



GUAM FIRE DEPARTMENT
AGANA, GUAM

Page ____ of ____

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SUBJECT: GUAM FIRE DEPARTMENT RULES AND REGULATIONS

PURPOSE: TO ESTABLISH DEPARTMENTAL RULES AND REGULATIONS GOVERNING RULES OF CONDUCT, DUTIES AND RESPONSIBILITIES FOR THE GUAM FIRE DEPARTMENT PERSONNEL.

THIS ORDER CONSISTS OF THE FOLLOWING NUMBERED SECTIONS:

TABLE OF CONTENTS

	<u>PAGE</u>
Foreword	i
Introduction	ii
Article 1 - Purpose	1-1
Article 2 & 3 - General Provisions	1-1
Article 4 - Definitions	4-1
Article 5 - Fire Chief	5-1
Article 6 - Fire Deputy Chief	6-1
Bureau Chief	7-1
Article 8 - Fire Marshal	8-1
Article 9 - District Commander	9-1
Article 10 - Fire Inspector	10-1
Article 11 - Company Commander	11-1
Article 12 - All Officers	12-1
Article 13 - Acting Officers	13-1
Article 14 - Fire Equipment Operators	14-1
Article 15 - Emergency Medical Technician (Attendant and Driver)	15-1
Article 16 - Firefighters	16-1
Article 17 - Headquarters Clerical Staff	17-1
Article 18 - General Rules for Members	18-1
Article 19 - Display of Flags	19-1
Article 20 - Salute to the National Flag	20-1
Article 21 - Salute to the National Anthem	21-1
Article 22 - Penalties	22-1

FOREWORD

To All Members:

These Rules and Regulations were established and approved by the Fire Chief. The basic policies and procedures as deemed necessary by the Guam Fire Department to govern the performance of the duties conferred upon it by the statutory provisions are set forth herein. Any additions, deletions, or interpretations of these rules may be made only by the Fire Deputy Chief and approved by the Fire Chief.

The Rules and Regulations shall be kept in every Fire Department Offices and shall be made available to members at all times. In order to reflect current policy, all copies of the Rules and Regulations will be supplied with the latest revisions as adopted by the Guam Fire Department.

Members shall commit themselves to a thorough understanding of the materials herein, and they shall periodically study these rules so as to maintain a working knowledge of them.


FRANK S.N. TALYERON, Acting
Fire Chief

INTRODUCTION

Every rule, regulation, general order, special order, directive or any provision herein contained or otherwise issued or made, is subject to repeal, or modification, from time to time whenever in the judgment of the Fire Chief, it is deemed in the best interest of the Fire Services. The power to rescind, alter or amend these Rules and Regulations is vested in the Fire Chief.

These rules cannot, nor are they expected to provide a solution to every question or problem which may arise in an organization established to render emergency services. It is expected, however, that they will be sufficiently comprehensive to cover either in a specific or general way, the obligations and duties of the members of the Guam Fire Department.

They are not designed nor intended to limit any member in the exercise of his judgment or initiative in taking the action a reasonable person would take in extraordinary situations. Much by necessity must be left to the loyalty, integrity and discretion of members. To the degree which the individual member demonstrates possession of these qualities in the conscientious discharge of his duty, and to that degree alone will the Department measure up to the high standard required of the services.

As necessary, requests for interpretations of these Rules and Regulations may be made to the Fire Deputy Chief or the Fire Chief. The legal validity of any part of these Rules and Regulations may be determined by formal opinion of the Attorney General upon request of the Fire Chief. Any opinion of these Rules and Regulations shall not affect any other part thereof.

RULES AND REGULATIONS
OF THE
GUAM FIRE DEPARTMENT

The strength of the organization will ultimately resolve itself into the strength of the individuals composing it; therefore, it is necessary that the members place before them the ideal of the best service to the citizenry and then strive diligently to serve that ideal.

ARTICLE 1 - The following RULES AND REGULATIONS shall supersede and cancel all RULES AND REGULATIONS, general orders, special orders, and special notices issued prior to date hereof, which are in conflict with these RULES AND REGULATIONS and are subject to the provisions of the Government of Guam Code now and as hereafter amended. All portions of general and special orders that may be issued hereafter relative to the discipline or duties and powers of members shall be recognized as a portion of these RULES AND REGULATIONS and shall have equal force and effect.

ARTICLE 2 - The following RULES AND REGULATIONS are issued in order

Section 2.01: That the Guam Fire Department be highly efficient, well disciplined, and a credit to the Territory of Guam; also that every personnel may be familiar with the necessary requirements.

Section 2.02: Oath of Office.
I do solemnly swear that I will support the Constitution of the United States of America and that of the Territory of Guam; that I will obey the Laws and ordinances of the Territory of Guam, familiarize myself with and be obedient to the RULES AND REGULATIONS and orders of the Guam Fire Department and faithfully serve the Territory of Guam in the discharge of my duties as a firefighter to the best of knowledge and ability, So Help Me God.

ARTICLE 3 -

Section 3.01: A copy of these RULES AND REGULATIONS shall be available to each member of the department, and it shall be his duty to familiarize himself/herself with the contents hereof and to govern his conduct accordingly. Any willful violation of these RULES AND REGULATIONS by any member

of the department will react upon the person guilty of such violations either in the form of a reprimand or, in aggravated cases, by suspension from duty, or dismissal.

Section 3.02: These RULES AND REGULATIONS are property of the Guam Fire Department and are provided for the expressed use of the members of the Guam Fire Department. To reproduce or to forfeit possession of these RULES AND REGULATIONS to any other person, agency or organization without permission of the Fire Chief is prohibited.

ARTICLE 4 - DEFINITION OF TERMS.

The following proper names and terms shall have the meaning indicated in this section for the purpose of these RULES AND REGULATIONS unless otherwise specifically stated:

ALARM: A notification to respond to an emergency.

ACTING OFFICER: A member holding a temporary rank or position or performing services temporarily.

APPARATUS: Any motorized equipment carrying fire-fighting tools, etc.

BUREAU: A major subdivision of the Department.

BUREAU CHIEF: An officer in command of a Bureau.

CAPTAIN: The Company Commander.

CHIEF: The Fire Chief; the Chief Officer of the Fire Department.

CHIEF OFFICERS: The Fire Chief, Fire Deputy Chief, Fire Assistant Chief, Fire Battalion Chief.

COMMANDING OFFICER: The officer or acting officer who is the member's immediate superior in the chain of command.

COMPANY: Members under the command of a Company Commander assigned to a station with apparatus.

COMPANY COMMANDER: The officer or member in command of a company.

CHAIN OF COMMAND: The transmission of orders and communications through the intermediate officers in ascending or descending order or rank.

COMPANY FIRE PREVENTION DISTRICT: The area in which a company has specific responsibilities for the fire prevention inspection of assigned occupancies under the supervision of the District Commander.

DISTRICT: One of the groups of Fire Suppression personnel which is alternately on duty.

DISTRICT COMMANDER: A Chief Officer in charge of the Fire Suppression forces on his District in a shift.

FIRST-IN-DISTRICT: The area in which a company is normally the first to arrive in response to an alarm.

FIRST ALARM DISTRICT: The area in which a company normally responds to a fire or other emergency.

FIRST DUE: The company that is first to arrive.

GENERAL ORDER: Any order of permanent character which requires the attention of the entire department personnel. Each General Order shall bear a serial number distinct from Special Orders.

HALF SHIFT: Twelve (12) hours. For purposes pertaining to these RULES AND REGULATIONS.

HEADQUARTERS: The office of the Fire Chief. The administrative center of the Department.

HYDRANT DISTRICT: An area within which an engine company test hydrants, corresponding to its First-In-District.

LOSS OF PRIVILEGES: The loss of those privileges awarded to members by the Fire Chief or subordinate Chief Officer.

