

Southern Inyo Fire Protection District Policy Handbook

POLICY TITLE: Rules of Conduct for Manager and Supervisors

POLICY NUMBER: 2082

APPROVAL DATE: 01/20/09

The purpose of this policy is to ensure safe, efficient and harmonious operations and to fully inform all officers of their additional responsibilities in this regard. This policy applies to all managers and supervisors of the District and is in addition to Policy 2081 Rules of Conduct.

2082.1 In matters of general conduct, managers and supervisors are to be governed by ordinary and reasonable rules of behavior observed by law abiding and self respecting citizens.

Managers and supervisors of the Southern Inyo Fire Protection District shall have titles as herewith designated:

Fire Chief
Captain
Lieutenant

Infractions of any Standards of Conduct Policy may lead to disciplinary action up to and including discharge. (Ref: Policy 2260 Disciplinary Action)

- 2082.2** Managers and supervisors shall require subordinates to comply with the rules, regulations and policies of the District, and keep superiors informed of any problem issues that arise; and be prepared to document violations.
- 2082.3** Managers and supervisors shall address promptly any questions from subordinates regarding the rules, regulations and policies of the District and decide, in emergency situations, any immediate actions to be taken.
- 2082.4** Managers and supervisors are to be fair and respectful when dealing with subordinates.
- 2082.5** Managers and supervisors shall be responsible for the completeness, accuracy and prompt filing of all reports for which they are accountable.
- 2082.6** It is the duty of officers of the District to exercise caution in their actions and avoid placing members' lives in needless jeopardy.
- 2082.7** Before leaving the emergency scene, ensure all reasonable precautions are taken.
- 2082.8** Managers and supervisors shall perform all other duties or assignments as may be assigned by the Fire Chief or his authorized representative.

- 2082.9** Managers and supervisors shall report to the Fire Chief, through normal channels, all acts of valor or merit performed by a member of their command. The report shall be prepared promptly in writing and contain a full and correct account of the facts.
- 2082.10** Conflict of authority shall be strictly avoided. No manager or supervisor shall interfere in matters or operations for which another manager or supervisor, of equal rank, is responsible, except with the other's consent or by order of a superior.
- 2082.11** All managers and supervisors are responsible for the enforcement of District programs and policies and should avoid criticism or derogatory statements regarding District programs, policies and procedures.
- 2082.12** Company officers shall adhere to the training schedule and outline provided for probationary firefighters.
- 2082.13** Acting managers and supervisors shall have full authority and will be held responsible for executing the duties of the position.
- 2082.14** Reports of accidents, injuries or other events requiring a special report shall be completed by the manager or supervisor immediately concerned before going off duty. In the event such officer is injured and unable to physically or mentally complete such report, then his second in command shall be required to complete the report prior to going off duty.
- 2082.15** In the even of a death occurring to a member while on duty, the member's immediate supervisor shall impound all personal property of the victim and retain it under protective custody until its release is directed by order of the Fire Chief.
- 2082.16** In the event of a death of a member, the Fire Chief shall ensure that an inventory of all effects, personal and otherwise is completed. The closest relative shall be notified and, if possible, the contents of the member's locker should be removed in their presence.
- 2082.17** Information concerning the death of a member on duty shall be released only by the Fire Chief. Notification of the nearest next of kin shall be done promptly, with tact, dignity and with full concern for the welfare of the family.
- 2082.18** Officers and supervisors shall have authority in command over members acting in the same grade.

POLICY TITLE: Expense Authorization

POLICY NUMBER: 3040

APPROVAL DATE: 03/21/24

- 3040.1** All purchases made for the District by staff shall be authorized by the Fire Chief and District Administrator, and shall be in conformance with the approved District Budget.
- 3040.2** Any commitment of District funds for a purchase or expense greater than \$500.00 shall first be submitted to the Board of Directors for approval, or shall be in conformance with prior Board action and/or authorizations. Maximum \$1500.00 per vehicle for purchase or maintenance is pre-authorized by the Board of Directors.
- 3040.3** A "petty cash" fund shall be maintained by the District office having a balance on-hand maximum of \$300.00.
- 3040.3.1** Petty cash may be advanced to District staff or Directors upon their request and the execution of a receipt for same, for the purpose of procuring item(s) appropriately relating to District business. After said item(s) or service(s) have been obtained, a receipt for same shall be submitted to the District Administrator, and any remaining advanced funds shall be returned. Receipt showing debit of advanced funds signed by requesting party shall be kept by the District Administrator until reconciliation.
- 3040.3.2** No personal checks shall be cashed in the petty cash fund.
- 3040.3.3** The petty cash fund shall be included in the District's independent accounting audit.
- 3040.4** Whenever employees or Directors of the District incur "out-of-pocket" expenses for item(s) or service(s) appropriately relating to District business as verified by a valid receipt, said expended cash may be reimbursed upon request from the District's petty cash fund. Others shall be reimbursed via County warrants through regular payment procedures.