

TO ALL MEMBERS:

Subject: Rules and Regulations

The Board of Fire Commissioners establishes the Rules and Regulations for the Fire Department as set forth in Section 78 of the Los Angeles City Charter. The basic policies and procedures that govern the Fire Department as established by the Board are set forth within these pages. Only the Board of Fire Commissioners may make additions, deletions, or interpretations of these rules.

A copy of the Rules and Regulations shall be kept in every Department library to be available for all members. To maintain consistency in the application of current policy. Revisions to the Rules and Regulations adopted by the Board shall be supplied through the Department's regular distribution process.

All members shall commit themselves to a thorough understanding of this material and periodically review these rules to maintain a working knowledge of its content.

I support the revisions made to the Rules and Regulations and anticipate every member's cooperation in complying with them.

WILLIAM R. BAMATTRE
Fire Chief

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BOARD OF FIRE COMMISSIONERS

The Board of Fire Commissioners is the head of the Fire Department. It has power to supervise, control, regulate and manage the Department and to make and enforce all necessary and desirable rules and regulations. Such powers are subject to the provisions of the Charter and to such ordinances of the City not in conflict with the grants of power made to each department of the City government elsewhere in the Charter.

OATH OF OFFICE

I do solemnly swear that I will support this Constitution of the United States of America and that of the State of California; that I will obey the Laws and Ordinances of the City of Los Angeles, familiarize myself with and be obedient to the Rules and Regulations and orders of the Los Angeles Fire Department, and faithfully serve the City of Los Angeles in the discharge of my duties as a firefighter to the best of my knowledge and ability, So Help Me God.

INTRODUCTION

Every rule, regulation, general order, direction or any provision herein contained or otherwise issued or made, is subject to repeal, or modification, from time to time whenever in the judgment of the Board of Fire Commissioners it is deemed in the best interest of the Fire Department. The power to rescind, alter or amend these Rules and Regulations is vested by the Charter solely in the Board of Fire Commissioners.

These rules cannot nor are they expected to provide a solution to every question or problem, which may arise in an organization, established to render emergency service. It is expected, however, that they will be sufficiently comprehensive to cover either in a specific or general way, the obligations and duties of the members of the Los Angeles Fire Department.

They are not designed nor intended to limit any member in the exercise of the member's judgment or initiative in taking the action a reasonable person would take in extraordinary situations. Much by necessity must be left to the loyalty, integrity and discretion of members. To the degree which the individual member demonstrates possession of these qualities in the conscientious discharge of the member's duty, and to the degree alone will the Department measure up to the high standard required of the service.

As necessary, requests for interpretations of these Rules and Regulations may be made to the Board of Fire Commissioners. The legal validity of any part of these Rules and Regulations may be determined by formal opinion of the City Attorney upon request of the Board of Fire Commissioners. Any opinion of the City Attorney or of any court invalidating any part of these Rules and Regulations shall not affect any other part thereof.

DEFINITIONS

The following proper names and terms shall have the meanings indicated in this section for the purpose of these Rules and Regulations unless otherwise specifically stated.

ADMINISTRATIVE OFFICE: The Office of the Fire Chief.

ALARM: A notification to respond to an emergency.

APPARATUS: Any Fire Department vehicle or boat having a shop number.

APPARATUS OPERATOR: Engineer, apparatus driver, aerial ladder operator, or anyone acting in any of these positions.

BATTALION: A subdivision of a Division containing a number of companies.

BATTALION COMMANDER: A Chief Officer or Acting Chief Officer in command of a Battalion.

BOARD: The Board of Fire Commissioners; the head of the Fire Department as defined by Charter.

BUREAU: A major subdivision of the Department.

BUREAU COMMANDER: Uniformed Chief Officer or civilian administrator in charge of a Bureau.

CHANNELS, THROUGH: The transmission of orders and communications through the intermediate officers in ascending or descending order of rank.

CHARTER: Charter of the City of Los Angeles.

CHIEF: The Fire Chief; the Chief Administrative Officer of the Fire Department.

COMMANDING OFFICER: The officer or acting officer who is the member's immediate superior in the chain of command.

COMPANY: Members under the command of a Company Commander, assigned to a station with apparatus.

COMPANY COMMANDER: Officer or member in command of a Company.

COMPANY FIRE PREVENTION DISTRICT: The area in which a company has specific responsibilities for the fire prevention inspection of assigned occupancies under supervision of a Battalion Commander.

DEPARTMENT: The Los Angeles Fire Department.

DIVISION: A major subdivision of the Department directly subordinate to a Bureau or the Administrative Office.

DIVISION COMMANDER: The Chief Officer in command of a Division.

FALSE ALARM: An alarm given with malicious intent or without reasonable cause.

FIRST-IN DISTRICT: The area in which a company is normally the first to arrive in response to an alarm.

FIRST ALARM DISTRICT: The area in which a company normally responds to a fire or other emergency.

GENERAL ORDER: An order issued by the Board to amend the Rules and Regulations of the Department.