MANUAL OF OPERATION: An administrative directive by the Fire Chief establishing the practices and procedures of the Department.

PERSONNEL RULES & REGULATIONS: The personnel system established by ordinance of Government of Guam. Provisions of this ordinance and of the personnel rules shall be applicable to all positions unless otherwise specifically provided.

MEMBER: Any employee duly and regularly appointed in the Fire Department to perform the duties of a regular firefighter in the Territory of Guam, under whatever designation they may be described in any salary or departmental ordinance providing compensation for the Guam Fire Department. The term "member" shall include officers.

ON-DUTY: A condition of employment wherein a member is actively engaged in a function of the Department.

QUARTERS: Is construed to mean any engine house, department building office, storeroom, workroom, station, shop, or place wherein members are assigned and employed during their working hours.

REGULAR ASSIGNMENT: A normal complement of equipment responding to a first alarm fire, as distinguished from a still alarm.

REGULAR CHANNELS: Means to be forwarded by intermediate officers in ascending order of rank or grade, which order shall be reversed when forwarded in descending order of rank or grade.

SENIOR OFFICER: The one who has served longer in the same office or position than another.

SHIFT: Twenty-four (24) hours. A member or unit of firefighter who work in turn with other shifts.

SPECIAL DETAIL: When a member is assigned to perform a particular service when not regularly on duty.

SPECIAL DUTY: When a member is assigned to perform a particular service when regularly on duty.

SPECIAL NOTICE: A notice issued by the Fire Chief or other authoritative source for the guidance or information of the entire personnel of the Department, or any special group thereof.

SPECIAL ORDER: Any order which may be deemed more or less temporary in character and effect, or which may affect or require the attention of a certain group. Each special order shall bear a serial number denoting the year and number of the order.

STILL ALARM: A one (1) company response to an alarm.

SUBORDINATE: A member who stands in order of rank below another.

SUPERIOR OFFICER: One who commands a shift or unit in the Fire Department.

TOUR: Anything done by regular order, a shift or twenty-four (24) hours, or the time on duty.

UNIT: Means one (1) company, one (1) piece of apparatus, or a single thing.

VERBAL ALARM: Notification that an emergency exists by citizens reporting directly to a company orally, in or out of quarters.

WORK SHIFT: For all Fire Department positions, except those designated by the Fire Chief, the work shift shall be twenty-four (24) hours. Such work shifts, for administrative purposes, shall be considered as equivalent to two (2) eight (8) hour shifts. For the affected accepted positions, the work shift shall be eight (8) hours.

ARTICLE 5 - FIRE CHIEF

- Section 5.01: The Fire Chief shall be the Chief Administrative Officer of the Fire Department. He shall have direct control, management and direction of all members of the Fire Department, with full power to detail any of them to any such public service as he may deem proper.
- Section 5.02: He shall have control, management and direction over all members of the Department in the lawful exercise of his functions with exclusive power to assign any member to any detail, district or unit of the Department or to detail any of them to such public services as he may direct. He is hereby authorized to suspend temporarily or discharge any member of the Department. In all cases of such suspension or discharge, he shall immediately report the same to the Governor of the Territory of Guam and also any charges he may receive against members of the Department with the names and residences of the witnesses together with any information he may possess touching the matter of the complaint.
- Section 5.03: He shall recommend to the Governor of Guam from time to time the selection of new sites, changes in the location of houses and companies, the building of new houses, the purchase of new apparatus, hose, implements, etc., and the sale of old hose, equipment, etc., not necessary for use in the operation and maintenance of the Department, and his reason for such action; and he shall furnish annually to the Governor of Guam a budget of the amounts required for the ensuing year in the manner prescribed by the Government Code of Guam.
- Section 5.04: He shall cause to be kept in proper form an accurate record of all business transacted in the Department.
- Section 5.05: He may return to duty an officer or member of the Department absent because of sickness or injury who, in his opinion, is able to perform duty and who presents a doctor's certificate indicating that his physical condition is satisfactory to said doctor.

- Section 5.06: He shall cause all fires to be extinguished with the least possible danger to life and property and shall prevent unnecessary damage by water at fires.
- Section 5.07: He shall have power to assign all subordinates and companies to fire duty, and shall make such assignments, transfers and details which he may deem to be for the best interest of the service.
- Section 5.08: He shall cause his subordinates to see that the premises on which fires occur are left in such condition that they will not rekindle and cause further damage to life and property.
- Section 5.09: He shall be just, dignified, and firm in his dealings with subordinates.
- Section 5.10: He shall have power to demolish buildings and parts of building which, in his judgment, might endanger life or property or which it may be necessary to demolish to prevent the spread of fire, in accordance with provisions set forth in the Government Code of Guam and other statutory provisions.
- Section 5.11: He shall report to the Governor of Guam any officer or member who by reason of age, disease, accident or other incompetency, does not or cannot fully and promptly perform the duties required of him and shall make such recommendations as the case may warrant, pursuant to the RULES AND REGULATIONS.
- Section 5.12: He shall cause all companies not required at fires to promptly return to quarters.
- Section 5.13: He may designate a lower ranking Chief Officer to be the Acting Fire Chief during his absence.
- Section 5.14: He may designate an on-duty Captain to be an Acting Chief Officer.
- Section 5.15: He shall furnish each member of the Department proper insignia and uniforms as provided the Territory of Guam without charge. Replacement costs of lost articles due to negligence or misuse will be at the member's expense, and if this property is not returned when employee severs his connection with the Department, the cost of same will be deducted from his final pay check.

Section 5.16: He shall cause to be created a systematic manual of operations, rules and procedures for the uniform application of operations, policies and laws. He shall further cause this manual to be reviewed at least annually for the purpose of revision, modification and up-dating. Such manual of operations shall be compiled as an adjunct to the RULES AND REGULATIONS and shall have equal force and effect in Department administration.

Section 5.17: He shall prepare and submit to the Governor of Guam an annual report of Fire Department activities.

ARTICLE 6 - FIRE DEPUTY CHIEF

- Section 6.01: The Fire Deputy Chief shall be subordinate to the Fire Chief and shall be delegated by the Chief to exercise the power of his office in his absence or inability to act, and shall be on duty at Fire Department Headquarters unless called elsewhere by Department business.
- Section 6.02: He shall attend such fires as prescribed by the Fire Chief and shall assume command at such fires until relieved by the Fire Chief. He shall cause the Fire Chief to be notified immediately, if he is not present, of important fires or extraordinary happenings in which accidents, death or other unusual matters occur.
- Section 6.03: He shall be just, dignified, and firm in his dealings with subordinates and shall see that order and discipline are maintained among the members of the Department.
- Section 6.04: He shall determine when repairs and supplies are necessary, and shall submit a report to the Fire Chief in such manner as he may direct.
- Section 6.05: He shall hold the officers under his command responsible in the discharge of their duties, and any neglect in carrying out and enforcing every order and rule governing the officers and members of the Department. When he learns of any violation of dereliction of duty, he shall report same to the Fire Chief.
- Section 6.06: He shall be responsible for all Department property in his charge, and shall see that it is in proper condition for immediate use at all times. He shall make a complete and careful inspection of every engine house under his command at least once every month.
- Section 6.07: He shall carefully note the appearance of the members of the companies, the apparatus and fire-fighting equipment, the cleanliness of quarters, repairs needed to the houses, apparatus or fire-fighting equipment, and shall make a report of same to the Fire Chief.

Section 6.08: He may suspend any member of the Department under his command for cause, supplementing such suspension with charges in writing to the Fire Chief.

Section 6.09: He shall keep the Fire Chief informed of all the pertinent activities and information for the efficient operation of the Fire Department.

Section 6.10: He shall perform such other duties as the Fire Chief may direct.

ARTICLE 7 -BUREAU CHIEF

Section 7.01: **A Bureau Chief shall be subordinate in rank** to the Deputy Chief, assume control and. the duties and exercise the powers incidental to the office of the Bureau assigned.

