



Fire Captains' shall

The following rules have been given to those in command for hundreds of years. They are derived from rules, expectations and orders given to those which command men Men which look to their Captain or Commanders for leadership, direction and most of all safety. Following these will not guarantee absolute victory or success in all aspects of the job. However, they are time and battle tested, they will provide you with a foundation to which you can base sound decisions from and use as a guideline for expected behavior and leadership.

1. When in charge of companies, assemble their commands for roll call at 0730 hours, and at such other times, as they may deem necessary, at the specific location designated by their Commanding Officer.
2. Apprise their commands at 0730 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.
3. Be familiar with their assigned duties and response districts.
4. Direct their commands in making fire prevention inspection of designated occupancies within their respective assignments and within their Company Fire Prevention Districts.
5. Respond with their commands to alarms and other emergency calls as dispatched in a timely and expedient fashion and, when first to arrive, assume command until properly relieved.
6. 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 and stabilization of the incident.
7. Determine that all apparatus and Department equipment assigned to their commands or store in their quarters are properly cared for and protected.

8. 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.
9. 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.
10. 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.
11. Assist in the preparation of Company members to act in the positions of Engineers and Company Officers in the absence of the regularly appointed members to such positions.
12. 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.
13. Prohibit the presence of intoxicated or otherwise disorderly persons in or about quarters at anytime.
14. Allow no visitors in quarters after 2300 hours, and permit children in quarters only when accompanied by adults except as provided by Department policy.
15. 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 Division 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.
16. 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.
17. Put into effect the authorized policies, regulations, practices and procedures of the Department.

18. Be familiar with the general requirements of their commands sufficiently to enable them to assume their responsibilities and effectively discharge their duties.
19. 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.
20. 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.
21. 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.
22. Personally and directly administer the departmental business affairs to which they are assigned.
23. 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.
24. 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.
25. Preserve all orders, notices, communications and records pertaining to the operation of their respective units, until the purpose of such records have been served.
26. 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.
27. 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 Division Commanders.

28. Maintain the staffing levels of their commands as far as practicable and report deficient staffing levels when efficient operation is jeopardized.
29. Take precautionary measures to prevent the exposure of members to unnecessary danger while on duty.
30. 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.
31. Require subordinates to comply with all orders, regulations, practices and procedures of the Department, and applicable Federal or State laws or City ordinances.
32. 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.
33. Relinquish to a superior officer any authority, to be exercised at the superior officer's discretion that a subordinate officer may have held.
34. 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.