



Marion Volunteer Fire Department Rules and Regulation 14 Mar 2024

A. Organization:

Fire departments are organized under a paramilitary type of organization. There is a hierarchy of rank using the paramilitary style of organization. This department is organized similarly. A new member starts out as a Probationary Firefighter, and then can progress through the ranks to Firefighter I / II, Lieutenant, Captain, Asst. Chief and the Fire Chief. With each succeeding rank additional responsibility and authority are advanced. If a fire department is to be successful a system of ranking along with the proper authority and responsibility delegated to those with rank must be established and maintained.

Disciplined fire fighters and officers are important to the success of our organization. Discipline is a system of standards and rules that set parameters for operations.

B. Rules:

Rules are established to determine acceptable actions and provide guidance and direction to all members. Rules are not established to restrict or stop someone from doing something that is a benefit to the department or to the entire membership but are general guidelines for behavior.

When confronted with a situation or action that you must take where you believe the rules provide no guidance the member should ask a supervisor or more experienced member. When supervision or more experienced member then use common sense and side on safety and response that is responsible and gives the organization a positive image.

ALL PERSONNEL - These rules and regulations apply to all members unless otherwise stated.

**IMAGE IS EVERYTHING – WE ARE WHAT WE ARE PERCEIVED!
PERCEPTION IS REALITY!**



Marion Volunteer Fire Department Rules and Regulation

14 Mar 2024

1. DEPARTMENT EQUIPMENT - No member shall remove any apparatus or equipment from the facilities, nor use the facilities for any outside activity without the permission of the Fire Chief, and/or Marion VFD President.
2. DEPARTMENT NAME - A member of the Department shall not utilize any portion of the Department's property, equipment, name, or goodwill for personal gain. Any utilization of the Department's property, name, or goodwill must be for the sake of fire prevention and/or firefighting activities.
3. DEPARTMENT OUTERWEAR - Any use of the Department's property, image, emblem, or name for outerwear or uniforms shall be approved by the general membership.
4. STANDARD OF CONDUCT - Members and officers shall conduct their personal and professional lives to avoid discrediting the department or its members. Any lewd/lascivious behavior is not acceptable.
5. DISCIPLINE - The Fire Chief, Asst Chief, or President, shall be empowered to relieve or suspend from **active status** any firefighter for disobedience, insubordination, violation of any rules, regulations, guidelines, by-laws of the Association or Organizational Guidelines of the department, or if the firefighter is deemed incapable of performing the required duties. The suspension will be reviewed by the Disciplinary Committee. If the suspension is upheld the Disciplinary Committee will determine the length of suspension and /or membership status.
6. GENERAL RESPONSIBILITIES - At all times, fire fighters shall take appropriate actions, as trained, to protect the life and property of our citizens and seek compliance with laws and ordinances within the jurisdiction of the department.
7. DUTY RESPONSIBILITIES - Officers and firefighters shall perform all duties delegated to them in the manner prescribed by their superiors. Officers and fire fighters under the direction of their superior officer shall maintain apparatus, tools, and equipment (in their care or possession) in a clean condition and in readiness for operations. Officers and fire fighters shall observe and study the principles of modern firefighting, fire prevention, emergency medical, fire, rescue, ventilation, and salvage operations.
8. PERFORMANCE OF DUTY - All officers and fire fighters shall perform their duties as required or directed by the law, the AHJ, department rules, policy, or by order of a superior officer. All duties required by a competent authority shall be performed promptly as directed.