Section 7.02 : He shall be a part of the General Staff of the Chief and assist in the formulation and administration of the policy, RULES AND REGULATIONS ,practices, and procedures governing personnel and operation.

Section 7.03: He shall supervise the Bureau of the Department to which assigned in a manner that will result in maximum performance and efficiency .

Section 7.04: He shall, within his command, be responsible for the enforcement of all policy, RULES AND REGULATIONS, practices and procedures of the Department.

Section 7.05: He shall respond to alarm and special calls when dispatched.

Section 7.06: He shall be on duty for periods to be determined by the Chief as the needs of the Department may require.

Section 7.07: He shall perform such other duties as the **Fire Chief may direct.**

ARTICLE 8 - FIRE MARSHAL - BUREAU OF FIRE PREVENTION

Section 8.01: Fire Marshal shall be the officer in charge of the Bureau of Fire Prevention, subordinate only to the Fire Chief, and shall require members assigned to the Bureau of Fire Prevention to perform such duties as he may direct.

Section 8.02: The Fire Marshal and members assigned to the Fire Prevention shall observe the RULES AND REGULATIONS of the Fire Department as it pertain to uniform regulations governing the rest of the members in the Department.

Section 8.03: The office of the Fire Marshal shall be as designated by the Fire Chief: hours of service for the Fire Marshal and members of the Fire Prevention Bureau shall be subject to the direction of the Fire Chief and the Fire Marshal shall perform such duties as the Fire Chief may direct. Office hours shall be from 0800 to 1700 hours on all days except Saturdays, Sundays and holidays.

Section 8.04: It shall be the duty of the Fire Marshal to enforce all laws and other statutory provisions of the Territory of Guam, covering the following:

1. The prevention of fires.
2. The maintenance of fire protection and the elimination of fire hazards on land, in buildings, structures, and other property, including that under construction.
3. The storage and use of explosives and flammables, toxic, corrosive and other hazardous gases, solids and liquid material.
4. The installation and maintenance of fire extinguishing equipment.
5. The maintenance and regulation of exits and fire escapes.
6. The means and adequacy of exits in cases of fire from factories, schools, hotels, lodging houses, hospitals, churches, halls, theatres, amphi-theatres, and all other places in which numbers of persons work, live, congregate, from time to time, for any purpose.

Section 8.05: He shall cause to be investigated the cause, origin and circumstances of every fire occurring in Guam by which property has been destroyed or damaged and, so far as possible, shall determine whether such fire was the result of carelessness or design.

- Section 8.06: He shall keep in the Bureau of Fire Prevention a record of all alarms and fires including statistics as to the extent of such alarms and fires and the damage caused.
- Section 8.07: He shall effect other fire prevention measures such as Fire Prevention Week, Service Club talks on Fire Prevention, Fire Drill and programs at all Public and private schools. He shall also maintain periodic night inspections of theatres, cocktail lounges, dance halls and other public assemblage occupancies as deemed necessary to enforce all laws pertaining to places of public assemblage.
- Section 8.08: He shall compile and keep an accurate record of all activities of various departmental subdivisions and submit said records to the Fire Chief for the fiscal and annual report.
- Section 8.09: He shall prepare and submit an annual budget for the Bureau of Fire Prevention to the Fire Chief.
- Section 8.10: He may assign an _____ of the Bureau of Fire Prevention as Deputy Fire Marshal; and such inspector or staff officer assigned shall perform duties and responsibilities as set forth by the Fire Marshal.
- Section 8.11: He shall perform such other duties as the Fire Chief may direct.

ARTICLE 9 - DISTRICT COMMANDER - FIRE SUPPRESSION

- Section 9.01: District Commander shall be the officer in charge of a district, subordinate to the Bureau Fire Chief, and shall require members assigned to his district to perform such duties as he may direct.
- Section 9.02: He shall be at his respective station when assigned to duty, except when Department business requires his presence elsewhere and shall not leave the boundaries of his assigned area of jurisdiction unless required to do so in the performance of his duties.
- Section 9.03: He shall attend all fires occurring within his district on his tour of duty and such other fires or emergencies as he may be assigned or summoned to by a superior officer, and shall take command at such fires until relieved.
- Section 9.04: He shall keep the Bureau Chief informed of all pertinent activities and information for the efficient operation of the Fire Department.
- Section 9.05: He shall cause the Fire Chief via channel to be notified immediately if he is not present, of important fires or extra-ordinary happenings in which accidents, death or other unusual matters occur.
- Section 9.06: He shall see that premises on which fires occur are left in such condition that they will not rekindle and cause further damage to life and property.
- Section 9.07: He shall be just, dignified and firm in dealings with subordinates and shall see that order and discipline are maintained among Department members.
- Section 9.08: He shall, when in charge of a , hold Captains under his command responsible in the discharge of their duties, and for the condition of their companies in and out of quarters, and for any neglect in carrying out and enforcing every order and rule governing the officers and members of the Department. Should he learn of violations or derelictions, he shall immediately report them to his superior officer.

- Section 9.09: He shall be responsible for all Department property in his charge and shall see that it is in proper condition for immediate use at all times. He shall make a complete and careful inspection of every engine house under his command at least once a month.
- Section 9.10: He shall determine when repairs and supplies are necessary and shall submit a report to his superior officer in such manner as he may direct.
- Section 9.11: He shall carefully note the appearance of the members, apparatus and equipment under his command; and further shall note the cleanliness of company quarters, repairs needed to house, apparatus or fire-fighting equipment, and shall make a report of same to his superior officer.
- Section 9.12: He shall supervise the application of policy, RULES AND REGULATIONS, practices and procedures of the Department, and shall be responsible for the morale, efficiency and distribution of personnel within their command.
- Section 9.13: He shall supervise the fire prevention inspection of assigned occupancies within the company fire prevention districts of his command, in accordance with Departmental policies and procedures.
- Section 9.14: He shall directly supervise the pre-fire planning activities of the companies assigned for this purpose under his command.
- Section 9.15: He shall witness drills and training activities, make investigations, heed evidence of neglect or inefficiency and take necessary action to correct any deficiencies in his commands as required.
- Section 9.16: He shall, when it is reported that hazardous conditions of more than minor importance are found in areas of his command, promptly supervise an inspection of the affected premises with the person so reporting.
- Section 9.17: He shall cause all hydrants in his district to be included within company hydrant districts and inspected at least annually.

Section 9.18: He may designate members to act as Company Commanders in the absence of the regular commanders of such companies.

Section 9.19: He may temporarily relieve or suspend any member of the Department under his command for a period approved by the Civil Service Rules and Regulations, supplementing such actions with the charges in writing via channels to the Fire Chief. Such procedure will be as set forth in the Civil Service Commission Rules and Regulations.

Section 9.20: He shall be responsible for the performance evaluation ratings of the members under his command. He shall evaluate such members objectively, fairly, and with due consideration for the improvement of the member's performance.

Section 9.21: He shall maintain such records and reports as required for the efficient operation of his command.

Section 9.22: He shall perform such other duties as the Bureau Chief may direct.