HEADQUARTERS: In the absence of a specifically described location or office (Battalion, Division, etc.) the term refers to the building wherein the Administrative Office is located.

HYDRANT DISTRICT: An area, within which a fire station is responsible to test hydrants, corresponding to its First-In District.

LOSS OF PRIVILEGES: The loss of those privileges granted to members by the Chief. Within the meaning of disciplinary action assessment, such privileges may include, but are not limited to, the following: Early relief from platoon change, exchange of time between members, parking privately owned vehicles in station yards, family visitation to quarters, occupying beds in quarters while off duty, etc.

MANUAL OF OPERATION: An administrative directive by the Fire Chief establishing the practices and procedures of the Department.

MEMBER: Any employee duly and regularly appointed in the Fire Department under Civil Service Rules and Regulations to perform the duties of a regular firefighter in the City of Los Angeles, under whatever designation they may be described in any salary or departmental ordinance providing compensation for the Fire Department. The term member shall include officers. (Sec. 185 City Charter)

For purposes of enforcement of these Rules and Regulations and of the Manual of Operations only, the term “member” shall include civilian employees of the Department. Civilian employees shall be accorded the privileges and be subject to such provisions contained therein which are not exclusively applicable to uniformed members.

For the purposes of inclusion in the requirements and privileges set forth in the Rules and Regulations, Manual of Operation, and Section 2801 of the California Vehicle Code, the term “member” shall apply to Fire Student Workers.

ON DUTY: A condition of employment wherein a member is actively engaged in a function of the Department.

PLATOON: One of three groups of Bureau of Emergency Services personnel, which is alternately on duty.

QUARTERS: Any Fire Station, Department building, office, storeroom, workroom, yard, shop, or place wherein members are assigned or employed.

SECTION: A subdivision of the Department, other than Bureau of Emergency Services, directly subordinate to a Bureau or Division.

SECTION COMMANDER: Chief Officer, Acting Chief Officer or civilian administrator in charge of a Section

SHIFT: A period of 24 consecutive hours starting 0800 hours of any day.

SPECIAL DETAIL: A special assignment for Department service.

SPECIAL NOTICE: A notice issued by an authoritative Departmental source for the guidance and information of members.

SPECIAL ORDER: A directive issued by the Chief for the administration of Department affairs. It shall be effective until cancelled or included in the Manual of Operation.

UNIT: A basic organizational unit of the Department, other than Bureau of Emergency Services.

UNIT COMMANDER: Officer or member in command of a Unit.

FIRE CHIEF

Section 1. Subject to the provision of the Charter, the Rules and Regulations of the Department and the instructions of the Board, the Fire Chief shall:

- a. Be the General Manager of the Fire Department, and shall have control of all its activities, including fire extinguishment, fire protection and fire prevention.
- b. Be responsible for the proper management, discipline and training of Fire Department personnel.
- c. Approve the tools, appliances and equipment of the Department and their manner of care and use.
- d. Have the power and authority to organize, manage and control the various subdivisions of the Department.
- e. Establish suitable measures to put into effect the policy, Rules and Regulations, practices and procedures, necessary for the efficient operation of the Department.
- f. Recommend to the Board suitable measures to enable the Department to adequately discharge its duties and obligations.
- g. After appointing a member to a promotional position of Chief Officer rank, present such member to the Board at its next regular meeting or as soon thereafter as possible.
- h. Recommend to the Board, on the request of members, or as deemed advisable, qualified persons to serve as Chaplains of the Department, who shall serve without compensation. Designation of an individual as a Chaplain of the Fire Department may be rescinded at any time by the Board at its discretion.
- i. Prescribe the specifications and manner of wear of the uniform and protective clothing of the Department.
- j. Within the discretion and authority granted to the Fire Chief by the City Charter, City ordinances, applicable statutes, and instructions of the Board in the Operation of extinguishing any fire, take necessary precautions to prevent the spread or rekindle thereof, administer the affairs of the Department, and enforce all ordinances and laws pertaining to fire control and fire hazards within the City.

BUREAU COMMANDERS

Section 2. Bureau Commanders shall:

- a. Be subordinate in rank to the Chief, and in the absence of the Chief, assume control of the Department, and perform the duties and exercise the powers incidental to the office of the Chief, in such order of precedence as may be designated.
- b. Compose the General Staff of the Chief and assist in the formulation and administration of the policy, Rules and Regulation, practices, and procedures governing personnel and operation of the Department.
- c. Supervise the several Bureaus of the Department to which they are respectively assigned in a manner that will result in maximum performance and efficiency.
- d. Within their commands, be responsible for the enforcement of all policy, Rules and Regulations, practices and procedures of the Department.
- e. Designate members to act in the absence of Chief Officers.
- f. Respond to alarms and special calls when dispatched and assume command of operations.
- g. Be on duty for periods to be determined by the Chief as the needs of the Department may require.

