

## Performance of Duties

### 323.1 PURPOSE AND SCOPE

This policy establishes daily performance expectations.

### 323.2 POLICY

It is the policy of the Sanibel Fire and Rescue District to provide safe and appropriate responses to emergency calls and for its members to provide professional and competent services.

### 323.3 RESPONSIBILITIES

All members should be familiar with and in compliance with the policies, standard operating procedures, classification specifications, CBA, duties as assigned and any other lawful instruction or order from an immediate supervisor.

### 323.4 EMERGENCY RESPONSE

All members, upon receipt of any emergency alarm, shall immediately cease all activities and without delay report to their assigned apparatus, respond immediately to the fire or other emergency dispatched, and exert reasonable effort to perform to the best of their ability, given the totality of circumstances.

### 323.5 COMPETENT PERFORMANCE

Members should perform their duties in a manner which will maintain the highest standards of efficiency in carrying out the functions and objectives of the District. Unsatisfactory performance may include, but is not limited to:

- Excessive or unauthorized leave
- Tardiness
- Demonstration of a lack of knowledge
- Failure to conform to the work standards established for the member's classification, grade, or position
- Any other failure to demonstrate good conduct
- Insubordination
- Noncompliance with district policy, guidelines, rules, directives, orders and/or CBA.
- Failure to act in an emergency situation.

### 323.6 SAFETY

All members will exercise reasonable precautionary measures and good judgment to avoid injury to themselves or others while on-duty. Members who witness or are made aware of unsafe behavior should take appropriate steps to report or prevent such actions. Members must realize

# Sanibel Fire and Rescue District

## Fire Policy Manual

### *Performance of Duties*

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that Fire and Rescue employment is a inherently dangerous job, Members are expected to make split seconds decisions that may put them in harms way to rescue others.

Each member shall comply with rules adopted by the Division of the State Fire Marshal (DSFM) and reasonable workplace safety and health standards, rules, policies, procedures and work practices established by the Sanibel Fire and Rescue District and its Safety Committee (§ 633.532, Fla. Stat.).

#### **323.7 DRIVER LICENSE**

All members shall possess a valid state-issued Class E driver license.

All members should be familiar with the state vehicle code, any manuals specific to driving or operating district apparatus and all other applicable district policies and procedures.

All members shall report to their supervisor any change in their driver license's status. Failure to maintain a valid driver license in accordance with an employee's current classification specification may result in disciplinary action.

#### **323.8 PROPER COMPLETION OF WRITTEN COMMUNICATION**

All members shall complete and submit all necessary reports, forms, and memos on time and in accordance with any other applicable district policy or procedure.

Reports, forms and memos submitted by members shall be truthful and complete. No member shall knowingly enter or cause to be entered any inaccurate, incomplete, false or improper information.

#### **323.9 FIRE DEPARTMENT IDENTIFICATION**

Members shall furnish their names and district rank to any person requesting that information, other than in situations in which the member's personal safety is at risk.

#### **323.10 LOSS OF EQUIPMENT**

Members shall report to their supervisor the loss or recovery of any district badge, identification card, door fob, manual, key or equipment.