved by the Department. The uniform shall be clean, free of wrinkles and free of tears and other signs of excessive wear. Station wear shirts will be worn with issued blue tee shirt underneath.
- 1.25 Employees shall maintain their station wear shoes/boots in good condition, they shall be kept shined. If an employees footwear becomes unserviceable he/she shall report same to the supervisor immediately.
- 1.26 The uniform of the day, unless notified otherwise, shall be the station wear uniform. All personnel, unless excused by the Chief or Board of Commissioners for medical or extenuating circumstances, shall comply with the provisions outlined in the Uniform SOG 337.

Personal Protective Equipment

- 1.27 Only equipment issued or approved by the District/Department shall be worn or utilized.
- 1.28 All issued equipment shall be maintained as prescribed by the manufacturer and District/Department guidelines.
- 1.29 Employees must wear all personal protective equipment necessary for the work assignment as directed by supervision.

- 1.30 Approved respiratory protection shall be worn, where required, by employees who have been medically approved, respirator trained and fit tested.
- 1.31 Employees shall observe all rules and regulations as prescribed in the District/ Department Respiratory Protection Program. Facial hair restrictions provide that beards of any kind and long sideburns are prohibited.
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- 1.32 Employees shall inspect their personal equipment prior to, and after each use to ensure that it is serviceable and in good operating condition. All deficiencies shall be reported to their supervisor immediately. That equipment deemed defective or damaged shall not be used.
- 1.33 Employees shall maintain their protective clothing, equipment and devices in a clean and service ready condition. Respirator masks/face pieces shall be cleaned / disinfected after each use.

Lockers

- 1.34 Employees shall maintain assigned lockers in a sanitary condition. The posting or displaying of obscene, pornographic or otherwise offensive material is prohibited. Personal material may be posted on the interior of the locker only.
- 1.35 Where applicable lockers are to be kept closed and locked. Employees shall not loan or transfer their keys to another person without proper authorization from supervision.
- 1.36 Lockers are not intended for the storage of valuables and the District/Department does not assume responsibility for the loss or theft of such items. Lockers are District/Department property and, as such, may be inspected at the discretion of supervision.

Personal Appearance / Grooming

- 1.37 Haircuts shall maintain a style of medium length and fullness. Bushy hair, ponytails, etc, protruding from the sides or back of the head is prohibited.
- 1.38 A neat pattern on the rear of the neck shall be maintained. The growth must be neatly trimmed near the collar line and shall not extend over a shirt or coat collar.
- 1.39 Sideburns shall be maintained in the manner not to extend beyond mid-ear. Their width shall not exceed one and one-quarter inch at the broadest point. The growth shall not exceed one - quarter inch in depth.

- 1.40 Facial hair such as beards, goatees or other growths of hair below the upper lip, on the chin or lower jaw bone area are prohibited
- 1.41 Mustache's are permitted, however their length shall not exceed beyond or lower than the corner of the mouth or upper lip. The ends shall not be waxed or twisted and the thickness shall not exceed one – quarter inch and not appear bushy.
- 1.42 Except for the facial hair permitted by the regulations, all members/employees shall be clean shaven.
- 1.43 The wearing of any jewelry such as earring's or body piercing studs, etc, on the face or head above the collar area is prohibited. Necklace's or chains shall be worn under the shirt.
- 1.44 Tattoo's on the face or head above the collar area are prohibited.

Personal Use Of Telephone And District Equipment

- 1.45 Personal phone calls may not be made without supervisor permission. However use of the phone will not be restricted in emergency situations.
- 1.46 District equipment is meant for official use by trained personnel. It is not to be borrowed by members for use at home or for unofficial use, however certain equipment, may be borrowed by Department/District members upon securing permission from the officer empowered to authorize same.

Duty Tour/Shift

- 1.47 Personnel shall be dressed and ready to commence work activities at the designated time of the commencement of their tour of duty/shift. The off going duty crew shall brief the on coming duty crew of any carry over duties or orders prior to going off duty.
- 1.48 The Officer/Acting Officer shall conduct a personnel inspection to ensure compliance with dress code and other regulations. Anyone in violation is to be so cited and the Officer/Acting Officer is to take appropriate action as to cause compliance.

- 1.49 At the start of each duty tour/shift personnel shall conduct an inspection of their personal protective equipment and perform apparatus safety and equipment checks on the designated apparatus and vehicles. The pump and or any and all power tools are to be checked to ensure operability. An entry shall be made in the log book referencing such checks.
- 1.50 Apparatus and equipment checks shall be conducted on all in service apparatus and vehicles as scheduled. The pumps and all power tools are to be checked to ensure operability, an entry shall be made in the daily log book referencing such checks.
- 1.51 Apparatus/vehicle operational checks, cleaning and service shall be performed, as per the schedule for same or as may be required. The inspection/service shall provide for all liquid levels to be checked and replenished as may be required. A work request form shall be submitted for all discrepancies noted. An entry shall be made in the daily log book referencing this activity.

Bunk Room

- 1.52 Bunk room may be used/occupied for sleeping between only during those periods designated and/or authorized by management for such use.

Designated Meal Breaks

- 1.53 Meal breaks must be taken when the daily activities, alarms permit. The designated Meal Breaks for each shift/duty tour will be as follows:

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| Breakfast | 0700 hrs |
| Lunch | 1200 hrs |
| Dinner | 1800 hrs |

The schedule shall be adhered to with the following exceptions:

- a) Company is in alarm status, or meal was interrupted by an alarm.
 - b) Individual, or platoon permitted to deviate due to work related schedule or conflict.
- 1.54 All personnel shall remain in quarters during the meal period, unless authorized by management to do otherwise.

Use Of Audio/visual Equipment

- 1.55 The use of District / Department Audio/Visual equipment other than for authorized and/or scheduled training sessions is prohibited.

Exceptions:

When authorized personnel may view/utilize audio/ visual equipment evenings after the evening meal break providing there is no conflict with work load, training, or station duties.

When authorized personnel may view/utilize audio/visual equipment during their meal breaks, and other special events or periods when authorized by Captain or Chief

- 1.56 The use of personal computers or audio/visual equipment is prohibited while on duty. Personal material of this nature should not be brought to the station or workplace.

Exceptions:

Training Officers

When authorized by training officer, Captain, or Chief

Viewing material may be brought in for use/playing during approved authorized time periods..

Housekeeping

- 1.57 Good housekeeping practices shall be enforced to reduce accidents and fire hazards. Equipment / facility cleaning and maintenance shall be considered perpetual assignments. Personnel shall be assigned these tasks whenever other duties permit.
- 1.58 The Officer in charge shall conduct an inspection prior to the termination of the duty tour to ensure that the facility is in compliance with all housekeeping practices and rules.

Environmental Violations or concerns

- 1.59 All personnel shall promptly report any incident, activity, material spill or condition on Department/District property that violates or may violate any environmental law or regulation to the Officer in charge.
- 1.60 The Officer in charge when so notified shall take appropriate action to ensure that proper documentation of the incident is made and that the Chief of Department or his/her designee is notified.