Marion Volunteer Fire Department

Rules and Regulation

14 Mar 2024

9. HAIRSTYLES - Hairstyles shall be of nature, which can be readily protected by standard issue protective equipment. The hairstyle shall not interfere with the equipment's function. No suppression firefighter shall participate in emergency operations when the presence of facial hair and/or the length of hair may impair the effectiveness of protective equipment. The presence of excess facial hair (beard or long sideburns) is considered to have the potential to preclude the possibility of an adequate face-mask seal during emergency operations where use of SCBA is deemed mandatory.
10. OBEDIENCE TO LAWS AND REGULATIONS - Officers and firefighters shall observe and obey all laws, standard operating procedures, rules, regulations, and general or special orders of the department.
11. ADDRESS AND TELEPHONE NUMBERS - Immediately upon Acceptance into the department firefighters shall inform the Secretary of the Department of your correct address and telephone number. Changes in address or telephone number shall be reported within seven (7) days to the officer you are assigned.
12. COOPERATION - Cooperation between officers and firefighters is essential for effective fire department organization and operations. Therefore, every member must cooperate with officers and fellow firefighters in accomplishing the organization's goals.
13. INSUBORDINATION - Failure or deliberate refusal of any officer, firefighter, or member to obey a reasonable request/order given by a superior shall be grounds for insubordination.
14. QUESTIONS REGARDING ASSIGNMENTS - Members in doubt as to the nature or detail of their assignment shall seek such information from their superior officers by going through the chain of command.
15. COMMUNICATIONS EQUIPMENT - All department members issued personal radio receivers shall maintain the radio in operating condition. Any problem with the radio operation should be reported immediately to your assigned officer.
16. KNOWLEDGE OF LAWS AND REGULATIONS - Every officer and member must establish and maintain a working knowledge of laws and ordinances in force within the State and County, the rules, regulations, and department guidelines. In the event of improper action or breach of discipline, it will be presumed that the officer or member was familiar with the law, rule, regulation, or guideline in question.



Marion Volunteer Fire Department

Rules and Regulation

14 Mar 2024

17. CONDUCT TOWARD SUPERIOR AND SUBORDINATE OFFICERS AND ASSOCIATES - Officers and firefighters shall treat superior officers, subordinates, and associates with respect. They shall always be courteous and civil in their relationship with one another. It is discouraged to gossip or talk negatively about fellow members or associates. If you have a concern, address it with the member or your supervisor.
18. CRITICISM OF ORDERS - Officers and fire fighters shall not publicly criticize instructions or orders they have received.
19. MANNER OF ISSUING ORDERS - Orders from a superior to a subordinate shall be in clear and understandable language, civil in tone, and issued in pursuit of departmental business.
20. CHAIN OF COMMAND - If a fire department is to effectively operate a method of determining responsibility is established. The Chain of Command for this department starts with the Fire Chief, Operational Officers, Administrative Officers, and ends with the firefighter. Each member is responsible for ensuring that as situations arise, the proper person responsible for the situation is informed immediately upon notification.
21. OBEDIENCE TO UNJUST OR IMPROPER ORDERS - Officers and firefighters who are given orders they feel to be unjust or contrary to rules and regulations must first clarify the order and address any concerns. Then if orders are retained, they should obey the order to the best of their ability in a safe way and then may proceed to appeal through the proper channels.
22. REPORTS AND APPEALS - An officer or member receiving an order he/she feels unjust or improper, shall at first opportunity, report in writing to the Fire Chief. This report shall contain the facts of the incident and the action taken. Appeals for relief from the Fire Chief's decision shall be made to the President for safety and administrative conduct consideration.
23. EMERGENCY RESPONSE CONDUCT - all members when performing emergency response work must realize that the department provides a service, and that the customer is the person who receives that service. The customer has the right to expect prompt, courteous and professional service. All fire fighters shall conduct themselves in such a manner that instills public confidence in the firefighter and the fire department.



