

OAKLAND FIRE DEPARTMENT

RULES

AND

REGULATIONS

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**RULES AND REGULATIONS**

**FOR MANAGEMENT OF THE OAKLAND FIRE DEPARTMENT**

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**APPROVED and EFFECTIVE**

**January 1, 2015**

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## INTRODUCTION

It is the purpose of these rules and regulations to aid in the achievement of an orderly coordination of effort among sworn members and non-sworn employees of the Oakland Fire Department. Through the use of this document all personnel will better understand requirements and limitations pertaining to their rank/position as well as their conduct and activities while on and off duty, in both routine and emergency situations.

The rules and regulations set forth in this document are intended to (3) alert all personnel to some of the more sensitive and often problematic issues; specify, where possible, actions and omissions that are contrary to, and conflict with, the duties and responsibilities of Oakland Fire Department personnel; and guide sworn members and non-sworn employees in conducting themselves and their activities in a manner that reflects the standards of conduct and professionalism required of personnel.

These rules are not intended to limit any sworn member or non-sworn employee in the exercise of good judgment or initiative in taking the action a reasonable person would take in extraordinary situations. Much must be left to the loyalty, integrity, and discretion of the sworn members or non-sworn employees. Each sworn member or non-sworn employee must possess these qualities in the conscientious discharge of duty.

Therefore, the Department has reason to expect all personnel will conduct themselves, at all times, in a manner that demonstrates adherence to the ethical standards implied by the rules set forth in this document and otherwise disseminated by this agency.

Sworn members or non-sworn employees of the Oakland Fire Department are responsible for observing the spirit and letter of the rules and regulations in the performance of their duties. The primary responsibility of all sworn members and non-sworn employees is to act in the best interest of the public. Sworn members or non-sworn employees are expected to make decisions based on respect for the law, integrity, diligence, and respect for the dignity and human rights of all persons.

While these rules and regulations govern professional behavior, sworn members and non-sworn employees are also expected to comply with all other department and City of Oakland policies and work rules including, but not limited to:

- City of Oakland Charter, Rules, and Administrative Instructions
- Memoranda of Understanding
- Policies and Procedures
- Communications
- Standard Operating Guidelines
- General Orders of the Fire Chief

All sworn members and non-sworn employees of the Oakland Fire Department are to familiarize themselves with the contents of these rules and regulations. It is the responsibility of sworn members and non-sworn employees to know, understand, and emulate the leadership and organizational philosophy of the Department. Sworn members and non-sworn employees shall

be held accountable for their actions when engaging in activities that are prohibited by this document or outside their scope of employment. Sworn members and non-sworn employees may be subject to discipline, including possible termination of employment or removal from office, as well as monetary fines and penalties. Nothing in this document shall modify or reduce any due process rights (e.g. Firefighter Bill of Rights, etc.) provided pursuant to the collective bargaining agreement.

The right and power to amend, alter, rescind, or add to these rules and regulations, in whole or in part, is reserved by the Fire Chief. In the event any portion of these Rules and Regulations is declared null and void by superseding federal or state law, the balance of the Rules and Regulations shall continue in full force and effect, and the parties shall immediately commence negotiations to ensure that the superseded portion(s) shall be rewritten.

## **ORGANIZATIONAL OVERVIEW**

The function of the Fire Department is to minimize the danger of loss of life and property, reduce the incidence and severity of fires, and administer emergency medical care through a comprehensive service proposal. The organization units are:

### **I. OFFICE OF THE FIRE CHIEF**

The Fire Chief is the Chief Executive Officer of the Fire Department and manages department resources, develops policy, and implements procedures to attain organizational objectives. Together with staff, the Fire Chief is responsible for planning, directing, coordinating, and staffing all activities of the Fire Department.

### **II. FIELD OPERATIONS BUREAU**

The Field Operations Bureau provides emergency services which include fire suppression, fire investigation, technical rescue, water rescue, hazardous material response, airport response, and medical response. The city is divided into three battalions which include 25 fire stations. Personnel and facilities are maintained to operate 24 engine companies, seven truck companies and one Airport Rescue Firefighting (ARFF) Station. Additionally, Field Operations personnel participate in fire prevention, commercial and vegetation inspections, public education, bicycle licensing, and voter registration.

### **III. FIRE PREVENTION BUREAU**

The Fire Prevention Bureau provides inspection and plans checking services, fire investigation and public fire safety education programs. Fire code enforcement is provided year-round through inspections by Fire Prevention and Field Operations personnel. Construction plans are reviewed by Fire Prevention personnel for fire code compliance before building permits are issued. Fire cause is investigated by a specialized team of Fire Investigators in cooperation with law enforcement.

### **IV. FIRE COMMUNICATIONS AND INFORMATION TECHNOLOGY**

The Fire Dispatch Center dispatches emergency response units to fire and hazard mitigation incidents; additionally the center dispatches emergency response units to medical incidents and administers emergency medical dispatch instruction to callers. The center also dispatches Public Work crews for service requests, including but not limited to; street light and signal light repairs, securing buildings after structural damage and removing hazards. The center is also responsible for the collection, processing and dissemination of the data required for analysis to provide effect and efficient departmental operations.

## V. TRAINING

The Training Division plans, organizes, and executes training exercises for fire department personnel. This includes; but is not limited to, recruit training, company drill schedules, company evaluations, officer training, hazardous materials training, special technical courses, and management command seminars.

## VI. SUPPORT SERVICES

Support Services provides operational planning and maintenance services within the Fire Department. Maintenance services include: firefighting equipment, facilities, and personal protective equipment. Operational planning includes: replacement of fire apparatus, equipment testing, and specification and analysis of equipment.

## VII. FISCAL AND ADMINISTRATION SERVICES DIVISION

The Fiscal and Administrative Services Division provide administrative support and leadership for the entire department. The functions conducted at Fire Administration include, payroll, policy, human resource, budgeting and administrative tasks. Together with staff, the Fire Chief and Division Manager are responsible for planning, directing, coordinating, and staffing of all activities of the department.

## VIII. EMERGENCY MANAGEMENT SERVICES DIVISION

The Emergency Management Services Division (EMSD) coordinates the activities of all city agencies relating to planning, preparation and implementation of the City's Emergency Plan. EMSD coordinates the response efforts of Oakland's Police, Fire and other first responders in the City's Emergency Operations Center. Additionally, EMSD ensures integration of federal, state and private resources into local response and recovery operations.

EMSD develops and maintains partnerships, policy, planning, programs, training, exercise, equipment and outreach efforts that assist Oakland's first responders, city agencies, local businesses, non-governmental organizations (NGOs), community based organizations (CBOs), and residents in their emergency management/preparedness efforts.

EMSD operates Communities of Oakland Responding to Emergency (CORE), an emergency preparedness and disaster response training program for individuals, neighborhood groups and community-based organizations.

## IX. MEDICAL SERVICES DIVISION

The Medical Services Division (MSD) manages the clinical training of Fire Department personnel and ensures that licensure, certifications, and skills are maintained to provide high quality emergency medical care. MSD also manages EMS equipment, personnel safety, and documentation for Fire Department personnel.

Also provides CPR and First Aid Training to citizens, coordinates prophylactic medical treatment with Alameda County Public Health Department in concerns of public health, and supports the Paramedic Bike Program.

## **DEFINITIONS**

**ACCOUNTANT:** Person who solves accounting and auditing problems.

**ACTING HIGHER RANK:** Any sworn member temporarily detailed to serve in a position of authority higher than their normal rank.

**ACTING LOWER RANK:** Any sworn member temporarily detailed to serve in a position lower than their normal rank.

**ADMINISTRATIVE ANALYST:** Person who performs budgetary, personnel and administrative work.

**ADMINISTRATIVE ASSISTANT:** Person who performs clerical and administrative support duties.

**ADMINISTRATIVE INFORMATION BULLETIN (AIB):** Informational notices emanating from the Fiscal and Administrative Services Division.

**ADMINISTRATIVE FORMS MANUAL:** A part of the OFD Rules Manual wherein are contained specific provisions governing the preparation of departmental reports.

**ADMINISTRATIVE OFFICE:** Central administrative office of the Department, where the Office of the Fire Chief is maintained and all departmental business is supervised or transacted.

**ALARM:** A notification to respond to an emergency; may be by telephone, in person, by radio, or other means.

**ALARM DEVICES:** The alerting, and register devices installed in the alarm room of each fire station whereby the details of alarms are received, and dispatch of fire apparatus is automatically recorded.

**APPARATUS:** Any fire department vehicle having a shop number and equipped with fire-fighting equipment.

**APPROVED:** Refers to approval of the Fire Chief (Chief of the Department) or subordinate sworn member or non-sworn employee delegated responsibility for matters of a specific nature. Also, approval of recognized Fire Service authorities, or organizations.

**ASSISTANT CHIEF:** A Chief Officer who is immediately subordinate and responsible to the Deputy Chief of the Department.

**BATTALION:** A sub-section of a shift, comprised of fire companies, and commanded by a Chief Officer.

**BATTALION CHIEF:** A Chief Officer in command of a Battalion, who is immediately subordinate and responsible to an Assistant Chief and Deputy Chief of the Department.

**CAPTAIN:** A senior grade Company Officer in command of a fire station, and exercising authority over subordinate officers and sworn members under their supervision. The Captain with the greater tenure at a station shall be the "house captain" for administrative purposes.

**CHAIN OF COMMAND:** The relative order of authority, or responsibility, in ascending, or descending order of rank or classification; the routine of command observed in the initiation, relay or execution of an order or directive.

**CHANNELS, THROUGH:** The routing to be followed in the transmission of orders, or communications through intermediate officers in ascending or descending order of rank or classification.

**CHIEF OFFICER:** A sworn member of Battalion Chief rank, or higher, having major command authority; a sworn member of the Command Staff other than the Chief of the Department.

**COMMANDING OFFICER:** The senior ranking officer present at any emergency, or responsible for any special assignment.

**COMMUNICATION:** Issued by number and date. Contains information necessary to the operations and administration of the Department.

**COMPANY:** Apparatus, station house, personnel, and equipment, as deemed necessary, and assigned by the Chief of the Department.

**COMPANY OFFICER:** The officer responsible for the efficient management of an assigned Company, a Captain or Lieutenant.

**COMPANY STILL DISTRICT:** The area in which a Company is normally the first to be dispatched in response to an alarm; also, the area in which a Company Officer has specific responsibility for carrying out Department Inspection Programs.

**DEPUTY CHIEF:** Chief Officer who is immediately subordinate and responsible to the Chief of the Department.

**DETAIL:** The temporary assignment of a sworn member to a change of duty or a change of location.

**DISTRICT:** A geographical area, such as a fire station or battalion, where coverage is the primary responsibility of fire department personnel.

**DIVISION MANAGER:** See Fire Division Manager.

**DUTY CHIEF:** The Chief Officer assigned to supervise the Field Operations Bureau.

**EMERGENCY MEDICAL SERVICES COORDINATOR:** Person who administers medical training programs and curricula for fire department sworn members.

**EMERGENCY MEDICAL SERVICES INSTRUCTOR:** Person who is responsible for developing curriculum, conducting and evaluating training programs related to emergency medical services.

**ENGINEER:** A promoted rank in the department, with the responsibility of serving as driver and pump operator of an engine, under the supervision of the Company Officer.

**FALSE ALARM:** The activation of an alarm system either with malicious intent, by accident, or without reasonable cause and necessitating a response by the Oakland Fire Department where a fire or emergency situation does not exist.

**FIRE CHIEF:** The Chief Executive Officer of the Department with full authority and management of all departmental activities; appointed by the City Administrator and approved by the Mayor. (Also referred to in this manual as Chief of the Department.)

**FIRE COMMUNICATIONS DISPATCHER:** Person who provides fast, accurate and effective dispatch of emergency and non-emergency resources to appropriate locations.

**FIRE COMMUNICATIONS DISPATCHER, SENIOR:** Person who provides lead direction or functional supervision to lower level staff in the dispatch of emergency and non-emergency resources to appropriate locations, performs dispatch and other related duties.

**FIRE COMMUNICATIONS SUPERVISOR:** Person who plans, organizes, manages and directs the overall management of the FDC.

**FIRE DISPATCH CENTER (FDC):** The main Communications Center of the Department. Operators on duty 24 hours a day handle all telephone and radio communications, and dispatch resources automatically to calls for assistance. Personnel are under the jurisdiction and direction of the Oakland Fire Department.

**FIRE DIVISION MANAGER:** Person who plans, organizes, manages and directs the review and implementation of a fire division

**FIRE PREVENTION BUREAU INSPECTOR, CIVILIAN:** Person who performs inspections of commercial and/or industrial facilities and place of public assembly to determine compliance.

**FIRE PROTECTION ENGINEER:** Person who inspects buildings and fire protection systems to insure compliance with laws, codes and regulations.

**FIRE SUPPRESSION DISTRICT INSPECTOR:** Person who implements and enforces a fire prevention program in the Fire Suppression Assessment District.

**FIRE PERSONNEL OPERATIONS SPECIALIST:** Person who organizes, plans, directs, coordinates, participates, and manages the daily operations within the Oakland Fire Department's Personnel, Safety, and Liability Division.



**FIREFIGHTER:** Basic rank of sworn members of the department. Under general supervision, performs a variety of duties related to the protection of life and property under emergency and hazardous conditions. Responsibilities include activities in fire prevention, fire suppression, rescue, salvage, overhaul emergency, providing basic medical care and performing related duties as assigned.

**FIREFIGHTER-PARAMEDIC:** This may be an entry level or promoted position within the department. Under supervision, perform a variety of duties related to the protection of life and property under emergency and hazardous conditions. Responsible for fire suppression, fire prevention, rescue, Basic and Advanced Life Support and Emergency care, public education, salvage and overhaul. Responds to emergency calls that require advanced emergency medical services; performs related duties as assigned.

**GENERAL ORDER:** An order issued by the Chief of the Department to amend or supplement the Rules of the Department.

**GREATER ALARM:** An alarm ordered by the Officer in command of a major fire, or other emergency, whereby additional Companies, apparatus and equipment are dispatched to aid in the prompt control of the emergency.

**HAZARDOUS MATERIALS INSPECTOR:** Person who performs inspections including business plan reviews and approvals, hazardous materials business plan inspections, underground storage tank inspections, hazardous waste generator inspections and urban water runoff inspections.

**HAZARDOUS MATERIALS INSPECTOR, SENIOR:** Person who plans, assigns, monitors, and evaluates the work of inspectors who perform business plan reviews and approvals, hazardous materials business plan inspections, underground storage tank inspections, hazardous waste generator inspections and urban water runoff inspections

**HYDRANT WORKER:** Person who inspects, installs, repairs and test fire hydrant equipment. Also, responds to service requests or referrals.

