
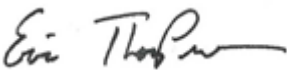
	ROFR Section: 103		TFCA Best Practices: 12.15	
	Effective: 9/2012	Revision: 8/2015	Fire Chief: 	

ATTENTION TO DUTY/LEAVE TIME

- 103.01 DUTY TO SERVICE
- 103.02 TRAINING
- 103.03 TERRITORY
- 103.04 ACTING IN A HIGHER POSITION
- 103.05 IN THE ABSENCE OF A DESIGNATED OFFICER
- 103.06 CHANGING ADDRESS AND TELEPHONE
- 103.07 REPORTING INJURIES
- 103.08 REMAINING ON DUTY UNTIL PROPERLY RELIEVED
- 103.09 RELIEF TIME
- 103.10 ASSUMING TOUR OF DUTY FOR ANOTHER MEMBER
- 103.11 TESTIFYING IN DEPARTMENT INVESTIGATIONS
- 103.12 REPORTING ILLNESS OR INJURY
- 103.13 REPORTING ILLNESS OR INJURY ON THE ACTUAL CITY APPROVED HOLIDAY
- 103.14 RECOVERY FROM ILLNESS OR INJURY
- 103.15 RECOVERY PRIOR TO DAYS OFF
- 103.16 LATE FOR DUTY
- 103.17 DUTY TO BE KIND, COURTEOUS AND PATIENT
- 103.18 SUGGESTIONS FOR IMPROVEMENT OF THE SERVICE
- 103.19 DRIVER'S LICENSE
- 103.20 STEP-UP-DUTY
- 103.21 REPORT OF UNUSUAL CIRCUMSTANCES
- 103.22 SEEKING ADVICE
- 103.23 REPORTS, RECORDS AND VERBAL STATEMENTS
- 103.24 REQUESTING SCHEDULED VACATION LEAVE

- 103.25 REQUESTING 24 HOLIDAY, UNSCHEDULED VACATION OR COMP LEAVE
- 103.26 REQUESTING LESS THAN 24 HOURS LEAVE
- 103.27 CANCELLATION OF REQUESTED HOLIDAY AND/OR COMP LEAVE
- 103.28 REQUESTING A CHANGE IN LEAVE
- 103.29 MINIMUM STAFFING
- 103.30 DEPARTMENT TRANSFER
- 103.31 CITY PERSONNEL POLICIES MANUAL
- 103.32 REPORT OF CRIMINAL CONVICTIONS

103.01 DUTY TO SERVICE: All members, while on duty, shall devote their entire time and attention to the service of the Fire Department. They shall attend all emergency incidents to which they may be assigned and perform duties as ordered by an officer. (TFCA BP 12.14)

103.02 TRAINING: Members shall participate in all department training activities as directed, be thoroughly familiar with all equipment they may be required to use in performance of their duties and perform related work as required.

103.03 TERRITORY: Members shall have a thorough knowledge of the streets, block numbers, hydrants and location of sprinkler and standpipe Fire Department connections.

103.04 ACTING IN A HIGHER POSITION: Members shall be required through training and observation to qualify themselves for the next higher position, so in emergencies they may assume such duties and responsibilities.

103.05 IN THE ABSENCE OF A DESIGNATED OFFICER: In the absence of an officer, the member with the highest rank and seniority will assume the responsibility. The member must remember that they are only “acting” and should make every effort to contact an officer in extreme circumstances.

103.06 CHANGING ADDRESS AND TELEPHONE: Members shall immediately inform the station officer and office secretary when a change in address and/or telephone number is made.

103.07 REPORTING INJURIES: Whenever members receive an injury on duty, they shall notify the station officer. The station officer shall see that the worker’s compensation form, “Employers First Report of Injury or Illness,” the City of Red Oak form, “Accident/Injury Report,” “Witness Statement” and “Employee’s Statement” are completed and returned to the Fire Chief immediately. Members shall take a drug test after any injury that requires treatment or based off officer’s discretion.

103.08 REMAINING ON DUTY UNTIL PROPERLY RELIEVED: Members shall remain at their place of assignment until properly relieved by another member and officially dismissed by the station officer. (TFCA BP 12.14)

103.09 RELIEF TIME: Members who persist in disturbing the accepted relief time will subject themselves to disciplinary action.

Relief time is 7 a.m. each morning. Administration personnel shall report for duty as directed by the fire chief.

103.10 ASSUMING TOUR OF DUTY FOR ANOTHER MEMBER: Any member who assumes the tour of duty for another member also assumes all duties and responsibilities pertaining to the tour of duty. If for any reason the member assuming the duty cannot report for duty, it shall be their responsibility to arrange for a suitable substitute after notifying the station officer whose command is affected. If a substitute cannot be found and the member assigned cannot be found, the assigned member will be charged with sick time. A member must first have the member assuming duty to be approved by the station officer whose command is affected. If the request is made at a sub-fire station, the station officer shall notify the Scheduling Captain (SC) whose schedule is affected.

103.11 TESTIFYING IN DEPARTMENT INVESTIGATIONS: Any member who, when so directed by an officer, refuses to answer questions or render statements or material relevant in any department investigation shall be guilty of neglect of duty and subject to disciplinary action.

103.12 REPORTING OFF DUTY ILLNESS OR INJURY: The member personally, unless otherwise incapacitated, shall notify the SC on duty by 6:30 a.m. if they are to be absent from duty due to illness or injury.

103.13 REPORTING ILLNESS OR INJURY ON THE ACTUAL CITY APPROVED HOLIDAY:

The member shall follow the guidelines of 103.12 of this section. The member will be charged with sick time and not holiday time. Members who recover from the illness or injury shall report for duty; members are not excused from the remainder of their duty shift.