DIVISION COMMANDERS

Section 3. Division Commander shall:

- a. Be subordinate in rank to Bureau Commanders, and be responsible for effective application of the policy, Rules and Regulations, practices and procedures of the Department within their commands.
- b. Be responsible for the morale, efficiency and distribution of personnel within their commands.
- c. Keep such records as are necessary to insure efficient operation of their commands, including daily journals by those in charge of a Division of Emergency Services.
- d. Conduct Training Conferences of all Battalion Commanders in their Divisions on their platoons at least once a month and at other times when indicated.
- e. Make such inspections and investigations as may be necessary to keep themselves informed of conditions in their commands.
- f. Respond to alarms and special calls in accordance with requirements and Departments policy, and those in charge of a Division of Fire Suppression shall assume command and direct operations unless relieved by a superior officer.

BATTALION COMMANDERS OR SECTION COMMANDERS

Section 4. Battalion Commanders and Section Commanders shall:

- a. Be of equal rank to each other, and subordinate in rank to Division Commanders.
- b. Command Battalions or Sections in accordance with general rules of conduct pertaining to their rank and shall enforce within their commands specific rules applicable by reason of their assignment.
- c. Supervise the application of policy, Rules and Regulations, practices and procedures of the Department, and shall be responsible for the morale, efficiency and distribution of personnel within their commands.
- d. Respond to alarms and special calls when dispatched, assumed command, deploy apparatus and personnel in the most advantageous manner for the control and extinguishment of fire and preservation of life and property, and apprise the officers who relieve them of command concerning the situation as it exists at that time.
- e. Keep such records as are necessary to insure efficient operation of their commands; keep journal records of their activities while on duty; and apprise the officers who relieve them concerning information essential to their commands.
- f. Conduct Training Conferences of all their immediate subordinates at least once a month and at other times when necessary.
- g. Supervise the fire prevention inspection of assigned occupancies within the company fire prevention districts of their commands.
- h. Visit each Company or Unit and Department building over which they have supervision at frequent intervals; make such inspections as are necessary to determine that proper care and attention is being given to all Department property, and immediately notify their Commanding Officers when apparatus requires emergency repair or replacement.
- i. Witness drills, make investigations, heed evidence of neglect or inefficiency and take necessary action to correct any deficiencies in their commands as required.
- j. Have authority to prohibit the use of any uniform, tool, appliance, implement, or equipment, which is unfit for service.

- k. Promptly supervise an inspection of the affected premises with the person so reporting when it is reported that hazardous conditions of more than minor import are found in areas of their commands.
- l. Ascertain that all hydrants in their battalions are included within company hydrant districts.
- m. Designate members to act as Company Commanders or Unit Commanders in the absence of the regular commander of such companies or units.

TASK FORCE COMMANDERS, COMPANY COMMANDERS, OR UNIT COMMANDERS

Section 5. Task Force Commanders, Company Commanders, and Unit Commanders shall:

- a. Be subordinate in rank to Battalion and Section Commanders.
- b. Command groups of companies, single companies or units, and operate in accordance with general rules or conduct pertaining to their rank, and shall enforce within their specific rules applicable by reason of their assignment.
- c. When in charge of companies, assemble their commands for roll call at 0800 hours, and at such other times, as they may deem necessary, at the specific location designated by their Commanding Officer.
- d. Apprise their commands at 0800 hours of all orders and Department communications received during the previous tour of duty, and impart any additional information or instructions necessary for the operation of their commands.
- e. Be familiar with their assigned duties and response districts.
- f. Direct their commands in making fire prevention inspection of designated occupancies within their respective assignments and within their Company Fire Prevention Districts.
- g. Respond with their commands to alarms and other emergency calls as dispatched and, when first to arrive, assume command until properly relieved.
- h. When performing duty at fires, be particularly judicious in laying lines, placing ladders, spotting equipment, calling for assistance, and in other operations necessary to the preservation of life and property.
- i. Determine that all apparatus and Department equipment assigned to their commands or store in their quarters are properly cared for and protected.
- j. Keep journals of company operations, which will be complete daily histories of activities and happenings, and maintain other records and files necessary for efficient operation of their commands.
- k. Make periodic inspections of buildings in their First-in-Districts to obtain information essential for the suppression of fires, keep comprehensive records thereof, and, where great or unusual fire hazards are encountered,

notify their commanding officers immediately and take action to correct such hazards.

- l. Train and instruct members of their commands by daily training sessions to determine that the efficiency and coordination of their commands are maintained at a high standard.
- m. Designate qualified Company members to act in the positions of engineers and apparatus operators in the absence of the regularly appointed members to such positions.
- n. Permit members to go off duty only in accordance with Department policy unless other arrangements have been authorized by their commanding officers; they shall promptly report any unauthorized absence or tardiness.
- o. Cause station watches and other watch duty to be maintained in the manner prescribed by the Chief.
- p. Prohibit the presence of intoxicated or otherwise disorderly persons in or about quarters at anytime.
- q. Allow no visitors in quarters after 2300 hours, and permit children in quarters only when accompanied by adults except as provided by Department policy.
- r. Within their discretion, impose penalties involving extra duty assignments, loss of privileges, or other penalties not unusual or excessive for the offenses committed, when subordinates under their commands commit infractions of the Rules and Regulations not considered flagrant; they shall thereupon report in writing through channels to their Bureau Commanders all details involved, which reports shall be reviewed by intermediate commanders who may impose additional penalties as warranted, attaching to the original reports their own written reports of any such additional penalties imposed.