**IMMEDIATE FAMILY:** Shall include persons listed in Memoranda of Understandings (MOUs) between the City of Oakland and the respective bargaining units.

**INCIDENT COMMANDER:** Officer in command at a fire or emergency scene.

**INFECTION CONTROL OFFICER:** Person assigned the responsibility to gather, review, and provide assistance to OFD personnel following a communicable disease exposure.

**INCOMPETENCY:** The continued failure, neglect, or inability of a sworn member or non-sworn employee to conform with the Rules of the Department, or a lawful order of a superior officer, supervisor, or manager.

**LIEUTENANT:** Immediately subordinate and responsible to Captains. Exercise authority over subordinate sworn members.

**MEMBERS:** All uniformed personnel duly and regularly appointed to the position of firefighter, in the Oakland Fire Department; it shall include officers, and personnel promoted or detailed to specific duties.

**NON-SWORN EMPLOYEES:** Civilian personnel working for, and under the jurisdiction of, the Oakland Fire Department. Employees who are subject to the Rules of the Department as specified, in the same sense and degree, as the sworn member.

#### OAKLAND FIRE DEPARTMENT (OFD)

**OFFICE MANAGER:** Person who plans, supervises, and trains an office clerical support staff.

**OFFICER:** Any sworn member promoted to the rank of Lieutenant or higher position of authority in the Fire Department.

**ON DUTY:** The period of time at one's post or work; occupied; engaged. As directed by assignment, it is when a sworn member or non-sworn employee is in the performance of a departmental function, or staffing a department facility.

**ORDINANCE:** Ordinance of the City of Oakland, as approved and enacted by the Oakland City Council.

**PAYROLL PERSONNEL CLERK:** Person who provides complex and specialized payroll and department human resource support.

**QUARTERS:** Any department building wherein sworn members are employed, or assigned for duty.

**RECALL:** The notification of sworn members going off duty or already off duty to remain on duty or to report back on duty. Recall will be exercised to meet minimum staffing needs or during a time of operational need. Response to recall is mandatory.

**RESPONSE RULES:** Rules governing response.

**RULES AND REGULATIONS MANUAL:** The rules and regulations for governance of the Oakland Fire Department.

**SENIOR OFFICER:** The Officer of highest rank; or, between sworn members of the same rank, the one with the longest length of service in the rank.

**SHIFT:** The total firefighting personnel on duty during a scheduled working period; also, the number of working hours prescribed for a standard working period (24 hours for line work).

**SPECIAL DETAIL:** A special assignment of personnel by the Chief of the Department, to such departmental service, and hours of work as deemed necessary.

**STANDARD OPERATING GUIDELINES (SOG):** General rules of response for the Field Operations Bureau.

**SWORN MEMBERS:** All uniformed personnel duly and regularly appointed to the position of Firefighter, in the Oakland Fire Department, including Officers, and personnel promoted or detailed to specific duties.

**TRAINING INFORMATION BULLETIN (TIB):** Informational notices emanating from the Training and Support Services Division.

**UNIFORM MANUAL:** A part of the Administrative Forms Manual specifying required inventory, protective clothing and specifications.

**VEGETATION MANAGEMENT SUPERVISOR:** Person who plans, develops, implements and directs fire prevention programs in the Fire Suppression Assessment District.

**WATCH ROOM:** The business office section of a Fire Station where telecommunications and dispatch equipment are located.

## **ORGANIZATION LINE OF COMMAND**

### **SECTION 1:**

- 1.1 The Fire Department shall consist of the Fire Chief, as Chief Executive Officer, Deputy Chief Officers, Assistant Chief Officers, sworn members, non-sworn employees, stations, apparatus, and equipment, as may be required for the efficient discharge of departmental responsibilities.
- 1.2 The uniformed force of the Fire Department shall consist of Battalion Chiefs, Captains, Lieutenants, Engineers, Firefighter-Paramedics, Firefighters, and Fire Investigators, as may be duly employed, and actively engaged, in performing the duties of a sworn member of the OFD.
- 1.3 For employment in the OFD, and for promotion to positions of greater responsibility in the department, personnel shall be selected from existing Civil Service Lists established through competitive examination of applicants, in accordance with requirements of the Department of Human Resources and the City Charter.
- 1.4 The Fire Chief shall apportion personnel into appropriate working shifts, to provide an effective firefighting force on duty at all times.
- 1.5 During a 24 hour shift each battalion shall be under the direct command of a Battalion Chief, who shall be immediately subordinate in authority to the Deputy Chief, or Duty Chief, of the Field Operations Bureau.
- 1.6 Shift work schedules shall be established in conformity with directives of the Fire Chief and existing legal requirements.
- 1.7 To enhance operational efficiency and administrative control, the City of Oakland shall be divided geographically into major fire service areas, called Battalions.
- 1.8 Battalion Chiefs shall be directly responsible for the efficient administration of a Battalion.
- 1.9 A Battalion shall be composed of such fire companies, of type and number, as required by the nature and extent of fire hazards predominant in the district.
- 1.10 A Fire Company shall be comprised of such apparatus, station house, personnel, and equipment, as deemed necessary and assigned by the Fire Chief.
- 1.11 Each Fire Company shall be commanded by a Captain or Lieutenant.
- 1.12 Captain shall be immediately subordinate in authority to Battalion Chief, and Lieutenant shall be subordinate to Captain.

- 1.13 Engineers shall be a promotional rank, responsible for the driving, operation, and routine maintenance of a fire department pumping apparatus, under the supervision of a Company Officer. They are subordinate to Company Officers.
- 1.14 Firefighter-Paramedic may be an entry and/or promoted rank, depending on the needs of the City or hired position. The Firefighter-Paramedic is responsible for the emergency medical equipment and their operation, maintenance, and documentation. They are subordinate to Company Officers.
- 1.15 Firefighter may be the starting rank and subordinate to Company Officers.
- 1.16 The Fire Division Manager shall be subordinate to the Fire Chief.
- 1.17 The Deputy Chief shall be subordinate to the Fire Chief.
- 1.18 Operation and management of the Fire Prevention Bureau shall be the direct responsibility of the Fire Marshal, who shall be appointed by the Fire Chief, subject to approval of the City Administrator.
- 1.19 The Fire Marshal shall be directly subordinate to the Fire Chief.
- 1.20 Inspector, Fire Prevention, shall have duties specifically concerned with inspections, and enforcement of fire regulations. Inspectors shall serve under the direct supervision of the Fire Marshal.
- 1.21 The Division of Training shall be the direct responsibility of the Director of Training as assigned by the Fire Chief.
- 1.22 Support Services shall be the direct responsibility of the Support and Services Officer as assigned by the Fire Chief.
- 1.23 Program and Policy of the Training Division shall be under the administrative supervision of the Fire Chief or designee.
- 1.24 The Marine Division, consisting of the Fire Boat, and such apparatus, equipment, personnel, and station, as may be provided, shall be under the direct supervision of Field Operations Bureau.
- 1.25 The Personnel Manager shall be directly responsible for the Fiscal and Administration Services Division.

## **FIRE CHIEF**

SECTION 2: The duties and responsibilities of the Fire Chief are as follows:

2.1 The Fire Chief shall be the Chief of the Fire Department and the Chief Executive Officer, and subject to provisions of the Charter, local Ordinances, or directives of the City Administrator and Mayor. The Fire Chief shall have full authority and responsibility for general supervision over all sworn members of the department, and management of all departmental activities.

In addition, the Fire Chief shall:

2.2 Direct all facilities of the OFD in a manner that will best assure the fire safety of the residents and property of the City of Oakland.

2.3 Have the power and authority to establish measures deemed necessary to effect the efficient operation of the department.

2.4 Enforce all laws and Ordinances of the City pertaining to the fire department, and all rules and regulations of the OFD.

2.5 Maintain a direct and active interest in affairs of the department at all times, and shall cause to be kept an accurate record of all business transacted.

2.6 Prepare reports of departmental activities as may be required by the City Administrator.

2.7 Furnish annually to the City Administrator an estimated budget of amounts required for the ensuing year, in a manner and form as prescribed by the City Administrator.

2.8 Ensure that proper discipline is maintained by all personnel under his or her jurisdiction, and shall report to the City Administrator any sworn member of the department who cannot or does not fully perform their duties.

2.9 Inspect the condition of the personnel, apparatus, and equipment of the department, and make such recommendations, as deemed proper.

2.10 Exercise; or delegate command, at all fires, over all facilities of the department, including personnel, apparatus, and equipment.

2.11 Have full power, during a conflagration or other extraordinary emergency, to suspend operation of the shift system and recall off duty personnel to service.

2.12 Have authority to prescribe additional duties, and issue orders, on matters not covered specifically by these rules and regulations, which are deemed necessary for the efficient operation of the department.

2.13 Ensure that adequate training is provided and that all sworn members and non-sworn employees are thoroughly trained in the proper performance of their duties.

- 2.14 Maintain a comprehensive Illness and Injury Prevention Safety Program in the OFD to insure that sworn members and non-sworn employees receive proper safety instruction, and safety rules are observed in all activities of the department.
- 2.15 Prescribe specifications for uniforms, and accoutrements, to be worn by sworn members and non-sworn employees of the department, and to regulate the manner in which they shall be worn.
- 2.16 In the event of unusual conditions, circumstances, or serious incidents bordering on conflagration, whereby considerable public concern may be aroused, the Fire Chief shall cause the City Administrator to be notified at the earliest possible moment; in the absence of the City Administrator, the Assistant City Administrator shall be notified.

**THE FIRE CHIEF MAY:**

- 2.17 Remove from duty any Officer, sworn member and non-sworn employee of the department, for incompetency, or for violation of the City administrative instructions, department rules and regulations, policy and procedures, or SOG, and shall forward a written report to the City Administrator, within 24 hours, stating the reason for such removal.
- 2.18 Call meetings of the Chief Officers of the department and all Chief Officers shall be present at such called meetings, unless excused.
- 2.19 Grant leaves of absences to sworn members and non-sworn employees of the department in accordance with provisions of the charter, ordinance, or personnel manual of the City of Oakland, and as reflected in any other policy, agreement, or applicable MOU.

## **DEPUTY CHIEF**

### **SECTION 3: Duties and Responsibilities**

- 3.1 Major administrative divisions of departmental activity shall be under the direct supervision of a Deputy Chief, as assigned by the Fire Chief.
- 3.2 The Deputy Chief shall review all communications forwarded to their office, for accuracy and correct form, and when necessary shall conduct investigations and generate reports.
- 3.3 The Deputy Chief may recommend to the Fire Chief removal from duty any sworn member or non-sworn employee of the department for violation of the rules, insubordination, or other act detrimental to the best interest or good name of the OFD.
- 3.4 Upon the recommended removal of a sworn member or non-sworn employee from duty, the Deputy Chief shall immediately forward a complete, written report on the matter through channels to the Fire Chief.
- 3.5 The Deputy Chief shall periodically conduct an inspection of all personnel, apparatus, quarters, and equipment under his/her command, and shall be accompanied by the Battalion Chief of the immediate district.
- 3.6 When making an inspection, the Deputy Chief shall be alert to note any evidence of neglect, carelessness, inattention to duty, or improper uniforms, and shall require the correction of any deficiency found.
- 3.7 The Deputy Chief shall keep thoroughly informed of conditions related to operations readiness, conducting such investigations, inspections, and observations as may be necessary.
- 3.8 The Deputy Chief, or designee, shall be the coordinator of safety within the assigned division, and shall see that safety rules of the department are observed by all sworn members and non-sworn employees under their command.
- 3.9 The Deputy Chief shall supervise and coordinate all departmental inspection programs performed by the division.
- 3.10 The Deputy Chief, or designee, shall investigate thoroughly all Acts of Valor or Merit performed by sworn members and non-sworn employees and promptly forward a written report on the matter to the Fire Chief.
- 3.11 The Deputy Chief shall exercise command and control over all sworn members or non-sworn employees of an assigned shift and all facilities of the department in discharging the duties of the office.
- 3.12 The Deputy Chief shall be responsible for the efficient and effective operation of an assigned shift; shall observe and hold Chief Officers under command accountable for the



full observance and enforcement of all departmental rules, policies, and programs and the rigid enforcement of all fire laws and ordinances, within their respective districts.

- 3.13 The Deputy Chief shall see that the proper assignment of personnel to all companies is accomplished at 0800 hours daily and that any necessary overtime personnel are hired promptly.
- 3.14 The Deputy Chief, or designee, shall maintain an accurate record of the condition and location of all apparatus in the department, and when necessary, shall detail spare apparatus for replacement of units out of service due to mechanical difficulties or other cause.
- 3.15 The Deputy Chief shall receive and forward all other reports of departmental operations to the responsible parties.
- 3.16 When a sworn member or non-sworn employee is seriously injured on duty and is sent to the hospital or a department vehicle is involved in an accident, the Deputy Chief, or Duty Chief, shall immediately see that the Fire Chief, City Attorney, Personnel Officer and Safety Officer are notified of the incident.
- 3.17 The Deputy Chief, or Duty Chief, shall respond to all alarms received in accordance with response procedures. The Deputy Chief, or Duty Chief if so assigned, shall respond to all 3rd or greater alarms, and other emergencies as elected to attend due to unusual circumstances and may become Incident Commander.
- 3.18 The dispatch of apparatus, equipment, or personnel to areas outside the Oakland city limits, to assist in combating fire or other emergency, may only be done by order of the Deputy Chief or Fire Chief. The Alameda County Mutual Aid Plan procedures shall be followed where possible. The Deputy Chief may direct that a Chief Officer to accompany any Oakland units dispatched directly to a major fire or incident outside the city.
- 3.19 Under no circumstances shall apparatus, equipment, or personnel be dispatched to surrounding areas when existing or anticipated conditions within the City indicate their services may become vitally necessary for adequate safety or when such dispatch might seriously jeopardize the safety of property or residents within the City of Oakland.
- 3.20 In the normal order of authority, the Deputy Chief, in the absence of the Fire Chief, shall have full power during a conflagration or other extreme emergency to suspend operation of the shift system and recall off duty personnel to service.
- 3.21 Approval by the Deputy Chief is required whenever the OFD requests the assistance of another city department or outside agency.
- 3.22 The Deputy Chief shall be the Duty Chief. In the absence of the Deputy Chief, a designee shall be named.
- 3.23 The Deputy Chief shall be subject to such other duties as the Fire Chief may require.

## **ASSISTANT CHIEF**

### **SECTION 4: Duties and Responsibilities**

- 4.1 The Assistant Chief shall be the Chief Officer to which assigned and shall be charged the full responsibility for the effective operation of all units under their command.
- 4.2 The Assistant Chief shall be immediately subordinate and responsible to the Deputy Chief of the Field Operations Bureau, or as assigned by the Fire Chief.