ARTICLE 10 - FIRE INSPECTOR

- Section 10.01: Fire Inspector(s) shall enforce all rules, ordinances and laws of the Territory of Guam that are applicable and to the safeguarding of life, health, property, use and handling of dangerous and hazardous materials, substances and devices and the operation, installation, construction, location, safeguarding and maintenance of adequate means of egress not provided for by the Building Code.
- Section 10.02: He shall carry out the orders and directives of the Fire Marshal.
- Section 10.03: He shall make every effort to enforce all laws, ordinances and rules in an equitable and fair manner.
- Section 10.04: He shall keep records as prescribed by the Fire Marshal.
- Section 10.05: He shall comply with the Fire Prevention policy as set forth by the Fire Chief.
- Section 10.06: He shall be subject to work schedule changes as may from time to time be necessary to inspect occupancies that operate at night.
- Section 10.07: He shall assist in the investigation of the cause and origin of fires as directed.
- Section 10.08: He shall properly preserve evidence found at fire scenes whether the fire is incendiary or accidental. Such evidence shall be released or destroyed only by order of the Fire Marshal or Fire Chief.
- Section 10.09: He shall be in proper Fire Department uniform during working hours unless otherwise directed by the Fire Marshal.
- Section 10.10: He shall assist in the training of all Fire Department personnel as directed by the Fire Marshal.
- Section 10.11: He shall be subordinate only to the Fire Marshal or his designee in his daily assigned duties except when assigned to Fire Suppression duties.
- Section 10.12: He shall be subject to response to alarms or other emergencies as directed.

ARTICLE 10 - TRAINING OFFICER

- Section 10.01: Training Officer shall be the officer in charge of the Fire Training Section subordinate only to the Fire Chief, and shall require members assigned to the Training Section to perform such duties as he may direct.
- Section 10.02: He shall formulate drills and training procedures and supervise all matters pertaining to the Training Section.
- Section 10.03: He shall be responsible for the care and maintenance of property and all training equipment.
- Section 10.04: The training school shall be supervised by the Fire Chief and shall be conducted by the Training Officer. The Training Officer shall have full control of the active training carried on at the training class and shall instruct the members in the most approved methods of fire fighting.
- Section 10.05: He shall respond to multiple alarm fires and also to other serious emergencies when called by the officer in charge and shall, while assisting in the control of such emergencies, observe particularly the results of training.
- Section 10.06: It shall be his duty at all times to seek and use the most modern and efficient methods of training Fire Department personnel.
- Section 10.07: He shall supervise members assigned or detailed to the training class and see that training is given uniformly, and that all members receive the instruction specified.
- Section 10.08: Instructions shall be given in life-saving methods, laying and carrying hose, raising, lowering, and climbing ladders, the proper use of standpipes, heavy streams, life nets, life ropes, etc.; everything, in fact, which tends to bring the force to a high plane of fire-fighting efficiency. Drill sessions shall be such as designated by Department schedule. Any scheduled session of the training school may be suspended under circumstances warranting such suspension as in case of large or numerous fires, unsuitable weather conditions, etc.

- Section 10.09: Members attending training school as part of a Recruit Training School shall abide by the provisions of the RULES AND REGULATIONS established for the Recruit Training Academy.
- Section 10.10: He shall keep training records of all companies and all members and he shall forward progress reports and monthly reports to the Fire Chief.
- Section 10.11: He shall prepare and submit to the Fire Chief an annual report of all activities of the Training Section including statistical compilations of instructors hours and student hours and such additional recommendations and conclusion as may be necessary or required.
- Section 10.12: He shall appoint an assistant training officer (if need be) to assist in formulation and implementation of training practices and procedures.
- Section 10.13: Assistant training officers shall be responsible for coordinating with the Platoon Commanders and other section heads for the evaluation of companies and other uniformed personnel under its command.
- Section 10.14: He shall prepare and submit an annual budget for the Training Section for the Fire Chief.
- Section 10.15: He shall perform such other duties as the Fire Chief may direct.

ARTICLE 11 - MAINTENANCE OFFICER

- Section 11.01: The Maintenance Officer shall be responsible for the working condition of all engines, apparatus and cars, assisting in directing their tests, and shall make repairs, renewals, etc., subject to the orders of the Fire Chief. He shall also have charge and supervision of the maintenance activities and shall make reports and recommendations to the Fire Chief.
- Section 11.02: The Maintenance Office shall observe the RULES AND REGULATIONS of the Fire Department, except such rules and regulations relating to uniforms. Clothing worn by the mechanics shall be such as the Fire Chief may set forth.
- Section 11.03: He shall make proper reports on all apparatus inspected and repaired, and shall make the proper entry in apparatus log book.
- Section 11.04: He shall make a written report of any neglect of duty he may find on the part of any Operator or Driver to the Chief Officers through regular channels.
- Section 11.05: He shall, at the order of the Fire Chief, make an inspection or a test of any apparatus that may be deemed necessary.
- Section 11.06: He shall see that only work on Government-owned equipment is done in the area and be responsible for the neat, clean and orderly condition of the area and stock.
- Section 11.07: He shall be present at the tests of apparatus and shall make repairs and test when requested.
- Section 11.08: He shall be responsible for the procedures necessary for the refueling of apparatus which are engaged in long, continuing pump operations. Such procedures shall cover provisions for the storage and dispensing of the necessary amount of fuel and oil for emergency.
- Section 11.09: He shall respond to fires or other emergencies as dispatched.
- Section 11.10: He shall perform such other duties as the Fire Chief may direct.

ARTICLE 11 - COMPANY COMMANDER - CAPTAIN

- Section 11.01: Company Commander shall, ^{be} under the direction of his District ~~Commander~~, have command and control of his company when on duty, and shall make all reports to and through his District Commander.
- Section 11.02: He shall report without delay all accidents, collisions, etc., resulting in loss of life, injury to persons, damage to property or other extraordinary or unusual occurrences of any nature, whether occurring to the implements, etc., at any time or place, or to the persons or property of citizens in connection with the operation of the Fire Department while proceeding to, working at, or returning from fires or alarms of fire or other incidences.
- Section 11.03: He shall preserve order and discipline in and about quarters and at fires, and shall report any breach of conduct to the contrary.
- Section 11.04: Company Commander shall not permit his shift to go off duty until properly relieved. If a member fails to report for duty on the on-coming shift, the District Commander shall be notified immediately.
- Section 11.05: He shall, after relieving the shift on duty at 0800, call his company to attention at 0800 and call roll. He shall inspect the condition of the members' uniforms and appearance. Entry will be made in the Company Journal of the exact time of each roll call and that the condition of the company, noting any exceptions that may occur.
- Section 11.06: He shall apprise his command at 0800 of all orders and Department communications received during the previous tour of duty, and impart any additional information or instructions necessary for the operation of his command.
- Section 11.07: He shall not allow political or employee organizations or social gatherings to assemble in Department quarters, unless permission is granted by the Fire Chief.

- Section 11.08: He shall have full control of company quarters, and be responsible for orders and cleanliness, and shall cause the front of the building to be kept clean and free from all debris.
- Section 11.09: He shall see that the dormitory is kept clean, neat, and well aired every day.
- Section 11.10: He shall not permit the beds to be used after 0730 unless it is necessary because of sickness.
- Section 11.11: He shall, while working at fires, promptly report any dangerous buildings, walls, or floors to the Chief in charge of such fires.
- Section 11.12: He shall see that relief apparatus is returned in a clean condition with all tools, implements, etc. belonging to such apparatus.
- Section 11.13: He shall see that routine work about the station begins promptly after 0800.
- Section 11.14: He shall be just, dignified, and firm in his dealings with subordinates, being careful to abstain from abusive and immoderate language in giving orders, as well as in conversation, and shall see that all orders and RULES AND REGULATIONS are strictly obeyed, and shall promptly report any violation.
- Section 11.15: He shall be held responsible for the condition of the uniforms of all members of the company.
- Section 11.16: He shall immediately notify his District Commander in case of any violence inflicted by or to members of the company, and subsequently make a written report of what transpired, giving names of witnesses.
- Section 11.17: He shall carefully protect all public property from abuse and misuse and shall particularly see that gas, water, electricity, fuel, gasoline, oil, and miscellaneous supplies are not wasted.

