

RULES & REGULATIONS  
OF THE  
BOSTON FIRE DEPARTMENT

1986

RULES AND REGULATIONS OF THE  
FIRE DEPARTMENT OF THE  
CITY OF BOSTON

By virtue of the authority vested in me by provisions contained in Chapter 449, of the Acts of 1895, Section 10, I hereby establish the following Rules and Regulations for the administration of the Fire Department of the City of Boston, reserving the right, subject to laws and ordinances, to amend, revoke, or add to these Rules and Regulations at any time.

July 1, 1986

Leo D. Stapleton  
Fire Commissioner/Chief

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**DUTIES  
AND  
RESPONSIBILITIES**



CHAPTER 1

Definitions

Fire Commissioner:	Administrative Head of the Fire Department.
Chief of Operations:	Chief Executive Officer of the Fire Department.
Fire Marshal:	Deputy Fire Chief in Charge of Fire Prevention.
Deputy Fire Chief:	A Fire Chief in Charge of a Division.
District Fire Chief:	A Fire Chief in Charge of a District.
<del>District Commander</del>	<del>Senior District Chief in a District.</del>
Safety Chief	District Fire Chief assigned to the Safety Operational Unit of the Safety Division.
Equipment Safety Research Officer	Officer assigned to test, evaluate and develop, equipment and materials for the Department.
Department Chemist	Member assigned to provide technical information assistance to the Department.
Public Information Officer:	Liaison between the Department and the News Media.
Senior Fire Captain:	A Fire Captain in Overall Charge of a Fire Station.
Fire Captain:	The Officer in Overall Charge of a Company.
Company Commander:	A Fire Captain of a Company and in the Absence of the Fire Captain, the Fire Lieutenant in Charge of a Company.
Officer in Charge of Quarters:	The Senior Company Officer On Duty.
Fire Lieutenant:	The Officer in Charge of a Company, in the Absence of a Fire Captain.

Acting Officer:

The term "Acting" when used in conjunction with the title of a rank of the uniformed force shall mean that the member so designated is temporarily assigned to perform the duties and assumes the responsibility of a higher rank.

Senior Fire Fighter:

Designated to assume charge of a company in the absence of a company officer.

Superior Officer:

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

Seniority in Grades:

Shall be determined by a member's date of promotion or appointment. In the case of members promoted or appointed on the same date, seniority shall be determined by member's standing on the official Civil Service list. If ties are listed alphabetically, the position is by lottery.

Fire Fighter:

All uniformed personnel of the Fire Fighting Force, below the rank of Lieutenant.

Aide to Chief Officers:

Fire Fighter selected by a Chief to assist the Chief in their duties.

Members  
(Fire Fighting Force):

The uniformed force employed for the purpose of fire prevention and protection and the extinguishment of fires.

Members: (General)

When used in a general sense, this term shall include officers and other members of the uniformed force, as well as all civilian employees of the department.

Headquarters:

The office of the Fire Commissioner, the administrative center of the department.

Division Headquarters

Quarters of the Deputy Chief of the Division.

District Headquarters:	The quarters of the District Fire Chief.
Chain of Command:	The forwarding or transmitting of oral or written official communications from the point of origin, through each ascending or descending level of authority.
False Alarm:	An alarm given with malicious intent or without reasonable cause.
General Order:	A directive issued by the Fire Commissioner.
Special Order:	A directive issued by the Chief of Operations.
Memorandum:	A notice issued by an authoritative department source for the guidance and information of members.
House Journal:	A diary used for recording all activities of interest to the department as set forth in the Rules and Regulations. Located at the Patrol Desk.

Where necessary in each and every definition and rule contained herein, the words she, her, hers, or herself will be substituted for he, his, him, or himself, none of which is intended to dilute the intent of any definition or rule or conflict with equal rights that may have been considered in formulating language. It is intended only to save space prevent or reduce confusion for he/she does not appear in consistent fashion in each and every Chapter.

CHAPTER 2

Organization

- 2.1 The Fire Department is responsible for extinguishing fires, the prevention of fires, and the protection of life and property, within the corporate limits of the city.
- 2.2 The organization of the department and the officials in charge are as follows.
- 2.3 For fire fighting purposes the city shall be divided into two divisions (numbered 1 and 2) and eleven districts (numbered 1, 3 through 12) with each division and each district under the charge of a Deputy and District Fire Chief, respectively as follows:
- Division 1-Comprising Districts 1, 3, 4, 6, and 11.
- Division 2-Comprising Districts 5, 7, 8, 9, 10, 12.
- 2.4 The fire fighting force shall be organized into Divisions, Districts, and Companies. The Divisions and Districts shall be designated as stated in 2.3. The companies shall be classified as Engine Co., Ladder Co., Rescue Co., Tower Co., Marine Unit, and Special Unit.
- 2.5 All companies are divided into four working groups. Company strength shall be maintained as equally as possible on all tours of duty.
- 2.6 Tours of duty shall be as follows:

Day Tour	0800 to 1800
Night Tour	1800 to 0800

- 2.7 The officers of the fire fighting force shall have titles as follows, and shall rank in the order of mention:

Chief of Operations  
Deputy Fire Chief  
District Fire Chief  
Fire Captain  
Fire Lieutenant  
Senior Fire Fighter

## CHAPTER 3

### Chief of Operations

- 3.1 The Chief of Operations shall serve as executive officer to the Fire Commissioner and shall direct the work of all the members of the department, including auxiliary divisions. He/she shall enforce the rules and regulations of the department and promulgate orders issued by the Commissioner. He/she shall have a business office at Headquarters.
- 3.2 He/she shall be responsible for maintaining the efficiency and conduct of the fire fighting force and auxiliary divisions, and shall make special report upon any subject which in his/her judgement requires the attention of the Commissioner.
- 3.3 He/she shall recommend to the Commissioner, from time to time, such changes in personnel and equipment as he/she may deem necessary or proper to maintain and improve the efficiency of the department.
- 3.4 He/she shall make daily report of the number of men on duty in each company and each auxiliary division to the Fire Commissioner, and shall make arrangements for vacations and "on duty" groups of Deputy and District Fire Chiefs.
- 3.5 He/she shall cause periodic inspection and test to be made of apparatus and equipment, and shall make such arrangements in connection therewith as he/she deems necessary.
- 3.6 He/she shall have full authority in case of conflagration or extreme emergency involving a fire or weather hazard, to summon, and keep on duty, any or all of the members of the Fire Fighting Force and auxiliary divisions while such conflagrations or emergency continues.
- 3.7 In the absence of the Fire Commissioner, the Chief of Operations shall act in that capacity and assume all the duties and responsibilities involved.



## CHAPTER 4

### Executive Assistant to the Fire Commissioner

- 4.1 The member assigned as Executive Assistant to the Fire Commissioner will assist the Fire Commissioner in the administration of the operation of the Fire Department. He/she will make recommendations for Fire Department planning and policies of the department. He/she will also act as the Fire Commissioner's liaison with the various divisions of the Fire Department and also with departments of the City of Boston and with state and federal agencies with whom the Office of the Commissioner is engaged in matters affecting the operation and activities of the Fire Department.
- 4.2 He/she shall also coordinate the activities of the various divisions of the Fire Department under the direction of the Fire Commissioner. He/she shall keep the Commissioner informed in all matters affecting the operation of the department.
- 4.3 Directs administrative and clerical personnel in the Headquarters Division of the Fire Department.

### Administrative Assistant to the Fire Commissioner

- 4.4 The member assigned as Administrative Assistant to the Fire Commissioner will assist the Fire Commissioner in the administration of the operation of the Fire Department. He/she will also act as the Fire Commissioner's liaison with the various divisions of the Fire Department.
- 4.5 He/she shall be responsible for and direct the activities of the Commissioner's personal staff.
- 4.6 He/she shall keep the Commissioner informed in all matters affecting the operation of the department.

### Executive Assistant to Fire Commissioner (Legal Affairs)

- 4.7 Under Administrative direction performs work of unusual difficulty with emphasis on the law and recommends new departmental policies, modifies, and updates existing policies for approval by the Commissioner, coordinating, directing, implementing and monitoring approved departmental policies, represents the department in State and Federal Courts, before administrative agencies, and in negotiations related to legal cases.

#### Executive Secretary

- 4.8 It shall be the duty of the Executive Secretary to keep, or cause to be kept, fully accurately, all books, records, accounts, reports, papers, etc., required to be kept by law, ordinance, or regulation of the Commissioner, pertaining to the business of the department conducted in headquarters.
- 4.9 Report to the Executive Assistant any serious neglect of duty or improper conduct on the part of any clerk or employee, and may grant leaves of absence not exceeding one day to any clerk or other nonuniformed employee with the approval of the Executive Assistant to the Fire Commissioner.
- 4.10 In the absence of the Executive Secretary, the senior administrative assistant shall act in this capacity and assume all duties and responsibilities involved.
- 4.11 The Executive Secretary, his/her duties, his/her office and Personnel shall come under the direct supervision of the office of the Executive Assistant to the Fire Commissioner.

#### Public Information Officer

- 4.12 The Public Information Officer shall be responsible for the release of information to the news media and, in conjunction therewith, shall contact the various newspapers, television and radio stations following large fires or unusual events of a newsworthy nature. Chief officers shall be cognizant of the above and shall furnish the Public Information Officer with all pertinent information relative to such newsworthy matters. In reporting fires to the news media, the Public Information Officer shall include in his/her information the name of the Chief Officer in charge of the fire, the time of the alarms, the location of the fire, the type of building, the number of occupants evacuated and/or rescued, where the fire originated, the cause, the estimate of damage, and any injuries or fatalities sustained to civilian and/or Fire Department personnel.
- 4.13 He/she shall keep informed on the various activities and duties of all the department's subdivisions and shall keep in constant contact by radio, page, or telephone so that the Fire Alarm Office can reach him at any time.
- 4.14 In addition to the above duties, he/she shall direct the operations of the Public Affairs Office of this department, together with its various duties, and shall be in charge of, and responsible for, the personnel of that office under the direction of the Fire Commissioner.

## CHAPTER 5

### Deputy Fire Chief - Fire Fighting

- 5.1 Deputy Fire Chiefs, while on duty, shall have command of the officers and fire fighters of the fire fighting force in their respective division under the direction of the Fire Commissioner and or /Chief of Operations, and be responsible for the maintenance of discipline and efficiency.
- 5.2 Responsibility and authority of all Deputy Fire Chiefs shall be on an equal basis.
- 5.3 They may, in addition to responding to their assignments, respond to other alarms within their division at their discretion.
- 5.4 They shall respond to all working fires and multiple alarms or other emergencies or unusual incidents within their division. It shall be the duty of the Fire Alarm Office to notify the Deputy Fire Chiefs of such working fires or emergencies or unusual incidents.
- 5.5 When a multiple alarm is struck, the Deputy Fire Chief of the fire fighting division not engaged at this alarm shall respond to any working fires or multiple alarms in the entire city, excluding the original multiple alarm.
- 5.6 The Fire Alarm Office shall notify the Deputy Fire Chief not engaged at an alarm or other emergency whenever there is a serious fire (single alarm) in any part of the city. They shall use their discretion, from the information received, whether they shall respond to this alarm or not.
- 5.7 When the Deputy Fire Chief responds to a second fire in another division, he/she shall retain command until relieved, or by direction of the Fire Commissioner and or the Chief of Operations.
- 5.8 He/she shall notify the Fire Alarm Office, who shall notify the Fire Commissioner and or Chief of Operations, Safety Chief and Investigation Unit when there is a loss of life at a fire, or the death of a member of the department.
- 5.9 He/she shall notify the Chief of Operations when a District Fire Chief is to attend court to give testimony on matters concerning the department.
- 5.10 When not in quarters, he/she shall keep in communication with the Fire Alarm Office.



- 5.11 The Deputy Fire Chiefs shall maintain a record at Division Headquarters listing all routine matters occurring during their tours of duty. All records and papers relating to their command shall be accessible at all times for use of each Deputy Fire Chief in the division.
- 5.12 He/she shall, when going off duty, impart to the Deputy Fire Chief coming on duty all information concerning any important events occurring during his/her tour of duty.
- 5.13 He/she shall keep a journal for recording all information of importance that affects the operation of the division.
- 5.14 He/she shall inspect a fire house in his/her fire division per schedule each month. This inspection is to include company quarters, apparatus, tools, appliances, equipment, uniforms, neatness of members, company books and papers, and shall on the first of each month submit a report on a Form 18 for each company inspected.
- 5.15 Whenever necessary to enforce laws, ordinances, rules, and regulations relative to fire prevention, the Deputy Fire Chief shall consult with the City Fire Marshal, and in such matters shall be guided by his/her instructions.
- 5.16 He/she may make recommendations for the installation of automatic sprinklers in buildings if, in his/her opinion, they are necessary.
- 5.17 If notified by a District Fire Chief that his/her district is undermanned or likely to become so, the Deputy Fire Chief shall take the necessary action.
- 5.18 When notified by a subordinate officer of a violation of Rule 18.44 (b) he/she shall make an immediate investigation, relieving member from duty if conditions require and report such action to Headquarters.
- 5.19 In the absence of the Medical Examiner, Deputy Fire Chiefs are authorized to relieve members from duty on account of sickness or injury.
- 5.20 He/she shall approve or disapprove routes for apparatus responding to alarms of fire as submitted by the District Chief.
- 5.21 He/she shall direct removal of snow from hydrants by fire companies as conditions warrant.
- 5.22 Deputy Fire Chiefs shall select their own aides.

CHAPTER 6

Department Chaplains

- 6.1 It will be the duty of department Chaplains to administer to the spiritual needs of the members of the department of their respective religions, and in connection with these duties they will, from time to time, call at the various fire stations and auxiliary divisions of the department. They will likewise be notified by the Fire Alarm Office, of all fires of three alarms or more.
- 6.2 The Chaplains will be accorded the honorary rank of District Fire Chief in the department.