## **BATTALION CHIEF**

### **SECTION 5: Duties and Responsibilities**

- 5.1 The Battalion Chief shall be the assigned senior commanding officer in a geographic area, or district, and shall be charged with full responsibility for the effective operation of all units under their command.
- 5.2 The Battalion Chief shall be immediately subordinate and responsible to the Deputy Chief of the Field Operations Bureau, or to others as assigned by the Fire Chief.
- 5.3 The Battalion Chief shall maintain a complete and up-to-date record of the administrative affairs of the assigned district and prepare such reports as may be required by the rules or by a superior officer.
- 5.4 Battalion Chiefs shall administer their assigned districts in accordance with the policies and procedures and best practices prescribed by the Fire Chief.
- 5.5 They shall require all sworn members under their jurisdiction to observe a strict adherence to the rules, operations and orders of the Fire Chief.
- 5.6 They shall be responsible for the discipline and efficiency of personnel and shall see that only prescribed uniforms and personal protective equipment are worn, and that they are in good condition.
- 5.7 They shall visit all stations within their district at frequent intervals and conduct inspections as may be necessary to assure that apparatus, quarters, and equipment are properly maintained.
- 5.8 Battalion Chiefs shall witness company drills and conduct investigations as may be necessary to keep them fully informed of conditions within their Battalion. They shall heed all evidence of neglect or inefficiency and take appropriate action as necessary.
- 5.9 The Battalion Chief shall be responsible for the condition, efficiency, and staffing of each company in the district and will detail sworn members to balance personnel of companies and maintain efficiency consistent with MOU terms.
- 5.10 Battalion Chiefs shall have the authority to condemn uniforms or parts thereof and to prohibit the use of any tool or equipment that is, in their opinion, unfit for service.
- 5.11 The Battalion Chief may relieve from performance of duty, any sworn member or non-sworn employee of the department for violation of the rules, insubordination, or any act detrimental to the best interest of the OFD or the City of Oakland. Said action will be in compliance with all applicable labor laws and civil service rules.
- 5.12 Upon relieving an employee from the performance of duty, the Battalion Chief shall immediately forward a full written report of the matter to the Duty Chief.

- 5.13 When apparatus require emergency repairs, or replacement, the Battalion Chief shall immediately notify the Fire Dispatch Center and request notification made to the Deputy Chief of the Field Operations Bureau.
- 5.14 Battalion Chiefs shall respond to alarms received in accordance with response procedures and to such other emergencies as they may be summoned to or assigned by a superior officer.
- 5.15 The Battalion Chief shall assume command of OFD activities at all incidents to which they respond until relieved by a superior officer.
- 5.16 The Battalion Chief shall serve as the point of contact to disseminate information to the public regarding operational incidents under their supervision.
- 5.17 In case of suspected arson or unknown fire cause and origin, the Battalion Chief shall request the response of the Fire Investigator, and shall be responsible for the placing of a watch to guard the premises until their arrival.
- 5.18 In the event of important fires, accidents, deaths, or unusual incidents, they shall immediately notify the Fire Dispatch Center and request notification made to the Duty Chief.
- 5.19 The Battalion Chief shall keep a journal which will be an accurate and complete record of activities while on duty.
- 5.20 Battalion Chiefs shall examine all reports and communications submitted through their office for accuracy and correctness of form. Where required, they shall indicate their recommendation concerning the subject of the report.
- 5.21 In matters involving violation of the rules, or meritorious acts of valor or heroism, they shall institute an investigation to determine the true and complete particulars of the case and forward a supplemental report to the Deputy Chief of the Field Operations Bureau.
- 5.22 They shall evaluate and submit Employee Service Rating and Reports on probationary employees in accordance with requirements of the Civil Service Board.
- 5.23 The Senior Battalion Chief of each district shall be responsible for the proper administration of the Battalion, unless otherwise provided by the Duty Chief in charge of the division. The senior chief shall be the chief with the greatest tenure in the battalion.
- 5.24 Battalion Chiefs shall supervise coordination of the departmental Safety Program within their Battalion Chief and strive to eliminate potential causes of accident or injury.
- 5.25 The on duty Battalion Chief shall review the initial injury package for all injuries occurring within their district. Injury packages will then be immediately forwarded to Fire Administration.

- 5.26 Battalion Chiefs shall serve as a member of the Accident Review Board on hearings involving sworn members under their command.
- 5.27 Battalion Chiefs shall require Company Officers to adhere to the Field Operations Inspection Schedule.
- 5.28 Battalion Chiefs shall call meetings of Company Officers under their command at least monthly to effect coordination of effort and improved operational efficiency.
- 5.29 Battalion Chiefs shall keep themselves thoroughly informed of fire hazards in their district through constant observance and frequent inspections. They shall make a special effort to maintain a thorough knowledge of the mains, hydrants, and water supply system in their district.
- 5.30 When, in their opinion, there is a need for new mains or hydrants, Battalion Chiefs shall forward a report on the subject to the Water Supply Officer.
- 5.31 When going off duty at the change of shifts, Battalion Chiefs shall confer with their relief officer and make every effort to achieve a high level of harmony and cooperation in the administration of the Battalion.
- 5.32 When required to leave quarters while on duty, Chief Officers shall maintain contact with FDC keeping them informed of their whereabouts at all times.
- 5.33 The Battalion Chief shall see that an incident report is completed for every emergency or non-emergency response under their supervision.
- 5.34 The Battalion Chief is responsible for general reports made out by subordinates under their command.
- 5.35 The Battalion Chief shall assign and supervise work and special projects to Company Officers in the district as required.
- 5.36 The Battalion Chief shall assure that all sworn members in their district complete all mandated training within established training schedules.
- 5.37 The Battalion Chief shall be subject to such other duties as the Fire Chief or superiors may require.

## **DIVISION MANAGER**

### **SECTION 6: Duties and Responsibilities**

- 6.1 Division Managers are under the administrative direction of the Fire Chief.
- 6.2 Division Manager is a division head classification with responsibility for the overall administration of a fire division.
- 6.3 Directs and coordinates work in a division within the OFD.
- 6.4 Plans, organizes, and directs the review and implementation of the City's major Fire Division projects.
- 6.5 Develops and participates in a variety of studies and reports relating to current and long-range needs for public safety.
- 6.6 Evaluates results of various reports, investigates and makes appropriate recommendations to superior officers.
- 6.7 The Division Manager shall be subject to such other duties as the Fire Chief or superiors may require.

## **ADMINISTRATIVE OFFICER**

### **SECTION 7: Duties and Responsibilities**

- 7.1 The Administrative Officer who shall be assigned by and be directly responsible to the Deputy Chief of the Field Operations Bureau.
- 7.2 The Administrative Officer is a representative the Field Operations Bureau at government and community meetings and events, at the discretion of the Deputy Chief.
- 7.3 The Administrative Officer assists the Deputy Chief with tasks as assigned.
- 7.4 The Administrative Officer shall be subject to such other duties as the Deputy Chief or superiors may require.

## **SUPPORT & SERVICES OFFICER**

### **SECTION 8: Duties and Responsibilities**

- 8.1 Management of the Support and Services Office shall be the direct responsibility of the Support and Services Officer, who shall be assigned by the Fire Chief.
- 8.2 The Support and Services Officer shall serve as liaison member in departmental relations with other entities within the City.
- 8.3 The Support and Services Officer shall be subject to recall to duty.
- 8.4 The Support and Services Officer shall cause to be made continuous inspections of all buildings and premises of the OFD. Recommendations for alterations or repairs shall be submitted to the Bureau of Support Services as required.
- 8.5 The Support and Services Officer shall see that all companies are provided with complete copies of all orders, rules, and administrative operation directives.
- 8.6 The Support and Services Officer shall see that the prevailing working schedule of personnel assigned to them is followed per applicable MOU terms.
- 8.7 The Support and Services Officer shall be subject to such other duties as the Fire Chief may require.



## CAPTAIN

### SECTION 9: Duties and Responsibilities

- 9.1 Captain shall be the senior grade Company Officer and shall exercise command over all units assigned to their station.
- 9.2 Captains shall be immediately subordinate to the Battalion Chief in command of their respective districts and shall make all reports through that office. In the case of double houses reports shall be routed through the senior house Captain on issues within their purview.
- 9.3 Captains shall be responsible for the performance and efficiency of all units under their command and shall enforce a strict compliance with the Rules of the OFD and the orders of the Fire Chief.
- 9.4 Captains shall formulate a definite program for the efficient administration of the stations and units under their command, subject to the approval of the Battalion Chief. Such programs shall be in accord with the rules and in keeping with policy and practice of the department.
- 9.5 Captains shall be in charge of quarters and supplies and shall maintain accurate company records as prescribed by the rules and policies of the OFD and the Administrative Forms Manual.
- 9.6 Captains shall maintain an accurate and complete inventory of all educational publications provided for the company library and will be responsible for their proper care and condition.
- 9.7 Captains shall see that the Record book and all official communications are kept up-to-date.
- 9.8 Captains shall maintain company files in accordance with provisions of the Rules and Administrative Forms Manual.
- 9.9 Captains shall maintain an accurate roster of all sworn members in their station, which includes sworn members' correct addresses and telephone numbers.
- 9.10 Captains shall see that company medical supplies are inspected for shortages and cleanliness. If there is a need for replacement of supplies, they shall be ordered through MSD, or other appropriate source.
- 9.11 They shall evaluate and submit Employee Service Rating and Reports on probationary employees in accordance with requirements of the Civil Service Board.
- 9.12 Captains shall perform such other duties as may be prescribed by the rules or a superior officer.

- 9.13 A single company station will have one Captain assigned.
- 9.14 In stations housing multiple companies, the Captain with greater tenure at that station shall determine station policy and execute administrative supervision over all shifts, unless otherwise provided. This Captain will be referred to as the House Captain.
- 9.14.1 House Captains shall be informed of all apparatus maintenance, scheduled and emergent, which requires an apparatus change.
- 9.14.2 House Captains shall ensure that the fire station, apparatus, and personnel are maintained in a state of readiness for annual fire station inspections.
- 9.14.3 House Captain, or their designee, shall ensure that all mandated training and course work is completed by all permanent and detailed sworn members of the fire station.
- 9.14.4 House Captain shall communicate with Support Services on major repairs or capital improvement projects.
- 9.14.5 The House Captain is the person authorized to make supply requisition requests. In the event of an absence of the House Captain, a designee shall be named.
- 9.14.6 House Captains shall ensure that all mandated reports are completed and submitted as required by policy and rules.
- 9.14.7 House Captains shall ensure that Field Operations inspections are completed as prescribed, and if necessary, in conjunction with Fire Prevention personnel.

## **LIEUTENANT**

### **SECTION 10: Duties and Responsibilities**

- 10.1 Lieutenant shall be a company grade officer immediately subordinate to the rank of Captain.
- 10.2 The Lieutenant shall exercise direct command of the company assigned, subject to compliance with the rules and/or directives of superior officers.
- 10.3 The Lieutenant shall enforce full compliance with the rules and shall diligently strive to carry out the maintenance schedules and policies prescribed by the Captain of the company.
- 10.4 In single company stations, during the tour of duty, the Lieutenant shall supervise all matters affecting the interests of the department and the administration of the company.
- 10.5 They shall evaluate and submit Employee Service Rating and Reports on probationary employees in accordance with requirements of the Civil Service Board.
- 10.6 In the absence of the Captain, the Lieutenant shall assume the duties and exercise the authority of that office.
- 10.7 The Lieutenant shall be subject to such other duties as may be prescribed by the rules or other superior officers.

## **FIRE INVESTIGATOR**

### **SECTION 11: Duties and Responsibilities**

- 11.1 Fire Investigator shall be a sworn public safety officer who is responsible for conducting investigations of all fires, incidents involving hazardous materials, bombs, and the use of incendiary devices.
- 11.2 The Fire Investigator investigates, collects, analyzes and maintains evidence, photographs of fire scenes, hazardous materials incidents, and other emergency incidents when appropriate.
- 11.3 The Fire Investigator will interview witnesses and suspects, file criminal charges and/or make arrests when appropriate. In conjunction with law enforcement, they may be required to identify suspects, prepare arrest and/or search warrants.
- 11.4 Fire Investigators may be called upon to testify in court and serve as a subject matter expert in the judiciary system on behalf of the department. Additionally, they may work with the District Attorney's Office to prepare exhibits and other evidence for presentation in court.
- 11.5 Fire Investigators write and file investigative reports on determination of point of origin, cause and circumstance of incidents. As such, they may coordinate with insurance companies and shall cooperate with insurance company investigators where appropriate.
- 11.6 Fire Investigators will serve as the Incident Safety Officer on all confirmed structure fires and after-hours serious injuries or accidents.
- 11.7 The Fire Investigator may contact other agencies and law enforcement jurisdictions in order to pursue relevant investigative information and to assist in the investigation process.
- 11.8 Fire Investigators may be asked to make public presentations on arson awareness and provide training to the community and other organizations.
- 11.9 The Fire Investigator may be asked to conduct after-hour fire safety inspections or public assembly occupancies to ensure adherence to occupancy loads and to enforce applicable state and local fire codes; respond to after-hour citizen complaints of fire safety violations and conduct other building fire safety inspections as needed.
- 11.10 The Fire Investigator shall drive and operate their assigned department vehicle in a safe and sane manner with due regard to safety of the public. They shall strictly abide by departmental driving rules.
- 11.11 The Fire Investigator shall perform such other duties as may be prescribed by the rules or a superior officer.

## **ENGINEER**

### **SECTION 12: Duties and Responsibilities**

- 12.1 Engineer shall be an operational rank immediately subordinate to the officer in command of the respective engine company.
- 12.2 The Engineer shall be the company driver and pump operator and under the supervision of the Company Officer, directly responsible for the maintenance and proper condition of the apparatus.
- 12.3 Engineers shall respond with their apparatus to all alarms in accordance with response procedures under the direction of the Company Officer who shall direct the course and rate of speed.
- 12.4 Engineers shall drive and operate apparatus in a safe and sane manner with due regard to safety of the public. They shall strictly abide by departmental driving rules.
- 12.5 To expedite company response to alarms, Engineers shall provide themselves with a detailed knowledge of topography, street conditions, and other factors affecting response in their district.
- 12.6 Apparatus shall be maintained in good condition, kept clean, and ready for immediate service at all times. After pumping with salt water, the Engineer shall connect the apparatus to a hydrant and flush the pump, cooling system, and all other devices that were in contact with the salt water.
- 12.7 Engineers shall make no changes or adjustments to the motor of their apparatus without the approval, or order, of the superior officer, except when necessary to answer an alarm or to continue operations while away from quarters. Any such emergency adjustment shall be reported through channels to the Battalion Chief on return to quarters.
- 12.8 Engineers shall be constantly alert concerning the condition of their assigned vehicles. They shall inspect them carefully when coming on duty, and after each response. Any defect shall be reported using standard procedures.
- 12.9 When the pump is not in operation at a fire, and not connected to a hydrant, the Engineers shall work with the members of their company and perform the duties of a Firefighter.
- 12.10 Engineers shall provide themselves with a thorough knowledge of the practices and procedures relative to fire streams, water supply, and operation of fire department pumpers, that they may efficiently perform their required duties.
- 12.11 In the absence of a Company Officer, or delegated Acting Officer, the Engineer shall assume the roles and responsibilities of that rank, unless otherwise directed.

