TOLEDO FIRE & RESCUE DEPARTMENT

Article XIX - General Rules for All Members (Rulebook)

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Rule 1
Each Officer and member assigned to a firefighting company shall be strictly on time to the second. (Class I-II-III)

Rule 2
Whenever any report or statement concerning any matter material to the Department or material to the City of Toledo is required by any superior officer or any member of the Department, such report or statement shall be fully, promptly, and truthfully given and shall be provided within any timeframes designated by proper authority. No member shall be guilty of falsifying reports or statements concerning any matter material to the Toledo Fire and Rescue Department or City of Toledo. A violation of this rule may be grounds for dismissal from the Department. (Class II-III)

Rule 3
Each Department member shall, at all times, be respectful and obedient to their superior officers and shall, at all times, be courteous to all other Department members, as well as the public, both in personal contacts and in telephone communications. All officers of TFRD shall at all times while on duty be addressed by their proper titles by subordinates. The use of nicknames by subordinates is forbidden. Military courtesy in the form of a proper hand salute may be exchanged between chief officers and all other members when entering each other's presence for the first time in any given day while on duty and in uniform. This courtesy may be extended to the Fire Chief by all Department members at all times, whether the Fire Chief is in or out of uniform. (Class I-II-III)

Rule 4
Any member guilty of bypassing the established chain of command except as provided in Rule 5, will be subject to disciplinary action. (Class I-II)

Rule 5
Any member of the Department who has a grievance against any superior officer, or order issued by a superior officer, or any complaint concerning the conduct of any superior officer on which they shall have reasonable grounds to believe was prejudicial, discriminating or unfair, shall request a meeting with the superior officer at the next highest level in the chain of command. That Chief may require that the complaint be reduced to writing and submitted to him/her for investigation. If the member is not satisfied

at that step, they may proceed up the chain of command. At the option of either the superior officer or the aggrieved party, grievance procedures, as outlined in the agreement between the City of Toledo and Local #92, Local #3382, IAFF, may be substituted.

Rule 6

The officer and/or member assigned to Department apparatus will be held responsible for all unnecessary loss of or damage to tools and/or equipment. (Class I-II-III)

Rule 7

All members will be held responsible for all unnecessary loss of or damage to personal and/or protective clothing or equipment issued to them by the City. Uniforms and other issued clothing and equipment shall be maintained in good condition. (Class I-II-III)

Rule 8

All members will remain at home caring for their illness, unless the absence is necessary to receive medical attention, which must be documented, or unless such absence has the approval of the Department. All members shall be in strict compliance with all applicable procedures, policies and/or regulations dealing with the reporting and use of personal and family sick time, funeral furlough, injuries (old and new), unscheduled leaves, etc. (Class I-II- III)

Rule 9

All members shall be held responsible for all public property in their care, and shall keep the apparatus, equipment and tools in proper condition for prompt and immediate use. All members shall conduct those routine checks of equipment and apparatus as outlined in the Maintenance Manual and elsewhere. They shall be responsible for strict economy in the use of all supplies, light, power, and fuel. No member shall purchase, loan, sell, or give away any property belonging to the Department without permission from proper authority. (Class I-II-III)

Rule 10

No member of the Department shall at any time, during or after a fire or emergency, take or remove for their own use anything from a building or premises involved in the emergency, nor from any other building or premises while on Department duty. No member shall take or remove any property of the Department, or the City of Toledo, or other member of the Department without proper authority. **Conviction for violation of this rule may result in dismissal. (Class III)**

Rule 11

No information relative to the business or affairs of the Department shall be furnished to persons not connected therewith. All bonafide requests for pertinent information shall be referred to Department Administration. (Class I-II)

Rule 12

Civilians shall not be permitted to loiter on or about Department premises. The station or company commander shall receive all visitors coming to the Department premises. (Class I-II)

Rule 13

Smoking is not permitted by members while on fire apparatus, ON EMERGENCY SCENES, SPECIAL ASSIGNMENTS, or in quarters (See Administrative Policy #38 pertaining to smoking.) (Class I-II)

Rule 14

Communications, in writing, from members of the Department addressed to the Chief, the Director of Public Safety, the Mayor, City Council members, or any other officer or department, shall be sent through proper channels, including each superior officer in line of responsibility. (Class I-II)

Rule 15

No member shall be discourteous or abuse authority when dealing with the public, or use unnecessary violence or force in the performance of duties. (Class I-II-III)

