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RESTRICTIONS ON ACTIVITIES

- 104.01 PUBLIC STATEMENTS: Members shall not make public statements and represent such statements to be the official policy of the City of Red Oak or the fire department without consent from the fire chief.
- 104.02 POLITICAL ACTIVITY: Members shall not take an active position while on duty or while in uniform of the fire department. Active part, as used above, means making political speeches, passing out cards or other political literature, writing letters, signing petitions, actively and openly soliciting votes, or making public derogatory remarks about candidates for such elective positions.
- 104.03 POLITICAL POSTERS, SIGNS AND STICKERS: No member shall place political posters, political stickers or other similar political advertising advocating the candidacy of any person for any elective office upon any department vehicle, structure or equipment. No member shall park or place upon any city property any portable sign, advertising trailer, or similar portable advertising device that advertises or advocates the candidacy of any person for any elective office.
- 104.04 UN-OFFICIAL ACTIVITIES: Members shall not represent the fire department, in or out of uniform, at any social or public gathering without the permission of the fire chief.
- 104.05 INTOXICATION AND SELF-INDUCED DISABILITY: Intoxication on or off duty in uniform is prohibited. The drinking or possession of intoxicants while on duty, or drinking while off duty which renders a member unfit to discharge their assigned duty when reporting for duty, are subject to strict disciplinary action. Members shall not allow any narcotics, illegal drugs or alcohol to be brought into or kept on city property.
- 104.06 THEFT: No member of the fire department shall take or remove anything for their own use from any public or private building or premises.
- 104.07 OUTSIDE JOBS: Members employed outside the fire department are required to notify the fire chief's office in writing.
- 104.08 SLEEPING ON DUTY: Sleeping or reclining in such a position as to indicate sleeping shall not be allowed between the hours of 8 a.m. and 5 p.m., unless permission is given by the station officer or fire chief. Permission is granted in advance by the Fire Chief for the hours 11:30-13:00 based on the approval of the station officer only.
- 104.09 REST PERIOD: Members can rest in the dorm from 11:30 a.m. to 13:00. with an assigned watchman on duty.
- 104.10 SLEEPING OFF DUTY--AT STATION: All members must be up from their bed in the dormitory by 6:30 a.m., no exceptions--unless permission is given by the fire chief for job related reasons. Offenders are subject to disciplinary action, and the on-duty officer shall see that the rule is obeyed.

- 104.11 GIVING OUT TRADE OR COMPANY NAMES: Members shall not furnish information as to how repairs are to be made or any organizations that do construction or repairs. They shall not recommend any company or trade name of any fire protection appliance or service.
- 104.12 RELEASING INFORMATION TO THE NEWS MEDIA FROM THE FIRE STATION: Information shall be released by the highest ranking officer on-duty. If the officer does not feel that they have enough information to release a story at that time, they should take a phone number and call the person back later. The only information that shall be released is information on the fire report, no personal beliefs, feelings or opinions shall be given.
- 104.13 RELEASING INFORMATION AT THE SCENE OF AN EMERGENCY: The incident commander or an appointed public information officer are the only personnel allowed to release information about the emergency.
- 104.14 HAZING AND INITIATION: No form of hazing or initiation will be tolerated or permitted within the fire department.
- 104.15 RESTRICTIONS ON MOVIES, SLIDES, AND PHOTOGRAPHS: Lewd, obscene or nude calendars, pictures, slides, movies, etc., are strictly prohibited on the premises of the fire department whether on the internet or otherwise.
- 104.16 RESTRICTIONS OF PHOTOGRAPHS AND/OR VIDEO ON A CALL FOR SERVICE: Members shall not take a photo, video or reproduce any photo or video of any call for service (emergency or non-emergency) made by the department without a superior officer's approval. Officers shall not give approval for pictures or videos of a call for service unless it is for department use only. All photos and or videos will become the property of the city.
- 104.17 RESTRICTION OF DEPARTMENT SYMBOL: Members shall not allow a photo, video or otherwise reproduce any recognized symbol of the Red Oak Fire Department (patch, logo, etc.) for advertising purposes or lewd and/or obscene use without the written permission of the fire chief.
- 104.18 DEADLY WEAPONS: Unauthorized possession of a deadly weapon, hand gun, rifle, shotgun, gunpowder or explosive, etc., in or about the fire station is strictly prohibited.
- 104.19 ALTERATIONS TO FIRE DEPARTMENT BUILDINGS: Changes or alterations in or to the fire department buildings, apparatus, appliances or communication system shall not be permitted, unless authorized by the fire chief.
- 104.20 LOAN FIRE DEPARTMENT PROPERTY: Fire department property shall not be loaned outside the department without permission of the fire chief or deputy fire chief.
- 104.21 SOLICITING, ACCEPTING GIFTS, GRATUITIES: Members shall not solicit any gift, gratuities, loan, present, or fee for personal gain.
- 104.22 STATIONS--SITTING IN FRONT OF: Members shall be allowed to sit in front of their

quarters, on apparatus or automobiles. Members shall maintain a professional image and loud music from personal vehicles that could be heard from the public roadway or impairing members ability to hear station telephones and tone outs from dispatch is prohibited. Members must remain on department property.

104.23 VISITORS IN DORMITORY: Visitors shall not be permitted in the station dormitory except with permission of the fire chief, deputy fire chief, or station officer. Station tours or other official business are the only times visitors are allowed in the station dormitory.

104.24 VISITORS AT THE FIRE STATION: Visitors are not allowed at the fire station after 10 p.m. unless on official business or family emergencies. Members are allowed to sit in personal vehicles in the parking lot with related family members, but should refrain with non family members. Non related family members should be entertained in the dayroom or apparatus room.

104.25 REVIEWING STATION OFFICERS' FILES: Each station officer may be assigned a file drawer for their assigned shift business. Members of the department shall not be permitted to review information in any station officer's file without permission from the fire chief, deputy fire chief, or the assigned shift station officer.

104.26 REVIEWING FIRE ADMINISTRATION FILES: Members of the department shall not be permitted to review information in the fire administration office without permission from the fire chief or deputy fire chief.

104.27 LONG DISTANCE PHONE CALLS: No long distance calls shall be made on the city's phone for personal reasons.

104.28 DISCRIMINATION: Members shall not discriminate against other members or any citizen because of their race, sex, nationality, religion or politics.

104.29 CITY VEHICLES: Only authorized fire department employees may drive city owned vehicles. City vehicles shall not be used for out-of-town trips without approval of the fire chief.

104.30 CIVILIANS RIDING ON FIRE APPARATUS: Civilians are not allowed to ride on fire apparatus unless authorized by the fire chief and a release of liability is signed.

104.31 EMERGENCY RESPONSE: When making an emergency response, no member or members will at any time stop and pick up their relief crew, drop items off or pick up items at any fire station or other location that creates a delay in response. Arrangements shall be given for those members above to respond in an alternate vehicle.

104.32 DRIVING ON PRIVATE DRIVEWAY: No fire department vehicle with a water tank, either full or empty, shall drive or park on a private resident's driveway unless it is an emergency situation or given an order by a commanding officer.

104.33 PARKING IN FIRE LANES: Fire and ambulance apparatus shall not park in designated "Fire Lanes" unless the apparatus is on official emergency business.

104.34 FIRE DEPARTMENT VEHICLES AND DRIVE-THRU WINDOWS: Fire Department vehicles shall not be driven through drive-thru windows to pickup food or other items. The only exceptions are chief vehicles or squad vehicles.

104.35 RESTRICTIONS ON CITY INTERNET AND E-MAIL: See City Of Red Oak's Personnel Policies Manual.