- 12.12 Engineers shall cooperate fully with their immediate Company Officers in the furtherance of all departmental programs and shall exert their best effort in promoting operational efficiency.
- 12.13 At change of shifts, Engineers shall consult with each other concerning the apparatus and equipment in order to promote operational safety and efficiency.
- 12.14 Engineers are specifically directed to assist in the training program, instructing potential drivers and engineers in pump operation and driving, when directed by their immediate Company Officer.
- 12.15 Engineers shall be subject to special detail as pumping and driving instructor by the Director of Training, on approval of the Battalion Chief in command of the shift.
- 12.16 Engineers shall be subject to such other duties as their superior officers and the rules may require.
- 12.17 Engineers shall have a working knowledge of procedures for pumping between zone hydrants.
- 12.18 Engineers shall comply with all directives on care and maintenance of pumping apparatus to which they are assigned.
- 12.19 Engineers shall fill out Daily Apparatus Check List Form 700-46 and submit to their Company Officer before 10:00 a.m.
- 12.20 Engineers shall be responsible for testing and inspecting apparatus as scheduled based on Form 538-78 Apparatus Inspection Sheet and submit it to their Company Officer.

## **FIREFIGHTER-PARAMEDIC**

### **SECTION 13: Duties and Responsibilities**

- 13.1 Firefighter-Paramedic can be the basic grade at which newly sworn members are hired into the OFD. Sworn members of the department may also promote into this position. It is subordinate to all positions of authority in the department and subject to general service.
- 13.2 In quarters and at fires, Firefighter-Paramedics shall work under the direct supervision of their immediate Company Officer.
- 13.3 Firefighter-Paramedics shall be subject to detail anywhere in the OFD, as the needs of the service may require.
- 13.4 Firefighter-Paramedics shall report to their assigned station at the proper time with all necessary devices and equipment, in proper uniform, and in condition to effectively discharge their assigned duties.
- 13.5 Firefighter-Paramedics shall execute the lawful orders of their superior officers, promptly, properly, and to the best of their ability.
- 13.6 Firefighter-Paramedics shall assist in the general maintenance of tools, apparatus, and quarters, as directed by their Company Officers.
- 13.7 Firefighter-Paramedics shall be subject to special detail as Apparatus Driver, Acting Officer, Engineer, or otherwise, as the needs of the service may require. Any such detail that includes the need to maintain paramedic responsibilities (i.e. dual-role) shall be addressed per policy.
- 13.8 Firefighter-Paramedics shall be subject to special service details concerned with public education and community outreach, as the Fire Chief or their superior officers may direct.
- 13.9 Firefighter-Paramedics shall be mindful of the hazards and potential dangers associated with firefighting; they shall learn, and constantly practice, the basic rules of safety in all departmental operations.
- 13.10 Firefighter-Paramedics shall respond to all alarms as prescribed; on arrival at emergency location, they shall remain with their company, working as a unit, under the direction of their Company Officer.
- 13.11 Firefighter-Paramedics provide advanced emergency medical care and treatment. As such are approved by Alameda County Emergency Medical Services (ALCO-EMS) agency to perform basic and advanced procedures in providing patient care. Regarding care of medical patients, the senior OFD paramedic at the scene may exercise authority over patient care.

- 13.12 Firefighter-Paramedics shall coordinate efforts with other emergency responders and/or healthcare providers on the scene of an incident regarding the delivery of services to patients. They may communicate with physicians and base hospitals, in order to report patient status and to ensure that emergency medical procedures are conducted according to the standards of care adhering to ALCO-EMS and/or OFD protocols.
- 13.13 Firefighter-Paramedics shall clean, dry inspect and perform all scheduled equipment checks, maintenance, and inventories of medical equipment. They shall ensure that medical equipment on the apparatus is secured and counted.
- 13.14 Firefighter-Paramedics shall inform their Company Officer of the need for replacement medical supplies and make the request per OFD policy.
- 13.15 Firefighter-Paramedics shall document patient care, drug inventories, and any required information related to emergency medical services using computers, the internet, e-mail, department forms, and various software tools provided by the department.
- 13.16 Firefighter-Paramedics shall perform such other duties as may be prescribed by the rules or directives of a superior officer.



## **FIREFIGHTER**

### **SECTION 14: Duties and Responsibilities**

- 14.1 Firefighter is the basic grade at which newly sworn members are hired into the OFD. It is subordinate to all positions of authority in the department and subject to general service.
- 14.2 In quarters and at fires, Firefighters shall work under the direct supervision of their immediate Company Officer.
- 14.3 Firefighters shall be subject to detail anywhere in the OFD, as the needs of the service may require.
- 14.4 Firefighters shall assist in the general maintenance of tools, apparatus, and quarters, as directed by their Company Officers.
- 14.5 Firefighters shall be subject to special detail as Apparatus Driver, Acting Officer, Engineer, District Inspection duty, or otherwise, as the needs of the service may require.
- 14.6 Firefighters shall be subject to special service details concerned with public education and community outreach, as the Fire Chief or their superior officers may direct.
- 14.7 Firefighters shall be ever mindful of the hazards and potential dangers associated with firefighting; they shall learn, and constantly practice, the basic rules of safety in all departmental operations.
- 14.8 Firefighters shall respond to all alarms as prescribed; on arrival at emergency location, they shall remain with their company, working as a unit, under the direction of their Company Officers.
- 14.9 In the event a Company Officer becomes accidentally disabled, and is rendered incapable of performing required duties, the senior Firefighter of the Company shall assume command and execute the duties of the position until relieved by a superior officer, unless otherwise provided.
- 14.10 Firefighters shall perform such other duties as may be prescribed by the rules or directives of a superior officer.

## **PROBATIONARY PERSONNEL**

### **SECTION 15: Duties and Responsibilities**

#### **15.1 General**

- 15.1.1 During the Probationary Period, a sworn member may be released by recommendation of the Chief of the Department for infractions and/or violations of OFD Rules.
- 15.1.2 Sworn members will have a series of exercises, drills, and projects compiled in a probationary binder. These items must be completed satisfactorily by the end of the probationary period.
- 15.1.3 The period of time a probationary sworn member is off duty for any reason, including Sick Leave, Injury Leave, and Military Leave, or any other type of leave, shall NOT be included as probationary service; any such lapse in service shall be made up by extending the termination date of the probationary period accordingly.
- 15.1.4 All Chief Officers and Company Officers will be held accountable for the training of assigned probationary sworn members. Should a company member be evaluated as below standard, it will be the responsibility of the Chief Officer or Company Officer to develop training to improve the member's performance to an acceptable level.

#### **15.2 Battalion Chiefs, Captains, Lieutenants and Engineers**

- 15.2.1 Sworn members promoted from an entry level position will be required to serve a Probationary Period of six months as qualification for permanent status.
- 15.2.2 During the probationary period, probationary promoted personnel must show competency to the officer reviewing their exercises and drills.
- 15.2.3 The culmination of the probationary period for Chief Officers and Company Officers will involve a department project which must be completed.

#### **15.3 Firefighters and Firefighter-Paramedics**

- 15.3.1 Probationary Firefighters and Probationary Firefighter-Paramedics shall attend the Recruit Training Academy as assigned; they shall make an intensive effort to acquire an understanding, and develop a proficiency, in the duties and requirements of their position.
- 15.3.2 During the probationary period, Firefighters and Firefighter-Paramedics will be required to successfully pass a series of written examinations based on their duties, and to demonstrate a proficiency in the handling of hose, ladders, and other OFD equipment. Additionally, as emergency medical technicians, there will

be a series of standards to demonstrate proficiency as outlined by the Medical Services Division in accordance with Alameda County Emergency Medical Services Protocol.

15.3.3 Evaluations for Probationary Firefighters and Firefighter-Paramedics will be submitted daily and monthly to the Division of Training. These evaluations shall be concise and objective. They shall include specific information concerning both strengths and weaknesses of the employee. The intent of this evaluation is to assist the employee in job performance.

15.3.3.1 The evaluations will be sent out the first week of the current month; and are to be returned to the Training Division by the 1st of the next month.

#### 15.4 Lateral Firefighters and Firefighter Paramedics

15.4.1 Sworn members newly hired as Lateral Firefighters or Lateral Firefighter-Paramedics will be required to serve a probationary period of eighteen months; which will include the duration of time in the academy, as a qualification for permanent status, and receive a favorable recommendation from the Director of Training.

## **DIRECTOR OF TRAINING**

### **SECTION 16: Duties and Responsibilities**

- 16.1 The Director of Training shall be a Chief Officer, or designee, assigned by the Fire Chief.
- 16.2 The Fire Chief shall assign additional personnel to the Division of Training as necessary.
- 16.3 The Director of Training is responsible for the administration of all Training Division programs. The Director of Training is responsible for the development of training policy and procedures for the creation and implementation of these programs. The Director of Training ensures the coordination of training efforts with any department division, as well as with other City departments and other fire departments. The Director of Training responds as directed to greater alarms, or upon special call, to address city coverage. In addition, the Director:
- Shall prepare an annual budget for the Division of Training to be submitted to the Fire Chief.
  - Shall be responsible for keeping records, maintenance of equipment, apparatus, tools and facilities issued to the Division of Training.
  - Shall supervise the activities of the staff assigned to the Division of Training.
  - Shall represent the Division of Training at internal and external meetings.
  - Shall attend all post incident evaluations, lending technical support from the Division of Training.
- 16.4 Fire Company Training
- 16.41 The Director of Training shall develop and administer a program which teaches, evaluates, or certifies the skills and knowledge necessary for sworn members.
- 16.42 With the approval of the Fire Chief, the Director of Training shall select instructional subjects and materials to be used in the Departmental Training Program.
- 16.43 The Director of Training shall develop instructional material or recommend texts to be issued to fire company libraries.
- 16.44 The Director of Training shall develop and maintain a system of records to record sworn member training activities.
- 16.45 The Director of Training shall develop a comprehensive schedule of department training activities for line fire companies.
- 16.46 The Director of Training shall develop and administer a Recruit Training Academy and instructional program for entry level probationary firefighters.
- 16.47 The Director of Training shall test probationary firefighters on skills and knowledge taught during Recruit Training Academy and probationary period.

16.48 The Director of Training shall submit a report to the Fire Chief on the qualifications of probationary firefighters prior to completion of their probationary period.

## 16.5 Authority

16.51 The Director of Training, after notification of the affected Battalion Chief and approval of the Battalion Chief, shall delegate line fire company members to training activities as necessary.

16.52 The Director of Training may recommend discipline of any sworn member or non-sworn employee of the department for violations of the rules and regulations, incompetency, or insubordination and shall immediately forward a written report through channels to the Fire Chief.

16.53 The Director of Training shall be subject to such other duties as may be prescribed by department rules or superior officers.

16.54 Upon receipt of a Greater Alarm, the Director of Training shall release all companies in training at the Training Center to return to their respective quarters.

## 16.6 Training Division Officer

The Training Division Officer coordinates use of the Training Center for classroom instruction and manipulative drills on the training ground. This position shall be a Company Officer in the department. They are responsible for scheduling of instructors and equipment as needed for training and testing of Firefighters. In the absence of the Director of Training, the Training Division Officer will manage the monthly evaluations for recruits and Probationary Firefighters.

- Shall instruct classes and drills, and schedule training activities as directed by the Director of Training.
- Shall supervise the activities of all staff assigned to the Division of Training.
- Shall supervise the daily activities of the Recruit Training Academy.
- Shall coordinate training detail assignments of individuals, fire companies, or apparatus with the on duty Battalion Chiefs.
- Shall serve as liaison between Battalion Chiefs, fire companies, and the Division of Training.
- Shall be responsible for the maintenance of facilities, vehicles, apparatus and equipment assigned to the Division of Training.

16.61 The Training Division Officer is responsible for keeping existing training manuals current, and for developing new manuals of procedures for fire companies and for recruits. The Training Division Officer shall also organize the basic functions of the Training Center. In addition:

- Shall do research, develop courses, develop programs, develop lesson plans, and assist in instructing class and drills.

- Shall develop and maintain accurate records of all department training activities.
- Shall keep records of all repairs, inventory, and use of facilities, vehicles, apparatus, and equipment assigned to the Division of Training.
- Shall be responsible for coordinating the use of the Division of Training facilities, vehicles, apparatus, and equipment by other department members.

16.62 The Training Division Officer is responsible for creating and implementing programs for Driver Training, Engineer Training, Annual Pump Testing, Tank Wagon Operator Training, and Aerial Ladder Operator Training.

16.63 The Training Division Officer shall be subject to such other duties as may be prescribed by department rules or other superior officers.

## **SAFETY OFFICER**

### **SECTION 17: Duties and Responsibilities**

- 17.1 The Safety Officer shall be a company grade officer or above.
- 17.2 The Safety Officer shall moderate any After Action Reviews of incidents, and generate a report containing lessons learned and best practices.
- 17.3 The Safety Officer shall research and publish quarterly safety messages for dissemination to sworn members and non-sworn employees of the department, and evaluate fire prevention and operation policies by keeping informed of new methods and conducting studies of departmental operations.
- 17.4 The Safety Officer shall keep up to date on issues regarding sworn member and non-sworn employee safety while planning and recommending for implementation methods for improving safety in the department.
- 17.5 The Safety Officer shall investigate any vehicle accidents and chair the Accident Review Board.
- 17.6 The Safety Officer shall be a member of the OFD Joint Safety Committee.
- 17.7 The Safety Officer shall investigate any major firefighter injuries or fatalities and work in conjunction with Cal-OSHA to determine cause.
- 17.8 The Safety Officer shall participate in annual station inspections, and inspect firefighter personal protective equipment to assure compliance to standards, the facilities, and apparatus for safety compliance.
- 17.9 The Safety Officer shall work with Risk Management to determine the nature of firefighter injuries and make recommendations for equipment or policy changes.
- 17.10 The Safety Officer shall manage the Battalion Safety Officer (BSO) Program and supervise the BSOs.
- 17.11 The Safety Officer is the Injury and Illness Prevention Program Administrator.
  - Advises Senior Management on safety and health policy issues.
  - Maintains current information on local, state and federal safety and health policy regulations.
  - Acts as a liaison with government agencies.
  - Plans, organizes and coordinates safety training.
  - Prepares and distributes OFD Policies and Procedures on safety and health issues.
  - Develops code of safe practices and inspection guidelines.
  - Arranges for Safety and Health Inspections and follow up to ensure necessary corrective action is completed.