Catholic Chaplain  
Protestant Chaplain  
Jewish Chaplain

- 6.3 All of the Chaplains can be reached through FAO 536-1100.

Catholic Chaplains:  
Rt. Rev. James Keating, Chief Chaplain  
Rev. Daniel Hegarty  
Rev. Daniel Mahoney

Protestant Chaplain:  
Rev. Kevin M. Turman, 825-0046

Jewish Chaplain  
Rabbi Ira Korff, 298-0710

- 6.4 The Chaplain shall be announced by the man on patrol when he enters quarters.
- 6.5 Chaplains may consult with designated liaison officers of the department regarding departmental matters, as concerns their roles.

## CHAPTER 7

### Medical Examiner

- 7.1 The Medical Examiner shall have office hours at Headquarters at 0830 hours on every Headquarters work day and at such other times as the Fire Commissioner may prescribe.
- 7.2 The Medical Examiner may relieve a member from duty on account of sickness or injury in which case he/she shall promptly notify the Chief of Operations and company commander or other immediate superior of the member concerned of his/her action, confirming the former notification in writing on Form 3/6B as soon as possible.
- 7.3 He/she shall make physical examinations of the following persons and keep records of such examinations:
  - a. Applicants for appointment on probation.
  - b. Probationers before permanent appointment.
  - c. Applicants for retirement on grounds of injury or disability, and members contemplated for retirement on such grounds.
  - d. Examinations of members off duty on account of sickness, injury, or disability.
  - e. Examinations of members on duty to determine fitness for duty.
- 7.4 He/she shall have general supervision of members off duty on account of sickness, injury, or disability, and shall report to the Fire Commissioner upon request.
- 7.5 He/she shall cause to be inspected all resuscitators, trauma kits, and other first aid equipment semiannually and report on same.
- 7.6 He/she shall approve all necessary medical supplies requested by company commanders for first aid kits.

CHAPTER 8

Personnel, Safety & Research Division

- 8.1 The Division, under the direction of a Deputy Fire Chief, is established for the purpose of maintaining a complete personnel file on each member of the department assigned to various divisions of the department.
- 8.2 The Deputy Fire Chief in charge shall:
- a Be responsible for the thorough investigation of the previous employment record, including the character and reputation of all members prior to appointment to the department, and report his/her findings in writing to the Chief of Operations and the Fire Commissioner/Chief of Operations.
  - b He/she shall act as liaison officer in matters concerning interdepartmental matters and shall coordinate all divisions of the department relative to personnel.
  - c He/she shall supervise the distribution of manpower to ensure sufficient operating strength of the various Divisions.
  - d He/she shall arrange for the assignment of new members and the transfers of personnel as needed, subject to the approval of the Chief of Operations and the Fire Commissioner/Chief.
  - e He/she shall supervise the activities of the hospital representatives in cooperation with the department Medical Examiner.
  - f He/she shall have charge of the Indemnification Board and hold monthly meetings for the same.
  - g He/she shall review and investigate charges preferred against any member before they are submitted to the Fire Commissioner. The purpose of this review will be to make sure the facts as set forth are accurate and that the rights of both parties have not been violated and are not in conflict with the collective bargaining contract.
  - h He/she shall supervise and coordinate the activities and duties of members detailed to Headquarters.
  - i Members on injured leave shall be required to see the Personnel Officer after each visit made to the Department Medical Examiner.
  - j The telephone number for the Personnel Division is Extension 230-231-214.
  - k. He/she shall supervise the duties of the Operational Safety Chiefs.
  - l. He/she shall supervise the Equipment Research Officer, in the testing evaluating and developing of equipment and materials.
- 8.3 The Deputy Fire Chief in charge will respond to such fires and at such times as may be ordered by the Fire Commissioner.



- 8.4 The Safety Operational Unit will be staffed by four District Fire Chiefs under the supervision and direction of the Deputy Fire Chief Personnel Safety Research Division, one assigned to each of the fire fighting groups. They will respond to all working fires, multiple alarms and other emergencies such as serious incidents in high-rise buildings, hospitals, nursing homes, schools, M.B.T.A. properties, Logan International Airport (Box 612), the Boston Gas Company's L.N.G plant at Commerical Point (box 912,) hazardous material spills/accidents.
- 8.5 They will be on the scene to observe conditions and procedures and make recommendations in matters concerning the safety of our members. It is essential for the success of this endeavor that all members of this department cooperate with the Division of Safety.
- 8.6 They will respond to all accidents which involve department apparatus or vehicles for the purpose of conducting an investigation and making recommendations which will eliminate any avoidable accidents.
- 8.7 They will also recommend to the Training Division and Fire Fighting Division Officers (Deputy Chiefs, District Chief, and Company Officers) procedures that need reinforcement, by drills or other training aids. The safety Chiefs will be available to said officers to assist them in matters of safety.
- 8.8 The Safety Division Operational Unit is located at 127 Mt. Vernon Street, District 3.
- 8.9 They shall investigate all accidents where departmental personnel, or property are involved. They shall make a report on each incident with his recommendations for correction of the actions taken.
- 8.10 They shall investigate injuries, i.e., 5Ds' and interview persons involved and their supervisor as to ascertain a failure of protective clothing, equipment or procedures and make a report with recommendations to the Equipment Safety Research Officer, and to the Training and Maintenance Division for their actions.
- 8.11 On the fire scene if they do not relieve an Acting Chief in Charge, they shall ascertain that sufficient water supplies are available. They shall monitor the evolutions to determine that safe practices are being followed, determine if a sufficient supply of air is available at the scene and assist the officer in charge in fireground operations.
- 8.12 At an incident where the officer in charge determines the need of the services of the Command Post. The Safety Chief shall order its activation by his aide and monitor its operation.

- 8.13 At an incident where large numbers of apparatus must be dispatched, returned and dispatched again, all within one area of the city, the Command Post may be used as a satellite F.A.O. to cluster the apparatus at this area to facilitate its dispatch. The Safety Officer shall monitor its operation.
- 8.14 At an incident where sector deployment of the forces is required, i.e., as a nuclear transformer spill or radiation incident, the Command Post will be set up and record the dispatch of personnel and equipment to each sector and their retrieval to a decontamination area for men and equipment. These records are to be used for cross check of 5D's and 5X's of members at the incident for proper medical treatment.
- 8.15 At an incident where large numbers of civilian and/or department personnel are being sent to various hospitals, the Command Post Aide shall record the names and hospitals dispatched to, all ambulance personnel shall report to the Safety Chief or Command Post.
- 8.16 They shall supervise the district and company drills as requested by the Deputy and District Commanders. They shall perform their duties as outlined in the SOP's that relate to their position.
- 8.17 They shall assist the Deputy Fire Chief in Charge of Personnel, Safety and Research in developing and expanding a departmental S.O.P. for Accident Prevention and Safety.

## CHAPTER 9

### Fire Prevention Division

- 9.1 The Fire Prevention Division is established within the department for the purpose of effecting the enforcement of all laws, ordinances, and rules pertaining to fire prevention, of which the department has jurisdiction and for the investigation of fires. The division shall be under the direction of a Deputy Fire Chief (Fire Marshal) designated by the Fire Commissioner and shall be responsible to the Fire Commissioner/Chief of Operations.

In the absence of the Fire Marshal, the Assistant Fire Marshal shall assume his/her duties and responsibilities.

- 9.2 For the purpose of properly conducting the duties of the division it shall be subdivided as follows:
- a Fire Inspection Section: composed of such officers and fire fighters of the fire fighting force and such other members as the Fire Commissioner may approve, who shall make such fire prevention inspections and reports of buildings, structures, and premises as may be required.
  - b License and Permit Section: for the keeping of an accurate record of all licenses, permits, and renewal certificates issued reports and communications relative to fire prevention and such other records as may be required. A monthly return shall be made to the Fire Commissioner's Office of all fees received during the previous month.
  - c Fire Investigation Unit (Arson Squad) composed of such members as the Fire Marshal may designate shall investigate all multiple alarm fire, fire reported as of suspicious, incendiary, unknown, undetermined origin and fires where persons other than department members suffer burns or injuries as well as deaths resulting from said fires, or such other incidents as requested.
  - d. The Fire Marshal or an authorized member shall approve all plans and specifications and amendments to plan and specifications submitted to the Building Department in application for building permits as required by the Massachusetts State Building Code. (113.5)
  - e. Management Informational Systems composed of Data Processing Personnel who shall cause records to be kept of:
    - a applications for permits, permits issued, approval of licenses, fees collected
    - b. fire of suspicious, unknown, or undetermined origin or which result from violation of law, or fires or explosions causing loss of life, or injury to persons, and shall include the results of investigations thereof



- c. cross-reference files of such fires by street and owner and of arson suspect
- d. activities of the Fire Investigation Section.
- e. complaints received of violations of this Code, of action taken thereon, and of final disposition and
- f. inspections by members of the Fire Inspection Section.

To coordinate the Electronic Data Processing operations of the Fire Department.

- 9.3 When a sprinkler system is shut down and the Fire Headquarters is closed, the Fire Alarm Office shall notify the Fire Investigation Unit who will make an effort to have the system restored. The Fire Investigation Unit shall likewise give written notice of such sprinkler shutoff to the Fire Prevention Section.
- 9.4 The Fire Marshal shall be responsible for the conduct and efficiency of the officers and members under his command, shall make morning report daily of Form 13D.1 and shall have general supervision of all functions of the division.
- 9.5 The Deputy Fire Chief (Fire Marshal) will respond to alarms, at his/her discretion, for the purpose of supervising and directing the investigation of a violation of law involving Chapter 148 Rules and Regulations covered therein or the Articles of the Boston Fire Prevention Code or instances where multiple fatalities or serious explosions have occurred fire involving suspicious or incendiary origin having a bearing on current arson cases under investigation or background information dealing with arson investigation. He/she shall be made cognizant immediately of any of he/she above conditions by the Arson Squad and/or the Chief in charge of the fire.
- 9.6 The Deputy Fire Chief in charge will respond to such fires and at such times as the Fire Commissioner may order.



### Fire Department Chemist

- 9.7 The duties and responsibilities of the Chemist are delegated by the Fire Commissioner under Massachusetts General Laws Chapter 148, Sections 4 and 5 and the Fire Prevention Code.
- 9.8 In the Office of the Fire Marshal, the Chemist reports to the Deputy Fire Chief in Charge. His duties and responsibilities include:
- a. In compliance with the Fire Prevention Code, performance and supervision of test methods to evaluate and classify:
    - (1) Decorations, Furnishing and Interior Finish under Article IX
    - (2) Temporary enclosure materials under Section 7.12 (a)
    - (3) Materials for tents and air supported structures under Section 31.05 (b)
    - (4) Hazardous materials under Article XX
    - (5) Materials submitted for determination of flammability under Section 1.20 (b)
  - (b) He/she shall maintain technical information on fire test methodology, fire risk assessment, full scale fire testing and combustion toxicology.
  - (c) He/she shall provide information and develop and present educational seminars to professional groups affected by Fire Department regulations such as interior designers and specifiers and purchasing agents for universities and hospitals.
  - (d) He/she shall establish procedures and supervise the staff of the Fire Prevention Laboratory which shall provide forensic analytical services to complement the investigation of fires and characterize hazardous materials uncovered in investigations.
  - (e) He/she shall perform, examine and interpret a variety of difficult chemical analyses, physical tests and complicated physiochemical evaluations for determining degree of flammability and other characteristics of materials submitted for evaluation.
  - (f) He/she shall maintain technical knowledge on hazardous material identification and characterization and federal and state laws controlling same.
  - (g) He/she shall develop administrative procedures to implement and enforce regulations controlling transportation of hazardous materials.

- (h) He/she shall provide technical assistance for the inspection of hazardous material storage and processing facilities.
  - (i) He/she shall develop administrative procedures for and supervise the inspection of chemical laboratories.
- 9.9 In the operating divisions, on the orders of the incident commander, he shall respond to fires and other emergencies and provide technical information and recommend emergency action where special hazards are found such as chemical storage and hazardous material spills or where fire fighters have encountered severe injuries or fatalities. He/she can be required to enter buildings in which a fire is in progress or a chemical spill has occurred.
- 9.10 He/she shall establish procedures and provide training and supervision of technical specialists for emergency response to hazardous material incidents.
- 9.11 His/her additional duties and responsibilities include:
- (a) Technical assistance in the development and implementation of standard procedures for fire fighting divisions to respond to and work safely at incidents involving special dangers such as electrical incidents involving high voltage transformers or hazardous chemicals.
  - (b) Participation in the investigation of fires and other incidents where unusual injuries to fire fighters have occurred or building contents have produced unusually dangerous conditions.
  - (c) Development of specifications for purchase of protective clothing and equipment worn by fire fighters when responding to fires and other emergencies.
  - (d) Recommendations of use practice for wearing and testing protective clothing and equipment under ordinary and special fire fighting and other emergency action.
  - (e) Participation in occupational safety and health program.
  - (f) Establishment of procedures and supervision of testing of the quality of air compressed and transferred to self contained breathing apparatus worn by fire fighters.