ALL OFFICERS

Section 6. All Officers shall:

- a. Be responsible for the enforcement of discipline and the promotion and maintenance of efficiency of their commands and shall consider it their duty to set especially good examples and require their commands to measure up to the high standard of Department requirements.
- b. Put into effect the authorized policies, regulation, practices and procedures of the Department.
- c. Be familiar with the general requirements of their commands sufficiently to enable them to assume their responsibilities and effectively discharge their duties.
- d. Decide promptly any questions of doubt on the part of their subordinates relative to the interpretation of regulations or orders, and in sudden emergencies prescribe the immediate action to be taken.
- e. When in charge at the scene of any fire, have full power and authority to direct the operation of extinguishing the same, take the necessary precautions to prevent the spread thereof, and, in the course of such operations, prohibit approach to such fire by any person, vehicle, vessel or thing, and to remove or cause to be removed and kept away from such fire any vehicle, vessel or thing and all persons not actually and usefully employed in the extinguishing of such fire or the preservation of property in the vicinity thereof.
- f. Cause all injurious fires to be extinguished with the least possible danger to life and property, prevent unnecessary water damage, take proper precautions against rekindle, and leave the premises in as safe a condition as practicable to do so.
- g. If Chief Officers, keep the Operations Control Dispatch Section informed of their location at all times while on duty.
- h. Personally and directly administer the departmental business affairs to which they are assigned.
- i. When in charge of a Departmental subdivision for which the maintenance of a journal is not specifically required, keep on file in an orderly manner reports and materials relative to the functions of their offices.
- j. Be responsible for the correct notation in journals of all orders, directions and other information having general application to the operation of their

commands, and apprise their relief of occurrences and happenings incidental to their tours of duty.

- k. Preserve all orders, notices, communications and records pertaining to the operation of their respective units, until the purpose of such records have been served.
- l. Be responsible for the completeness, accuracy and dispatch of all reports with which they are concerned; refrain from intercepting or unnecessarily delaying any reports or communications in transit, and where such reports involve questions of policy, forward them promptly to the Chief.
- m. Promptly investigate and make oral reports to their commanding officers of any unusual occurrences concerning the Department; when required, make written reports containing the facts of the case and forward promptly through channels to their Bureau Commanders.
- n. Maintain the staffing levels of their commands as far as practicable and report deficient staffing levels when efficient operation is jeopardized.
- o. Take precautionary measures to prevent the exposure of members to unnecessary danger while on duty.
- p. Be just, dignified, and firm in their relations with subordinates; see that good order and proper discipline is maintained, and abstain from use of violent or abusive language.
- q. Require subordinates to comply with all orders, regulations, practices and procedures of the Department, and applicable Federal or State laws or City ordinances.
- r. Avoid interference in matters or operations for which any officer of equal rank is responsible, except with the latter's consent or by order of a superior officer, strictly avoiding conflicts of authority.
- s. Relinquish to a superior officer any authority, to be exercised at the superior officer's discretion that a subordinate officer may have held.
- t. Choose members for relief positions on the basis of work-related qualification and experience. When a Civil Service list for the position exists, those members on the Civil Service list who will probably be appointed, shall be considered for relief positions for additional training, provided they have the necessary qualifications and experience.

ACTING OFFICERS

Section 7. Acting officers shall:

- a. Have the authority of the positions in which they are acting, be charged with the knowledge and responsibilities of their positions, and be held accountable for the proper execution of the duties of the rank in which they are acting.
- b. Be accorded all the privileges pertaining to the positions they temporarily occupy, and be obeyed and respected accordingly.
- c. Carry out standing orders of the regular officers whose positions they occupy, unless otherwise ordered by superior officers.
- d. At fire or other emergencies yield command to regularly appointed officers of the same rank in which they are acting.

APPARATUS OPERATORS

Section 8. Apparatus Drivers shall:

- a. At all times, drive and operate apparatus in a safe manner, with due regard for the welfare of the public and the Department.
- b. Under the supervision of their respective commanding officers, be responsible for the condition and operation of apparatus to which they are assigned and shall be held strictly accountable for the readiness of such apparatus for service.
- c. Acquaint themselves with the topography, physical conditions, street names, numbers, locations, and other matters affecting response in their first-alarm districts. Have a general knowledge of their greater alarm districts.
- d. When assigned as pump operators, be familiar with Department practices and procedures relative to water supply, hose streams, pump operation, and other essentials to enable them to efficiently perform their duties.