- Makes sure that an adequate supply of Personnel Protective Equipment (PPE) is available to OFD personnel.
- Establishes accident report and investigation procedures and maintains Injury and Illness Records (CAL-OSHA Log 200).
- Reviews injury and illness trends.
- Establishes a system for maintaining the records of inspection, hazard abatement and training.

17.12 The Safety Officer responds to third alarm or greater fires, and as requested, serves as the Incident Safety Officer.

- Monitors conditions, activities, and operations on the incident and takes action to prevent unsafe acts.
- Ensures the establishment of rehabilitation.
- Monitors and reports the status of hazards and risks to the Incident Commander.
- Ensures that the Personnel Accountability System is being utilized.
- Ensures the establishment of safety zones, collapse zones, hot zones, and other hazard area. Ensures that these are communicated to all sworn members and non-sworn employees on the incident scene.
- Monitors radio traffic to ensure that transmissions are clear and complete with no pertinent information missed.



## **FIRE MARSHAL**

### **SECTION 18: Duties and Responsibilities**

- 18.1 Operation and management of the Fire Prevention Bureau shall be the direct responsibility of the Fire Marshal, who shall be appointed by the Chief of the Department, subject to approval of the City Administrator.
- 18.2 In discharging the duties of the office, the Fire Marshal shall report directly to the Fire Chief, or other member lawfully serving in that capacity.
- 18.3 The Fire Marshal shall be responsible for the strict observance and rigid enforcement of all laws, ordinances, and regulations pertaining to fire safety in the City.
- 18.4 The Fire Marshal shall recommend to the Fire Chief, for appropriate action by the City Council, legislation required for the proper control of hazardous materials and processes in the City.
- 18.5 The Fire Marshal shall be empowered to issue permits or to pass on applications for permits, on all matters constituting a fire hazard, or in any way related to fire safety, in the City.
- 18.6 The Fire Marshal shall coordinate with the Director of Training in providing instruction for field operations personnel in vegetation management and commercial inspection programs.
- 18.7 The Fire Marshal shall prepare an annual budget for operation of the Fire Prevention Bureau based on anticipated needs for the ensuing year, in a manner and form as prescribed by the Fire Chief.
- 18.8 The Fire Marshal shall be subject to such other duties as the Fire Chief may direct.

## **ASSISTANT FIRE MARSHAL**

### **SECTION 19: Duties and Responsibilities**

- 19.1 The Assistant Fire Marshal shall be the second ranking officer in command of the Fire Prevention Bureau, and immediately subordinate to the Fire Marshal.
- 19.2 In the absence or inability of the Fire Marshal, the Assistant Fire Marshal shall assume the responsibilities and discharge the duties of that office until otherwise ordered by the Fire Chief, or other superior.
- 19.3 The Assistant Fire Marshal shall be subject to such other duties as the Fire Marshal or other superior, may direct.

## **FIRE PREVENTION BUREAU INSPECTOR**

### **SECTION 20: Duties and Responsibilities**

- 20.1 Fire Prevention Bureau Inspectors in the OFD uses a full range of technical skills and performs inspections.
- 20.2 Fire Prevention Bureau Inspectors collaborate with the Field Operations Bureau to meet the inspection goal of the City.
- 20.3 Fire Prevention Bureau Inspectors work under the general supervision of the Assistant Fire Marshal.
  - 20.31 Performs inspection of commercial and/or industrial facilities and places of public assembly to determine compliance with the Uniform Fire Code, the California Fire Code, the California Building Code, and state and local fire and life safety codes.
  - 20.32 Issues citations and follows up to ensure conditions are corrected.
  - 20.33 Attends public meetings as required.
  - 20.34 Responds to complaints regarding fire code violations.
  - 20.35 Maintains data and records regarding fire inspection and prevention activities.
- 20.4 The Fire Prevention Bureau Inspector shall be subject to such other duties as the Fire Marshal or other superior, may direct.

## **VEGETATION MANAGEMENT SUPERVISOR**

### **SECTION 21: Duties and Responsibilities**

- 21.1 The Vegetation Management Supervisor plans, develops, implements, and directs fire prevention programs in the Fire Suppression Assessment District.
- 21.2 The Vegetation Management Supervisor collaborates with the Field Operations Bureau to meet the inspection goal of the City.
- 21.3 The Vegetation Management Supervisor collaborates with other City Departments to plan, develop, and coordinate a vegetation recycling program.
- 21.4 The Vegetation Management Supervisor works under the general direction of the Fire Marshal, Assistant Fire Marshal, or other assigned management staff.
  - 21.41 Performs inspections of private buildings and properties to determine compliance with the Uniform Fire Code.
  - 21.42 Provides public education related to fire prevention programs.
  - 21.43 Develops and administers vegetation management projects.
  - 21.34 Develops and monitors a section budget.
- 21.5 The Vegetation Management Supervisor shall be subject to such other duties as the Fire Marshal or other superior, may direct.

## **FIRE SUPPRESSION DISTRICT INSPECTOR**

### **SECTION 22: Duties and Responsibilities**

- 22.1 Fire Suppression District Inspectors implement and enforce the fire prevention program of the Fire Suppression Assessment District.
- 22.2 The Fire Suppression District Inspector collaborates with the Field Operations Bureau to meet the inspection goal of the City.
- 22.3 The Fire Suppression District Inspector works under the general direction of the Vegetation Management Supervisor or other assigned management staff.
  - 22.31 Performs inspections of private buildings and properties to determine compliance with the Uniform Fire Code.
  - 22.32 Provides public education related to fire prevention programs.
  - 22.33 Develops and administers vegetation management projects.
- 22.4 The Fire Suppression District Inspector shall be subject to such other duties as the Fire Marshal or other superior, may direct.

## **HAZARDOUS MATERIALS INSPECTOR, SENIOR**

### SECTION 23: Duties and Responsibilities

- 23.1 Senior Hazardous Materials Inspectors plan, assign, monitor, and evaluate the work of hazardous material inspectors who perform business plan review and approval.
- 23.2 The Senior Hazardous Materials Inspector perform all hazardous materials program inspections, investigations, and follow-up.
- 23.3 The Senior Hazardous Materials Inspector research environmental problems, monitor environmental remediation and public safety hazards.
- 23.4 The Senior Hazardous Materials Inspector writes reports, resolve customer complaints and ensure good customer relations.
- 23.5 The Senior Hazardous Materials Inspector may respond to emergency or crisis situations where time is a factor and specialized knowledge is required.
- 23.6 The Senior Hazardous Materials Inspector works under the general direction of the Hazardous Materials Program Supervisor or other assigned management staff.
  - 23.61 Performs the most difficult and complex inspections and investigations.
  - 23.62 Conducts environmental surveys, investigates potential community health hazards, and evaluates occupational work sites to ensure compliance with applicable laws and regulations.
  - 23.63 Plans, assigns, and establishes time accounting and work priorities for Hazardous Materials Program Inspection staff.
  - 23.64 Assists emergency response personnel with product identification and sampling
- 23.7 The Senior Hazardous Materials Inspector shall be subject to such other duties as the Fire Marshal or other superior, may direct.

## **HAZARDOUS MATERIALS INSPECTOR**

### **SECTION 24: Duties and Responsibilities**

- 24.1 Hazardous Materials Inspectors perform difficult and complex inspections including business plan reviews and approvals.
- 24.2 The Hazardous Materials Inspector performs underground storage tank, hazardous waste generator, and urban water runoff inspections.
- 24.3 The Hazardous Materials Inspector is supervised by the Hazardous Materials Program Supervisor and works under the general direction of the Senior Hazardous Materials Inspector or other assigned management staff.
  - 24.31 Completes investigates and follows up with findings.
  - 24.32 Researches environmental problems, monitors remediation and public safety hazards.
  - 24.33 Makes recommendations for the elimination or control of hazardous conditions by evaluation of hazardous waste at the phase of generation, transportation and disposal.
  - 24.34 Writes reports and resolves complaints while ensuring good relations with customers, citizens, and general public.
- 24.4 The Hazardous Materials Inspector shall be subject to such other duties as the Fire Marshal or other superior, may direct.

## **FIRE PROTECTION ENGINEER**

### **SECTION 25: Duties and Responsibilities**

- 25.1 Fire Protection Engineers inspect buildings and fire protection systems to insure compliance with laws, codes, and regulations.
- 25.2 Fire Protection Engineer works under the general direction of the Fire Marshal or other management staff.
  - 25.21 Reviews structural designs and plans submitted to the Fire Prevention Bureau.
  - 25.22 Reviews subdivision and parcel maps, tract maps and proposed parcel maps for compliance with fire code requirements.
  - 25.23 Reviews public and private engineering plans for improvement to determine compliance with codes and regulations.
- 25.3 Performs all other duties as assigned by their supervisor.



## **FIRE SAFETY EDUCATION COORDINATOR**

### **SECTION 26: Duties and Responsibilities**

- 26.1 The Fire Safety Education Coordinator designs all public safety education programs presented by the OFD.
- 26.2 The Fire Safety Education Coordinator works under the general direction of the Fire Marshal or other management staff.
  - 26.21 Develops and implements fire safety programs in the community.
  - 26.22 Trains firefighters in fire safety education.
  - 26.23 Coordinates the distribution of all public safety education programs.
- 26.3 Performs all other duties as assigned by their supervisor.

## **FIRE COMMUNICATIONS SUPERVISOR**

### **SECTION 27: Duties and Responsibilities**

- 27.1 The Fire Communications Supervisor reports directly to the Medical Services Division Manager.
- 27.2 The Fire Communications Supervisor shall be responsible for the overall management of the FDC.
- 27.3 Plans activities, operations, and organizational needs; develops budgetary proposals; makes personnel recommendations in anticipation of future developments.
- 27.4 Takes part in the development of department objectives and the formation of policies to obtain these goals.
- 27.5 Delegates authority to subordinates to see the following operations are performed in an efficient and effective manner:
- Personnel management and evaluation of FDC personnel.
  - The dispatching and status keeping of all fire department emergency vehicles.
  - Receipt of emergency and business calls for the OFD.
  - Dispatching of the City of Oakland Electrical Services field personnel.
  - Maintain records of all FDC activities.
  - Maintenance of Communications Equipment.
- 27.6 Shall be subject to such other duties as prescribed by the rules or other superior officers.

## **SENIOR FIRE COMMUNICATIONS DISPATCHER**

### **SECTION 28: Duties and Responsibilities**

- 28.1 The Senior Fire Dispatcher supervises and reviews the work of the Fire Communications Dispatcher. The Senior Fire Dispatcher reports directly to the Communications Officer.
- 28.2 Performs all of the duties of the Fire Communications Dispatcher.
- 28.3 Schedules, supervises, and reviews the work of Fire Communications Dispatcher.
- 28.4 Instructs and trains probationary dispatchers in operational methods and procedures.
- 28.5 Maintains the FDC records.
- 28.6 Assures that FDC equipment is functioning properly and that necessary repairs are requested when necessary.
- 28.7 Evaluates performance of subordinate dispatchers.
- 28.8 Shall be subject to the Rules and Regulations of the FDC and all other duties as may be prescribed by other superiors.

## **FIRE COMMUNICATIONS DISPATCHER**

### **SECTION 29: Duties and Responsibilities**

- 29.1 Receives calls from the general public.
- 29.2 Utilizes electronic and computer assisted communications and information processing equipment in determining dispatch requirements.
- 29.3 Dispatches emergency OFD response units, City of Oakland Electrical Services field units, and after hours dispatching of Public Works emergency equipment.
- 29.4 Instructs and trains Probationary Dispatchers in operational methods and procedures.
- 29.5 Receives nonemergency calls for assistance, information, or referral.
- 29.6 Maintains notes, logs, and other Communications Center records.
- 29.7 Shall be subject to the Rules and Regulations of the FDC, and all other duties as prescribed by other superiors.

## **ASSISTANT EMERGENCY SERVICES MANAGER**

### **SECTION 30: Duties and Responsibilities**

- 30.1 Assists the Emergency Services Manager in planning, organizing, directing and coordinating a comprehensive city-wide emergency services plan including day-to-day program and administrative operations, budget and program development, and contract negotiations
- 30.2 Provides training and supervision to assigned staff.
- 30.3 Performs all other duties as assigned by their supervisor.

## **EMERGENCY PLANNING COORDINATOR**

### **SECTION 31: Duties and Responsibilities**

- 31.1 Assists in administrative operations for the division including budget development and monitoring, policy and procedure development for emergency management programs.
- 31.2 Provides disaster response training to City employees and citizensø groups.
- 31.3 Provides technical assistance to public and private agencies.
- 31.4 Performs all other duties as assigned by their supervisor.

## **EMERGENCY MEDICAL SERVICES COODINATOR**

### **SECTION 32: Duties and Responsibilities**

- 32.1 Supervised by the Medical Service Division Manager.
- 32.2 Assists the Medical Service Division Manager in researching, planning, developing and coordinating training programs.
- 32.3 Administers medical training programs and curricula for Fire Department sworn members and non-sworn employees. Coordinates and conducts educational activities related to the provision of Emergency Medical Services at the Basic and Advanced Life Support levels.
- 32.4 Develops a quality improvement plan for the department and follows up on compliance with Alameda CountyøEmergency Medical Services Policy.
- 32.5 Performs all other duties as assigned by their supervisor.

## **EMERGENCY MEDICAL SERVICES INSTRUCTOR**

### **SECTION 33: Duties and Responsibilities**

- 33.1 Supervised by the Emergency Medical Services Coordinator and the Director of Training, or his/her designee.
- 33.2 Develops curriculum, conducts and evaluates training programs for both initial and continuing education courses.
- 33.3 Assures quality improvement through problem identification, training needs assessment, and trend analysis to comply with county, state, and federal requirements.
- 33.4 Teaches emergency medical services classroom (didactic) and skills-oriented training courses Emergency Medical Technician, First Responder, Defibrillation, and Emergency Medical Services Dispatch.
- 33.5 Performs all other duties as assigned by their supervisor.



