

Hahnville Volunteer Fire Department

Rules and Regulations

Rules

Rules are established to determine acceptable actions, and provide guidance and direction to all members. Rules are to restrict or stop someone from doing something that is not a benefit to the department.

These rules and regulations apply to all members.

Department Equipment

No member shall remove any apparatus or equipment from the facilities for any outside activity without permission of the Chief Officer in charge.

Request for usage of meeting rooms should be made to the President. The President has the authority to grant usage of meeting rooms if allowed in the past by membership. All additional requests shall be approved by the membership.

Duty Responsibilities

Members shall perform all duties delegated to them.

Performance of Duty

All members shall perform their duties as required by department rules or policies.

Grooming

Hairstyles shall be of a nature, which can be protected by standard issue protective equipment. Hairstyles shall not interfere with the equipments functions. The presence of excessive facial hair is considered as having the potential to create an inadequate facemask seal during operations where use of SCBA is deemed mandatory. Therefore no firefighter with excessive facial hair will be allowed to participate in functions requiring the use of SCBA's.

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Address and Contact Information

Immediately upon being accepted by the department, the fire fighter shall inform the department of their correct address and telephone number. Changes in any information shall be reported immediately to the Chief or the President.

Cooperation

Cooperation between officers and firefighters is essential for effective fire department organization and operations. Therefore, every member is expected to cooperate with officers and fellow firefighter in accomplishing the goals and objectives of the organization.

Equipment

All members issued equipment shall maintain equipment in operating condition. Any problem with equipment should be reported to the Fire Chief immediately.

Member Conduct

Members shall treat superior officers with respect. They shall be courteous and civil at all times with respect. They shall be courteous and civil at all times in their relationship with one another. Vulgar or inappropriate language will not be tolerated at any level.

Issuing of Orders

Officers and fire fighters who are given orders they feel to be un just or contrary to rules and regulations, should first obey the order to the best of their ability on the fire scene and then discuss the matter with the Chief immediately after the incident.

If there is concern for safety, the officer or fire fighter, should inform the requestor of the safety concern.

No officer or fire fighter should assign a task for which they have not received adequate training.

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Emergency Response Conduct

All members when performing emergency response work must realize that the department provides a service and that the customer is the person who receives that service. The customer has the right to expect prompt, courteous and professional service. All fire fighters shall conduct themselves in such a manner that instills public confidence in the fire fighter and the fire department.

Seatbelts

All drivers and passengers shall be seated and belted whenever the vehicle is in motion unless participating in a parade.

Medical Release

There shall be no new releases made, not letter written, concerning any aspects of department activities without prior authorization of the Fire Chief.

Solicitation

No member or employee may use department contact information for personal use; information is confidential and should not be given out to third parties.

Incident Information

Hahnville Volunteer Fire Department personnel shall not discuss the events leading to, possible causes of, or any other matters regarding fires or other emergencies.

Fire Reports

Anyone requesting a fire report shall contact the Fire Chief.

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Use of Computers

Personal software is not to be added to Hahnville Volunteer Fire Department computers. The Fire Chief or President must approve all computers system individual access. Hahnville Volunteer Fire Department computer use for illicit and/or illegal purpose is strictly prohibited.

Uniform Attire

Uniforms will always be neatly pressed and cleaned.

Additional objects such as cell phones, wallets, keys, knives, jewelry shall not interfere with the uniform.

In addition to the above mentioned, when in a quiet setting or when directed by the senior officer, all electronic devices shall be places in the vibrate position or turned off (i.e. Funerals, special ceremonies, etc.)

Department supplied uniforms, t-shirts, or any other department provided attire shall not be modified.

Worn attire, shirts with holes, or alterations such as removing sleeves is not allowed.

No alcohol shall be consumed while representing the Hahnville Volunteer Fire Department. Exempt: fire department sponsored events. (i.e. installation, golf tournament, etc)

- Member Owned Attire

Any member representing the Hahnville Volunteer Fire Department should dress appropriately to the objects of the uniform dress code.

- Shoe Attire

There will be no open-toe shoes worn to the fire stations or any fire department activities. (i.e. no slippers, thongs, crocs, etc)

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Probationary Members

Members attending events prior to the end of their probationary period will have the needed items loaned to them during the event. The items will be returned to the Senior Officer at the completion of the event.

Resignation or Termination

All issued items must be returned if the member decides to resign or its terminated from the Hahnville VFD immediately. It is the responsibility of the Fire Chief or President to ensure that all used items are returned to the Hahnville VFD.

Security

Members issued keys shall not allow non-members access to their keys nor will members give out the security codes for stations to non-members.

Confidentiality

Of particular concern is the subject of personal right to privacy. Documentation of incident reports and computer system access must be of a confidential nature to prevent invasion of privacy. We also consider the personal privacy of members. Information about the Hahnville VFD, its victims/patients, suppliers, or members must not divulge to anyone other than persons who have a right to know, or are authorized to receive information. If you are in doubt as to whether certain information is or not confidential, you should not disclose any information without clearing it through the Fire Chief or President.

All medical information of members shall be secured in locked file cabinet to ensure requirements of the HIPA Law are meet. Security & access of the file cabinet shall maintained by the Fire Chief.

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Critique / Debriefing of an emergency incident

Critique or Debriefing of incidents is allowed immediately after an emergency or in a training environment. Any other discussion of incidents should not take place by fire fighters especially in the public environment.

If a fire fighter needs assistance dealing with an incident, the chief should be notified as soon as possible. The chief will arrange for a debriefing team to meet with the individual if needed.

Dress Code

The officer in charge of an event shall determine the dress code for the event. Any fire fighter not meeting the dress code established may be asked to leave the event.

Department Membership Privileges

All members are allowed to:

- Wash personal vehicles at the rear of the fire station - members shall clean up after using the outside driveway apron.
- View videotapes - the video tapes may be taken home for viewing as long as they are signed out by the training officer or their designee.
- Computer usage - courtesy shall be extended to members who are at the station. Personnel software is not to be added to any Hahnville VFD computer.
- Attend any meeting - an exception is when an executive session is called.
- Respond to emergency calls within their level of training or certification.

Members are not allowed to:

- Remove any property owned by the fire department for personal use without permission
- Use fire department gasoline or diesel fuel for personal use.
- Use fire department tax-exempt status for personal purchase.
- Take something that does not belong to them.
- Bring X-Rated videos, movies or pornographic paraphernalia on fire department property, including internet related issues.
- Distribute or taking pictures of emergencies without approval of the Officer in Charge

IMAGE IS EVERYTHNIG – WE ARE WHAT WE ARE PERCEIVED – PERCEPTION IS REALITY.