- Section 11.18: He shall not put apparatus out of service or leave quarters for purposes other than authorized activities, without first obtaining permission from a chief officer. The Duty Fire Dispatcher shall be notified when any apparatus is placed in or out of service.
- Section 11.19: He shall cause that whatever work is done on the apparatus will be fully noted and recorded in the apparatus log books kept for that purpose.
- Section 11.20: He shall immediately inspect any apparatus when returned to quarters after having been repaired and see that it is ready for duty. Proper entry to the effect of acceptance shall be made in the company officer's journal.
- Section 11.21: The first regular officer to arrive at a fire will be in charge of such fire until the arrival of a chief officer, and when an acting officer is in charge of the Company first to arrive at a fire, he will turn over command to the first regular officer until the arrival of chief officer.
- Section 11.22: Company Commander will be notified verbally when new hydrants are installed in the Territory of Guam. Immediately upon receipt of the notice, he shall designate such hydrants on the running map.
- Section 11.23: He shall, whenever notified by telephone or otherwise that a fire hydrant is out of service, immediately make a record of same and give notice to the **officer** of the on-coming shift if such hydrant has not been placed in service by that time.
- Section 11.24: He shall confer with the Company Commander of the opposite shift in regard to repairs, supplies, and upkeep of quarters, and shall work in conjunction and harmony with the latter at all times.
- Section 11.25: He shall, whenever a verbal alarm is received in his district, respond immediately after notifying the Dispatcher of the alarm and giving him the location.

- Section 11.26: He shall inform the District Commander whenever the apparatus or equipment or house in his charge is in need of repairs or supplies.
- Section 11.27: Members failing to report to work will be reported immediately to the District Commander direct by telephone. Members of the opposite shift will not be retained unless the company strength will be impaired.
- Section 11.28: When more than one officer is on duty at a given station, the District Commander designate the officer to be in charge of the station. Each officer, however, shall be in charge of his company when training and in maintenance of his respective apparatus.
- Section 11.29: He shall be familiar with his assigned duties and response districts.
- Section 11.30: He shall direct his command in making fire prevention inspections of designated occupancies within his respective assignments and within his Company Fire Prevention Districts.
- Section 11.31: He shall make assigned periodic inspections of buildings in his First-In-District to obtain information essential for the suppression of fires, keeping comprehensive records there, and where great or unusual fire hazards are encountered notify his Commander immediately and take action to correct such hazards.
- Section 11.32: He shall, when performing duty at fires, be particularly judicious in laying lines, placing ladders, spotting equipment, calling for assistance, and in other operations necessary to the preservation of life and property.
- Section 11.33: He shall keep journals of company operations, which will be complete daily histories of activities and happenings, and maintain other records and files necessary for efficient operation of his command.

- Section II.34: He shall be responsible for the performance evaluation ratings of the members under his command. He shall evaluate such members objectively and fairly with due consideration and purpose for the improvement of the member's performance.
- Section II.35: He shall have authority to orally reprimand a member for minor violations of the RULES AND REGULATIONS and shall forward all such actions with complete detail to the office of the Fire Chief for review.
- Section II.36: He shall be responsible for the training of the members under his command, and further shall comply to the best of his ability with the schedule of training activities in order to assure maximum training exposure to the members under his command.
- Section II.37: He shall have the authority to temporarily relieve a member for just cause, such as insubordination, conduct prejudice to the good order of discipline, failure to obey a lawful order of a superior officer or serious and willful misconduct. Such action shall be reported immediately through channels to the office of the Fire Chief for review and further adjudication, should the circumstances warrant.
- Section II.38: He shall in the absence of a District Commander be designated as an Acting District Commander.
- Section II.39: He shall perform such other duties as a superior officer may direct.

ARTICLE 12 - ALL OFFICERS

- Section 12.01: All officers shall be responsible for the enforcement of discipline and the promotion and maintenance of efficiency of their commands and shall consider it their duty to act especially good examples and require their commands to measure up to the high standard of the departmental requirements.
- Section 12.02: They shall put into effect the authorized policies, regulations, practices and procedures of the Department.
- Section 12.03: They shall be sufficiently familiar with the general requirements of their command to enable them to assume their responsibilities and effectively discharge their duties.
- Section 12.04: They shall decide promptly any questions of doubt on the part of their subordinates relative to the interpretation of regulations or orders, and in sudden emergencies prescribe the immediate action to be taken.
- Section 12.05: They shall when in charge at the scene of any fire have full power and authority to direct the operation of extinguishing the same, take the necessary precautions to prevent the spread thereof, and in the course of such operations, prohibit approach to such fire by any person, vehicle, vessel, or thing, and to remove or cause to be removed and kept away from such fire any vehicle, vessel or thing and all persons not actually and usefully employed in the extinguishing of such fire or the preservation of property in the vicinity thereof.
- Section 12.06: They shall cause all injurious fires to be extinguished with the least possible danger to life and property, prevent unnecessary water damage, take proper precautions against rekindle, and leave the premises in as safe a condition as practicable to do so.
- Section 12.07: They shall, if chief officers, keep the Alarm/Dispatch Office informed of their location at all times while on duty.
- Section 12.08: They shall personally and directly administer the departmental business affairs to which they are assigned.

- Section 12.09: They shall promptly report any breach of conduct contrary and in violation of the RULES AND REGULATIONS when brought to their attention at any time.
- Section 12.10: They shall be responsible for the correct notation in journals of all orders, directions and other information having general application to the operation of their commands, and apprise their reliefs of occurrences and happenings incidental to their tour of duty.
- Section 12.11: They shall preserve all general and special orders, special notices, communications and records pertaining to the operation of their respective units, until the purpose of such records has been served.
- Section 12.12: They shall be responsible for the completeness, accuracy and dispatch of all reports with which they are concerned; refrain from intercepting or unnecessarily delaying any reports or communications in transit, and where such reports involve questions of policy, forward them promptly to the Fire Chief.
- Section 12.13: They shall promptly investigate and make oral reports to their superior officer of any unusual occurrences concerning the Department; when required, make written reports containing the facts of the case and forward promptly through channels to their Platoon Commanders.
- Section 12.14: They shall maintain the manpower quota of their commands as set forth by the Fire Chief as far as practicable and report such deficiencies.
- Section 12.15: They shall take precautionary measures to prevent the exposure of members to unnecessary danger while on duty.
- Section 12.16: They shall be just, dignified, and firm in their relations with subordinates; see that good order and proper discipline is maintained and abstain from use of violent or abusive language.

- Section 12.17: They shall require subordinates to comply with all orders, regulations, practices and procedures of the Department, and applicable Federal or Territorial laws or other statutory provisions should it come to their attention.
- Section 12.18: They shall avoid interference in matter or operations for which any officer of equal rank is responsible, except with the latter's consent or by orders of a superior officer, strictly avoiding conflicts of authority.
- Section 12.19: They shall relinquish to a superior officer, to be exercised at his discretion, any authority which a subordinate officer may have held.
- Section 12.20: They shall carry out standing procedures of the regular officers whose positions they occupy unless otherwise ordered by a superior officer.
- Section 12.21: They shall properly preserve evidence found at fire scene whether the fire is incendiary or accidental. Such evidence shall be released or destroyed by order of the Fire Marshal or Fire Chief only.
- Section 12.22: They shall be responsible for the performance evaluations of their subordinates and further shall apply recognized administrative techniques in so doing; realizing that a high level of efficiency and performance is the Department policy.
- Section 12.23: They shall perform such other duties as the Fire Chief may direct.

ARTICLE 13 - ACTING OFFICERS

- Section 13.01: An Acting Officer shall be governed by the same rules and regulations as those governing a regular officer and said acting officer shall assume full responsibility of the position to which he is assigned unless relieved by the regular officer whose place he is taking (except as noted in Section 13.03 of this Article).
- Section 13.02: Where two or more companies are stationed in the same quarters and there is but one regular Company Commander, all Acting Company Commanders shall be subject to the orders of the regular officer at all times while on duty.
- Section 13.03: If an Acting District ~~Commander~~ is in charge at a fire, a regular Battalion Chief who is off-shift may assume charge and direct the fire-fighting operations.
- Section 13.04: He shall be accorded all the privileges pertaining to the positions temporarily occupied and be obeyed and respected accordingly.
- Section 13.05: He shall carry out standing orders of the regular officers whose positions he occupies, unless otherwise ordered by superior officers.