## **FIRE PERSONNEL OPERATIONS SPECIALIST**

### **SECTION 34: Duties and Responsibilities**

- 34.1 The Fire Personnel Operations Specialist organizes plans, directs, coordinates, participates and manages daily operations within the administrative division.
- 34.2 The Fire Personnel Operations Specialist works under the general direction of a Fire Division Manager and/or an Administrative Services Manager or other management staff.
- Develops and implements policies and procedures
  - Prepares reports
  - Manages personnel records
  - Conducts administrative personnel investigations
  - Interprets policy
  - Responds to inquiries from sworn members and civilian employees regarding personnel/MOU matters
- 34.3 Manages the annual employee assessment program.
- 34.4 Designs and conducts administrative investigation interviews and prepares summative reports.
- 34.5 Performs all other duties as assigned by their supervisor.

## ACCOUNTANT

### SECTION 35: Duties and Responsibilities

- 35.1 The Accountant solves complex accounting and auditing problems.
- 35.2 The Accountant works under the general direction of a Fire Division Manager and/or an Accounting Supervisor or other management staff.
- Designs and maintains accounting systems
  - Prepares financial statements and reports
  - Administers and maintains accounting and bond records
- 35.5 Performs all other duties as assigned by their supervisor.

## **PAYROLL PERSONNEL CLERK**

### **SECTION 36: Duties and Responsibilities**

- 36.1 The Payroll Personnel Clerk provides payroll and human resources support to the department.
- 36.2 The Payroll Personnel Clerk works under the general direction of a Fire Division Manager or other management staff.
- Processes time reporting forms
  - Prepares and processes personnel requisition forms
  - Processes paperwork required for new employees
- 36.3 Performs all other duties as assigned by their supervisor.

## **ADMINISTRATIVE ANALYST**

### **SECTION 37: Duties and Responsibilities**

37.1 The Administrative Analyst performs budgetary, personnel, and administrative work/

37.2 The Administrative Analyst works under the general direction of a Fire Division Manager and/or an Administrative Services Manager or other management staff.

- Assists in developing and monitoring the division or department budget
- Performs division or departmental recruiting, classification, training, payroll, employee relations and personnel rules and regulations
- Administer grant programs

37.5 Performs all other duties as assigned by their supervisor.

## **OFFICE MANAGER**

### **SECTION 38: Duties and Responsibilities**

- 38.1 The Office Manager plans, supervises, and trains an office clerical support staff.
- 38.2 The Office Manager works under the general direction of a Fire Division Manager or other management staff.
- 38.3 Performs all other duties as assigned by their supervisor.

## **ADMINISTRATIVE ASSISTANT**

### **SECTION 39: Duties and Responsibilities**

- 39.1 The Administrative Assistant performs clerical and administrative support to division managers and other management staff.
- 39.2 The Administrative Assistant works under the general direction of a Fire Division Manager or other management staff.
- Organizes and coordinates work
  - Receives and screens visitors and telephone calls
- 39.3 Performs all other duties as assigned by their supervisor.

## **HYDRANT WORKER**

### **SECTION 40: Duties and Responsibilities**

- 40.1 The Hydrant Worker maintains the City's fire hydrants and fire hoses.
- 40.2 The Hydrant Worker works under the general direction of a Senior Hydrant Repair Worker and/or Fire Department Officers or other management staff.
- Inspects fire hydrants
  - Responds to service requests or referrals
- 40.3 Performs all other duties as assigned by their supervisor.

## **CHAPLAINS**

### **SECTION 41: Duties and Responsibilities**

- 41.1 Chaplain shall be an honorary position in the OFD, with the voluntary duties of providing for the spiritual needs of sworn members and non-sworn employees during departmental functions, and in times of extreme emergency.
- 41.2 Chaplains shall be designated by the Fire Chief, for an indefinite term.
- 41.3 Official OFD Chaplains may be permitted to cross established fire lines, to render their services, when conditions are not considered unsafe, or unnecessarily hazardous, on approval of the officer in command of the emergency.



## GENERAL CONDUCT-ALL SWORN MEMBERS AND NON-SWORN EMPLOYEES

### SECTION 42:

- 42.1 It shall be the duty of all sworn members and non-sworn employees to familiarize themselves with the Rules and Regulations of the OFD; ignorance of a rule or regulation will not constitute an acceptable excuse for its violation.
- 42.2 All sworn members and non-sworn employees of the department, regardless of their rank or position, shall, within the jurisdiction of their authority, enforce all Rules and Regulations of the OFD and local laws pertaining to fire safety.
- 42.3 All sworn members and non-sworn employees shall report to their assigned workplace at the proper time with all necessary devices and equipment, in proper uniform or attire, and in condition to effectively discharge their assigned duties.
- 42.4 All sworn members and non-sworn employees shall execute the lawful orders of their supervisors or superior officers, promptly, properly, and to the best of their ability.

#### 42.3 Insubordination

The willful neglect or refusal of a sworn member or non-sworn employee to conform to the Rules and Regulations of the OFD, other department, or city governing documents, or failure to execute any lawful order prescribed by a superior officer, will be deemed insubordination.

#### 42.4 Witness or Knowledge of a Rule Violation

It shall be the duty of every sworn member or non-sworn employee of the department, with knowledge of a violation of any departmental rule, order or directive, to immediately document and report the violation to their immediate supervisor. In the case that their immediate supervisor was the person violating the rule, order, or directive, the reporting party shall skip to the next higher supervisor in their chain-of-command. The report shall contain all the details of the violation, including the time, place, and sections violated, together with the names of the sworn member or non-sworn employee concerned and witnesses. Failure to observe this section will warrant disciplinary action.

#### 42.5 Collusion

Sworn members and non-sworn employees shall not enter into any agreement with another sworn member(s) or non-sworn employee(s), or any other person(s) to further or permit, conceal, or conspire to the violation of any part or section of these Rules and Regulations.

#### 42.6 Legal Action

Any sworn member or non-sworn employee charged with a criminal offense is required to report this to his/ her immediate supervisor upon returning to duty. Sworn members or non-sworn employees convicted of a felony may be subject to dismissal.

#### 42.7 Public and Private Property ó Responsibility

Sworn members or non-sworn employees shall not loan, sell, give away, appropriate, or unlawfully reserve public or private property for personal use or the use of others.

#### 42.8 Civility and Compliance with City Policy

Sworn members or non-sworn employees shall comply with the City's non-discrimination and harassment policy. Additionally, sworn members and non-sworn employees shall not engage in any conduct or discussions which may adversely affect the efficiency of an employee, the crew, or department.

#### 42.9 Representation of Employment

No sworn member or non-sworn employee shall use their affiliation, employment, rank, uniform of the department, badge, identification, and any department issued equipment or related insignia for the purpose of personal gain. No sworn member or non-sworn employee shall through their actions or statements of affiliation and employment, defame the OFD or City of Oakland.

#### 42.10 Arguments / Altercations

Sworn members or non-sworn employees shall not engage in heated arguments, threats against another person, and/or any act of violence, provoked or otherwise.

#### 42.11 Business with Fire Chief (Chief of Department)

Except as permitted under law, statute, rule, regulation, policy and administrative instruction, sworn members and non-sworn employees are strictly prohibited from engaging the Fire Chief on official business without first obtaining the permission of their immediate officer, their Battalion Chief, and the Deputy Chief.

#### 42.12 Conduct at Headquarters

Sworn members or non-sworn employees shall not loiter or remain around the Administrative Offices longer than the time required to transact the personal or departmental business that requires their presence.

#### 42.13 Political Meetings

No political meetings shall be permitted in any fire station or on other departmental premises without the express permission of the Fire Chief or designee.

Sworn members or non-sworn employees shall not engage in political activity of any kind while on duty or wearing official department attire.

#### 42.14 Social Gatherings

Sworn members or non-sworn employees on duty shall not lounge, loiter, or congregate in front of fire stations, or any other departmental office or facility.

No sworn member or non-sworn employee shall be permitted in any part of the station or on other departmental premises without the permission of the Company Officer, Supervisor, or Manager. Unnecessary congregating in or about any fire station, or any other departmental office or facility, is prohibited by off duty personnel.

#### 42.15 Solicitation / Subscriptions

Sworn members or non-sworn employees shall not solicit or allow their names to be used for the purpose of solicitation among citizens for the benefit of a company or the OFD without the permission of the Fire Chief; no solicitations will be tolerated nor any subscription paper allowed to be circulated without permission of the Fire Chief or designee.

#### 42.16 Liability Release

Sworn members or non-sworn employees shall not sign any release from liability or instituting civil action for damages against a third party for injuries sustained on duty as a result of the negligence of a third party, without first contacting the Fire Chief.

#### 42.17 Gratuity

Sworn members or non-sworn employees shall not receive any reward or gratuity of any kind for services rendered in the discharge of their duties, without permission of the Fire Chief.

#### 42.18 Contacting Elected or Appointed Officials and Other Agencies

Other than where it is part of their assigned duties, sworn members or non-sworn employees shall not contact the Mayor, City Administrator, any Council Member, or any member of the Civil Service Staff or Board, or any other person or agency, either directly or otherwise, concerning any matter of departmental interest, while representing themselves as a sworn member or non-sworn employee of the OFD, without first obtaining the permission of the Fire Chief or while on official union business. This rule shall not be construed to prohibit or discourage any sworn

member or non-sworn employee from speaking to such individuals as a citizen or union representative, while off duty, on a matter of public concern as provided by law.

#### 42.19 Public Statements

All public statements relative to affairs of the OFD shall be referred to the Fire Chief, or in his or her absence, the Deputy Chief of the Field Operations Bureau or designated Public Information Officer (PIO). Incident Commanders are allowed to speak to their specific operational activities at emergency incidents.

#### 42.20 Falsification of Records

Sworn members or non-sworn employees shall not falsify records, write misleading statements, improper entries, or willfully mutilate any department record, book, paper, or document.

#### 42.21 Cleanliness

Sworn members or non-sworn employees shall keep their person, uniform, beds, lockers, stations, equipment, offices, work areas, work station, vehicle, and apparatus in a clean and neat condition.

#### 42.22 Addressing Officers

Sworn members or non-sworn employees shall at all times address superior officers, supervisors, or managers by their proper title; they shall accord obedience, courtesy, and proper respect to all officers, acting officers, supervisors, and managers.

Officers of any "Chief" rank shall be addressed as "Chief" when addressed verbally, but when written, the full title of the Officer shall be used.

#### 42.23 Injury Reporting

Sworn members or non-sworn employees shall promptly report to their immediate supervisor any accident, sickness, or injury sustained while on duty.

#### 42.24 Relieved of Duty

Sworn members shall remain on duty until the change-of-shift hour (0800), unless properly relieved or otherwise directed by their immediate supervisor.

Sworn members shall, before being relieved, acquaint their relief with details of the shift; giving the relief personnel any equipment necessary and such information as may be needed for the continued efficient operation of the company.

#### 42.25 Changing Station Assignments ó Shift Change

Supervisors shall direct sworn members working another shift at a different fire station to leave for that assignment with adequate time to get there before 0800 hours, even if that requires their departure prior to being relieved by an oncoming crew member. If their leaving the fire station will reduce staffing below three (3) sworn members, thus putting the apparatus out of service, that information shall be relayed to the Battalion Chief. When leaving early, sworn members shall communicate any pertinent information for the oncoming relief personnel to the Company Officer.

#### 42.26 Roll Call

Sworn members shall be required to assemble for formal Roll Call prior to 0800 hours each day. Sworn members shall be present in proper station uniform (uniform shirt, pants and boots), have all personal protective equipment and gear in place on the apparatus, and be fit for duty.

#### 42.27 Assembly

The ringing of one (1) long bell on the station call bell shall be the signal for all sworn members to immediately assemble on the apparatus floor, and remain until dismissed by the officer in charge.

#### 42.28 Premises Leaving / Readiness for Duty

During their shift sworn members shall keep themselves in constant readiness for duty. Sworn members shall not be permitted to leave their respective stations without first obtaining the permission of their immediate supervisor. Permission to leave the company first due district, individually or as a crew, may only be granted by the Battalion Chief. Sworn members permitted to leave shall promptly report to their immediate supervisor upon their return.

#### 42.29 Assignment Leaving

Sworn members or non-sworn employees shall not leave their place or area of assignment prior to the end of their work day without first obtaining permission of their immediate supervisor.

#### 42.30 Alcohol / Drug Use

No intoxicating beverage, drug, or compound shall be brought into, kept, possessed, or used on OFD or City of Oakland premises.

No intoxicating beverage, drug, or compound shall be used by sworn member or non-sworn employee while on duty, or when wearing any uniform associated with the OFD, regardless of work status.

While off duty sworn members or non-sworn employees, shall bring no ill fame or discredit on the department through the consumption or use of any intoxicating beverage, drug, or compound.

#### 42.31 Gambling

Gambling for money or any article of value, in any manner, while on or off duty on OFD or City of Oakland premises is prohibited.

#### 42.32 Orders, Conflicting

When a sworn members or non-sworn employee receives an order or directive which is in conflict with a prior order of another officer, supervisor, or manager, the sworn members or non-sworn employee shall notify originator of the second order about the prior order. All actions taken shall be based on the directives of the second officer, supervisor, or manager.

It shall be the responsibility of the sworn members or non-sworn employee receiving an order to make certain the order or directive is understood before proceeding to carry it out.

#### 42.33 Performance of Duty

Sworn members and non-sworn employees shall exert their best energies and abilities in the performance of their full duty under all circumstances. Sworn members or non-sworn employees are expected to perform required duties in a timely and competent manner.

#### 42.34 Drills / Training

Sworn members and non-sworn employees shall participate in drills and training prescribed by their Company Officers, Training Division, supervisor and/or manager. They shall become proficient with all equipment they may be required to use in the duties of their positions.

Sworn members shall report to the Training Division in the appropriate uniform and at the appropriate time with all required personal protective equipment.

#### 42.35 Physical Fitness

All sworn members are to report to their place of assignment fit and able to perform their required duties. All sworn members shall keep themselves in proper physical condition necessary to perform the duties of their position.

Sworn members engaged in physical fitness activities may change into workout attire during the period they are so engaged. At all other times, sworn members shall remain in proper attire as directed by policy and/or the Company Officer. Sworn members shall be ready to respond if an emergency response is dispatched.

#### 42.36 Behavior / Conduct

Sworn members and non-sworn employees shall conduct themselves at all times in such a manner as to reflect favorably upon themselves, the City, the OFD and the fire service. All sworn members and non-sworn employees will respond to the public in a courteous, caring, and appropriate manner. Whether on or off duty, sworn members and non-sworn employees shall avoid any conduct that brings disrepute to the department or impairs its efficient and effective operations, or in general reflects unfavorably on the City, its employees or the public.

Sworn members and non-sworn employees shall not participate in any rough or boisterous play, especially when such activity may contribute to the injury or ineffectiveness of the employee, the public, another employee, or damage to City property at any time.