## CHAPTER 10

### District Fire Chief

- 10.1 ~~The senior District Fire Chief in each district will be assigned as District Commander and will be in overall charge of his/her respective district. District Fire Chiefs in their respective districts, shall cooperate with and assist the District Commander in the general routine duties of the district.~~ Each District Fire Chief, while he/she is on duty, shall be held strictly accountable for the maintenance of discipline and efficiency of the fire fighting force of his/her district. He/she shall also, insofar as time and circumstances permit, handle all complaints, problems, and correspondence occurring or brought to his/her attention during his/her tour of duty, and if necessary, report thereon.
- 10.2 Each District Fire Chief shall during his/her tour of duty record all information concerning any important event occurring during such tour of duty. This information shall be accessible for all the chief officers assigned or detailed to the district and to their superiors.
- 10.3 A record shall be kept at each district headquarters of all notifications, routine matters, officer group changes, special details, etc.
- 10.4 He/she shall keep a journal for recording all information of importance that affects the operation of the district.
- 10.5 A permanent record shall be kept at each district headquarters of all license approvals and disapprovals and of all complaints received and action taken thereon. A permanent copy of all reports originating at district headquarters and forwarded to Headquarters shall also be kept at each district headquarters. Such permanent records shall be kept on file for at least seven years.
- 10.6 He/she shall keep a record in the District Log Book of the response of apparatus to every alarm within his/her district during his/her tour of duty. He/she shall also keep a record in the District Log of the response of companies within his/her district to alarms beyond the city limits.
- 10.7 He/she shall submit a report to Headquarters, on the prescribed form, of all alarms occurring within his/her district during his/her tour of duty. Forms referred to in this section are those forms as set forth in the Boston Fire Incident Reporting Manual.
- 10.8 He/she shall make a report as required by SOP 45.



- 10.9 If an alarm to which a District Fire Chief responds proves to be false or accidental, he/she shall notify the Fire Alarm Office of that fact at once.
- 10.10 Whenever a false alarm of fire has occurred for which the alleged offender has been apprehended, the District Fire Chief in charge who responds to such an alarm will ascertain from the Investigation unit when and at what court the case is to be presented, and shall attend such proceedings, the Fire Commissioner and Chief of Operations shall be notified by a Form 5A, giving the name of the person, the time, and the court at which the hearing will be held. The District Fire Chief shall notify the Deputy Fire Chief when he/she is to attend court to give testimony on a false alarm.
- 10.11 He/she shall submit a report in writing to Headquarters on the disposition of false alarms specifying the fire alarm box pulled, the date and time, the name, address, and age of the alleged offender, the court where the case was presented, and the name of the justice presiding.
- 10.12 He/she shall, in the absence of a superior officer, if conditions at a fire are of suspicious nature, indicating arson or incendiaryism, or if the fire is of unknown or undetermined origin, or is the result of violation of law, make a thorough investigation, and shall immediately notify the Fire Alarm Office to send Investigation Unit, Department Photographer. The Arson Squad and Department Photographer shall likewise be notified if persons are killed or burned as a result of fire. All evidence of incendiaryism shall be carefully preserved and turned over to the Investigation Unit on their arrival at the scene of fire. Where chiefs and companies must leave the scene, a company furnished with information concerning such evidence shall be left to guard it until arrival of the Investigation Unit. "Continuity must be maintained."
- 10.13 He/she shall notify Fire Alarm of any loss of life at a fire. Fire Alarm, in turn, shall notify the Deputy Fire Chief.
- 10.14 He/she shall notify Fire Alarm when fire fighters have been exposed to unusual hazardous materials or chemicals at an incident. Fire Alarm will notify the Chief of Operations, Safety Officer, Department Chemist, Deputy Fire Chief, and hospital, if necessary.
- 10.15 He/she shall, in the absence of a superior officer, upon arriving at the scene of a fire or other emergency and finding radioactive materials present, order Fire Alarm to notify the Department Radiological officer and Safety Chief to immediately respond. Members suspected of contamination shall be held at the scene of the fire or other emergency until cleared by radiological officer.

- 10.16 If a District Fire Chief is covering another district on a working or multiple alarm fire, upon receipt of the "all out" signal for the alarm for which he/she is covering, he/she will return to his/her own quarters unless otherwise directed by the Fire Alarm Office.
- 10.17 He/she shall promptly investigate the following and make special report thereof of the Fire Commissioner on prescribed form.
- a. Fires which are caused by electricity on Form 65.
  - b. Fires caused by defective chimneys, stating nature and location of defect on Form 65.
  - c. Fires which occur in places where a large number of persons reside or are assembled.
  - d. All cases of motor vehicle accidents, loss of life, injury to person, or damage to property due to, or in any degree connected with, any departmental vehicle, and fire fighting force operating within his/her district.
  - e. All matters referred to him for investigation.
  - f. Fires which are suspicious, violation of law, or those of undetermined origin.
  - g. A Form 5A whenever a response is made on the Turnpike for a fire or other incident. Such Form 5A shall include:
    1. Date and Time
    2. Incident Number
    3. Type of Incident
    4. Duty performed
    5. Companies Present
    6. Officer in Charge
    7. Name and Badge Number of State Trooper in Charge (if any)
    8. Damage and Cause of fire.
    9. For vehicle fires: make, year, owner, registration number, Insurance Company.
  - h. A Form 5A for any fire or emergency in an elevator including the name of the elevator and the service company.
- 10.18 Upon return to quarters from an alarm of fire the District Fire Chief or his/her aide shall report the following to the Fire Alarm Office:
- a. Location of fire.
  - b. Cause.
  - c. Loss
  - d. Size and type of building.
  - e. Injuries (or deaths) to occupants or fire fighters.
  - f. Any information concerning the fire of an unusual or newsworthy nature.
  - g. The designation of Fire Investigation Unit that responded. If the District Fire Chief does not have this pertinent information, it will be the responsibility of the Fire Alarm Office to obtain essential information from the Fire Investigation Unit.



- 10.19 He/she shall immediately notify the Fire Alarm Office of the location of buildings where sprinkler systems operate either by accident or fire.
- 10.20 He/she shall, when notified that a sprinkler system is out of service, notify the Fire Prevention Division, giving name of company performing the work, reason for shut-off, and estimated time the system will be out of service.
- 10.21 He/she shall arrange the district into sub districts, each of which shall be under the immediate supervision of the Fire Captain of a company assigned to such subdistrict.
- 10.22 He/she shall not leave his/her district except in accordance with the rules or as required or authorized by his/her superiors.
- 10.23 He/she shall make inspection of his/her district frequently, become familiar with the construction and occupancy of building, and forward reports when conditions require, including recommendations to Headquarters for target hazards for the purpose of pre-fire planning.
- 10.24 He/she may make recommendations to Headquarters for the installation of automatic sprinklers in buildings if, in his/her opinion, they are necessary.
- 10.25 Applications for licenses or permits shall be approved or disapproved by the District Fire Chief. In some cases, there may be conditions which the District Fire Chief may require from a fire prevention or protection point of view to be incorporated in the license or permit. When such conditions are required, they shall be forwarded on a Form 5A, which shall be attached to application.
- 10.26 He/she shall visit each fire station in his/her district during his/her tour of duty and see that it is conducted and maintained in accordance with the rules that the company is properly officered that the apparatus is in an efficient condition and adequately manned that tools, appliances, and equipment are properly maintained and that the records are being properly kept. He shall inspect and sign the house journal during this visit.
- 10.27 If his/her district is undermanned, or likely to become so, he/she shall inform the Deputy Fire Chief accordingly. He/she shall deliver and pick up all orders and correspondence at division Headquarters on every tour of duty.
- 10.28 He/she shall assign the hour of drill for the companies of his/her district so that each group will drill every tour and that no more than three companies shall be drilling at the same hour outdoors.

- 10.29 He/she shall keep an up-to-date computer record of all members assigned in the district. Such information is to include addresses and telephone numbers (to be used in case of recall). He/she shall keep the record up to date.
- 10.30 When informed or aware of any street, bridge, or traffic tunnel condition that may cause delay or accident to the apparatus, he/she shall notify department officers concerned therewith of such conditions; and similarly Fire Alarm, who shall notify the police or other public officials of any happening, accident, or condition requiring attention.
- 10.31 He/she shall make report of the establishment and naming of new streets or changes in name of existing streets within his/her district of which no official notice has been promulgated to the department.
- 10.32 The District Commander shall arrange work groups of the officers. In the event of a vacancy he/she shall assign the transferred officer to that work and vacation group.
- 10.33 He/she shall make recommendations as necessary in regard to establishment of fire alarm boxes, hydrants, etc.
- 10.34 He/she shall see that reports from company officers are forwarded when required. He/she shall make monthly reports to the Commissioner on the basis of reports received from Company Commanders and any other reports required by the Commissioner.
- 10.35 When not in quarters, he/she shall keep in communication with the Fire Alarm Office.
- 10.36 Whenever necessary to enforce the laws, ordinances, or rules and regulations relating to fire prevention, he/she shall report to the City of Boston Fire Marshal, and in such matters shall be subject to his/her instruction.
- 10.37 He/she shall notify the Deputy Fire Chief on duty of all important matters occurring within his/her district.
- 10.38 In the absence of the Medical Examiner, District Fire Chiefs are authorized to relieve members from duty on account of sickness or injury, and shall forward a Form 5A with explanation to Headquarters.
- 10.39 He/she shall direct removal of snow from hydrants by companies under the direction of the Deputy Fire Chief.
- 10.40 He/she shall select his/her own aide.



## CHAPTER 11

### Company Commander

- 11.1 The Company Commander shall mean the Fire Captain and in the absence of the Fire Captain, the Acting Fire Captain in charge of a company, or Fire Lieutenant in charge of a company.
- 11.2 He/she shall be held responsible for the proper outfitting and maintenance of department apparatus with all necessary appliances and accessories.
- 11.3 He/she shall, by frequent inspection, make certain that tools and appliances are in their proper place and ready for use at all times.
- 11.4 He/she shall arrange the groups (day and night) of his/her command so as to equalize their numerical strength as nearly as possible, and, if necessary, changes shall be made so that in no day of 24 hours will the strength of groups be exceeded by more than one member than the groups preceding or following it, subject to the approval of the District Fire Chief. Any change that is for more than 3 weeks (permanent) shall be reported on a Form 5A to the Personnel Division, before the 18th of the month, stating the reason for the change.
- 11.5 He/she shall apportion company details, paid details and overtime as equally as possible. He shall comply with the current contractual agreement.
- 11.6 He/she shall designate four fire fighters "senior fire fighters," one to be assigned to each group. They shall be selected on the basis of initiative, conduct, efficiency, and seniority.

The Captain shall post a list of the designated senior fire fighter at the patrol desk. If an occasion arises that a senior fire fighter is not available to cover a Lieutenant on vacation due to being on injured leave or vacation, then the next senior member on the group involved shall be assigned by the Captain to cover the Lieutenant for that one time only.

The Captain shall submit a Form 5 on each senior fire fighter he/she has selected stating his/her reasons for his/her selecting this member to be a senior fire fighter. Each Form 5 shall be forwarded to the Fire Commissioner through the Deputy Fire Chief and District Fire Chiefs on the group involved.

Each Deputy Fire Chief and District Fire Chief shall carefully examine the selection for his/her group and give his/her approval or disapproval on the choice. Once each year on January 1, the Captain shall submit a Form 5 on the names of the senior fire fighter assigned to his/her company.



In the event of a retirement or transfer of a senior fire fighter during the year, the Captain shall submit the name of his/her replacement through channels as stated above, within 3 days of such vacancy.

- 11.7 When the oncoming groups report at quarters for duty and find that the working groups are out, the officer or acting officer in charge, or, when no officer or acting officer is due, the senior fire fighter shall call the Fire Alarm Office and ascertain if operations are to be of any duration, and if so, proceed to the point of duty with groups and report to the officer in command at the fire. No members working at a fire shall be relieved from duty except by the officer in command at the fire.
- 11.8 He/she shall designate a member to examine and test the batteries of electric generators on companies so equipped. He/she shall have such member start the generator on Sunday morning of each week and operate it for a period of not less than fifteen minutes, outside quarters. Cables and lights shall be examined at this time to ascertain that they are in proper operating condition. During the period the generator is operating, flood lights shall be connected to the generator so that it will run under load. A notation shall be made in the house journal of such test with the name of the member conducting the test.
- 11.9 He/she shall arrange to have the hydrant thawing device and related equipment carried on apparatus from November 1 to April 1. While stored in company quarters, the compound will be left in the boiler of the thawing device as a preservative against deterioration, and care must be taken that it is maintained in good order while so stored.
- 11.10 He/she shall notify the District Fire Chief of apparatus being undermanned.
- 11.11 He/she shall notify the Chief of the district in which a fire occurs of the operations performed by his/her company and of any injury to a member of his/her company at such fire.
- 11.14 He/she shall notify the Fire Alarm Office and Maintenance Division of the disablement or withdrawal of apparatus from service and, also, when again placed in service. The Fire Alarm Office shall in turn notify the Deputy and District Fire Chiefs concerned.
- 11.15 He/she shall immediately notify the Fire Alarm Office by telephone whenever resuscitators or other emergency appliances or equipment are out of service and, also, when again placed in service. This rule will not apply to rescue companies unless all such equipment carried by them is out of service.

- 11.16 He/she shall forward to Hose Shop of the Maintenance Division with each piece of hose sent for repairs, a Form 4B stating defect of said hose. This Form 4B shall be returned to the company when hose is condemned. This notice of condemned hose shall be kept on company file for at least one year.
- 11.17 When the Motor Squad is at a company quarters for the purpose of making repairs or examination of apparatus, the company officer shall go to the apparatus floor with the chauffeur of apparatus involved to observe and assist in the work done by the Motor Squad. If the officer has work to be done to apparatus other than that for which the Motor Squad was specifically called, he/she shall request that it be performed and forward a report on Form 19A. If the Motor Squad cannot perform the additional work, the engineer in charge shall be notified of repairs needed and an entry of such notification shall be made in the house journal.
- 11.18 He/she shall notify the Superintendent of Maintenance in writing of any defects or repairs necessary in or about department property, except that the Superintendent of Fire Alarm shall be notified in case of defects or deficiencies in lighting outfits or appliances.
- 11.19 He/she shall maintain a supply of sand in quarters. When additional sand is needed, the senior Fire Captain shall forward a Form 5A requesting same. He/she shall see that an adequate supply of sand is carried on the apparatus for use at small gasoline spills, etc.
- 11.20 No animal except one cat shall be kept or allowed in quarters.
- 11.21 Regular Daily Reports:
- a He/she shall make morning report daily on Form 13D.I.
  - b He/she shall include on Form 13D.1 in the space provided, all alarms to which his/her company responded during his/her tour of duty.
  - c In-service inspection reports on Form IS-1 (during inspection period).
  - d He/she shall sign for and forward to Headquarters all receipts for materials, and supplies, delivered to those quarters.
  - e He/she shall forward a form PA1 each tour.