ARTICLE 14 - FIRE EQUIPMENT OPERATOR

- Section 14.01: Operator in charge of automobile pumping engine shall act as driver of such apparatus, and under his company commander, have the care and management of such apparatus, and will be held responsible for the proper condition of same. He shall see that apparatus is left clean and in good order and ready for immediate service at all times.
- Section 14.02: He shall be responsible for the condition of all other vehicles placed under his care. Daily and weekly checks shall be conducted and the proper entry made in the apparatus log.
- Section 14.03: He shall have the apparatus clean and ready for daily inspection.
- Section 14.04: He shall be responsible for getting his engine to the scene of the fire, and for properly placing and connecting it for pumping when necessary.
- Section 14.04: He shall shut off headlights upon arriving at an emergency, unless it is necessary to use same.
- Section 14.05: He shall deliver his apparatus to the opposite shift or to the relief operator in good order.
- Section 14.06: Off-going Operator will report to on-coming Operator everything that has occurred during his shift which pertains to the operation and care of the apparatus.
- Section 14.07: He shall inform the Company Commander whenever the apparatus needs repairs or supplies. Ordinary repairs may be made by the Operator under the direction of his Company Commander and the Maintenance Officer.
- Section 14.08: He shall direct the relief Operator as to his duties relative to the engine and afford him all information and instruction possible from time to time.
- Section 14.09: He shall, when working the engine at fires or training sessions, exercise proper judgment as pressure requirements.

Section 14.10: He shall not engage in any unnecessary conversation while operating apparatus.

Section 14.11: He shall remain with the apparatus at fires and alarms of fire, unless it is necessary for him to assist with lines, ladders, etc. and then under orders of a Superior Officer.

Section 14.12: He shall report to his Company Commander any accident to apparatus or unusual occurrence of any kind while he is in charge, without delay.

Section 14.13: He shall upon arriving at a fire not delay in laying hose or hooking up to hydrant when so ordered by a Superior Officer.

Section 14.14: He shall test the condition of the batteries after completion of extended operations such as district inspection, training sessions, extended fire duty, etc.

Section 14.15: He shall in the absence of a Company Commander be designated as an Acting Company Commander.

Section 14.16: He shall perform such other duties as are required by his Superior Officers and the RULES AND REGULATIONS of the Department.

ARTICLE 15 - EMERGENCY MEDICAL TECHNICIAN - ATTENDANT

- Section 15.01: He shall be responsible for obtaining history and performing physical examinations, establishing and maintaining communications with the hospital on all patients/victims.
- Section 15.02: He shall see that the appropriate first aid treatment and medical treatment as performed according to the approved Medical Protocol and approved emergency care procedures.
- Section 15.03: He shall constantly monitor the patient's/victim's condition.
- Section 15.04: He shall assist with transfer of the patient to the care of the hospital staff and making appropriate verbal reports.
- Section 15.05: He shall complete the Emergency Ambulance Run Report and leave copy with the Emergency Room Staff.
- Section 15.06: He shall complete the supply requisition and obtain supplies for restocking the Medic Ambulance.
- Section 15.07: He shall assist with the restocking and cleaning of the medic unit.
- Section 15.08: He shall notify the EMTA-Driver when the medic unit is available to return to service.
- Section 15.09: He shall assist with other duties as required by Superior Officers and the RULES AND REGULATIONS of the Department.

EMERGENCY MEDICAL TECHNICIAN - DRIVER

- Section 15.10: He shall be responsible for checking mechanical operations of the vehicle and completing the necessary check list and shall make necessary entry in medic log.
- Section 15.11: He shall keep the unit clean and restocking oxygen and first aid supplies as necessary for daily inspection.

- Section 15.12: He shall secure the vehicle at the scene of an incident by using appropriate safety precautions.
- Section 15.13: He shall shut off headlights or other emergency lights upon arriving at an emergency, unless it is necessary to use same.
- Section 15.14: He shall deliver his unit to the opposite shift or to the relief driver in good order.
- Section 15.15: He shall report to the on-coming driver everything that has occurred during his shift which pertains to the operation and care of the unit.
- Section 15.16: He shall inform Company Commander via EMTA Superior Officers whenever the unit needs repairs or supplies.
- Section 15.17: He shall not engage in unnecessary conversation while operating the unit.
- Section 15.18: He shall carry oxygen and suctioning equipment as required to treat the patient.
- Section 15.19: He will administer oxygen and assist in maintaining airway as necessary.
- Section 15.20: He will prepare for transport of the patient/victim by securing proper litter and assisting in carrying the patient/victim to the vehicle.
- Section 15.21: He will secure the vehicle at the emergency room entrance and assist with transferring the patient /victim to the care of the emergency department staff.
- Section 15.22: He will maintain appropriate records of vehicle operations.
- Section 15.23: He will assist with other functions necessary for medic operations as directed.
- Section 15.24: He will assist with other duties required by his Superior Officers and the RULES AND REGULATIONS of the Department.

ARTICLE 16 - FIREFIGHTERS

- Section 16.01: A firefighter shall respond to all alarms with his respective company while on duty, and in every case conform to and cheerfully obey the RULES AND REGULATIONS of the Department.
- Section 16.02: He shall be responsible for being familiarized with and the proper performance of his assigned duties.
- Section 16.03: He shall perform such other duties in connection with the Department as his Superior Officers may require and the RULES AND REGULATIONS of the Department.
- Section 16.04: Any member of the Department may be assigned or detailed to drive or operate fire apparatus by the Fire Chief.

ARTICLE 17 - HEADQUARTERS CLERICAL STAFF

- Section 17.01: Headquarters Clerical Staff shall report to and be under the direct supervision of the Fire Chief and shall perform such duties as he may prescribe.
- Section 17.02: The hours of service for Headquarters Clerical Staff shall be from 0800 to 1700 all days except Saturdays, Sundays, and holidays as set forth by the Civil Service Commission Rules and Regulations.
- Section 17.03: The Clerical Staff shall not interpret RULES AND REGULATIONS nor deal directly or indirectly with a member of the Department on matters which should be carried through the normal chain of command.
- Section 17.04: The Headquarters Clerical Staff shall take all measures to insure the security of confidential information.
- Section 17.05: The Headquarters Clerical Staff work assignments shall be restricted to the performing of duties for the administrative and staff personnel.
- Section 17.06: Headquarters Clerical Staff shall be governed by the rules as set forth in this Article and the provisions of the Civil Service Commission Rules and Regulations.

ARTICLE 18 - GENERAL RULES FOR ALL MEMBERS

- Section 18.01: Members of the Department shall devote their entire time and attention to the service; attending fires and alarms of fire to which they are assigned, detailed or called; ride on the apparatus going to and returning from alarms of fire, unless otherwise directed. They shall do their duty under any and all circumstances. Fatigue from duty at a previous fire will not be accepted as an excuse for failure to respond to an alarm.
- Section 18.02: They shall conform to and promptly and cheerfully obey all rules, regulations, and orders for the government of the Department.
- Section 18.03: *Members of the Department refusing to obey the orders of a Superior Officer shall be reported immediately through proper channels to the Fire Chief. Failure on the part of any officer to so report will constitute a breach of these rules and appropriate penalties will be assessed.
- Section 18.04: *All Officers of the Fire Department shall be addressed by their proper titles.
- Section 18.05: Employees of the Fire Department are forbidden to belong to any society, group organization or association which advocates the use of unconstitutional means to secure any change in the present existing form of government of the United States or the Territory of Guam.
- Section 18.06: All members in matters of general conduct not within the scope of Department Rules shall be governed by the ordinary rules of good behavior observed by law-abiding and self-respecting citizens and shall not act in a manner tending to bring reproach, criticism or reflection upon the Department.
- Section 18.07: Members detailed to places of public assembly shall be held responsible for any neglect or failure to comply with the orders of instructions of the Officers in Charge.
- Section 18.08: *No member, while on duty or special detail, shall be under the influence of intoxicating beverages, liquors, drugs or compounds.