#### 42.37 Telephone / Address

All sworn members and non-sworn employees shall provide a means of telephonic communication; any change of address or telephone number shall be reported to the Personnel Office through regular channels, on the proper form, within 3 days of the change to the Fiscal and Administrative Services Division. Sworn members or non-sworn employees are required to have a physical address, and if different, their mailing address, on file with Fire Administration.

Company Officers, supervisors, and managers shall review address and telephone accuracy with each subordinate annually.

#### 42.38 Remain With Apparatus/Report to Staging

On multiple company responses, and unless given instructions en route or operating within standard guidelines, upon arrival at the location of the fire or other emergency, sworn members shall remain with their apparatus until given orders by the Incident Commander.

#### 42.39 Alterations to Buildings or Appliances

No sworn members or non-sworn employee shall alter or change any City of Oakland or OFD building, appliance, or fixture without specific direction to do so by the City of Oakland, Public Works Department.

#### 42.40 Department Property / Issued Equipment

Sworn members and non-sworn employees shall exercise caution to avoid unnecessary damage or loss of OFD property, and be responsible for the safekeeping and proper care of all department property (including issued gear, Knox Box keys, and equipment) in their charge.

Sworn members and non-sworn employees shall perform a check of all equipment at the beginning of their shift, or at the beginning of the work day, to ensure it is in place and ready for use. Any lost or damaged equipment found shall be immediately reported through channels per policy.

All department property negligently damaged in company quarters, or on any departmental premises, must be replaced at the expense of the party responsible for the damage, unless the damage is clearly shown to have been unavoidable.

Any damage to department building or facility shall be immediately reported through channels.

#### 42.41 Furnishings, Fire Station

Only furnishings (i.e. tables, desks, chairs, beds, etc.) supplied by the department shall be permitted in fire stations. Special items may be provided by sworn members on approval of the Fire Chief or designee.

#### 42.42 Signs / Posters / Pictures

Only official or approved signs, posters, pictures or similar, shall be posted on OFD premises or property. Department related items may be provided by sworn members and non-sworn employees for display on approval of the House Captain, supervisor, or manager.

#### 42.43 Authority

Sworn members and non-sworn employees shall not exceed their authority in giving orders or directives. The wrongful or injurious exercise of authority by any sworn member or non-sworn employee is prohibited.

#### 42.44 Personal Business on Duty

Sworn members and non-sworn employees are prohibited from engaging in, transacting, or giving their attention to personal business unrelated to their duties as OFD personnel. Occupation or activity which will conflict with the City's interest or detract from sworn members or non-sworn employees' efficiency is prohibited. Bargaining unit officials may be allowed to participate in official union business.

#### 42.45 Personal Projects

Personal projects or undertakings shall not be permitted on department property without the permission of the immediate supervisor and the approval of the Battalion Chief.

Personal projects shall not be permitted if they interfere with work activities, responsibilities, or training.



#### 42.46 Fatigue

Fatigue shall not constitute a valid excuse for failure to answer an alarm or to perform any work on duty.

#### 42.47 Guns / Weapons

The possession, handling or display of any unauthorized gun, pistol, or explosive device of any nature (including, but not limited to firearms, ammunition, explosives, fireworks, or knives) in or about any department or City property is prohibited.

#### 42.48 Smoking

Sworn members and non-sworn employees are prohibited from smoking anytime it is prohibited by law or while actively engaged in firefighting, other emergencies, or performing any departmental work. Sworn members and non-sworn employees shall not smoke at any time while in any OFD vehicle or apparatus. All sworn members and non-sworn employees shall comply with the department policy and city ordinances governing smoking.

#### 42.49 Safety

Sworn members and non-sworn employees shall exercise caution and good judgment and observe safe practices in the discharge of their duties to avoid injury to themselves and others.

#### 42.50 Riding on Apparatus ó Civilians

Persons not sworn members or non-sworn employees of the OFD are prohibited from riding on departmental apparatus without prior approval of the Fire Chief or designee.

#### 42.51 Visitors and Family Members

It shall be the duty of all sworn members and non-sworn employees to be courteous and respectful in dealing with the public. Visitors seeking assistance shall be given help to the fullest extent of our ability and within our resources.

Visitors and invited guests shall be accorded proper courtesy but shall not be permitted to remain at fire stations (including parking lots and grounds) after 2100 hours, or at other departmental premises after the close of business, without permission of the Battalion Chief, supervisor, or manager. Off duty sworn members shall not be permitted to sleep in a fire station without special permission of the Battalion Chief.

Persons not sworn members of the OFD, and children unaccompanied by an adult, are forbidden to loiter in or about the fire station. Persons participating in a fire department recognized program, or by expressed permission of the Fire Chief or designee, may visit fire stations at prearranged times.

Any sworn member or non-sworn employee off duty, on leave (such as sick or injury) shall be treated as a visitor, and shall not be permitted to perform work-related activities at any fire station, or other departmental premises, without prior approval by Fire Administration and knowledge of the on duty Company Officer and notification of the Battalion Chief, supervisor, or manager.

Visitors are not allowed to remain in an area for no obvious reason.

#### 42.52 Transfers

Sworn members shall be assigned to duty by the Fire Chief or designee. All permanent transfers shall be made in accordance with OFD policy, M.O.U. and the assignment request process.

Any sworn members employee requesting a transfer shall participate in the auction function of TeleStaff as per department policy. No sworn members shall discourage or dissuade any other sworn member from transferring to or from an assignment.

#### 42.53 Tardiness (0800 ó 0830 hours)

When scheduled to work, sworn members shall report promptly, at their proper time and place in condition to immediately and efficiently discharge their prescribed duties. Sworn members unable to report for duty at the time required shall notify their supervisor or officer on duty at the place of assignment as soon as the sworn member becomes aware of the inability.

Tardiness will subject a sworn member to progressive disciplinary action, computed on a 365 day basis.

Sworn members late for work are required to submit a 538-8, through channels, to the Battalion Chief stating full particulars relating to the tardiness. Officers failing to document and report tardiness will be subject to disciplinary action.

Non-sworn employees assigned to work a 7.50 ó 8.00 hour work day, must be at their work station, ready to work by their designated start time. If they will be late, employees are to contact their supervisor or manager within 15 minutes of their designated start time.

#### 42.54 Failure to Report (Or, Reporting after 0830 hours)

Sworn members reporting for duty after 0830 hours shall not be allowed to work until the next half hour and shall forfeit pay for the time absent calculated to that half-hour. (Example: Sworn member reporting for duty at 0940 shall not be allowed to work until 1000 hours and shall be docked 2 hours pay, for 0800 ó 1000).

Sworn members reported for "Failure to Report" are required to submit a 538-8, through channels, to the Battalion Chief stating full particulars relating to the incident. "Failure to Report" will be subject to progressive discipline.

#### 42.55 Resigning / Separation from the Department

Sworn members and non-sworn employees are required to report to the Fire Administration Office to complete all required forms/paper work associated with separation from the department. All City issued equipment (i.e. identification cards, badges, safety clothing, keys, cell and satellite phones, personal computers, etc.) must be returned before separation is complete and effective.

#### 42.56 Personal Protective Equipment Usage

Sworn members shall wear full turnouts, including SCBA with hood, when responding to any suspected or reported structure fire; hazardous materials incidents; vehicle fire; dumpster fire; commercial alarm, etc. Upon arrival at the incident, the Company Officer is responsible for the safety of all crew members and shall adhere to all OFD policies and guidelines.

Sworn members are required to wear all appropriate protective clothing and equipment (i.e. turnout clothing, gloves, helmets, SCBA, goggles, highway vests, EMS protection, etc.) on the scene of any emergency response.

Sworn members shall utilize all personal protective equipment provided by the Medical Services Division for body substance isolation when on emergency medical responses, as the incident dictates.

Non-sworn employees shall utilize personal protective equipment provided by their division, as appropriate for the task assigned.

#### 42.57 Meals at Fire Stations

All sworn members of each shift at each station are required to participate in a common mess at the station and to contribute in equal shares toward the cost of the meals and house fund items. The amount of the contribution and the procedures for its collection shall be established at each station by the Officer on each shift.

The Officer on each shift shall appoint a cook(s), who shall be responsible for selecting the menu, supervising purchase of groceries, cooking and serving of meals. Sworn members shall be appointed to the cooking assignment on a rotational basis, or other equitable manner, as determined by the Officer.

The Officer may excuse sworn members from participating in common mess if a reasonable excuse is presented, but any person so excused shall be required to contribute towards his/ her share of the expenses, as well as any house fund dues. This exception does not excuse the employee from fire station maintenance and general housekeeping.

House fund dues may be administered in such a manner as sworn members contributing thereto may agree upon, for providing newspapers, cable, internet, telephone, shoe polish, common goods, and /or incidentals for convenience and comfort of contributing sworn members. No sworn member shall be excluded from payment of such dues where half of the sworn members of any station are participants.

#### 42.58 Motorcycle / Bicycle Use

Sworn members and non-sworn employees who use motorcycles, motor scooters, motor bikes, or bicycles, as means of transportation to and from work shall use them only for a change of duty assignment. They shall be prohibited from using them while on duty for inspecting, shopping, district familiarization, etc. Sworn members and non-sworn employees using vehicles, as described above, in accordance with the above instructions are directed to wear a jacket or other appropriate attire in order not to be readily identifiable as a firefighter. An exception from this rule will be made for those sworn members that are department trained as Bicycle Medics, but only while assigned to that function or duty.

#### 42.59 Sworn Grooming Standards

OFD expects sworn members to be well-groomed and professional in appearance when on duty. The grooming guidelines were developed to ensure safety and uniformity, promote pride in OFD, and foster public respect for firefighters. Provided below is a summarized list of OFD's grooming standards. Meeting these grooming standards is a condition of employment. Grooming standards apply to all sworn members of OFD.

- No beards or goatees. Mustaches must be neatly trimmed and shall not extend to any area involving the seal of any department respiratory face mask.
- Sworn members shall be clean shaven with no visible facial hair growth upon reporting for duty each day.
- Sideburns must be neatly trimmed and cannot extend below the ear lobes.
- Per OSHA regulation, at no time can hair come between the sealing surface of the SCBA face piece and the face, or be worn in a way that interferes with SCBA valve function.
- Tattoos, body art, or brands are only allowed below the head and face (below the jaw line).
- Tattoos, body art, or brands that may be visible to other employees at any time are prohibited if they are obscene, sexually explicit, denote a violent or exclusionary group, or advocate or symbolize discrimination against any protected classes as defined in City of Oakland, Administrative Instruction 71.
- Hair must be a color naturally occurring in human hair.
- While on duty hair must not extend below the top of the eyebrows in front, shall not fall more than one inch over the top of the ears on the sides, or extend below the bottom edge of the collar of the duty uniform shirt in the back. Longer hair may be restrained with a single ponytail, single braid, single bun, or by cornrow-style braids.
- In no case shall the bulk or style of a sworn member's hair interfere with wearing OFD headgear, including hoods, helmets, and self-contained breathing apparatus face pieces.

- Cosmetics, if worn, must be conservative and in good taste.
- Necklaces or medallions around the neck must be kept under the OFD shirt.
- Earrings are limited to õpostö style; the decorative front may not be larger than ¼ inch. No more than one ear post is allowed per ear, and that post must be in the ear lobe. Ear plugs are not allowed. Earlobes expanded by rings are not permitted.
- Aside from earrings, no other visible body piercing jewelry is allowed while in uniform or on duty. This includes, but is not limited to, nose rings, tongue studs, eye brow rings, etc.
- Rings on fingers are permitted as long as they do not interfere with quick donning of personal protective equipment, i.e. gloves, etc.
- Finger nails may not compromise the integrity of protective gloves and, in all cases, may not extend more than ¼ inch beyond the end of the fingertip.

#### 42.60 Sexual Activity

Sworn members and/or non-sworn employees shall not engage in any sexual activity while on duty. Sworn members and non-sworn also shall not engage in any sexual activity off duty on department property or in city vehicles.

#### 42.61 Appropriate Use of Leave

Sworn members and non-sworn employees must use leave in conformity with the MOU, City and OFD policy. Leave covered by this rule includes but is not limited to sick, injury, family medical, family death, military, and jury duty. Any sworn member or non-sworn employee found to have used leave in a fraudulent manner will be subject to discipline.

#### 42.62 Business Hours

During a normal 24-hour shift, activities will be scheduled to occur from 0800 through 2100 hours, where practical. The attempt to maintain this schedule is the prerogative of Fire Administration, and in no way precludes additional assignments which may be assigned at other hours during the 24-hour days.

#### 42.63 Jury Duty

Any sworn member or non-sworn employee required to report for jury duty on a scheduled work day will be excused from their assigned duties for the actual duration of the jury duty. In the event of release from jury duty during the sworn member's or non-sworn employee's normal working hours, the sworn member or non-sworn employee shall promptly return to his/her fire station, assignment, or work station. In the event that the sworn member or non-sworn employee is selected for a jury panel, or required to return the following day, the sworn member or non-sworn employee shall notify their immediate supervisor or manager and shall not be required to return to duty until released by the court. When released from jury duty a sworn member or non-sworn employee is required to submit evidence of their jury service to their Battalion Chief, supervisor, or manager through the chain of command.

#### 42.64 Waste Avoidance

All sworn members and non-sworn employees shall practice economy in the use of supplies and metered services and see that waste is avoided.

#### 42.65 Electronic Property

City electronic property or electronic communication shall be used in accordance with City and OFD policy. The electronic mail system shall not be used for fundraising, personal gain, personal business, harassment, pornography, jokes, junk mail, or any other non-work related items.

#### 42.66 Property

No sworn member or non-sworn employee shall remove, damage, or tamper with another sworn member's or non-sworn employee's personal property or property of the OFD.

#### 42.67 Confidentiality

Confidentiality is the preservation of privileged information. By necessity personal and private information is often disclosed during the course of employment. Sworn members and non-sworn employees shall not disseminate to anyone outside of the department any information obtained during the course of said employment. Therefore, such information includes but is not limited to confidential medical information of patients.

#### 42.68 Medication

In the best interest of the department and the sworn members or non-sworn employee, taking medication (prescription or over-the-counter) which side effects might negatively affect the ability to perform job tasks is prohibited.

#### 42.69 Criticism / Derogatory Statements

When speaking pursuant to their official duties, members and employees shall not engage in public criticism of the Department, orders, policies, or instructions. Members and employees may, however, criticize the Department, orders, policies or instructions by official written communication through channels to the Fire Chief.

#### 42.70 Testimony

Each sworn member or non-sworn employee when called upon to give evidence, make depositions, or testify, shall conduct him/ herself with dignity, courtesy, respect; and truthfully, fully and without reservation.