11.22 Regular Weekly Reports:

- a Leave of Absence With Loss on Form 3A (by Captain of company).
- b Building inspection reports by each company officer. When a company officer is unable to perform building inspections during the week, he/she shall forward a report on Form 5A stating his/her reason for not inspecting.
- c Hydrant inspection report on Form 9F IDC6, IDC7(during inspection period).
- d A Form 5A (by senior company officer) on the operation of the emergency generators (in houses so equipped). This report shall state whether the generator operated on the scheduled dates and times and the length of time of operation.
- e An overtime form 5J shall be forwarded on Sunday morning, made out and signed by company officer on Saturday Night.

11.23 Regular Monthly Reports:

- I. The Officer on the day tour on the first day of each month shall on said first day, submit reports to the Fire Commissioner on:
  - a All hose assigned to his/her command on Form 4A (by Captain of company).
  - b Condition of air masks, resuscitators, and life nets on Form 5A (by Captain of company).
  - c Work performed by portable generators, flood lights, and power tools on Form 5A (by Captain of company).
  - d Monthly inspections of theatres, motion picture houses, public halls, and special halls on Form 5A (by inspecting officer).
  - e. Drivers L C report.
  - f. Submit Form 5M consolidated report.
  - g. The amount of gasoline, diesel, and oil consumed for each piece of apparatus on prescribed forms (by senior Fire Captain).
- II The officer on whose group the probationer works shall submit a probationer's report to the Training Division on the first day of each month. If more than one group is involved then each officer shall submit a report to the Captain, who shall submit a consolidated report to the Training Division.
- III. The monthly reports shall be forwarded thru the District and Deputy Fire Chief of the Captains work group.



11.24 Quarterly Reports:

He/she shall make quarterly inspections as required by Section 1.24b of the Boston Fire Prevention Code and submit such reports on prescribed forms on the first day of January, April, July and October, except schools, which reports shall be submitted on Form 9E during the first week of February, May, and November and during Fire Prevention Week. Fire exit drills shall be conducted in all schools at the time of such inspections, weather permitting.

11.25 Annual Reports:

He/she shall submit to the Fire Commissioner:

- a Hose inventory, Form 4, July 1 (by Captain of Company).
- b Property inventory, Form 1, January 5 (by Captain of company and heads of auxiliary divisions). In the event of the transfer or retirement of a Fire Captain, he/she will make out and sign an inventory of all property on hand. This inventory will be checked by his/her successor and jointly signed by him. It will then be forwarded to the Fire Commissioner not more than five days after the change of command. In the event of any property being discarded or missing an explanation will be made of it on the inventory.
- c Annual service report on prescribed form, January 5 (by Captain of company).
- d Form 5A on January 1st., the Senior Fire Fighter on all four (4) groups by Company Commander.

11.26 He/she shall notify the District Fire Chief of the following and make special report in each to Headquarters.

- a Injury or sudden illness of member on Form 5D.
- b Accidents or collisions involving department apparatus, or damage to department property, or the property of others.
- c Hydrants found out of order on Form IDC7 (Fire Alarm notified by telephone).
- d Poor conditions of apparatus, vehicles, etc., or any repairs needed on same Form 5A, in duplicate.
- e Disablement, withdrawal from, and restoration to, service of apparatus on Form 19A, in duplicate.
- f Defective or inadequate equipment on Form 5A.
- g Defective fire alarm boxes, broken or missing globes or lights.
- h Number and condition of personal lights.

- 11.27 He/she shall, upon receipt of Medical Examiner's Form 3/6B (reporting members back to duty), fill in said Form 3/6B and return it through regular channels. Whenever members do not return at the time specified by Medical Examiner, company commander will make a brief statement to that effect in the column of "Remarks." Return to duty following sick, injured, or other leaves of absence, shall be reported on Form 3/6B. When such leaves are with loss of pay, the company commander will submit a Form 3A and notify the Payroll Division at Headquarters by telephone immediately upon member's return to duty, or as soon thereafter as possible.
- 11.28 In every fire station, the senior Fire Captain shall post or have posted near the patrol desk the following:
- a A card or other approved device containing the numbers and locations of all boxes to which the company responds on first alarm including (if located thereat) first alarm assignments of Deputy and District Fire Chiefs.
  - b Copy of prescribed routes for apparatus.
  - c Notices of members' group numbers, vacations, leaves of absences, and details.
  - d Any information on hand concerning water shutoff or dangerous or obstructed streets liable to be traversed en route to an alarm (to be written on slate).
  - e Copies of general and special orders. Each copy to remain posted for three weeks and to be read by department members only.
  - f Copy of special signals.
  - g A list of the senior fire fighters assigned to the companies.
- 11.29 He/she shall order suspended members to return all department property that was issued to them, including uniforms, hat devices, badges, ID card, helmet, fire coat, boots, and face piece. This property shall be retained by the company commander.
- 11.30 He/she shall submit a Form 5J when requesting overtime compensation for members. This form shall be filled out completely and forwarded through the chief officers who authorized the overtime.
- 11.31 He/she shall assign fire fighter lights by number to each member on duty.
- 11.32 In an absence of a Fire Captain, it shall be the duty of the acting Fire Captain to assume all the responsibilities of the company.

11.33 In the absence of all the Fire Captains assigned to a fire station, it shall be the duty of the acting Fire Captain to assume the responsibilities of the acting senior Fire Captain.

The District Commander shall designate which acting Fire Captain shall be the senior Captain.



## CHAPTER 12

### Officer In Charge Of Quarters

- 12.1 Officer in charge of quarters shall mean the senior company officer present, and in the case of officers of equal rank, the officer with seniority in grade shall be in charge, unless otherwise ordered by the District Fire Chief.
- 12.2 He/she shall have charge of company quarters, control and direction of members assigned or detailed to his/her command, and shall be responsible for the upkeep and protection of all department property in or assigned to the fire station of which he/she is in charge. He/she shall be held responsible for the strict enforcement of every order, rule, or regulation pertaining to his/her command, except that each company officer shall be responsible for the maintenance of apparatus, equipment, tools, and appliances assigned to his/her own company.
- 12.3 He/she shall be responsible for the safekeeping of reserve motor apparatus stored in his/her quarters. In order to determine that reserve motor apparatus is in proper condition for immediate service, the following tests shall be made:
- a All reserve motor apparatus shall be inspected daily in regard to ~~gasoline~~, oil, water, batteries, and all necessary equipment. <sup>FUEL</sup>
  - b An entry shall be made in the company journal of tests and inspections, giving the time, name of member making inspection, and conditions of apparatus.
  - c If reserve apparatus is found to be unfit for service for any reason, the Maintenance Division shall be notified.
- 12.4 He/she shall have skid chains applied to the tires when conditions require it, and shall see that all apparatus, including reserve apparatus, are properly equipped with skid chains.
- 12.5 He/she shall see that his/her men are correctly uniformed and of neat and businesslike appearance when on duty.
- 12.6 He/she shall call the roll of the on-duty groups daily at 0800 and 1800 and in addition shall read all General and Special orders received since last roll call direct attention to anything objectionable or irregular in dress, deportment, or otherwise and give such instructions as he/she deems necessary. Fire fighters shall assemble on the apparatus floor wearing regulation work uniform and align in order of height, except that the Fire Lieutenant (when not himself in charge) shall take position on the extreme right, or, if there be two Lieutenants, one will be on the extreme right and the other on the extreme left.

- 12.7 He/she shall see that members of the group going off duty are relieved by the members of the group coming on duty. Members shall not terminate tour of duty until properly relieved.
- 12.8 He/she shall, when coming on duty at 0800 or 1800, note all entries made in the house journal during his/her absence, and shall sign his/her name below the last line of entries made at 0800 and 1800, respectively.
- 12.9 ~~He/she shall apportion house and patrol duties as equally as possible.~~
- 12.10 He/she shall be held responsible for the proper instruction and drill of new members and hold weekly tests for all members in regard to location of fire alarm boxes; routes emergency code signals for multiple alarms; location of hydrants, buildings, etc., in their subdistricts; and all general matters relating to the duties of firefighters. Newly appointed members shall not be assigned to house patrol duty until they are thoroughly familiar with that particular duty.
- 12.11 He/she shall hold company drills of at least one hour duration. From April 1 to November 1, weather permitting, company drills may be held outside of company quarters. Drill periods may be assigned on Sunday or evenings for companies in the downtown area.
- 12.12 He/she shall be responsible for making such changes on assignment cards as are called for by General or Special orders when received. ~~He shall, pending the receipt of regular assignment card, when new fire alarm boxes are established, place in the assignment box on Form 5A the number of the box to be installed, its location and assignment.~~
- 12.13 He/she shall, when notified that certain fire alarm boxes in his/her subdistrict are out of service due to an open box circuit, arrange to have "Out of Service" signs securely attached to such fire alarm boxes. When notified that the open circuit has been closed, he will immediately arrange to have the "Out of Service" signs removed from said boxes. "Out of Service" signs shall be furnished to companies of the fire fighting force by the Fire Alarm Division. He shall use the apparatus for the purpose of attaching and removing the cards from the affected boxes.
- 12.14 He/she shall have Lowry hydrants salted as necessary and have post hydrants made accessible when needed, after snow falls.
- 12.15 He/she shall cause to be entered in the house journal the time of arrival of shop maintenance or fire alarm employees, the work performed and the time of departure. This information shall be forwarded on a Form 5 each day.



12.16 He/she shall, whenever work is commenced by contractors on department property, in or about the fire house of which he/she is in charge, have entered in the house journal the following:

- a Exact nature of work.
- b The name and address of contractor.
- c The name or names of the employees of the contractor working on the job.
- d Date and time work is started and ended each day.
- e The number of hours worked each day.

When the work has been completed, a report on Form 5A shall be forwarded by the Senior Fire Captain to Headquarters containing the exact information that was entered in the house journal pertaining to the work from the start to finish.

12.17 He/she shall take the necessary steps to have any unsafe, unsanitary, or objectionable conditions in quarters promptly remedied.

12.18 He/she shall see that quarters are kept clean and orderly at all times and the following regulations shall be strictly observed and carried out.

- a Dormitories, beds, and bedding shall be kept clean and well aired and beds shall be made up not later than 1100 hours.
- b Members shall be furnished with sheets and pillow slips for individual use.
- c House heaters and hot water heaters shall be given due care and attention. All house boilers that are equipped with low water cutoffs (domestic tankless water heaters or other indirect type of heaters) shall have the units blown down regularly each week. Boiler inspection certificates shall be placed under glass in boiler rooms. Boiler rooms and basements shall be inspected daily.
- d All equipment such as air compressors, house tools, etc., shall be locked up when not in use.
- e Condensation in air compressors shall be drained each Sunday.
- f Each Sunday, burst hose jackets shall be submerged in a pail of water from 0900 to 1600. During such time, the pail shall be located on floor near rear of apparatus and a member shall be designated to properly place said jacket on the apparatus in the event the company leaves quarters.
- g Frontages (including sidewalk, gutter, and street) shall be kept clean and clear of snow and ice, and sanded if necessary.
- h No advertising matter, posters, private notices, or other disfigurement shall be posted or permitted on the premises unless ordered by the Fire Commissioner.

## CHAPTER 13

### Fire Lieutenants

- 13.1 He/she shall cooperate with and assist his/her Fire Captain in every particular in enforcing the rules and regulations of the department.
- 13.2 He/she shall comply with and carry out the directions and orders of his/her Fire Captain at all times.
- 13.3 He/she shall direct the group that he/she is assigned to and be responsible for their actions to his/her Fire Captain and other superiors in rank.
- 13.4 He/she shall report to his/her Fire Captain any loss of equipment assigned to the company. He shall immediately forward a report to headquarter with description and circumstances of the loss.
- 13.5 A regular assigned Lieutenant shall precede a detailed or acting Lieutenant when they are working in the same fire station and on the same tour of duty, unless otherwise ordered by the District Fire Chief.
- 13.6 All reports by Fire Lieutenants (except morning, fire, death, accident, in-service inspections, emergency, and such other reports that may be signed by orders of the District Fire Chief) shall be forwarded through their respective Fire Captains.
- 13.7 No change shall be made by Fire Lieutenants except with the knowledge and consent of the Fire Captain or upon the order of a superior in rank.
- 13.8 He/she shall cooperate with the officers in charge of quarters.
- 13.9 He/she shall ascertain that the Senior Firefighter on that group is properly trained and aware of all duties and responsibilities required of an Acting Lieutenant.

## CHAPTER 14

### Senior Fire Fighter

- 14.1 He/she shall cooperate with and assist the Captain and other officers or acting officer during his/her assigned tour.
- 14.2 When working with an acting Lieutenant, the acting Lieutenant shall be in charge in quarters.
- 14.3 He/she shall wear his/her regular work clothes in quarters and at fires.
- 14.4 He/she shall make out all reports concerning the movement of apparatus during his/her tour of duty, such as fire reports, and sign each report with his/her name and title, Senior Fire Fighter and shall report on all incidents occurring out of quarters of which he has personal knowledge, such as accidents, etc.
- 14.5 He/she shall be responsible for the actions of the members of his/her company once the apparatus has crossed the threshold and shall report immediately any violations of the department rules and regulations to his/her superiors.
- 14.6 He/she shall direct the operations of his/her company at fires, fire details, and other alarms and shall be responsible for the carrying out of all orders given to his/her company by his/her superior officers.
- 14.7 He/she shall be responsible for all the duties and responsibilities of a Lieutenant when serving in that capacity.