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- Section 18.09: Members, when in uniform, shall not visit or enter any theatre or place of public assembly unless detailed thereto or by permission of the Fire Chief.
- Section 18.10: Shaking dice or card playing or gambling with any instrument or device for money is strictly prohibited.
- Section 18.11: All members must possess an up-to-date operator's license issued by the Department of Revenue and Taxation, Government of Guam, before driving any Department automotive equipment.
- Section 18.12: All members shall read and become familiar with all Guam Government laws, RULES AND REGULATIONS, and orders relating to the Department.
- Section 18.13: All official communications shall be made through proper channels, going from the lowest ranking personnel to the highest. Communications from a superior to a subordinate shall pass in inverse order. No intervening officer shall suppress any communications.
- Section 18.14: Members shall not change or alter the arrangement of fire fighting equipment on the apparatus or elsewhere, or otherwise disarrange the system now in vogue, unless the approval of the Fire Chief shall have first been obtained.
- Section 18.15: All members shall endeavor to detect and obtain evidence to convict persons guilty of arson or causing false alarms of fire.
- Section 18.16: All members, except Chief Officers and Drivers, shall wear fire helmets and turnout coats from the time of receipt of alarms until after the immediate emergency when, at the discretion of the Officer in Charge, they may dispense with the equipment; if such permission is not given, they shall wear the equipment until rehousing of the apparatus. Those excepted may dispense with the coat and helmet during response but must equip themselves before engaging in fire fighting or rescue operations.

- Section 18.17: Members shall not permit persons not connected with the Department to ride on the apparatus, unless they have signed an appropriate waiver.
- Section 18.18: Members of the Department shall conduct themselves quietly at fires. Boisterous language will not be permitted.
- Section 18.19: All drivers will be held responsible for the speed and safety of Department apparatus and vehicles. Speed of Fire Department apparatus and vehicles shall be governed by Fire Department regulations and Territorial laws, whichever is the most stringent.
- Section 18.20: Members who receive injuries while in the performance of their duty resulting from carelessness, willful neglect or other causes on the part of any person, firm or corporation, shall not sign any release from liability without first obtaining permission from the Fire Chief.
- Section 18.21: All Officers and members of the Department shall wear the Department badge on the left breast while in uniform. When off duty, members shall not wear their badge nor use their I.D. Cards for purpose of obtaining any gratuity, and are forbidden to loan same.
- Section 18.22: All Officers and members shall be required to be in uniform appropriate for the activity involved.
- Section 18.23: No member of the Department shall wear on his uniform any emblem insignia or other device emblematic of any secret or social order other than that connected with the Department.
- Section 18.24: Members are strictly prohibited from going about, in or out of quarters, in an undershirt or T-shirt attire. Shirts shall be worn while on duty.
- Section 18.25: Members, while off duty, shall not wear their uniforms or any part thereof except for the time necessary to go to or from work, unless authorized to be in uniform by the Fire Chief.

- Section 18.26: The Fire Chief may, at his discretion, change the uniform regulations at any time to meet whatever emergencies that may arise.
- Section 18.27: Members prevented from reaching their assigned work stations on time to report for duty because of an unavoidable circumstance shall notify the District Commander on duty, who will take the proper measures until such absent member reports for duty. Such member may be excused from duty if conditions so warrant.
- Section 18.28: Beds may be occupied by members only from 1800 to 0700 and no lounging or reclining in a position to indicate sleep shall be permitted at any other time except in cases of sickness.
- Section 18.29: Members occupying beds in quarters during night time when not on regular shift, shall be required to respond to all alarms to which the company responds, and they shall arise not later than 0700. Failure of such members to respond shall prohibit them from further sleeping at company quarters while off duty.
- Section 18.30: Application for transfer shall be made by the applicant, stating truthfully and fully the necessity therefore, with the approval or disapproval of the intermediate Officers and reasons therefore, and forwarded through regular channels to the Fire Chief.
- Section 18.31: Under no condition or circumstances shall information relative to fires, alarms or departmental business of any nature be given out to anyone outside the Fire Department. All persons making such inquiries shall be referred to Fire Department Headquarters to an appropriate Chief Officer.
- Section 18.32: Members shall not loan, sell, give away or in any way dispose of any property belonging to the Department.

- Section 18.33: All glass or other Department property broken in company quarters must be immediately replaced at the expense of the party breaking same unless breakage is clearly shown to have been unavoidable.
- Section 18.34: The loss of spanners, hose straps, badges, hat pieces, tools or other equipment must be reported to the District Commander stating by whom lost and approximate location of loss.
- Section 18.35: Departmental supplies, tools, implements or equipment shall be used at any time other than for Department purposes.
- Section 18.36: Members of the Department will not be permitted to repair automobiles or any type of personal vehicle on Fire Department property.
- Section 18.37: Members of the Department will not be permitted to perform maintenance on any personal automobiles or vehicles on Fire Department property.
- Section 18.38: Members shall report to Headquarters within twenty-four (24) hours any change of residence or telephone number. Failure to do so shall be deemed sufficient cause for adverse action.
- Section 18.39: Any member leaving the Department through any cause must return to the Department his badge, insignia and any and all other Department property in his possession. The cost of articles not returned will be deducted from the member's terminal pay.
- Section 18.40: When a member is detailed to perform the duties of a higher officer other than that which he normally holds, he shall be allowed all the privileges pertaining to that office and shall be obeyed and respected accordingly.
- Section 18.41: Any member of the Department detailed for duty at the training class shall report for duty promptly and shall promptly obey all orders issued by the officer in charge of the training class.

- Section 18.42: No member shall receive any gratuity, reward, present or financial benefit for service rendered in the discharge of his duties; nor shall any member accept any gratuity, reward, present or financial benefit as a result of employment with the Department, without the express permission of the Fire Chief.
- Section 18.43: Department office equipment and supplies will be used for official purposes only. No member be permitted to use Department stationary, forms, or equipment for personal purposes.
- Section 18.44: All members are subject to recall to duty in cases of emergency or departmental need and shall maintain a telephone at their place of residence.
- Section 18.45: Members of a company shall participate in physical exercise programs and other activities under the **direct supervision** and with the approval of a superior officer. Exercises will be such as outlined by Chief Officers, Company Commanders and as specified in department training bulletins.
- Section 18.46: An exchange of vacations or leave may be made only with the express permission of the Fire Chief.
- Section 18.47: Suggestions for the improvement of the Department or the well being of the membership will, when presented through channels, be welcomed and carefully considered.
- Section 18.48: Members making suggestions for changes, alterations, or improvements in the Department shall submit in writing the suggestions. All such suggestions shall be forwarded directly to the Fire Chief.
- Section 18.49: **All members of the Fire Department shall** be regarded as a part of the working force and shall be required to perform such duties as circumstances of the Service demand.
- Section 18.50: No member shall go off duty before change of shift unless properly relieved.