FIRE BOAT OPERATORS

Section 9. Fire Boat Operators shall:

- a. Operate Fire Boats in accordance with the Regulations of the U.S. Coast Guard and the Los Angeles Harbor Tariff, where applicable, and with all regulations, practices and procedures of the Department.
- b. When assigned to navigation of any boat, assume command thereof relative to the navigation and mooring, and issue necessary orders to the members of the crew for the safe handling of the boat while it is under way, and for the proper mooring of the vessel.
- c. Maintain harbor charts, logs, records, compass courses, and other aids necessary to safe navigation, in an up-to-date condition and be responsible for the registration and renewal of all licenses and documents applicable to the operation of fireboats.
- d. Be responsible for the condition, upkeep and care of all equipment used for the navigation of the boats to which they are assigned, including lines, ropes, chains, and devices used in anchoring, mooring, or rigging.
- e. When not in charge of navigation, assist in handling and mooring the boats to which they are assigned and direct the activities of the deck crew in the cleaning and maintenance of such vessels.
- f. Perform any related work and other duties as required.

ALL MEMBERS

Section 10. All members shall:

- a. Respond to all fires or emergencies to which they may be dispatched or detailed, and exert their greatest effort to perform to the best of their ability under all circumstances; negligence, inefficiency or indifference of members in the performance of any of their duties is sufficient cause for disciplinary action.
- b. Exercise precautionary measures and good judgment to avoid injury to themselves and others while on duty.
- c. Participate in drills and other Department training activities as directed, be thoroughly familiar with all equipment they may be required to use in the full performance of their duties, and perform related work as required.
- d. Except for the purpose of instruction under competent supervision, or except in a clearly defined emergency, avoid operating apparatus unless the member concerned is shown by appropriate entry in the member's Personal Record Book as certified to operate apparatus for which certification is required.
- e. Perform such extra details and duty as may be required, beyond their regular hours of service, to cope with emergencies or to represent the Department in civic and other functions.
- f. Familiarize themselves with and be obedient to the rules, regulations, practice and procedures of the Department.
- g. Accord obedience, proper respect and courtesy to officers and acting officers.
- h. Be courteous and respectful in their relations with other members.
- i. Give any necessary information and instruction to those designated to act in their places.
- j. Accept responsibility for the performance of the duties of higher rank when assigned to act in such positions.
- k. As directed, accept assignments to head the various Bureaus, Divisions, Units and other subdivisions of the Department, administer the duties thereof and maintain discipline, morale and efficiency therein.
- l. When two or more members subordinate in rank to Captain find themselves in a position which requires initiative action, accept the command of the

senior member, who shall assume such command until relieved by an officer or acting officer.

- m. Operate through their commanding officers in the transaction of Department business, unless otherwise ordered or provided by these Rules.
- n. Consult with and report in writing to their commanding officers, when making recommendations for changes, alterations or improvements; and all such recommendations shall be forwarded to the Chief with the approval or disapproval of intermediate officers noted thereon.
- o. Have direct access to communicate with the Office of the Board on any matter affecting the Department.
- p. Apply for transfer only on regular Department forms.
- q. Inquire only at the Department personnel office regarding data affecting their tenure in office or their civil service status.
- r. Possess a valid California Drivers' License of the class required for their assigned duties, issued by the California Department of Motor Vehicles; be familiar with the California Vehicle Code, and applicable sections of Department manuals.

Section 11. All members shall:

- a. Make truthful and accurate records or reports, and shall not make misleading entries or statements with intent to deceive, or willfully mutilate any useful Department record, book, paper or document.
- b. Promptly notify their commanding officers of all matters coming to their attention affecting the interest or welfare of the Department.
- c. Report promptly to their commanding officers any accident, sickness or injury occurring to themselves while on duty, no matter how trivial.
- d. Make their supervisors aware of any limitation, condition, or restriction that would compromise the member's duty status or their ability to safely perform the full range of duties and responsibilities for their position.
- e. Notify their commanding officers or the officer on duty at their places of assignment of any inability to report for duty at the time required.
- f. Notify their commanding officers within twenty-four hours of any change of residential address or telephone number.
- g. Report to their commanding officers the loss or finding of any Department badge, identification card, book or equipment.
- h. Upon receiving any order, which is in conflict with previous order, so inform the officer who issued the conflicting order and be governed by his or her instructions.
- i. Under no circumstances, exceed their authority in giving orders. The wrongful or injurious exercise of authority by any member is prohibited. A member acting in obedience to an improper order shall be protected against penalty.
- j. Exercise caution to avoid unnecessary damage or loss of Department property, and be responsible for the safekeeping and proper care of all Department property in their charge.
- k. Practice economy in the use of supplies and metered services.
- l. Notify their supervisor immediately, and Operations in writing, if they have knowledge that they have been named as a suspect or principle in a written crime report or complaint filed with any law enforcement agency.