## CHAPTER 15

### Aides

- 15.1 Such members as may be designated as aides to the Commissioner, Chief of Operations, Deputy Fire Chief, or District Fire Chief.
- 15.2 Aides shall assist the officers to whom they are assigned as required, and shall transmit their orders, drive, and have charge and care of their automobiles.
- 15.3 They shall keep the automobiles clean and check the quantity of gasoline, oil, and water at the start of each tour.
- 15.4 They shall check the fire fighter light and portable radios and air masks at the start of each tour to make sure they are properly charged and in their proper places.
- 15.5 Upon arriving at the location of a fire or other emergency, they shall immediately report to the Fire Alarm Office by radio and be guided by the provisions of the established radio procedure.
- 15.6 Before leaving the scene of an alarm they shall wind alarm boxes.
- 15.7 Aides shall perform such clerical duties as may be ordered by their superiors.

## CHAPTER 16

### Apparatus Chauffeurs

- 16.1 All members shall be licensed to operate a motor vehicle by the Registrar of the Commonwealth of Massachusetts. No member shall act as chauffeur unless he has been issued a license to operate motor vehicles by the Registrar of Motor Vehicles and such license is in effect and has not been suspended or revoked. The member shall immediately notify his/her immediate supervisor of expiration, revocation or suspension of said license.
- 16.2 The instructions of the Superintendent of Maintenance or those designated by him/her, relative to the care and operation of motor apparatus, shall be strictly followed and no repairs, adjustments, or alterations shall be made on said apparatus without his/her permission.
- 16.3 Members assigned to drive apparatus shall see that motors, pumps, and other mechanical parts are kept clean and serviceable. They shall inform their immediate supervisor whenever material, supplies, or repairs are needed.
- 16.4 He/she shall keep the apparatus in good order and ready for immediate service and shall perform such other duties as may be required by the immediate supervisor.
- 16.5 He/she shall, when coming on duty, make sure that the maximum quantity of gasoline, diesel, lubricating oils, and water are provided.
- 16.6 He/she shall, when coming on duty, make sure that water in booster tank is full to capacity.
- 16.7 He/she shall notify the immediate supervisor of any defect in or damage to apparatus or vehicle in his/her charge. After each run, he shall carefully inspect his/her apparatus and notify the immediate supervisor of anything found out of order.
- 16.8 He/she shall see that the storage batteries are regularly inspected and hydrometer readings taken, density to be retained by recharging at or as near 1280 as possible. All wiring, battery cables and terminals shall be carefully examined. Water shall be added to cells as required to keep plates covered.

- 16.9 He/she shall inspect tires daily for cuts, bruises, and proper inflation.
- 16.10 He/she shall bleed the air brakes on apparatus required by the Maintenance Division.
- 16.11 When conditions require, the underside of apparatus shall be flushed clean of mud, ice, snow, and salt, upon return to quarters.
- 16.12 An entry will be made on the record card of each member of the department operating apparatus or automobiles of the Fire Department which become involved in an accident or collision. This will be a matter of record and reference at department Headquarters.
- 16.13 On the first day of each month, the chauffeur of each piece of apparatus shall report its condition. Any defect previously reported and not corrected shall be listed under "Remarks." The number of times such defect was previously reported shall also be stated. One copy of the report shall be forwarded to the Maintenance Division.
- 16.14 He/she shall make entry on the form provided of the exact amount of gasoline or diesel fuel used at each filling of a fuel tank or in refilling pumping engines at fires, which form shall be given to the Company Officer for record.



## CHAPTER 17

### Absence and Leaves

- 17.1 The Chief of Operations, with the approval of the Fire Commissioner, shall detail a Deputy Fire Chief to serve temporarily as Chief of Operations during his/her absence.
- 17.2 a Members temporarily serving in a higher rank shall be accorded the obedience, respect, and courtesy demanded by these rules and regulations for the higher rank.  
b Members temporarily serving in a higher rank shall assume the complete authority and responsibility charged to the higher rank. During their tour of duty they shall handle all problems, complaints, department communications (both verbal and written), make out reports, keep records, and conduct themselves in dress and deportment as a permanent member of the rank in which they are temporarily serving.
- 17.3 Whenever a Deputy Fire Chief goes off duty on account of sickness or any other unusual condition, he shall notify the Chief of Operations immediately. Whenever a District Fire Chief goes off duty on account of sickness or any other unusual condition, he/she will notify the Deputy Fire Chief, who will notify the Chief of Operations. A similar notification shall also be given immediately upon return to duty.
- 17.4 Absence from duty, other than what is allowed by the rules, shall be deemed absence without official leave, unless covered by leave of absence granted by the Commissioner upon written application therefor.
- 17.5 Prolonged absence from duty without official leave or satisfactory explanation, or withdrawal from the service without obtaining the consent of the Fire Commissioner shall render the offender liable to discharge.
- 17.6 Absence from duty solely on the advice or recommendation of a physician other than the Medical Examiner of the Department shall be considered and treated as absence without official leave, unless reason satisfactory to the Fire Commissioner be established in justification of such absence.
- 17.7 Members must not apply for leave of absence without good and sufficient reason. Leave of absence will not be granted unless absolutely necessary.
- 17.8 Applications for leave of absence must reach Headquarters at least 24 hours in advance of the date on which the leave is desired to go into effect, otherwise the delay must be satisfactorily explained. All such applications must give the reason.

- 17.9 The following procedures will be used in submitting applications for all types of leaves of absences.
- a. Applications for all types of leaves will be submitted on a one time basis. (with the date of its start) EXCEPT for absences without pay.
  - b. When it is not possible to obtain the personal signature of the applicant i.e. (serious, inj. illness) the immediate superior may sign for the applicant adding his/her initials for authorization.
  - c. It may be assumed by the superior that all applications for injured leave, sick leave, with pay have been approved unless notification has been ordered to the contrary.
  - d. Company commanders shall maintain a copy of all records. Members receiving summons for court appearances shall immediately present the summons to his/her company officers for their notification of the Personnel Office.
- 17.10 Sick Leave - Members must notify the company officer one hour prior to the start of the tour.
- a. He/she shall state the nature of the injury or illness and provide a telephone number where he/she maybe contacted The member shall notify the Fire Alarm Office if he/she is admitted and when discharged from a hospital.
  - b. The officer on duty receiving the notification shall notify the District Fire Chief on duty. The District Fire Chief shall notify the Deputy Fire Chief. The District Fire Chief shall relieve the member from duty. The company officer shall fill out a Form 5D to pass on to the members officer.
  - c. (Members Group) After consultation with the District Fire Chief, the company officer shall contact the member by telephone to ascertain if the member can return on the following tour of duty. The company officer shall inform the Member:
    1. If this leave will be with or without pay.
    2. If a doctor's certificate is required.
    3. If the member must see the Medical Examiner before returning to duty (absence more than 1 tour of duty or 48 hours must see Medical Examiner).
    4. The Company Officer (Members group) shall fill out those sections of the 5D required of he/she and forward the forms. (With loss requires Form 3 A).
    5. All officers relieved of duty shall notify the Officers Assignment Personnel Office Section.

17.11 Members on Duty:

- a Sick or Injured, shall be relieved by the District Chief. The District Chief may require the member to report to the Medical Examiner, Hospital, or obtain a Doctor certificate.
- b. The Company officer shall forward all forms required.

17.12 Applications for leave of absence when a 5D has been forwarded.

- a When a member applies for injured leave sometime after a report of his/her injury on Form 5D has reached Headquarters, he/she shall specify on his/her application for injured leave that Form 5D has been forwarded to Headquarters (giving the date).

17.13 Application for leave of absence to attend court must be accompanied by the summons. Members will state application if they became interested in the litigation while in the performance of duty. However, it will not be necessary for members of the Fire Investigation Squad or Fire Prevention summoned to hearing or court action to forward applications for leave of absence.

17.14 Applications for sick or injured leave with loss Form 3A, shall not extend beyond 0800, Wednesday next following commencement. To cover any extension, a new application shall be made and after the subject wording "Leave of Absence" the word "Extension" must be added, such application for extension shall be forwarded by the officer on the day tour of duty each Sunday.

17.15 All leaves of absence granted by the Fire Commissioner shall be without pay, unless due to injury or illness received in the line of duty or as specified in subparagraphs (b) and (c) unless allowance of pay is especially ordered by the Fire Commissioner.

- a In the case of a member returning from leave of absence with loss of pay, company commanders making out Form 3/6B, Return of Absentee, shall state under "Remarks":
  - 1 Number of 10 and/or 14 hours tour of duty not performed by member.
  - 2 The work group number of the member at the time he/she went off duty and returned to duty.



Death Leave:

- b. Five calendar days leave of absence with pay will be allowed a member in the case of the death of his/her spouse, or anybody in either of the following relationships to the member or wife/husband of the member father, mother, brother, sister, child, grandchild, grandparent, son or daughter-in-law. These leaves shall begin at the morning roll call following the date of death, and members affected shall be excused from tours of duty intervening between receipt of notice of death and the morning roll call. If a death occurs while member is on vacation, whatever time is lost, the additional time shall be added to the end of the vacation. A 5D shall be forwarded with name of deceased, relationship, place and date of death. Sufficient time to attend the funeral of other near relatives may be allowed without loss of pay, with an extension of such time in any particular case, at the discretion of the Fire Commissioner.

Members shall provide within thirty (30) days a death certificate of an out-of-state death that is covered by death leave rule.

- c. Members of the department who are serving in the capacity of officers or directors in the organizations named in the current contractual agreement will be granted time off without loss of pay to attend the meetings of these organizations. Other committee's designated by the Fire Commissioner and by Charter are subject to manpower considerations for the time off.

17.16 Leaves of Absences: Military: (Reserve)

- a. Members shall apply for leave with pay for annual (2) two weeks drill period. (State Law).
- b. Weekly drill periods the member is allowed to make his/her own arrangements for exchanging tour. (Rule 18.51).
- c. Members are not allowed to reenlist without the written consent of the Fire Commissioner/Chief.

Jury Duty:

- a. Leave of absence - Jury Duty member shall apply for a paid leave when summonsed to jury duty. (5D Leave Section required).

Jury Selection:

- b. Member shall notify the personnel office and forward the summons member is excused from duty if their work group is on duty the night before, the day or night of the appearance in court. (5D Leave Section not required.)
- 17.16 Whenever a member, while off duty, reports (via phone or other means) his/her inability to report for duty, the company officer or auxiliary division superior receiving the call shall: (notification must be 1 hour before tour commences)
- a Notify the member that he/she must be available for contact by a superior officer.
  - b Immediately notify the District Fire Chief on duty who shall notify the Deputy Fire Chief.
  - c Make out the Form 5D(Leave of Absence), (Injury and Illness Report).
  - d The report shall be forwarded through the officer on the same work group as the member. This includes company officers, District Fire Chiefs, Deputy Fire Chiefs.
- 17.17 The officer or acting officer on the same work group of the member or auxiliary division superior shall, before forwarding these reports:
- a Contact the member using the phone number listed on the Form 5D to determine if he/she will be able to report for the next tour of duty.
  - b State under remarks on the Form 5D if member was or was not contacted and any change in members's ability to report for the next tour of duty.
  - c Recommendations shall be made by company officers after conferring with District Fire Chiefs on Form 5D as to W/Loss or W/O Loss. If recommendation is with loss, submit Form 3A. Personnel Office shall be notified via phone immediately during regular office hours.
  - d State any extenuating circumstances that may affect the no loss or loss status of the member.
  - e Maintain a record of all leaves in the member's file.
  - f Member shall be instructed to report to Medical Examiner as soon as possible, regardless of group assignment.

Members relieved for sickness or injury while off duty (notification by telephone or other means) shall be required to obtain a physician's certificate and if such absence extends beyond 48 hours, report to the Medical Examiner before returning to duty. The District Fire Chief may recommend waiving the physician's certificate.

Members relieved for sickness while on duty shall not be required to obtain a physician's certificate or report to the Medical Examiner's Officer (unless so ordered by a superior officer) or unless such absence extends beyond 48 hours.

All members unable to return to duty within 48 hours shall immediately forward to the Medical Examiner, a physician's certificate and such other medical certificates as the Medical Examiner shall require.

Before returning to full duty, the member shall obtain the physician's certificate he shall present it to the Medical Examiner's. The member shall return it to his Company Officer.

The Company officer shall attach the physician's certificate to the Form 3/6B before forwarding. Where the physician's certificate has been waived by the District Fire Chief, in accordance with these rules, a notation of this fact shall be made under remarks on the Form 3/6B.

There shall be two (2) types of sick leave with loss:

1. Members immediately removed from payroll due to circumstances relating to absence.
2. Members kept on payroll until a review is made of the individual's leave record, physician's certificate or any extenuating circumstances.

The Fire Commissioner/Chief shall make the final determination on the loss or no loss status. He/she may take into consideration the recommendation by the company or chief officers and any extenuating circumstances.



17.18 Upon admittance to, or discharge from, a hospital, a member shall at once notify the Fire Alarm Office, who will in turn notify the aide to the Medical Examiner and either the District Fire Chief of the district or the head of the auxiliary division in which the member is assigned, C11 shall notify the assigned company. Officers so notified by the Fire Alarm Office will forward a report on the next morning regarding the matter.

17.19 When a member returns to duty from injured leave he/she shall, if necessary, as soon as possible forward in duplicate a Form 5F (Indemnification Application) to Headquarters. Duplicate copies of hospital, medical, surgical, nursing, or other related expenses incurred as a result of such injury shall be attached to the Form 5F. The expenses shall not be allowed to accumulate more than 30 days before being filed.