- Section 18.51: No private telephone instrument shall be contracted for or caused to be installed in any department building, without permission of the Fire Chief.
- Section 18.52: All members shall make truthful and accurate records or reports, and shall not make misleading entries or statements with intent to deceive, or willfully mutilate any useful Department record, book, paper or document.
- Section 18.53: Upon receiving any order which is in conflict with a previous order, members will inform the officer who issued the conflicting order and be governed by his instructions.
- Section 18.54: Under no circumstances shall members exceed their authority in giving orders. The wrongful or injurious exercise of authority by any member is prohibited. A member acting in obedience to an improper order shall be protected against penalty.
- Section 18.55: All members shall exercise caution to avoid unnecessary damage or loss of Department property, and shall be responsible for the keeping and proper care of all Department property in their charge.
- Section 18.56: All members will practice economy and prudent use of supplies and metered services.
- Section 18.57: All members shall keep their persons, uniforms, beds and lockers in a neat and clean condition; persistence in uncleanness or offensive habits is cause for disciplinary action.
- Section 18.58: All members will avoid all unnecessary disturbance of other members sleeping in dormitories.
- Section 18.59: All members will refrain from indulging in boisterous conduct, "horseplay", or obscene, uncivil or boisterous language, or altercations of any kind while on duty.

- Section 18.60: Members shall not smoke at any time or place where smoking is prohibited by law; nor shall they smoke on fire apparatus or medic units and other emergency vehicles. Fire fighting apparatus, medic units and other emergency vehicles, within the meaning of this section, shall not include passenger, utility pick-up or transportation vehicles.
- Section 18.61: House dues may be administered in such manner as members contributing thereto may agree upon, for providing newspapers, and other incidentals for the convenience and comfort of the contributing members. No member shall be required to participate in such arrangements.
- Section 18.62: No member shall contact the Headquarters Clerical Staff regarding information. Requests for information shall be forwarded through regular channels.
- Section 18.63: *Members shall be clean shaven except that wearing of a mustache is permitted provided the mustache is neat and trimmed in accordance with the provisions of the Dress Code.
- Section 18.64: *Members shall have their hair properly cut and trimmed so as to present a neat appearance at all times. Sideburns, if worn, shall be trimmed to conform with the provisions of the Dress Code.
- Section 18.65: *Members' shoes shall be well shined. Shoes constructed of oiled leather which cannot be shined will not be permitted.
- Section 18.66: *Members of the Department shall be expected to work safely. Safe work procedures shall be fundamental part of training. Accidents shall be investigated by the Company Commander and any possible preventive measures taken to prevent any such similar accident.
- Section 18.67: *No member shall be a party to any malicious gossip, report of activity which would tend to disrupt Department morale or bring discredit to the Department, or any member make derogatory statements or adversely criticize Department policy or Departmental activities or officers, except by oral report to the Fire Chief or by official

written communication through channels,
addressed to the personal attention of the
Fire Chief.

Section 18.68: No member shall circulate any questionnaire, poll, petition, letter, or other document relating to any Department policy, for signature by any member while on duty, unless the circulation of such questionnaire, poll, petition, letter or other document has received the prior written approval of the Fire Chief.

Section 18.69: * No member shall furnish information relative to Department policy, practices, or business affairs, to persons not connected therewith, except as provided in these RULES AND REGULATIONS or as authorized by the Fire Chief.

Section 18.70: * Each member shall, when called upon to give evidence, or when making depositions, or when testifying before any court, officer, or competent tribunal which is properly constituted according to law or by these RULES AND REGULATIONS, conduct himself dignity, courtesy, and respect, and shall fully, clearly and without reservation, state all facts pertaining to the case or matter under consideration or investigation.

Section 18.71: Members shall neither solicit nor receive any monetary contribution from any other members, while on duty, without the purpose of such solicitation or contribution being first approved in writing by the Fire Chief; excepting that this rule shall not apply to collections, payments or contributions which a member has authorized pursuant to any existing law; nor to house dues, mess funds, flowers, retirement gifts, or items of a similar nature.

Section 18.72: Any member of the Department violating any of the RULES AND REGULATIONS, general or special orders of the Department shall be subject to disciplinary action or suspension period as the Fire Chief may determine under the Civil Service Commission Rules and Regulations.

ARTICLE 19 - DISPLAY OF FLAGS

- Section 19.01: The Flags of the United States and the Territory of Guam shall be displayed at the top of the during business hours, on all days of the year.
- Section 19.02: It is customary to display the flag of the United States in the open from sunrise to sunset. It may be displayed at night when it is desired to produce a patriotic effect.
- Section 19.03: The flag should not be displayed on days when the weather is inclement.
- Section 19.04: The flag should be hoisted briskly, and lowered slowly and ceremoniously. In raising and lowering the flag, it should never be allowed to touch the ground.
- Section 19.05: When carried in a procession with the Guam Flag and other flags, the flag of the United States should be on the marching right with the Guam Flag taking the next position. When there is a line of other flags, the flag of the United States is in the front of the center of that line with the Guam Flag on the marching right of the line.
- Section 19.06: When the Guam Flag and other flags, for example, flag of cities or pennants of societies, are grouped and displayed from staffs with the flag of the United States, the latter should be at the center or at the highest point of the group. The Guam Flag takes the next place of honor (on the spectator's left).
- Section 19.07: The flag of the United States should be at the peak when flags of states, cities, or localities, or pennants of societies are flown on the same halyard.
- Section 19.08: When flags of two or more nations are displayed, they are to be flown from separate staffs of the same height. The flags should be of approximately equal size. International forbids the flags of one nation above that of another nation in time of peace.

Section 19.09: When displayed with the Guam Flag from cross staff, the flag of the United States should be on the right (flag's own right) and its staff should be in front of the Guam Flag.

ARTICLE 20 - SALUTE TO THE NATIONAL FLAG

- Section 20.01: Members shall salute the Flag as it passes on all public occasions, ceremonies, or parades, or when it is carried into any building, room or other place where they are present.
- Section 20.02: IN FORMATION: At a halt: The command shall be brought to ATTENTION: And the Commanding Officer and such officers and firefighters as are not in ranks shall give the hand salute.
- Section 20.03: IN MOTION: The command shall execute eyes right upon command, and the Commanding Officer and other Officers and firefighters not in formation shall give the hand salute.
- Section 20.04: Members in civilian clothes, covered, shall salute the Flag by uncovering with the right hand, with the right hand holding the headdress opposite the right shoulder.
- Section 20.05: Members in civilian clothes, uncovered, shall salute the Flag with the right hand opposite the right shoulder.
- Section 20.06: In all cases the individual or command, except when in motion, shall face the flag and assume the position of ATTENTION. The salute shall be given when the flag has arrived within a distance of six paces and continued until it has passed six paces beyond. Members of the Department carrying the Flag shall not dip it to any person, nor upon any occasion.

ARTICLE 21 - SALUTE TO THE NATIONAL ANTHEM

Section 21.01: Members shall salute the National Anthem when played, on all public occasions, ceremonies, or parades or other places where they are present.

Section 21.02: NOT IN FORMATION: In uniform, hand salute.

Section 21.03: IN FORMATION: The command shall be brought to ATTENTION, and the Commanding Officer and such other officers and fire-fighters not in the ranks shall give the hand salute. Men in the ranks on such occasions shall stand at attention.

Section 21.04: Members in civilian clothes, covered, shall salute the National Anthem by uncovering with the right hand, with the right hand holding the headdress opposite the right shoulder.

Section 21.05: Members in civilian clothes, uncovered, shall salute the National Anthem with the right hand opposite the right shoulder.

Section 21.06: Members saluting the National Anthem shall, in all cases, face the music; the salute shall be rendered at the first note of the Anthem and continued until the last note has been played.

ARTICLE 22 - PENALTIES

Section 22.01: Oral and written reprimands can be the result of violation of departmental rules, regulations, and other departmental general orders, special orders, instruction memorandum, procedures and other forms of orders and instructions.

- a) Oral and written reprimands can be appealed by submission of such an appeal in writing through channels to the Fire Chief.
- b) The decision of the Fire Chief concerning oral and/or written reprimands will be final.

Section 22.02: Violation of department rules, and regulations and other departmental general orders, special orders, instruction memorandum, procedures, and other orders and instructions can result in more serious disciplinary action than an oral or written reprimand. Such disciplinary action will follow the current disciplinary procedures established by law and regulations for all employees of the Government.