Section 12. All members shall:

- a. Keep themselves in readiness for duty and not absent themselves from place of assignment without the specific permission of their commanding officers.
- b. Remain on duty until change of platoons unless properly relieved or otherwise directed by their commanding officers.
- c. Report to their places of assignment, fit and able to perform their required duties, and shall not by any improper act render themselves unfit for duty.
- d. Neither bring nor cause to be brought into Department quarters, nor use or have in their possession, while on duty, any intoxicating liquor, drug or compound.
- e. Keep their persons, uniforms, beds and lockers in a neat and clean condition; persistence in uncleanness or offensive habits being cause for disciplinary action.
- f. Avoid all unnecessary disturbance of other members sleeping in dormitories.
- g. While on duty, not indulge in: obscene or uncivil language; altercations or conduct, which might cause adverse public reaction or injury to any person.
- h. Not smoke at any time or place where smoking is prohibited by law; nor shall they smoke on fire apparatus or at fires or at emergencies. Reasonable exceptions may be made by the officer in charge when the emergency no longer exists, but shall not extend to permitting smoking on any fire fighting apparatus at any time from light sedans and suburbans to RA's and heavy apparatus.
- i. Keep themselves in proper physical condition necessary to perform the duties of their position.

Section 13. All members shall:

- a. Be governed by the ordinary and reasonable rules of behavior observed by law-abiding and self-respecting citizens, and no member shall commit any act tending to bring discredit upon the Department or its members.
- b. Be courteous and respectful in their contacts with the public.
- c. Be properly attired at all times when representing the Department on or off duty.
- d. Conduct themselves in a manner, which will not tend to impair the good order and discipline of the Department.
- e. Pay their just debts; justifiable complaints repeatedly made against any member for neglect or refusal to pay his or her debts shall be cause for disciplinary action.
- f. Not gamble in any manner while on duty nor while on Department premises.
- g. Neither solicit nor receive any monetary contribution from any other member, while on duty, without the purpose of such solicitation or contribution being first approved in writing by the Board; excepting that this rule shall not apply to collections, payments or contributions which a member has authorized pursuant to any existing law; nor to house dues, mess funds, flowers, retirement gifts, or items of a similar nature.

Section 14. All members shall:

- a. Carry their Fire Department identification cards at all times except when it is not practical to do so, such as when participating in athletics, when wearing full turnout clothing, etc.
- b. Neither lend, sell, give away, nor appropriate to their own use any public property, nor pilfer or be guilty of theft at fires or elsewhere.
- c. Maintain in the Pension Department of the City of Los Angeles complete and accurate information sufficient to establish clearly the legal status of their dependents in the event of the member's disability or death.
- d. Notify the Chief before signing any release from liability, or initiating civil action for damages against a third party for on-duty injuries caused by negligence of a third party.
- e. Make no recommendations nor exercise any discretionary powers, as a City employee, relative to any contract or sale to which the City or any Department thereof is a party, and in which the member involved is directly or indirectly financially interested.
- f. Refrain from engaging in any occupation or activity for compensation which will conflict with the City's interest or detract from such member's efficiency to the City. Prior to engaging in outside employment or activity for compensation, members shall certify as to the nature of such involvement and receive written approval of the Fire Chief or that person's designated representative.
- g. Abstain from lending their names, as members of the Department, to any commercial or business enterprise, or approving and countenancing the use of the name and the prestige of the Department for any such purposes.
- h. Accept no reward, fee, or valuable gift from any person for services incidental to the performance of duty except with permission of the Chief.
- i. When in command of assembled formations, tender the hand salute to the Mayor, members of the Board and Chief Officers in uniform.

Section 15. General Policy:

- a. In accordance with Department policies, all members shall be assigned for service based on merit and job-related qualifications for particular duties. Discrimination is strictly unlawful under Federal, State, and City statutes. In addition, the Department has a policy of a discrimination free workplace and zero tolerance for sexual harassment. No member shall discriminate against any other member based on race, color, national origin, ancestry, creed/ religion, sex, age, disability, marital status, sexual orientation, medical condition (cancer), AIDS (afflicted or perceived), and retaliation from having filed, or served as a witness in a discrimination complaint. These statutes generally prohibit discrimination in hiring, promotions, job assignments, discharge, compensation, benefits, and other terms and conditions of employment.

Any member who believes that he or she has been subjected to discrimination or sexual harassment by another member or supervisor should immediately and clearly communicate to that person that such behavior is unwelcome. In particular with sexual harassment, while confronting the alleged harasser is not always possible, the member is encouraged to communicate this information to someone who can. Members are encouraged to report violations of discrimination and sexual harassment to any officer or supervisor, although it is not required. Fire Department procedure for reporting a discrimination or sexual harassment complaint is to pursue the complaint through any one of the following Department internal procedures:

1. IMMEDIATE SUPERVISOR: An employee should report discrimination or sexual harassment to his or her immediate supervisor or next level supervisor (if the immediate supervisor is the alleged harasser). However, any of the internal procedures is an acceptable alternative that may be considered by any employee.
2. F-225 TO FIRE CHIEF AND FIRE COMMISSION: An employee may file a discrimination or sexual harassment complaint in writing, (F-225) THROUGH CHANNELS, to the Fire Chief and file a duplicate concurrently with the Board of Fire Commissioners, if he or she believes that he or she has been unfairly treated
3. ANY CHIEF OFFICER: An employee desiring informal counseling or assistance with a discrimination or sexual harassment problem may contact any Chief Officer. If the nature of the problem is such that the individual would rather file a formal complaint, the employee shall go THROUGH CHANNELS and prepare an F-225.