Members shall report to the Indemnification Advisory Panel at Headquarters when so ordered.

Note: Members are advised to keep a copy of Form 5F and also copies of all bills for future reference.

17.20 All members of the department failing to report for duty because of injuries or sickness will go on leave without pay if not properly relieved by the Department Medical Examiner or Chief Officer. If, however, upon return to duty, the member can prove to the satisfaction of the Fire Commissioner/Chief of Department that such absence from duty was because of injury sustained in the line of duty, his/her pay will be refunded.

17.21 Personal Leave Days: Four (4).

17.22 Personal Leave has been established and is incorporated into the Rules and Regulations of this department, effective July 1, 1977.

- a. Currently all employees, members of Local 718, Bargaining Unit shall be granted four (4) personal leave tours in each fiscal year period, (July 1 - June 30) of the succeeding calendar year.
- b. Such tours can be taken at the discretion of the employee in Compliance with guidelines set forth in the current contract.
- c. All members who wish to take personal leave shall notify his/her company officer or superior no later than 1200 hours on the preceeding day of his/her scheduled tour from which leave is requested.
- d. The officer receiving the notice shall notify the personnel office, the District Fire Chief, and forward the Form 3L thru channels.

17.23 Requirements of the Medical Examiner Office.

- a. When ordered by a superior to do so, a member shall report to the Medical Examiner.
- b. Members on injured leave must be returned to duty by the Department Medical Examiner.
- c. Members on sick leave for more than one tour of duty or 48 hours must be returned by the Medical Examiner.
- d. All members shall report to the Medical Examiner in Uniform.
- e. When a doctors certificate is required it shall be shown to the Medical Examiner and returned to the Company Officer by the Member.
- f. When physically able to do so, members of the department on sick or injured leave, shall report to the Medical Examiner when required to do so by them and to the Personnel Office. All members, except those with visible injuries such as crutches, shall report in dress or work uniform appropriate for the season. Should Headquarters be closed on Monday, these members shall report the following morning.
- g. All members unable to return to duty within 48 hours shall immediately forward to the Medical Examiner, a physican's certificate and such other medical certificates as the Medical Examiner shall require.
- h. Before returning to full duty, the member shall obtain the physician's certificate he/she shall present it to the Medical Examiner's. The member shall return it to his/her Company Officer.
- i. The Company officer shall attach the physician's certificate to the Form 3/6 B before forwarding. Where the physician's certificate has been waived by the District Fire Chief, in accordance with these rules, a notation of this fact shall be made under remarks on the Form 3/6B.
- j. The Fire Commissioner/Chief shall make the final determination on the loss or no loss status. He/she may take into consideration the recommendation by the company or chief officers and any extenuating circumstances.

## CHAPTER 18

### General Rules

- 18.1 The word "member" or "members," as used in this section, shall apply alike to officers and other members, unless the sense or context otherwise requires. As regards members of the Fire Fighting Force other than officer, the term "immediate superior" shall mean the company commander.
- 18.2 Officers and members shall acquire a general knowledge of all rules. They shall especially familiarize themselves with the rules pertaining to their respective grades and duties.
- 18.3 A file of General and Special Orders shall be kept accessible to members.
- 18.4 All orders of superiors which pertain to the service shall be obeyed promptly and without question and charges must be preferred for neglect or refusal to obey such orders. However, no order which contemplates or requires the doing of an unlawful or manifestly improper act or an act specifically forbidden under the rules, shall be issued or carried into effect.
- 18.5 Officials or representatives of other city departments shall be cooperated with as far as possible, but the full discharge of obligations to the Fire Department shall have first consideration.
- 18.6 Officers shall be vigilant and active in enforcing the rules, requiring strict compliance therewith, and promptly correcting any irregularities. No officer shall tolerate or connive at any violation or evasion of rules. In all official relations with their subordinates, officers shall maintain a proper reserve and shall exact the courtesy and respect which their rank demands.
- 18.7 The officer in immediate charge of any fire station, office, or auxiliary division shall be primarily responsible for the discipline, efficiency, and operation thereof and for the upkeep and protection of all department property in or assigned to their respective units.
- 18.8 The "Morning Call" shall be sounded at 0700 and members shall promptly arise, but any member or members may be called earlier for any special work or duty deemed necessary by the officer in charge of quarters.
- 18.9 House work shall begin not later than 0830 and continued until completed to the satisfaction of the officer in charge of quarters.



- 18.10 The rules and discipline which govern in its own quarters shall apply to a company while covering in other quarters and the same routine of house duty shall be followed. Beds, bedclothes, etc., in such quarters must not be soiled. Patrol must be maintained and the House Journal kept in the usual manner. House cleaning and other duties shall be attended to at the proper time.
- 18.11 Business with any Division of the Department shall be transacted through the head of such division, or his/her authorized representative. Insofar as time and circumstances permit, verbal orders shall be transmitted through intermediate grades.
- 18.12 No officer shall interfere in matters or operations for which another officer of equal rank is responsible, except with the latter's consent, or by order of a superior. Conflict of authority must be strictly avoided.
- 18.13 Members designated to perform temporarily the duties of a higher rank shall be accorded the obedience, respect, and courtesy demanded by these rules for the higher rank.
- 18.14 All orders received from aides or chauffeurs of chief officers shall be considered as coming direct from the Chief Officer, "Whose Name Must Be Given." Aides or chauffeurs are strictly forbidden to give any orders except as authorized.
- 18.15 Officers shall be addressed and referred to respectfully and by their respective titles, but the following abbreviations will be used in conversation:
- a Chief - The Chief of Operations and all other chief officers
  - b Superintendent - For superintendents of Fire Alarm and Maintenance Divisions
  - c Doctor - Medical Examiner
- 18.16 Every member shall:
- a Acknowledge his/her superiors when they meet or pass on the street or elsewhere in public while in uniform. Upon entering the office of the Fire Commissioner or any chief officer, members shall remove their caps and stand at attention unless otherwise directed.

- b Reside in compliance with the city ordinance and keep his/her immediate superior informed of his/her home address, ward, and telephone number or any change in same and such information shall be kept on file and reported by said member to headquarters.
- c When desiring leave of absence, transfers, or any privilege outside of his/her regular assignment of duty, make such request in writing to the Commissioner. All requests of this nature must be forwarded through official channels.
- d When leaving the service, return all property charged to his/her account to the responsible officer or custodian before his/her final salary will be released. If a member dies, his/her immediate superior shall see that such property is returned to the department.
- e Whenever summoned or called before any court, board, or commission, outside of the department, for the purpose of investigation or any other reason involving a matter in which the department is in any way concerned, immediately notify the Commissioner/Chief of Department through the chain of command.
- f Whenever a member of the department is served with a summons in a civil action arising out of collision of department apparatus or passenger cars with privately owned vehicles, property, or persons, the member receiving the summons shall either bring it or send it to the Executive Secretary of the department as soon as possible, through the chain of command.
- g Keep his/her book of Rules and SOP's up to date. From time to time rule changes or additions will be made. These changes will be issued in printed loose-leaf form. It shall be the duty of each member to insert these changes in his/her rule book in the proper place.
- h Members completing their tours of duty shall remove from the apparatus their fire hats, fire coats, and other fire fighting clothing, and equipment.
- i When a member reports for a day or night tour of duty, he or she shall ascertain that the personal light and the Securus SOS personal distress location (PDL) assigned to his or her position is delivered to his or her custody by the person they are relieving or the person in charge, and are attached to their designated place on his or her equipment. If the light, and, or the (PDL) is not found, the member going off duty is responsible for it being missing. If the member going off duty does not have a relief, he or she shall give it to the person in charge who shall put it in a safe place. If a light or (PDL) is missing, the member responsible for it shall forward a detailed report to Headquarters stating all particulars relating thereto. Under No circumstances shall lights and the (PDL) be left unattended on the apparatus while the apparatus is out of quarters.



When a member reports for duty it shall be the members responsibility to receive the personal light from the person he/she is relieving or the person in charge of the company. Concurrently when leaving the assignment, the light shall be passed to a member or the person in charge. Loss of a light is subject to disciplinary action.

- j When a member is detailed to another company he shall, upon entering quarters, report directly to the officer in charge of that company.
- 18.17 A member shall promptly notify his/her immediate superior of any of the following of which he has personal knowledge or with which he is in any way connected.
- a Accidents or collisions due to department operations or occasioned by any act or negligence of department employees, especially when resulting in loss of life, injury to person, or damage to property.
  - b Defects in apparatus, equipment, or other department property or damage to same.
  - c Hydrants found out of order, blocked, or covered so as to be difficult of access.
  - d Fire alarm boxes found out of order.
  - e Loss or damage of hose, equipment, or appliances while going to, returning from, or working at fires. A search will be made for the lost article and the police notified.
  - f Loss of fire hat, badge, or other department property assigned to his/her use.
  - g First aid rendered at fires or elsewhere.
  - h All injuries, no matter how trivial, received in line of duty. Such notice to be given within 72 hours.
  - i If, while on duty, he becomes suddenly ill or temporarily unable to respond to alarms or to perform his/her duties.
  - j. When not properly relieved from duty.
- 18.18 All matters referred to in the preceding rule shall be considered as matters of urgency and a company commander or other officer who is informed or has knowledge of any such matter shall make immediate report on the subject.
- 18.19 If a member observes any street or highway condition liable to cause delay or accident to apparatus, or if he knows of any occurrence or condition of affairs which in the public interest should be communicated to another public department, he shall promptly inform his/her immediate superior thereof and such superior shall telephone the information to the District Fire Chief and the public department concerned. The Officer notified shall submit Form GF65 to the proper authority.



- 18.20 Withdrawal of apparatus from service may be authorized only by the Fire Commissioner, Chief of Operations, or those designated by either of these officials. The Fire Alarm Office shall be notified immediately by the company commander of the withdrawal from, and restoration to, service of apparatus. Said office shall transmit all such information to the Chief of Operations, Deputy and District Fire Chiefs concerned and shall report all but minor matters to the Commissioner.
- 18.21 All notifications called for in the rules must be promptly given so that urgent matters may receive immediate attention and that the forwarding of reports may not be delayed or interfered with.
- 18.22 When any matter is referred from Headquarters for investigation, or is of a nature requiring such, it shall be promptly and thoroughly made.
- 18.23 All matters submitted for official action by the Fire Commissioner shall be in writing.
- 18.24 Members desiring an interview with the Fire Commissioner shall first secure permission through the chain of command. An appointment may then be made with the Commissioner's secretary. It is not necessary for a member to divulge the purpose of his/her visit unless he so wishes.
- 18.25 Articles or property belonging to the department shall not be loaned, sold, or otherwise disposed of, except as authorized by the Fire Commissioner; and fire stations, or the premises on which they are located, as well as apparatus, tools, or appliances are not to be used for the purpose of conducting tests, etc., by outsiders or by other city departments, without explicit permission from the Fire Commissioner or Chief of Operations.
- 18.26 When small cars are brought into the Maintenance Division for repairs requiring changeover, all personal, and operational equipment shall be removed from the vehicle prior to the changeover by the chauffeur or aide of the vehicle involved.
- 18.27 Department automobiles, trucks, etc., shall be used only for the department business and if, in the performance of duty, it becomes necessary at any time to leave any of the smaller department automobiles, such as chiefs' cars and sedans, unattended, they must be locked. Deputy and District Fire Chiefs cars shall be locked while in quarters.

- 18.28 No persons not connected with the department shall be permitted to ride on the apparatus except with the permission of the Fire Commissioner after a proper release form has been signed by such person.
- 18.29 Hydrants shall be operated only for the extinguishment of fires, unless otherwise ordered by the Fire Commissioner or Chief of Operations.
- 18.30 Under the direction of the Deputy Fire Chief, fire apparatus in service may be used to transport company members for the purpose of removing snow from post hydrants and salting flush hydrants. The company shall remain in service and available for response to alarms via department radio. Discretion shall be used to avoid adding to traffic congestion. The Deputy Fire Chief shall notify the Fire Alarm Office when apparatus is to be utilized for this purpose. When there would be danger of equipment freezing in extremely cold weather, this procedure shall not be used instead, company members shall be sent out individually to remove snow from post hydrants and to salt flush hydrants.
- 18.31 Fuel, light, and water shall be economically used. Lights shall be extinguished when not in use and water shall not be used in excess of requirements.
- 18.32 Only electric lamps furnished by the department shall be used and no electrical installation or repairs shall be made without the approval of the Superintendent of the Fire Alarm Division.
- 18.33 Members shall not:
- a Directly or indirectly solicit, or except by special permission of the Fire Commissioner, accept from any private source of interest any money or valuable thing as a reward or compensation, or by way of acknowledgment for services rendered in the line of duty.
  - b Solicit a donation or contribution of any kind while in uniform, except by special permission of the Commissioner.
  - c Leave their assigned posts of duty nor shall any member leave quarters without permission of the officer in charge, to whom he/she shall report upon his/her return.
  - d Volunteer in any of the organized Reserve Units of the Army, Navy, Air Corps, Coast Guard, or become members of the National Guard, without first obtaining approval in writing from the Fire Commissioner/Chief.

