

ADOPTED: JANUARY 1, 2016

REVIEWED: MARCH 1, 2017

A. DUTIES

This list is by no means all-inclusive of the duties and responsibilities that each member is expected to carry out, but is a general guide as to the expectations of the Jefferson Rural Fire Protection District.

1. Perform all duties required by these guidelines in a safe, prompt, and effective manner.
2. Be governed by the instructions of the Chief and the Officers of this Fire District and carry out those instructions in a respectful and effective manner.
3. Members temporarily assigned or required to perform the duties of a higher rank shall have the authority and accept the responsibility for the proper performance of that duty.
4. When members of equal rank find themselves in a position requiring action or decisions to be made, the senior member (person with the most years of experience) will assume the authority unless an agreement is met placing the junior in charge.
5. No member shall willfully disobey any order that is not illegal, immoral or unsafe. Members must exhaust all other reasonable alternatives before disobeying any order.
6. Inefficiency or indifference of members in the performance of their duties shall be sufficient cause for disciplinary action.
7. When available, members shall report for alarms and respond on appropriate apparatus without unnecessary hesitation or delay.
8. The wrongful exercise of authority on the part of any member of the Fire District may be cause for disciplinary action.
9. Members shall remain at the station during an alarm until either a recall occurs or an Officer releases them.
10. All members shall be governed by traffic rules and regulations when acting in any capacity as a representative of the Fire District.
11. Members are required to report all injuries or accidents to an Officer immediately. Members shall exercise reasonable and appropriate caution to avoid damage to Fire District property in the performance of their job. Should property be damaged it should be taken out of service, tagged, and reported on the appropriate form.
12. In the event of a fire of suspicious origin, members shall take all possible care to preserve the evidence during and after suppression activities.
13. No member shall remove, tamper with or use another member's equipment or protective clothing without the consent of the individual it is assigned to.
14. Members shall not change the arrangement of equipment on the apparatus without the permission of the Chief or the Chief's designee.
15. Notification shall be made to the Chief of any change in address, phone number or ability to respond to emergency calls.

16. Any member who is not satisfied with the decisions or direction that the Fire District and its leaders are taking should meet with those individuals and discuss the situation. It is generally irresponsible and can be the basis for disciplinary action if members are to carry their concerns outside the Fire District chain of command, without first exhausting all internal avenues of review including meeting with any Board member.
17. While on duty, all applicable safety precautions and equipment provided must be used or worn.
18. Members will be evaluated on a regular basis to determine their ability to perform in a safe and effective manner.
19. All actions by members of this Fire District are expected to be of the highest ethical and moral standard while on duty.
20. Members shall not smoke at any time or place where smoking is prohibited by law. Outside designated smoking areas will be established for each station. For extended incidents, a designated smoking area may be established.
21. Smoking is not allowed in District vehicles, on drill grounds or emergency scenes.
22. Members shall not engage in altercations, use obscene language or ethnically demeaning language while on duty.
23. No member shall partake or be under the influence of alcohol or illegal controlled substances while on duty, in uniform or around the station, nor use medications whether prescription or nonprescription which may hinder their performance or judgment while on duty. Reporting for duty while under the influence of drugs or alcohol is cause for severe disciplinary action.
24. Members leaving the Fire District must return all property issued by the Fire District.
25. Additional Daily Duties for the on Duty Medic Crew:
Attempt to report to assigned shift 5 to 15 minutes early.
 - a. Be in uniform (District shirt, black pants, black belt, black boots or black socks with shoes that protect and support the entire foot) and groomed by start of your shift.
 - b. Sign in and out of Communications Log every shift checking for information relayed by previous crews or management.
 - c. Paramedic or Intermediate will inspect controlled drugs and sign drug log on both medic units at beginning of shift and/or once a day.
 - d. Complete daily chores assigned in Communication Log.
 - e. Responsible for general maintaining a clean and organized area in your work space.
 - f. Responsible for maintaining excellent relations with colleagues, hospital staff, and each other.
 - g. Responsible for working harmoniously with others.
26. In addition to these job responsibilities you may be assigned special duties and/or projects at the request of the management.