

<b>Scotts Valley Fire Protection District</b>	<b>Policy: 1200</b>
<b>Subject: Personnel Assignment</b>	<b>DATED: April 9, 2003</b>

***Policy 1200: Personnel Assignment***

1. The fire chief has the authority to transfer/assign an employee from one scheduled assignment to another when it is in the best interest of the fire district.
2. All members shall instruct those designated to act in their stead and satisfy themselves that their relief has ability and is capable to perform the duties assigned.
3. When assigned to act in a higher rank, all members shall accept responsibility for the performance of the duties of that position.
4. All members shall promptly notify their immediate superior officers of all matters coming to their attention affecting the interest and welfare of the district.
5. When two or more members of the ranks below fire captain find themselves in a position which requires initiative action, the senior member will assume command until relieved by a superior.
6. When two or more members have been appointed to like positions on the same date, seniority with the district will determine which member is superior to the other, unless otherwise designated by policy.
7. When a member receives an order which is in conflict with a previous order, he/she shall so inform the officer who issued the conflicting order and be governed by his/her instructions.
8. When a member is injured in the line of duty through the negligence of a second party, and contemplates civil action for damages, or the signing of any release from liability, the injured member shall be governed by written instruction received from the attorney for the district, who is responsible for the interest of the fire district in such matters.

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9. Solicitation in quarters for the sale of uniforms and uniform accessories approved by the fire chief, and other articles incidental to the welfare of members while on duty, may be permitted by the officer in charge.
10. In the transaction of district business, members shall, unless otherwise ordered, operate through their immediate superior officer.
11. Only members of the Scotts Valley Fire Protection District, paid or paid call firefighters, or members of another fire department operating on an incident under the Mutual Aid Agreement, shall be permitted to take part in any Scotts Valley Fire Protection District activity. No officer or member of the Scotts Valley Fire Protection District shall require or permit any person not such a member to take part in any fire fighting operation, drill, or other function except as permitted by the chief.

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Board Chairperson: 	Fire Chief: 