

Scotts Valley Fire Protection District	Policy: 200
Subject: Definitions	DATED: March 23, 1998

***Policy 200: Definitions***

The following words or terms, when used in these policies, shall have the following meaning:

**Acting Officer**

An officer or fire fighter detailed to perform the duties and responsibilities of a higher rank, on a temporary basis, for a period not to exceed six months.

**Apparatus**

Any fire district vehicle equipped with more than minor fire fighting, rescue, or radio equipment.

**Battalion**

A group of fire companies assigned to a specific area that are on duty during a scheduled period.

**Chain Of Command**

The transmission of order and communications through the immediate officers and levels in ascending or descending order of rank.

**Chief Officers**

Those officers of the Scotts Valley Fire Protection District holding the rank of battalion chief or higher.

**Company**

A working group of fire suppression personnel assigned to a piece of apparatus.

**Company Officer**

A fire captain in command in a fire company or on-duty platoon.

**Day Personnel**

Those members of the district assigned to work either an eight (8), nine (9) or ten (10) hour day. Eight (8) hour members are to have a duty-free one (1) hour meal break.

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**Division**

A grouping of activities of the district formed for administrative purposes.

**Equipment**

Implements, tools and appliances, including hose, carried on apparatus.

**Headquarters**

The office of the fire chief, the administrative center of the fire district.

**Loss Of Privileges**

Shall mean the loss of those privileges granted to members by the fire chief which include, but are not limited to: exchange of shifts, being relieved before change of duty, short absences from the quarters, etc.

**Memorandum**

A notice issued by the fire chief or other authoritative source for the guidance and information of the members of the district.

**Memorandum Of Understanding**

A written agreement between the fire district and the representative labor groups related to wages, benefits and working conditions.

**Members**

"Members" of the district shall include all paid and paid call personnel.

**Policy Manual**

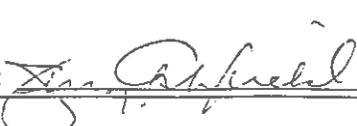
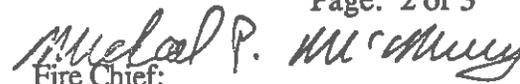
Those policies as established by the Board of Directors and carried out by the fire chief regarding issues concerning the appropriate course of action under given circumstances.

**Primary Duty**

The highest priority duty assigned an officer or member; that duty which received most of his/her attention.

**Quarters**

The fire stations.

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Board Chairperson: 	Fire Chief: 

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**Rules And Regulations**

Policies governing the rules of conduct of the fire district and its personnel.

**Shift Personnel**

Those members of the district who are assigned to work a period of 24 consecutive hours, which will constitute a "full shift".

**Special Detail**

One or more members assigned by the fire chief to provide district service.

**Standard Operating Procedures**

Interpretive supplements to these policies, prepared under direction of the fire chief, to guide members in practices and procedures of the district.

**Temporary Additional Duty**

Duty which requires travel away from the fire district for periods longer than one day (such as for training, delivery of apparatus, etc.) and which shall be authorized by the fire chief.

**Temporary Assigned Duty**

A temporary change in work schedule to accomodate training, special projects or those activities assigned by the fire chief.