Rule 16

No member shall be guilty of insubordination or disrespect to a superior officer. No member shall refuse to accept or act on a legitimate order issued by a Superior Officer or fail to obey lawful orders of competent authority. No member shall be guilty of failure to carry out reasonable assignments at emergency scenes, or assignments of a non-emergency nature, as directed by proper authority. (Class I-II-III)

Rule 17

No member shall be guilty of incompetence, inefficiency, neglect of duty, carelessness, malfeasance, misfeasance, or nonfeasance in the performance of any required duty. No member shall be guilty of repeated failure to meet a reasonable standard or measure of productivity without cause. This includes – but is not limited to – poor performance in training sessions, inspection programs, station duties, equipment care, and at emergencies. (Class I-II-III)

Rule 18

No member shall be guilty of absenting one’s self from duty without good cause or proper permission. No member shall be guilty of feigning injury or illness and not reporting to work when scheduled for duty. Any member absenting himself/herself from duty without good cause for same, will not receive pay for such absence. Their pay may begin again only after a careful investigation is completed and satisfactory explanation given. (Class I-II-III)

Rule 19

While on duty, line personnel shall not leave fires, quarters, or any other duty without just cause, without the permission of their commanding officer. When working at the scene of an emergency at the change of duty hours, they shall not be relieved except by specific orders of the officer in command at the scene of the emergency. (Class I-II-III)

Rule 20

When at the scene of a fire or other emergency, any valuables found or received shall be turned over to the highest-ranking fire officer on the scene for proper safekeeping and disposition. (Class I-II-III)

Rule 21

It is the duty and responsibility of each member of TFRD to report to their immediate superior officer in writing any violation of these rules and regulations or other orders governing the Department. (Class I-II)

Rule 22

No member of the Department shall have, cause, or allow intoxicating substances of any kind to be consumed or stored in any City owned facility or transported in any City vehicle. No member, while on duty or in uniform, shall be under the influence of any intoxicating substance, narcotic, drug, or alcohol, nor be addicted to its use. No member of the Department shall, while on duty or in uniform, have in their blood or urine, any quantity of a controlled substance as defined by current Ohio legislation without a

lawful prescription as defined by current Ohio legislation, nor be addicted to its use. (Class II-III)

Rule 23

No member, whether on duty or off duty, shall be guilty of any conduct detrimental, prejudicial, or subversive to the good order and discipline of the Department. TFRD members shall not be guilty of conduct unbecoming a Firefighter while on duty or off duty at any time if such conduct would reflect discredit upon TFRD or any of its members. (Class I-II-III)

Rule 24

Members are strictly prohibited from making false reports concerning personal character or conduct, to the discredit or detriment of any member of the Department, nor shall they make any public statements critical of any act or omission to act of any member of TFRD. They shall not furnish to the public, or any other person or groups of persons outside TFRD, any information concerning such acts or omissions without obtaining prior permission of the Fire Chief. (Class I-II)

Rule 25

No member shall be guilty of immorality, dishonesty, or acceptance of bribes or gifts from persons whom the member is in a position to favor. (Class II-III)

Rule 26

No member shall be guilty of: tardiness in reporting for any assignment; inattention to duty; unauthorized sleeping while on duty; absence from duty without official leave. (Class I-II-III)

Rule 27

Every member shall, at all times, keep the Administrative Assistant's office informed of their residence address, telephone number, or legal name change. Should the residence address, telephone number, or legal name be changed, the corrected address, telephone number, or legal name change shall be forwarded to the Administrative Assistant's office on the proper form, as specified, within seven (7) calendar days following such change. (Class I-II)

Rule 28

Although certain hours are allotted to the respective members for the performance of duties on ordinary occasions, yet at all times they must be prepared to act immediately on notice that their services are required unless physically impaired while off duty. (Class I-II-III)

Rule 29

No member shall seek a personal interview, or otherwise transact any business of any nature relating to the Department, with the Mayor, Director of Public Safety, or the officials of any other city department without the express permission of the Chief and the approval of the Director of Public Safety. All requests by members of the Department for interviews with the Chief, shall have the approval of the intermediate officers, except as otherwise provided herein. (Class I-II)

Rule 30

All members shall endeavor to detect incendiaries in cases of fires of suspicious origin, always and without delay notifying the proper authorities. They shall avoid publicly expressing their opinions on the case or its circumstances, act quietly and carefully with a view of obtaining proper and reliable evidence in every case, and prevent the removal or unnecessary disturbance of articles of suspicious nature, except by direction of proper authorities. They shall endeavor to detect and obtain evidence to convict persons bringing or sending in false alarms of fire. (Class I-II)