4. THE FIRE COMMISSION'S OFFICE OF EQUAL EMPLOYMENT OPPORTUNITY: An employee who believes he or she has been discriminated against or sexually harassed, may contact the Commission's EEO Office. The EEO Director is available to listen to and provide information about discrimination and sexual harassment issues. The EEO Assistant Director serves as the Department's Sexual Harassment Awareness Counselor. The EEO Assistant Director may serve as the first contact to all employees, supervisors, and management in need of information or intervention if the situation calls for it. The sexual harassment counselor answers any questions about City policies and complaint procedures. The Assistant Director also advises employees about their rights and options for utilizing other complaint procedures.

Any member who believes he or she has been discriminated against or sexually harassed may also file a formal complaint with the City's Civil Service Commission or Personnel Department or any federal or state agency established to process such complaints. All members are assured that he or she may make such reports without fear of retaliation by the City, Department, Management, or his or her immediate supervisor.

- b. House dues may be administered in such manner as members contributing thereto may agree upon, for providing newspapers, radio or television equipment, telephone service, shoe polish, and other incidentals for the convenience and comfort of the contributing members. No member shall be required to participate in such arrangements, but no member shall be excluded from payment of such dues or enjoyment of the benefits therefrom where as many as half of the members of any house or company are participants.
- c. All facilities of the Fire Department that are provided for the storage, preparation, cooking, and serving of food or drink shall be utilized equitably for the benefit of all members assigned. At each fire station, on each platoon, there shall be maintained an organized non-exclusionary mess. It is Department policy that all members participate in the organized mess, unless officially excused therefrom.
- d. No member shall be a party to any malicious gossip, report or activity which would tend to disrupt Department morale or bring discredit to the Department, or any member thereof, nor shall make derogatory statements or adversely criticize Department policy or Departmental activities or officers, except by oral report to the Chief or by official written communication through channels, addressed to the personal attention of the Chief, with copies to the Board as may be required by these Rules and Regulations, or as the Board may require in specific instances.

- e. No member shall circulate any questionnaire, poll, petition, letter, or other document relating to any Department policy, for signature by any member while on duty, unless the circulation of such questionnaire, poll, petition, letter, or other document has received the prior written approval of the Board.
- f. No member shall furnish information relative to Department policy, practices, or business affairs, to persons not connected therewith, except as provided in these Rules and Regulations or as authorized by the Board or Chief or as required by the City Charter or ordinances.
- g. To assure the Commission that it has current knowledge and control of all operations and transactions of the Fire Department that may involve other departments, officers, and agencies of the City government, it is ordered that, effective from this date and excepting as may be otherwise authorized in any particular instances, all conclusive recommendations, requests, reports, and other communications addressed to the Mayor, the City Council, the City Clerk, the City Attorney, or to other Commissions by any member or unit of the Fire Department shall first be submitted to the Board of Fire Commissioners for consideration. This shall not be understood to include simple information concerning permits, approvals, fees, preparation of preliminary plans, drafting of specifications, or communications pertinent to interdepartmental conferences for strictly preparatory development of recommendations for action on the Commission level, but members of the Department are cautioned to avoid any communication that may commit the Fire Commission to a course of action, a policy, or an allocation of funds, or that may, in any way, embarrass or encroach upon its authority as lawful head of the Department. All final and conclusive interdepartmental communications should be made on the Commission level. This injunction shall be firmly enforced, and doubts as to its application should be submitted to the Commission for advice on the point involved.
- h. Each member shall, when called upon to give evidence, or when making depositions, or when testifying before any court, officer, competent tribunal, before the Grand Jury, before any Board of the City of Los Angeles, or before any Board of Fire Department members, which is properly constituted according to law or by these Rules and Regulations, conduct himself or herself with dignity, courtesy, and respect, and shall fully, clearly and without reservation, state all facts pertaining to the case or matter under consideration or investigation.
- i. No member shall belong to any organization, association, or society which will in any manner divide his or her loyalty to the Department, the City of Los Angeles, or the United States of America, or which seeks to subvert any municipal, state or federal law, rule, policy or regulation of the Department or directive of the Board.

- j. Members shall be governed by the following rules and matters of conduct with respect to political activities:
 - 1. No solicitation, speeches, or distribution, posting, or display of campaign literature for or against any candidate for public office, or for or against any ballot measure, not officially endorsed by the Board shall be permitted on or in Department property or buildings.
 - 2. Members shall not engage in political activities of any kind while on duty.
 - 3. A member who is off duty may solicit contributions from City employees or persons on a City eligible list to promote or defeat issues, which concern working conditions of City employees. However, any contact concerning the above activities with other City employees during those employees' working hours must first be approved in writing by the Department.
 - 4. The uniform, badge or prestige of the Department shall not be used to attempt to influence the vote of any person for or against any candidate for public office or for or against any ballot measure.
 - 5. Members are prohibited from participating in political activities in any manner which might be construed as City endorsement of the issue, candidate or activity unless such endorsement has been announced publicly.
- k. Subject to the authority of the Chief, members may transact private business in quarters with a representative of a commercial establishment, provided it does not interfere with departmental activities.
- l. Members may appeal in writing through channels to the Chief, and file a duplicate copy concurrently with the Board, if they believe they have been unjustly or unfairly treated.
- m. The Flag Code adopted by the National Flag Conference, Washington D.C., where applicable, shall govern Departmental flag etiquette. The United States flag and the California State flag shall be displayed from Department buildings in the manner prescribed by the Chief in conformance with the law.
- n. No member shall negotiate for present or future employment outside of the City Service with any person, firm, or organization known by such member to be dealing with the City concerning matters within such member's areas of responsibility or upon which the member must act or make recommendation.