Marion Volunteer Fire Department Rules and Regulation

14 Mar 2024

24. SEATBELTS - All passengers must be seated and belted whenever the vehicle is in motion. The only exception to this rule is during slow speeds (less than 10mph) such as parades and events. Seat belts may be removed after setting the parking brake or by direct order driver or the right seat officer upon arrival of an emergency scene. This specifically refers to arrival at an emergency where one or more personnel are ordered to depart the vehicle for a specific assignment and the vehicle is positioned elsewhere.
25. SECURITY - Members of the MVFD are to maintain strict control over entrance to the premises; access to work locations and records; computer information; and cash or other items of monetary value. Members who are assigned keys, given special access, or assigned job responsibilities in connection with the safety, security, or confidentiality of records, material, equipment, or items of monetary or business value, shall use sound judgment and discretion in carrying out their duties. Members will be held accountable for any wrongdoing or acts of indiscretion.
26. CONFIDENTIALITY - Of particular concern is the subject of the personal right to privacy. Documentation of incident reports and computer system access must be of a confidential nature to prevent invasion of privacy. We also consider the personal privacy of members. Information about the Marion VFD, its victims/patients, suppliers, or members must not be divulged to anyone other than persons who have a right to know or are authorized to receive information. If you are in doubt as to whether certain information is or is not confidential, you should not disclose any information without clearing through the President or Fire Chief or designate.
27. MEDIA RELEASE - There shall be no news releases made, nor letters written, concerning any aspects of Departmental activities without prior notification from the Fire Chief. The Fire Chief or senior officer present shall be the only person to discuss the events leading to, potential causes of, or any other matters regarding a fire or other emergency with members of the news media or any other person not a member of the Marion VFD. The only exception to this shall be a person designated by the Fire Chief.
28. INCIDENT INFORMATION - While at the scene of an emergency, or in the company of non-Marion firefighters, MVFD personnel are not to discuss the events leading to, potential causes of, or any other matters regarding the fire or other emergency. It is highly recommended that NO discussions on cause or persons involved occur between members regarding an emergency until return to the respective stations.



Marion Volunteer Fire Department Rules and Regulation 14 Mar 2024

29. FIRE REPORTS – Anyone requesting an “NFIRS” fire report can obtain a copy by sending a written request to MVFD. The report is not to be released without the consent of the Fire Chief or designate.
30. USE OF COMPUTERS - Personal software is not to be added to Marion VFD computers. The Fire Chief must approve all computer system individual access and/or modifications. Marion VFD computer use for illicit and/or illegal purposes is prohibited.
31. DISCIPLINARY COMMITTEE - A Disciplinary Committee consisting of the Fire Chief, President, and 2 members of the department appointed by the President to hear the grievance of any member, who feels unjustly relieved, suspended, reprimanded, or has any complaint regarding the Department or its guidelines. This shall not be a standing committee but shall be appointed when a grievance is brought to the attention of a member of the Officer Staff in writing by the member concerned or an intermediary. If the grievance involves a disciplinary matter, the officer issuing such action shall submit a report of the details of the offense to the Disciplinary Committee. The Disciplinary Committee has the power to modify the discipline as it deems appropriate. See Disciplinary Action Guideline.
32. JUNIOR MEMBERS - this department sponsors junior members aged 16 and 17 in a Junior Membership Program (Guidelines and application on Marionvfd.org). These junior personnel shall be governed by these, and all other established guidelines.

C. Helmet Regulations

1. Each Firefighter will have an issued helmet
 - a) Black helmet – FF1 equivalent trained or in training
 - b) Yellow helmet – FF in basic training
 - c) Blue helmet – EMS / Safety Officer
 - d) Red helmet – Officer
 - e) White helmet – Chief
2. All helmets shall be kept clean to prevent a build-up of tar and smoke stains.
3. Only approved decals are allowed.
4. Members may purchase their own helmet providing they meet the following criteria:
 - a) Must meet current NFPA standards (latest revision)
 - b) Color shall be that of rank in the department.



Marion Volunteer Fire Department Rules and Regulation 14 Mar 2024

G. Department Membership Privileges

All members are allowed to:

1. Respond to emergency calls within their level of training or certification. As stated in the task book.
2. Fire fighters who are not EMS certified must complete the Medical Response training.

Members are not allowed to:

1. Remove any property owned by the fire department for personal use.
2. Use fire department gasoline or diesel fuel for personal use.
3. Use the fire department tax-exempt status for personal purchases.
4. Take apparatus or equipment home with the intention of using it for personal use.
5. Bring items on fire department property for fire department use without prior approval of a Chief Officer.
6. Discuss with the news media fire department business without prior discussion with the senior officer present.
7. Take something that does not belong to them.
8. Gossip, berate or bring discredit to the fire department or its members.
9. Bring Inappropriately sexual or violent videos, movies, or pornographic paraphernalia on fire department property, including Internet related sites.

Date: 15 April 2024

Jeremy Davenport, Chief

Date: 2 April 2024

Tom Amen, President