Rule 31
Organized gambling for any article of value will not be tolerated in or about any fire station or premises of the Department. (Class I-II-III)

Rule 32
Donations, gratuities or cash rewards that are received from grateful citizens, organizations or private companies as a result of services rendered by firefighters in the line of duty, shall promptly be delivered to proper authority. Donations, gratuities or cash rewards received in this manner shall be paid into any approved Department trust fund, the Toledo Firefighters Museum, or shall be otherwise handled according to the wishes of the grantor. (Class II-III)

Rule 33
Any member convicted of a felony will be subject to disciplinary action. (Class II-III)

Rule 34
No member shall engage in any enterprise or activity that may be prejudicial to the good reputation of the Department. (Class I-II)

Rule 35
All members shall become familiar with the location of streets, hydrants, hazardous occupancies, high life hazard buildings, water mains, and emergency water supplies in their districts. (Class I-II)

Rule 36
All members shall promptly report to their commanding officer or other proper Authority any fire hydrant found broken or damaged, any dangerous condition of streets, obstructions, leaking hydrants, or other information affecting apparatus responding to alarms or affecting the safety of the general public. (Class I-II)

Rule 37
No officer or member shall directly or indirectly, in any manner or for any purpose, invite, solicit, suggest, or request contributions or donations, or engage or take part in any scheme or enterprise intended or likely to induce or influence any person to purchase tickets for fairs, concerts, lectures, exhibitions, theatrical performances, picnics, excursions, balls, festivals, or entertainment of any kind, without official sanction of the Chief. No member shall be guilty of engaging in any other enterprise or activity that me be prejudicial or detrimental to the good order and discipline of the Department. (Class I-II)

Rule 38
All officers and members shall be responsible for any neglect or failure, or any want of judgment which may cause unnecessary loss of life or injury. They shall cause all occupants in burning or adjoining premises, who may be endangered, to be removed therefrom with the least possible risk to life or injury. They shall exercise caution to minimize damage to property. (Class I-II-III)

Rule 39
No member shall willfully violate any law of the United States, State of Ohio, or City of Toledo. No member shall violate any City Administrative Policy, or violate any rule, regulation, procedure, policy or order of the Department. No member shall be in violation of their sworn Oath of Office. Each law, charter provision, or rule of the Civil Service Commission governing or pertaining to members of the Department shall be deemed a rule of the Department. All members shall promptly obey all rules and orders for the government of the Department whether written or verbal. (Class I-II-III)

Rule 40

No member shall be guilty of violation of those Sections of the City Charter which prohibit certain political activity. “No person in the administrative service shall directly or indirectly solicit or receive, or be in any manner concerned in soliciting or receiving any assessment, subscription or contribution for any political party or political purpose whatsoever. No person shall orally, or by letter, solicit or be in any manner concerned in soliciting any assessment, subscription, or contribution for any political party from any person holding a position in the classified service. Any violation of this section shall operate to forfeit the officer or position held by the person violating the same and shall render any such person ineligible to any municipal office or position for a period of one year.” (Class I-II-III)

Rule 41

No member of the Department will be allowed, under any circumstances, to make any purchase or incur any liabilities against the City of Toledo, except by written authority of the Fire Chief, or the Administrative Assistant. (Class I-II-III)

Rule 42

No member of the Department shall sell or assign their salary or part of same; or incur or contract any debts or liabilities which they are unable to pay; or neglect or refuse to honorably discharge and promptly pay all indebtedness, claims or judgments, and satisfy all executions that may be held or issued against them. Any violation of this rule will be deemed sufficient cause for disciplinary action, pending the outcome of any legal action. (Class I-II-III)

Rule 43

No member of the Department, shall allow the Department badge and/or uniform to be worn without special authority from the Fire Chief. (Class I-II)

Rule 44

Officers shall assign a watchman to be responsible for the correct receipt of a broadcast alarm at that station. The watchman will be responsible for the receipt of the correct address of the alarm and for the dispatching of all appropriate apparatus from that station to the correct address. No watchman shall be guilty of failing to interpret the broadcast dispatch correctly, sending apparatus to the incorrect address, sending apparatus to an address to which they were not dispatched, or failing to send apparatus to an alarm to which they should have responded. (Class I-II-III)

Rule 45

All members shall be in compliance with Department policies governing the wearing of the uniform and policies addressing hair and grooming standards. (Class I-II-III)

Rule 46

All members shall be responsible for compliance with all policies, directives and procedures related to the duties and responsibilities of their specific position and/or job description as may be published by the Department. (Class I-II-III)

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