103.14 RECOVERY FROM ILLNESS OR INJURY: Members off duty due to illness or injury shall concern themselves with their recovery and shall make every effort to return to duty. They shall not absent themselves from the place of their confinement, except for medical treatment, or by approval of the Fire Chief.

103.15 RECOVERY PRIOR TO DAYS OFF: If a member has recovered from illness or injury prior or during his designated days off, the member shall report this to his/her officer and receive a doctor's note for return.

Member shall call the SC on duty and inform the officer of his/her intention to return to duty. This will relieve the member of having to remain at the place of confinement. The officer shall record this information in the fire house journal and check to see if overtime has been scheduled and if it needs to be cancelled.

- 103.16 LATE FOR DUTY: Members shall report any reason which will prevent them from reporting for duty at the appointed time to their station officer. It shall be at the discretion of the station officer to determine if said reason is of a valid nature. Repeated tardiness of any length will result in disciplinary action.
- 103.17 DUTY TO BE KIND, COURTEOUS AND PATIENT: Members shall at all times be courteous, kind, patient and respectful in dealing with the public, and shall strive to win the respect of all citizens by their professional manner and actions. They shall avoid answering questions in a short and abrupt manner, and shall not use harsh, coarse, violent, profane, suggestive, or insulting language. They shall maintain a cheerful, even temper regardless of the provocation, remaining cool and collected at all times.
- 103.18 SUGGESTIONS FOR IMPROVEMENT OF THE SERVICE: Suggestions for improvement of the service are encouraged. Members wishing to make suggestions shall do so in writing to the Fire Chief's office.
- 103.19 DRIVER'S LICENSE: Members of the Fire Department shall have the appropriate driver's license issued by the Texas Department of Public Safety. Any member who, for any reason, has their driver's license revoked or suspended shall immediately notify the Fire Chief.
- 103.20 STEP-UP-DUTY: It shall be at the discretion of the station officer to delegate the member under their command who is to have Step-up-duty and also the consistency of that member's step-up-duty. Station officers shall assign Step-up-duty in a fair and equitable manner while at the same time serving the needs of the department.
- 103.21 REPORT OF UNUSUAL CIRCUMSTANCES: The station officer shall notify the duty chief of any unusual circumstances which may arise and is not covered by the department's rules, regulations or procedures.
- 103.22 SEEKING ADVICE: Members who are in doubt of their assignment shall seek information from their immediate station officer.
- 103.23 REPORTS, RECORDS AND VERBAL STATEMENTS: The station officer will be responsible to see that all reports and records are properly completed. All members shall be truthful when filling out reports, records and making verbal statements.
- 103.24 REQUESTING SCHEDULED VACATION LEAVE: Shift commanders will take requests for scheduled vacations during the month of October-November for the next calendar year.

All members will be given a first choice according to seniority and then rank with the second choice permitted only after all members on the shift have their first choice recorded. Members not wishing to schedule a vacation in October-November may do so at any time during the year on a first come basis; there will be no bumping of recorded scheduled vacations. Vacation leave can be requested in advance of time earned. Members are allowed to cancel requested leave up to 24 hours before the scheduled leave.

103.25 REQUESTING 24 HOURS HOLIDAY, UNSCHEDULED VACATION OR COMP LEAVE:

Members may request 24 hours of holiday, vacation or comp leave from the on duty SC. When a request is made, the SC shall check the Leave Calendar to see if there is an opening for leave. If there is an opening, the SC shall write the member's name in the Leave Calendar with the abbreviation "Ho" for holiday, "Vac" for vacation or "Comp" for comp time. Members are not permitted to request comp or bonus leave time before it is earned. Vacation leave can be requested in advance of time earned, but only after the SC is satisfied the member will earn enough time for the request.

Members are allowed to cancel requested leave up to 12 hours before the scheduled leave.

Request for leave time shall be made no later than 12 hours prior to start of duty. Emergency request for leave may be approved by the Fire Chief during a scheduled Tour of Duty.

103.26 REQUESTING LESS THAN 24 HOURS LEAVE:

Members may request less than 24 hours leave with the following stipulation:

- Unscheduled leave of less than 12 hours may be taken on the day of the shift, if minimum staffing levels are met.

103.27 CANCELLATION OF REQUESTED HOLIDAY AND/OR COMP LEAVE:

Holiday and/or comp leave is subject to cancellation due to manpower shortages or extreme circumstances deemed by the Fire Chief.

Members are allowed to cancel requested leave up to 12 hours before the scheduled leave.

103.28 REQUESTING A CHANGE IN LEAVE:

If a member requests a change in the type of leave on the Leave Calendar (example: vacation to holiday), the change is considered valid and will be approved depending the member has the time requesting.

103.29 MINIMUM STAFFING:

The Fire Chief shall forward a minimum staffing level to each SC each year. The station officer shall make daily schedule staffing assignments for station apparatus. The SC shall

balance manpower for the shift for the best coverage of experienced personnel.

103.30 DEPARTMENT TRANSFER: All requests for permanent transfer to another shift and/or station shall be made in writing to the Fire Chief. Transfers will be based on date of request, EMS level of certification and station and shift experience level.

103.31 CITY PERSONNEL POLICIES MANUAL:

Members shall have a working knowledge of the City of Red Oak Personnel Policies Manual and shall be responsible for following all policies, rules and procedures pertaining to fire personnel.

103.32 REPORT OF CRIMINAL CONVICTIONS:

Members shall notify the Fire Chief within 5 days of any criminal conviction, other than minor traffic offense (Class C misdemeanor) under the laws of Texas, another state, the United States or foreign country. The member shall also notify the Texas Commission on Fire Protection within 14 days.