- e Be employed in or give personal attention to any other business, except that members of the department will be allowed to engage in part time or supplemental employment that is not in conflict with, or, in association with their official duties or that does not conflict with or jeopardize the livelihood of other professions or trades and not in a trade or job that does not pay the prevailing union wage rate when such rates have been established.
  - f Be employed in, or give personal attention to, any other business while on sick or injured leave.
- 18.34 Appointments and promotions will be made under Civil Service Rules and original appointments will be for a probationary period of twelve months.
- 18.35 Every person appointed to the department shall, before entering upon his/her duties, make and subscribe to the oath of office, sign an agreement to abide by the rules and regulations as they are or may be established, and be subject to any penalties imposed by the Fire Commissioner/Chief for violations thereof.
- 18.36 Probationers who have served twelve months, graduated from Drill School, and have been approved for permanent appointment by the Medical Examiner, will, if of satisfactory record and possessed of a motor vehicle driver's license, be given certificates of permanent appointment.
- 18.37 Transfers within the department will be made subject to the provisions of the current contractual agreement with Local 718 IAFF and members shall apply for same in writing after their probationary period is completed stating their qualifications, i.e, pump operator, chauffeur, tillerman, date of appointment, and dates of promotions, if any.
- 18.38 Resignations must be tendered in writing on a Form 5A, stating reason for resignation.
- 18.39 Membership in the Boston Firemen's Mutual Relief Association is available to all members of the fire fighting force. Assessments of said association shall be paid when due under penalty of suspension from said association.
- 18.40 No members shall be obliged to render service of a purely personal character.
- 18.41 No member shall be prejudiced or annoyed on account of his/her race, religion, politics, gender, or nationality.



- 18.42 Members permanently detailed to Headquarters or to any of the auxiliary divisions shall be relieved from duty with their respective companies and shall be subject to the regulations, hours, etc., of the service or office to which so detailed.
- 18.43 Whenever a member performs a meritorious act outside of the scope of duty or distinguishes himself or herself by dangerous rescue work at a fire or elsewhere, his/her immediate superiors shall forward a report containing complete information as to services performed, personal risk involved, etc., which shall be accompanied by a similar report from the Deputy Fire Chief who shall include in his/her report the degree of risk he/she feels was involved in the particular act, whether there was extreme personal risk, great personal risk, or unusual personal risk involved, so that such acts may be accorded due recognition for the "Fire Fighter of the Month Award," and/or referred to the Board of Merit. The Deputy Fire Chief shall recommend that the case be referred to the Board of Merit for further consideration if, in his/her opinion, sufficient personal risk is involved.
- 18.44 The following offenses are specifically forbidden:
- a Conduct unbecoming a member, whether on or off duty, which tends to lower the service in the estimation of the public.
  - b Being intoxicated or under the influence of liquor, or drugs, or controlled substance, while on duty or in uniform.
  - c Bringing intoxicating liquors or narcotic drugs into department houses or keeping or using the same therein.
  - d Violation of any criminal law.
  - e Disrespect or insolence to a superior.
  - f Absence without official leave.
  - g Neglect of, evading, or shirking duty.
  - h Failure to respond with the apparatus or to respond at all to an alarm.
  - i Misdirecting apparatus by announcement of wrong box number or otherwise.
  - j Conduct prejudicial to good order.
  - k Abusive or threatening language.
  - l Obscene, indecent, or profane language, particularly if habitually indulged in.
  - m Untruthfulness or willful misrepresentation in matters affecting the department or its employees.
  - n Loss, injury, or damage to department property through willfulness or carelessness.
  - o Assignment of wages or salary, in whole or in part, or refusing or unreasonably neglecting to pay just debts.

18.45 The following are forbidden in quarters:

- a Gambling.
- b Card playing or other games after midnight.
- c Improper or offensive language, disorderly, boisterous, provoking, or mischievous conduct, fighting, or assault.
- d Uncleanly or objectionable habits.
- e Smoking in the dormitory.
- f Social gatherings, except by special permission of the Fire Commissioner.

18.46 In circumstances making such action advisable or necessary, the Chief of Operations, the Deputy Chief or the officer in command of a fire, or the head of an auxiliary division, may relieve from duty any person subject to his/her orders. A report of such action shall be immediately forwarded to Headquarters.

18.47 In recognition of 25 and 40 years' faithful service rendered by various members of the department, the Chief of Operations will present, respectively, to each 25-year member and to each 40-year member a special certificate of service. These certificates will bear, respectively, the inscriptions "Boston Fire Department - Twenty-five Years' Active Service," "Forty Years' Active Service."

18.48 Whenever the Fire Commissioner/Chief of Operations or any Chief Officer visits a fire station, the officer called to the main floor shall appear in regulation uniform.

18.49 In addition to their duties as set forth in the rules, members shall perform such other duties as may be required by superiors.

18.50

- a It shall be the responsibility of every member to assure that his/her hair, as worn, shall not interfere with the use of his/her safety equipment, i.e., mask, fire hat, fire coat, etc.
- b Length - Hair may be combed to cover the ear, but may not be worn longer than the top of the earlobe. Hair may extend to, but not over, the collar. Hair may be styled, but in no case may such styling interfere with the use of safety equipment.
- c Sideburns - Sideburns may extend to the bottom of the lowest point of the earlobe with a maximum width that does not come in contact with the edge of the facepiece of any breathing apparatus that is provided by the department.
- d Mustaches - Mustaches are permitted with a maximum width that does not come in contact with the edge of the facepiece of any breathing apparatus that is provided by the department. In no case shall sideburns, mustaches, or other hair be such as to interfere with the facepiece seal.



- e Beards - Beards are not permitted as they interfere with the facepiece seal.
  - f General - It is recognized that arduous physical duties of fire fighters may on occasion result in ruffling the hair and that some persons naturally have course, curly, bushy, or wavy hair. Such conditions do not within themselves constitute a violation of department rules. Questions of hair and hair stylings that may constitute violations shall be determined by actual testing of the individual to determine if the use of safety equipment is being interfered with, and if such violations exist. (These tests shall be conducted by the Training and Research Division.)
  - g. Loose jewelry or studs in ears and nose are forbidden for safety reason.
- 18.51 Members will be permitted to exchange tours of duty with another member of his/her company who has the same qualifications, e.g., chauffeur, tillerman, pump operator, etc.

Requests for exchange of tours shall be made in writing and shall be forwarded to the District Fire Chief of the tour involved, who will approve or disapprove them. They shall be forwarded so as to give enough time for them to reach said District Fire Chief and be returned to the company, approved or disapproved, where it shall be filed as an official department record.

Members shall state on the request the date and tour to be exchanged, the name of the member with whom the tour is being exchanged, the date the tour will be repaid, and the request must be signed by both members involved.

District Fire Chiefs shall keep a record of all exchanges of tours approved by them. For this purpose there shall be kept in each district office a journal of exchanges of tours, each District Fire Chief shall make an entry in the journal noting each exchange of tour that he has approved.

- 18.52 Members who have agreed to work exchange of tours in conformance with Rule 18.51 is solely responsible for coverage of such tour/s.
- 18.53 A member serving on a civil service Acting Out of Grade list shall notify the personnel assignment officer of any change on their status. (i.e. vacation, group change, sick, injured, or exchange or tours.



- 18.54 A one weeks advance notice of withdrawal from an acting out of grade list is required. Withdrawal shall be for (2) a two week period. A member shall submit a Form 5A to the personnel office thru the chain of command with the dates and reasons for withdrawal. Emergency reasons will be considered by the Deputy Chief of Personnel.
- 18.55 Any member who desires an interview with any of the Headquarters Staff shall use the chain of command.

Company commanders shall adhere to the provision of Rule 11.4 which states:

When a member is assigned a permanent group change, forward a Form 5A to the Personnel Division before the 18th of the month, stating the reason for the change.

IV. ADDENDUM TO RULE 18.44(K)

Rule 18.44(k) has been changed to read as follows.

18.44(k) Abusive or Threatening Language.

1. Threats and intimidating conduct jeopardizes the safety of members of the department and interferes with the order and teamwork which is essential to a fire company. The department will not tolerate threatening and abusive conduct. Disciplinary action, including discharge, will be imposed for violations of 18.44(k).
2. Procedure for Investigating Threatening Conduct:
  - a) When a member of the department threatens an officer or fire fighter with physical harm, the officer or fire fighter shall immediately notify his/her superior officer.
  - b) The district fire chief will be notified and promptly investigate the incident. If warranted, he shall notify the on duty deputy fire chief who will respond to the location. The deputy fire chief may relieve, with loss of pay, the member making threats for the remainder of the tour of duty pursuant to G.L. Chapter 31, Section 41.
  - c) If the member making threats refuses to leave quarters and/or becomes disruptive, the district fire chief shall request an immediate response from the Fire Investigation Unit (FIU). If the FIU is not available the Boston Police Department shall be notified.
  - d) The company officer shall prefer charges for the following violations: 18.44(a), (e), (j), (k), and any other rule or regulation which may be violated.
  - e) The FIU shall accompany any fire fighter or officer who appears in court as a witness in a criminal matter concerning threats made by a member of the department. The FIU shall remain with the witness as long as necessary.
3. Before the member is allowed to return to duty, he/she shall report to the department medical examiner to determine fitness for duty.

Revised copies of the above rules and regulations changes will be issued to each member in the near future for insertion into their rules and regulations book.

## CHAPTER 19

### Uniform Regulations

- 19.1 The styles of uniforms for officers and other members shall be as prescribed, from time to time, by the Fire Commissioner, and no uniform which does not conform therewith shall be worn. The Superintendent of the Maintenance Division shall, at frequent intervals, inspect uniform clothing to ascertain whether the specifications in the clothing contract are complied with.
- 19.2 The uniform must be worn without insignia or device other than as prescribed or permitted by the Fire Commissioner.
- 19.3 The badge must be pinned to the center of the left breast of the sack coat, in full view.
- 19.4 The cap device or insignia must be at the front, the top being one quarter of an inch below the top of the cap.
- 19.5 Black shoes, badges, buttons, insignia, and devices shall be kept polished, and the entire uniform must be kept neat and clean.
- 19.6 The sack coat and overcoat shall be kept buttoned when worn by members. Between May 1 and October 1, members are not required to wear sack coats or black ties, but when wearing department issue shirts without sack coats, they shall have the corporation badge secured to the place provided on the shirt over the left breast. Chief officers and Company Officers shall wear collar insignia identifying their rank.
- 19.7 Members of the uniformed force shall wear the regulation uniform of the department only when on duty or when proceeding to and from duty between their homes and company quarters, except as permitted by the Fire Commissioner, or as otherwise provided for in this section.
- 19.8 Members not actually on duty must not use the uniform or any part thereof for the purpose of identifying themselves as members of the department. This rule shall also apply to members of auxiliary divisions who wear any part of a uniform. Except by permission from the Fire Commissioner/Chief.
- 19.9 All members of the department, when reporting to Headquarters or the Medical Examiner's Office, shall do so in uniform. This ruling does not apply to members on crutches or who have an arm in a sling.



- 19.10
- a. Except when time does not permit making a change, regulation dress shall not be worn for fire duty or to perform house work or other work for which it is not suitable. Members on duty shall have the regulation dress uniform readily accessible at all times.
  - b. Work uniform for officers and firefighters shall be station uniform safety shirts issued by the department, either short or long sleeve. Trousers shall be safety trousers issued by the department. Members are authorized to wear garments that comply with the standards of the department as set by the Commissioner as to color, appearance, and safety. They shall wear black belts, and black shoes, and black or white socks.
  - c. Chief Officers white shirts - ties, uniform trousers on the day tour, night tour station shirt may be worn. Chief Officers and Company Officers shall wear rank designation on their collars at all times.
- 19.11 The regulation uniform shall not be worn by members under suspension, but must be turned over to company commander, who shall retain same until member is restored to duty.
- 19.12 Uniform overcoats shall be worn from December 1 to April 1. However, in the event of unseasonable weather, same may be worn prior to and after these dates, and may be discarded due to such an event prior to April 1, at the option of members. Detachable fur collars shall be worn on uniform jackets from December 1 to April 1. A plain all white scarf may be worn with the overcoat.
- 19.13 White uniform caps will be regulation uniform for officers and aides year round.
- 19.14 Application for new uniform clothing shall be made on Form 23A and forwarded through regular channels to Headquarters. A separate form will be used for each article requested with a check mark opposite the article needed. Badge number must be placed on all application forms and all questions under Reason for Application must be answered in full and verified by the commanding officer before application is forwarded. The article of clothing for which the replacement is being requested must be brought to the disbursing officer. The disbursing officer, if after making the necessary inspection, deems it proper that the applicant requires said portion requested, shall furnish him with the usual permit authorizing measurement for the clothing required.
- 19.15 Orders received for clothing must be presented to the firm having the contract within ten (10) days from date of issuance.

- 19.16 Applications for repairs or alterations of clothing will be forwarded through regular channels on Form 23B and, within a reasonable time thereafter, garment shall be delivered to the Maintenance Division. Immediate attention should be given to the repair of torn clothing, especially fire coats.
- 19.17 When making application for a new fire coat, the member concerned shall present the coat to be replaced to the disbursing officer of the Maintenance Division, for his/her inspection and condemnation; otherwise, such application will not be honored.
- 19.18 The Maintenance Division will deliver all clothing at the various district headquarters and District Chiefs will make delivery to companies when making daily tour of their districts; having the member to whom the garment is assigned, sign the acceptance sheet, which will be returned to Headquarters immediately. Company commanders will make immediate note in the Post-Index system of clothing received by members.
- 19.19 The disbursing officer will carefully examine clothing and if not satisfactory as to fit, etc., the member to whom it is assigned will return it to the firm having contract for proper fitting as soon as possible, obtaining a receipt for same. Upon receiving the altered garment, it shall again be submitted to the disbursing officer for his/her inspection.
- 19.20 Any instructions relative to uniforms given by the Superintendent of the Maintenance Division shall be carefully observed by all members of the uniformed force.