#### 42.71 Loyalty

No sworn member or non-sworn employee shall knowingly become a member of or affiliate with any subversive organization with the intent to further that organization's unlawful objectives.

#### 42.72 Flag Etiquette

The Flag Code, Title 4, United States Code, Chapter 1 shall govern the rules of flag etiquette. Additionally, the flag shall be raised prior to 0800 hours and lowered prior to sunset, as applicable. The Company Officer is responsible for the proper display and care of the flag. When not in use, the US flag shall be neatly folded and stored in such a way as to protect it from being torn, soiled or damaged.

#### 42.73 Conduct toward Others ó Harassment and Discrimination

Sworn members and non-sworn employees shall treat all persons with courtesy and respect. The department has a zero tolerance policy for harassment and discrimination against sworn members or non-sworn employees, and persons on the basis of race, religion, national origin, marital status, age, sex, sexual orientation, ancestry, physical or mental disability, or medical condition. The department prohibits conduct that violates city or department policy.

Any sworn member or non-sworn employee who harasses or discriminates against another sworn member or non-sworn employee, or any person, or engages in any inappropriate workplace conduct that violates city or OFD policy shall be subject to appropriate disciplinary action, up to and including termination.

Any sworn member or non-sworn employee who has knowledge that another sworn member or non-sworn employee has engaged in harassment or discrimination or inappropriate conduct that violates City Administrative Instruction or OFD rule is strictly charged with the responsibility for reporting that conduct.

#### 42.74 Beds / Company Linen

Sworn members shall comply with the following rules regarding beds and linens:

- Beds may only be occupied between the hours of 2015 and 0700, except in unusual cases of illness or if a firefighter has not had sufficient rest due to emergency response activities the night before. This shall be determined by an immediate supervisor.
- Sworn members working an additional shift, who will be sleeping in the same bed, shall straighten and tuck in blankets and place pillow at the head of the bed.
- Sworn members sleeping in bedrooms or dormitories shall not be unnecessarily disturbed.
- Bath and dish towels shall be laundered as necessary or per station schedule. When unserviceable, a request for replacement shall be made by the House Captain to the Services Officer.
- OFD washers and dryers shall be used strictly for fire department related items and shall only be used by sworn members on duty.
- Mattresses are department issue and any repair issues shall be immediately reported to the Services Officer. Mattresses shall be turned and reversed monthly, removed and aired twice yearly.

#### 42.75 Cell Phones / Music Devices / Other Personal Electronic Devices

The non-department related use of cellular telephones, photo/ electronic communication devices, music devices, etc. (including ear pieces) is prohibited during any training activities, while doing inspections, pre-planning, or public education presentations, at emergency scenes or during responses, during any public assembly program and while driving an OFD apparatus or vehicle. They are to be in silence or vibrate mode while on duty.

Any recordings or photographs made or taken while on duty are the property of the department. Any dissemination of such recordings and photographs without explicit permission granted by the Fire Chief or designee is strictly prohibited.

#### 42.76 Seat Belts

Seat belts shall be worn by all sworn members and non-sworn employees when driving or riding in any OFD vehicle.

#### 42.77 Animals

Under no circumstances shall any animal be kept in a OFD building or be transported in a OFD vehicle or apparatus, unless approved by the Fire Chief.

#### 42.78 Company Telephones

All sworn members or non-sworn employees shall comply with the following rules regarding telephones:

- Station telephones are for department business use and emergency calls. They should not be used for other purposes unless absolutely necessary.
- Unnecessary conversation between sworn members or non-sworn employees of different companies is prohibited.
- Telephone conversations shall be kept as brief as possible.
- Any time a sworn member is on the telephone when an alarm comes in, the sworn member shall immediately terminate his/ her conversation.
- When answering the telephone, sworn member shall promptly and clearly state the station called followed by rank and surname (Example: "Station 15, Firefighter Doe.")
- When answering the telephone, non-sworn employees shall promptly and clearly state the department and division followed by classification and surname (Example: "Oakland Fire Department, Fire Prevention and Support Services Bureau, Fire Suppression District Inspector Doe.")



## DETAILS

### SECTION 43:

Sworn members of the OFD assigned to detail duty shall comply with the following rules:

- 43.1 Sworn members shall be properly attired in the uniform specified for the occasion.
- 43.2 Sworn members shall report to their immediate supervisor before leaving their assignment for their place of detail and upon returning. The time of departure and the time of return shall be noted in the company journal.
- 43.3 Sworn members shall report to their place of detail at the designated time and promptly return to quarters at the conclusion of the detail.
- 43.4 Sworn members on detail shall not leave their place of detail unless they are properly relieved or have the permission of their immediate supervisor.
- 43.5 Sworn members shall not engage in any activity that may interfere with the proper discharge of their duties while enroute to or from and at the place of detail.
- 43.6 Sworn members shall be familiar with and abide by all laws, ordinances, rules, and procedures applicable to their place of detail.
- 43.7 Sworn members shall abide by all city and OFD policy and procedures, SOGs, rules and regulations, and orders of the Fire Chief, while on assigned detail, as well as those in uniform on voluntary detail,
- 43.8 Sworn members must notify the Battalion Chief, through the Company Officer, at roll call of the request for detail, if it is known the shift before.

## **LEAVE OF ABSENCE**

### **SECTION 44:**

- 44.1 Leaves of absence shall be permitted to sworn members in accordance with the current Memoranda of Understanding, City of Oakland Administrative Instructions and Civil Service Rules.

## TRADING

### SECTION 45:

- 45.1 Sworn members shall be permitted to trade work shifts when properly requested and approved by the Company Officer and the Battalion Chief.
- 45.2 Sworn members must ensure that any trade request will not interfere with any required training. It is incumbent upon the sworn member to complete all required training on another date within the training period for compliance. Trades shall be denied if required training is not addressed.
- 45.3 Sworn members are prohibited from entering trades (and later canceling them) for the purpose of avoiding a mandatory assignment.
- 45.4 All requests for trades of up to two (2) consecutive twenty-four (24) hour shifts shall be made by sworn members entering the trade(s) into TeleStaff and communicating the trade information to the Company Officer, seventy-two (72) hours in advance, at the 0800 roll call. Previously approved trades shall also be communicated to the Battalion Chief at this time.
- 45.5 All requests to make trades of three (3) or more consecutive twenty-four (24) hour shifts shall be made by submitting a 538-8, through channels, to the Battalion Chief at least fifteen (15) days prior to the commencement of the trades. The request shall contain: 1) dates trading; 2) names and assignments of sworn members working; and 3) total number of shifts the sworn member will be off duty. Upon approval from the Battalion Chief, the sworn member is responsible for entering the trades into TeleStaff.
- 45.6 In the event of an emergency, the Battalion Chief may waive the seventy-two (72) hour advance notice requirement. The interpretation of what constitutes an emergency is subject to the judgment of the Battalion Chief. Battalion Chiefs approving late notice trades shall electronic mail the Deputy Chief of the Field Operations Bureau as to why the trade was approved. If the request for the trade is denied, the decision may be appealed to the Deputy Chief of the Field Operations Bureau.
- 45.7 All sworn members wishing to cancel a Shift Trade Off within seventy-two (72) hours shall submit a 538-8, through channels, to the Battalion Chief, detailing the particulars for the last-minute trade cancellation.
- 45.8 Trades shall be made between sworn members of equal rank, except that Company Officers (lieutenants and captains) may trade with each other, and sworn members will be permitted to trade out of rank (provided they were previously in that rank) for the purpose of paying back a trade.
- 45.9 Sworn members temporarily detailed to act higher rank shall be permitted to trade with regular sworn members of the same rank.
- 45.10 Trades between Battalion Chiefs shall be communicated, via electronic mail, to the Deputy Chief of the Field Operations Bureau.

- 45.11 Sworn members on sick, injury or other paid or unpaid leave from the department (not including vacation leave) shall not be permitted to trade on duty any time during the period of leave.
- 45.12 Trading is a privilege requiring full cooperation between sworn members. Time off gained by trading must be paid back by a reciprocal trade (hour-for-hour), within a reasonable amount of time.
- 45.13 Probationary Firefighters are not permitted to trade work shifts until they have passed their second examination, at or about one (1) year.

## UNIFORM

### SECTION 46:

- 46.1 Uniform regulations shall be in accordance with departmental policy.
- 46.2 Sworn members and non-sworn employees shall wear the appropriate uniform at all times while on duty unless directed by their immediate supervisor.
- 46.3 Sworn members and non-sworn employees shall present a clean, neat appearance. Clothing that is unserviceable or soiled shall not be worn. Shoes shall be polished; uniform pants and shirt shall be clean and pressed.
- 46.4 Altering of any department issued safety equipment is prohibited.
- 46.5 Uniform shirts must be buttoned and tucked in at all times.
- 46.6 Long sleeve undergarments shall not be worn under a short sleeve uniform shirt.
- 46.7 Only OFD issued safety shoes, turnout boots, or equipment shall be worn on any apparatus or around the fire station.
- 46.8 Safety shoes shall be worn at all times a sworn member is engaged in emergency operations, drills, during inspections, when doing work at quarters, or any other time a sworn member is engaged in any official business activity that may cause injury to the foot. Non-sworn employees shall wear safety shoes appropriate for the task assigned.
- 46.9 Logos, drawings, pins, numbers or markings of any kind which have not been approved through official channels are not to be worn or displayed on any article of uniform.

## **AWARDS FOR MERIT**

### **SECTION 47:**

The recognition of an act of extraordinary character by the presentation of an award of merit is the highest honor that can be conferred upon a sworn member or non-sworn employee of the OFD. To insure that fair and impartial consideration is given to each act, it is necessary that all sworn members or non-sworn employees adhere to the following:

- 47.1 It must be realized that, in the performance of required duties, a sworn members or non-sworn employee is frequently exposed to some degree of risk. Therefore, in order to qualify for a merit rating by the Awards Review Committee, the act must have been attended by a degree of risk or commitment greater than that normally encountered in the fire service.
  
- 47.2 Reports of heroic or meritorious acts performed by sworn members or non-sworn employees of the department shall be prepared, signed and forwarded through channels to the Fire Chief by Company Officers who were their immediate superiors at the time the acts were performed. All such reports shall include complete and accurate statements of the sworn members or non-sworn employees involved and witnesses concerned, together with all other pertinent facts.

## **COMPENSATION FOR DAMAGES**

### **SECTION 48:**

- 48.1 Sworn members or non-sworn employees shall not seek, in any way, nor shall they accept from any person, money or other compensation for damages sustained or expenses incurred by them in the line of duty without first notifying the Fire Chief in writing.
- 48.2 Sworn members or non-sworn employees who have received regular sick leave or injured off duty salary from the City of Oakland for illness or injury sustained off duty shall notify the Fire Chief, in writing, of any intent to seek, sue, solicit, or accept compensation as damages for such illness or injury. Sworn members or non-sworn employees must notify the Fire Chief before any action is taken of the facts of the claim and the name of the respondent.
- 48.3 Sworn members or non-sworn employees that participate with volunteer fire departments or emergency medical services in other cities, without proper administrative order, are not protected by the City of Oakland.

## **SERIOUS INJURY / DEATH OF A SWORN MEMBER OR NON-SWORN EMPLOYEE**

### **SECTION 49:**

- 49.1 In the event of serious injury or death occurring to a sworn member or non-sworn employee on duty on city property, the sworn member's or non-sworn employee's immediate supervisor shall impound all personal property of the victim, and retain it under protective custody, until its release is directed by order of the Deputy Chief of the Field Operations Bureau or the Fire Chief.
- 49.2 The Battalion Chief, supervisor, or manager shall see that a written inventory of all effects, personal and otherwise, is forwarded to the Fire Chief's office. One copy shall be retained by the Company Officer. The designated emergency contact should be notified, and if possible, the contents of the sworn member's or non-sworn employee's locker should be removed in his/ her presence.
- 49.3 Information concerning the injury or death of a sworn member or non-sworn employee shall only be released by order of the Fire Chief or designee. Notification of the next of kin shall be effected promptly, with tact and dignity, and with full concern for the welfare of the family.
- 49.4 Regarding notification, an effort should be made to include a fellow crew member, or person that best knows the family, along with the Fire Chief or other high ranking sworn member of the department when making contact with the next of kin.



## RECALL

### SECTION 50:

- 50.1 The City may require sworn members going off duty to remain at their assignments. The Deputy Chief of Field Operations Bureau or designee may have sworn members called back to work from a "recall list." Off going sworn members or those who have most recently reported off duty shall be called first. The Deputy Chief of Field Operations Bureau or designee shall determine the timeframe within which sworn members shall be required to report back to work. Response to recall is mandatory.
- 50.2 The designated shift roster shall be exhausted before calling the next shift.
- 50.3 The use of mutual aid will be considered to cover vacated stations until adequate personnel can be recalled.
- 50.4 Response to recall is not optional. Upon notification of a recall, personnel shall proceed immediately to their assignment.

## REPORTS AND COMMUNICATION

### SECTION 51:

- 51.1 Departmental reports and communications shall be computer generated, typewritten, or in ink or ball-point, neat, legible, and in full compliance with departmental policy and administrative guidelines.
- 51.2 An official communication is any report, request, or written information distributed through channels, from one sworn member or non-sworn employee, group, or organization, to another sworn member or non-sworn employee of the department, or to anyone outside the department.
- 51.3 All communications shall proceed from the originating sworn member or non-sworn employee to the office of destination via the Chain-of-Command; this rule shall apply from subordinate to superior, and in reverse.
- 51.4 Under no circumstances shall an intermediate officer, supervisor, or manager withhold, suppress, or unduly delay, an official communication.
- 51.5 Reports shall be signed with the first name, middle initial and last name of the originating sworn member or non-sworn employee with their name and assignment printed.
- 51.6 Intermediate officers, supervisors, or managers shall review all reports concerned with their area of responsibility for accuracy and correctness of form, and endorse same before forwarding to proper destination; on matters requiring permission, or approval, the responsible officer shall indicate his or her recommendation, and sign the report.
- 51.7 Communications concerned with matters pertaining to administrative, operational, or internal affairs of the OFD, or otherwise affecting its interest, proposed or contemplated by any sworn member or non-sworn employee, or committee, must be submitted to the Fire Chief through channels.
- 51.8 No sworn member or non-sworn employee of the OFD shall intentionally make any false report regarding any other sworn member or non-sworn employee, either as to any offense, or as to the business of the OFD, calculated to create disturbance, or bring any sworn member or non-sworn employee into discredit.
- 51.9 All required reports shall be completed thoroughly and submitted promptly in accordance with department policy and administrative guidelines.