

<b>Scotts Valley Fire Protection District</b>	<b>Policy: 601</b>
<b>Subject: Responsibilities of All Fire District Officers</b>	<b>DATED: March 23, 1998</b>

***Policy 601: Responsibilities of All Fire District Officers***

1. Officers shall be responsible for the full performance of duties delegated to them, and shall require subordinates under their command to comply with all orders, policies, rules and regulations, practices and procedures of the district, and shall promptly report by well sustained charges any flagrant violation or dereliction of duty.
2. Officers shall be vigilant and active in enforcing the policies, requiring strict compliance therewith, and promptly correcting any irregularities. No officer shall tolerate or connive at any violation or evasion of rules.
3. Officers shall be just, dignified, and firm in their dealings with subordinates, and see that good and proper discipline is maintained among members of the district.
4. When, in his judgment, an offense committed by a member under his command is sufficiently serious to warrant immediate action, an officer shall have the power to relieve such member of his/her duties. An immediate report of such action shall be made to the chief, who is empowered to restore such member to his/her duties, or to take any disciplinary action permitted by these policies, rules and regulations, subject to the procedures specified herein.
5. Officers shall decide promptly any question of doubt on the part of their subordinates, relative to interpretation of regulations or orders, and in sudden emergencies to prescribe the immediate action to be taken.
6. Officers shall be responsible for the correct notation of all verbal orders and directions having a general application, and at the time of relief, shall apprise one another of occurrences and happenings incidental to their tour of duty.
7. Officers shall make prompt verbal reports to their superior officers of any unusual occurrence concerning the district. All such occurrences are to be investigated at once, and, when necessary, a report containing facts of the case forwarded with dispatch.

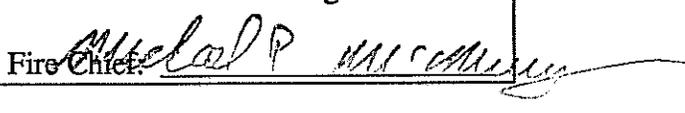
Revised: 3/13/98

Page: 1 of 2

Board Chairperson:



Fire Chief:



<b>Scotts Valley Fire Protection District</b>	<b>Policy: 601</b>
<b>Subject: Responsibilities of All Fire District Officers</b>	<b>DATED: March 23, 1998</b>

8. Officers shall preserve, until their purposes have been served, all orders, notices, communications and records pertaining to the operations of their respective units.
9. Officers shall be responsible for the completeness, accuracy, truthfulness and dispatch of all reports with which they are concerned. No reports or communications will be intercepted or unnecessarily delayed in transit.
10. In the conduct of the business of the district, officers shall, if possible, personally and directly administer to the affairs with which they are concerned.
11. Officers shall take precautionary measures to prevent unnecessary risks to members of the district.
12. The staffing levels of all units will be maintained as far as practicable; deficient staffing shall be reported by the officers to the chief when the effective operation of the district is jeopardized.
13. No officer shall interfere in matters of operation for which another officer of equal rank is responsible, except with the latter's consent, or by order of a superior officer.
14. The authority granted a subordinate officer shall become the right of a superior officer to exercise at his discretion.
15. While on duty, officers shall keep the secretary informed of their whereabouts and movements as much as possible.
16. No officer or member of the Scotts Valley Fire Protection District shall make any investigations, survey, report or professional remark in, into, or concerning any matter or area which is properly under the jurisdiction of another fire agency or service, except as may be arranged for by the fire chief.