- o. The privilege of exchange of time or adjustment of platoon schedules between members may be granted by the Fire Chief. Limitation and control of such privilege shall be established by the Fire Chief with regard to the reasonable needs of members in obtaining time off duty for personal reasons. Said limitation and control shall be governed by the authority and responsibility of the Fire Chief to maintain efficient operations as stated in Section 1E of these Rules and Regulations.

Section 16. Honorary Awards

- a. In recognition of meritorious conduct or extraordinary service, Awards of Decoration or Letters of Special Commendation may be granted.
- b. A Board of Honorary Awards shall consist of one Deputy Chief, one additional member from the Chief Officer rank, and one member from the rank of Captain or below. The Board shall promptly and thoroughly investigate any report of meritorious act(s) and determine an award commensurate with the deed. Upon completion of the investigation, the Board will submit a report in detail of its findings and recommendations to the Fire Chief.
- c. The Board of Fire Commissioners may confer awards on their own motion or upon recommendation of the Fire Chief which may be based on findings by a Board of Honorary Awards. Posthumous awards to relatives of deceased members shall be made at times and places designated by the Board of Fire Commissioners.

AWARDS OF DECORATION

Medal of Valor: A member is entitled to consideration for this award by performing an act of conspicuous heroism and/or bravery under extreme personal risk above and beyond the calculated personal risk demands of the fire service. A member receiving the Medal of Valor shall also receive a Certificate of Valor, A Medal of Valor Pin, a Resolution of Valor, and have their name inscribed on the Roll of Merit.

Award of Merit: Members taking conspicuous action in rendering aid during a life-saving or life-threatening situation under circumstance: which pose calculated risk to the members, or performing an endeavor which brings significant credit to the Fire Department, are entitled to consideration for this award. A member receiving the Award of Merit shall also receive a Certificate of Merit.

- d. **Letter of Special Commendation:** An act performed of unusual character during emergency or non-emergency conditions, requiring initiative or ability worthy of recognition entitles a member to consideration for this commendation. Qualifying members shall receive a Letter of Special Commendation from the Fire Chief, which may or may not be based on findings by a Board of Honorary Awards.

Section 17. Discipline:

- a. Any Chief Officer may summarily relieve a member under his or her command from duty, when in his or her judgment, an offense committed is sufficiently serious to warrant immediate action. An oral report of such action shall be made through channels immediately, followed by proper and well-sustained written charges upon which official relief from duty may be made by the Chief.
- b. Charges in writing may be preferred by one member against another or by a civilian against any member of the Department who violates, or who is alleged to have violated the Rules and Regulations or any other orders governing the Department.
- c. Members shall promptly report any violation of the policies, Rules and Regulations, practices and procedures of the Department.
- d. Members preferring charges shall be prepared to sustain them by production of competent testimony at a hearing. To insure this, any member who intends to prefer charges shall, at the time of the alleged violation, call it to the attention of any other members present, specifying its character and notifying them that they may be called as witnesses. Any attempt at evasion of this witness duty by members shall be made a subject for disciplinary action.
- e. Charges shall specify the policy, the section and subsection of these Rules and Regulations, or the procedure violated, and shall set forth in detail the time and place of the alleged violation, the acts alleged to constitute such violation, and, so far as possible, the names of all persons then and there present.
- f. Unless unavoidably prevented, charges shall be forwarded within twenty-four hours after occurrence of the alleged violation, except as provided for in the Department's Sexual Harassment and Complaint Procedure. Intermediate officers shall forward charges without expression of opinion unless they have personal knowledge of, or are involved in the case.
- g. When relieved from duty under charges, the member so relieved shall promptly surrender all Department property to his or her commanding officer, who will retain such property pending disposition.
- h. The services of any notice, order, or process required by reason of disciplinary action shall be made either by handing the member a copy thereof personally or by forwarding such copy by registered mail to his or her last known address of Department record.

- i. No member shall directly or indirectly intercede with a member of the Board of Rights for or against any member whose hearing is pending or being heard, except as provided by law.
- j. Punctuality is required of all members. Failure to report for duty or to place of assignment at the time specified will be considered cause for disciplinary action. Unexcused absence of over 120 minutes duration will be considered absence without leave. Tardiness shall be reported immediately.
- k. Loss of privileges, relief from duty or suspension may be assessed against any member guilty of infractions of the Rules and Regulations, practices or procedures in an amount commensurate with the seriousness of the offense.

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