## CHAPTER 20

### Charges - Penalties

- 20.1 Charges in writing shall be preferred against any member of the department who violates these rules and regulations, and for any offense of a serious nature, or tending to impair the service. Technical infractions of these rules which can be effectively corrected by a caution or reproof at the time should not, generally speaking, be made the subject of charges. A Form R1 on each technical infraction and correction taken shall be forwarded to Headquarters. These forms will be entered in the member's personnel file.
- 20.2 Charges should be brought for service reasons only, and with no other aim than the good of the service, enforcement of the rules, or the righting of wrong.
- 20.3 Charges shall cite the rule, order, or instruction violated and shall be followed by the specification or number of specifications of the acts and circumstances, with dates, time, places, and witnesses connected therewith; and to establish the uniformity of practice as far as possible, they should be formulated "Violation of Rule \_\_\_\_\_, Section \_\_\_\_\_," (specifying the number of the rule and section in question).
- 20.4 Charges shall be preferred by the immediate superior concerned and shall be signed by him. Charges shall pass through the chain of command and be signed by officers working on the particular tour of duty in which the offense occurred.
- 20.5 The Fire Commissioner or his designate will hear charges preferred against members.
- 20.6 When so ordered, accused members shall answer the charges in person and penalty will be imposed for failure to appear at a hearing unless good cause for such failure is shown.
- 20.7 Accused members will be furnished a copy of charges at least 72 hours in advance of the time set for the hearing and will be allowed representation by counsel.
- 20.8 Extenuating circumstances will be taken into account, but alleged ignorance or misunderstanding of rules will not be considered. Previous course of conduct, good or ill, will be taken into account in determining penalties.
- 20.9 Any violation whatsoever of a rule or regulation of the department or an order of the Fire Commissioner shall be punishable by reprimand, suspension without pay, reduction in rank or grade, or discharge, as determined in each case by the Fire Commissioner.



20.10 The Chief of Operations, Deputy Fire Chief, or division head may suspend a member for a period not exceeding five week (5) days for violation of these rules and regulations. (Gen. Laws, Chapter 31, Section 41)

- a Within 24 hours of suspension said member will be given a written notice of suspension.
- b Said notice will contain the specific reasons for suspension.
- c Said member shall be informed of his/her right to request a hearing before the Fire Commissioner within 48 hours of his/her receipt of notice of suspension.

## CHAPTER 21

### Communications Division

#### I. Organization

##### Planning and Logistic

- 21.1 The Communications Division under the direction of a Deputy Fire Chief, designated by the Fire Commissioner is established for the purpose of correlating all aspects of alarms receipt, alarm response, planning and logistical support systems, and operations shall consist of a Planning & Logistic Section and a Fire Alarm Section. In the absence of the Deputy Fire Chief in charge the Planning & Logistics section and the Fire Alarm Section shall be under the supervision of a District Fire Chief and a Superintendent of Fire Alarm respectively.
- 21.2 The Deputy Fire Chief of the Communications Division subject at all times to the Fire Commissioner and Chief of Operations, shall be responsible for the proper management of the Communications Division including but not limited to responsibility for the operation of the Fire Alarm Office.
- 21.3 The Deputy Fire Chief in charge will respond to such fires and at such times as the Fire Commissioner may order.
- 21.4 The Planning and Logistics Section, under the supervision of a District Fire Chief, is established for the purpose of better informing our department personnel about the unusual areas and complexes in our city that could hinder our operations at time of fires. In order to have an efficient department we must keep informed on the various changes that are constantly taking place in all areas of the city. ~~This division~~ will work in conjunction with all members of the department to formulate programs which will provide more efficient operations within the department.
- 21.5 The District Fire Chief shall:
- a Establish a liaison program with all other city departments.
  - b Establish a liaison program with the various authorities such as the MBTA, the Port Authority, etc., to set up safe fire fighting procedures of their properties.
  - c Supervise and make recommendations for fire safety in high-rise buildings during construction.
  - d Arrange on-site training programs for members of the department on the proper procedure for using fire fighters' key switch for elevators, standpipes, water supplies, and fire pumps, etc., in high-rise buildings.
  - e Establish guide lines for evacuation procedures in high-rise buildings.

- f Work with the Fire Alarm Office in establishing procedures for the response of apparatus.
  - g Formulate such ordinances and regulations as the Chief of operation and the Fire Commissioner shall direct.
- 21.6 The Fire Alarm Section shall be comprised of the operating, construction, and radio forces. This section, under the supervision of a superintendent, shall be responsible for the installation, maintenance, and operation of the fire alarm signal, and communication systems in Fire Department buildings and the fireboats.
- 21.7 The people employed on the operating force shall be classified as chief fire alarm operator, principal fire alarm operators, senior fire alarm operators, fire alarm operators, etc. The men employed on the construction force shall be classified as: assistant superintendent, general foreman, foreman, working foreman, electrical equipment repairman, lineman, cablesplicer, inside wireman, storekeeper, etc. The radio service shall consist of the radio supervisor and radio repairman.
- 21.8 The superintendent of the Fire Alarm Section shall be responsible directly to the Fire Commissioner, and Chief of Operations and Deputy Fire Chief of the Communications Division for the proper operation of the division, covering the installation and maintenance of the wires, posts, machinery, and other facilities of the fire alarm signal, and communication systems, and all electric light, power, and communication systems in Fire Department buildings and fireboats, and he shall see that all such wires, posts, machinery, and other facilities are maintained in good working order and condition, and shall keep in his/her office records and maps showing location of same. He/she shall make such regulations governing the operation of the divisions as may be necessary, not in conflict, however, with any rule, regulation, or order of the Fire Commissioner, or Chief of Operation or Deputy Fire Chief of Communications Division.
- 21.9 The superintendent shall:
- a See that all needs of the division are provided for, and that defects in, or damage to, the fire alarm signal and communication systems and the radio system are promptly remedied.
  - b Have charge of all electrical work in Fire Department buildings and fireboats, including installation, repairs, and the furnishing of electrical equipment, parts, and supplies.
  - c Keep records of costs of electricity and gas for each Fire Department building, also costs of telephone communication.



- d Be responsible for seeing that private fire alarm boxes and systems connected to the municipal fire alarm system are properly designed and installed in accordance with Fire Department requirements and that necessary arrangements are made with an approved person or company for the inspecting, testing, and repairing of said boxes and associated systems in accordance with the current National Fire Protection Association Standards and the requirements of the Fire Department.
- e Arrange to furnish the companies of the fire fighting force with "Out of Service" signs, including thereon necessary information for the guidance of the public, which signs are to be securely attached to fire alarm boxes that are out of service.
- f Make daily report of alarms received during the preceding twenty-four hours. Make daily report of attendance on Form FA 111, and such other reports as may be required covering the operation of the division.
- g Designate the person to be acting superintendent during his/her absence.

21.10 The assistant superintendent of the Fire Alarm Section, under the direction of the superintendent, shall have general supervision of the construction force and the Fire Alarm Shop. He/she shall:

- a Be responsible for the carrying out of all orders and requirements of the superintendent pertaining to the installation and maintenance of the fire alarm system, including fire alarm boxes, wires, cables, and all other facilities; the installation and maintenance of electrical systems in Fire Department buildings and fireboats; and the operation of the Fire Alarm Shop.
- b Lay out and plan the work for the construction force, and assign members to various jobs for the most efficient operation of the division.
- c Make out tours of duty and arrange to have members on duty at all hours for making emergency repairs to the fire alarm system and for responding to multiple alarm fires and other emergencies where their service may be required.
- d Arrange for the proper testing of fire alarm boxes in accordance with the current National Board of Fire Underwriters Association Standards; also arrange for periodic painting of the fire alarm boxes, posts, and other facilities.
- e Keep accurate records of the activities of the construction force; also records of boxes, including type, changes, and tests; and such other records as may be required or necessary for proper operation of the division.
- f See that requests are sent to the superintendent for ordering of tools, equipment, parts and supplies necessary for proper operation of the division.

- g Make daily reports of attendance and work performed on Form FA 110.
  - h Make daily garage reports to the superintendent showing cars and trucks used, the operator, time out, time returned, and the section of city or service performed.
- 21.11 Chief fire alarm operator in charge of fire alarm operations, under the direction of the superintendent, shall have general supervision of Fire Alarm headquarters. He/she shall:
- a Be responsible for carrying out of all orders and requirements of the superintendent pertaining to the operation of the Fire Alarm Office.
  - b Arrange tours of duty for the members of the operating force and be responsible for assigning operators to various watches for the most efficient operation.
  - c He/she shall see that proper and necessary records are kept and that such records are carefully preserved.
  - d He/she shall see that daily report of alarms and other required reports are properly made out.
  - e He/she shall report for duty at the Fire Alarm Office on such multiple alarms or combination of alarms as department conditions require.
- 21.12 The operating force shall consist of principal fire alarm operators, senior fire alarm operators, and fire alarm operators, working on various watches in accordance with an approved schedule. Hereinafter, the word "operator" shall include and apply to both senior fire alarm operator and fire alarm operator, unless otherwise specified. Unless authorized by the Fire Commissioner, or officer in command of the department, operators (including principal fire alarm operators) shall not give out information to any person relating to department business.
- 21.13 The operator in charge of a watch shall normally be a principal fire alarm operator. He/she shall be responsible for the efficient operation of the Fire Alarm Office. All operators serving with him/her shall be subject to his/her orders. In the absence of a principal fire alarm operator, the designated senior fire alarm operator shall assume the duties of a principal fire alarm operator.
- 21.14 The principal fire alarm operator will assign operators to various duties as required and supervise operations to see that the work of the Fire Alarm Office is performed efficiently and properly. He/she will allow no unnecessary noise in the operating room. He/she shall not permit visitors to interfere with the operation of the office or tamper with office equipment or records.
- 21.15 He/she shall fully inform his/her relief of matters and conditions that require attention.

- 21.16 He/she shall inform his/her superiors of any defective or faulty equipment, also of any breach of discipline, inefficiency, or violation of rules which took place during his/her watch.
- 21.17 If the operator-in-charge must leave the operating room, he/she shall designate a senior fire alarm operator to take his/her place pending his/her return.

## II. General Duties of Fire Alarm Operators

- 21.18 Fire alarm operators shall acquire a thorough knowledge of all signals, calls, and location of fire companies and apparatus box locations and circuits, etc., he/she shall familiarize themselves with and comply with the department Rules and Regulations and orders as issued applying to their duties.
- 21.19 All operators shall be alert and vigilant for all alarms, signals, radio, and telephone calls. During each tour of duty, the principal operator shall assign fixed periods of duty at the telephone switchboard, radio console, and the alarm circuits, so that at all times there will be an operator assigned to each of these positions. The lengths of these periods shall be determined by the principal operator. Each operator assigned to these duties shall spend equal amounts of time at each of these three positions. Operators shall not leave the Operating Room without the permission of the principal operator. Upon the report of "smoke or fire showing" by first arriving apparatus, the alert signal shall be sounded and all operators shall report to the Operating Room.
- 21.20 Operators shall give promptly all notifications required by the Rules and Regulations, and as otherwise ordered by the Fire Commissioner, Chief of Operations, Deputy Fire Chief of ~~Communications~~ and the Superintendent. *SPECIAL SERVICES DIV.*
- 21.21 In the transmission of official or business messages, direct connection shall be established between the persons concerned, and only when direct communication cannot be made shall messages be accepted to be relayed.
- 21.22 Operators shall know the radio operation procedure, and shall conform to the rules as established.
- 21.23 Operators shall report for duty at the scheduled times. In case an operator cannot report for duty at the time he/she is due, he/she shall give ample notice to the office so that another operator can be directed to report (if necessary). For members working the day tour, ample notice shall be at least one hour before start of the day tour. For members working the night tour, ample notice shall be at least two hours before the start of the night tour.



- 21.24 Office apparatus and equipment, including all circuits, shall be tested at the beginning of each tour of duty, and such other tests shall be made as required or directed by the operator-in-charge. Defects in office equipment, radio units, circuits, etc., shall be noted in the daily log sheet, and shall be corrected as soon as possible. The attention of superiors shall be called to any defects. Proper records shall be made of all signals, defects, repairs, box tests, current and voltage readings of circuits, etc., and of other matters of value and importance.
- 21.25 Any member of the operating force including clerk, etc., who cannot report for work at the scheduled time, shall call the Fire Alarm Office giving reason for his/her absence or lateness. This information shall be recorded in the daily log. If a member fails to report PRIOR to the time that he/she is due to report for duty, he/she will be considered absent without leave.

### III. Instructions to Fire Alarm Personnel Regarding Alarms

- 21.26 Alarms shall be transmitted immediately upon receipt, subject to the instructions of the Basic Response Pattern as promulgated by the Fire Commissioner. Subsequent alarms for the fire received from adjacent boxes will normally be recorded, but not transmitted. When in doubt as to whether or not the subsequent alarm received is for the same fire, the operator in charge shall use his/her discretion and treat it as a still or transmit a box on the tappers. Operators shall not assume that every adjacent box is for the same fire. In any case, the District Fire Chief shall be notified regarding the alarm from adjacent boxes, and what action has been taken.
- 21.27 On still alarms (by telephone), the receiving operator shall announce the particulars of the incident, the location, and the source whence received. The operator-in-charge, or other operator, will check the street file for the nearest apparatus assignment and box. After getting the assignment of apparatus, the receiving operator shall call the companies, and when they answer, repeat their names, give his/her name, and give the location and nature of the fire or other emergency. The responding chief shall be given all information either by telephone or by radio.
- 21.28 If the fire is reported in a building, after dispatching the nearest engine company and ladder company, the nearest box shall be transmitted.

- 21.29 When companies are ordered to leave their stations to cover other stations, their District Chief shall be notified. When companies are ordered to respond to a still alarm, the District Chief of the district where the incident occurs shall be notified.
- 21.30 If the tapper and gong circuits are open at the same time, stations on such circuits shall be notified of any alarms transmitted while the circuits are open. This notification can be given by telephone or radio.

#### IV. Construction Force

- 21.31 The construction force shall consist of general foreman, foreman, working foreman, inside wiremen, linemen, cablesplacers, electrical equipment repairmen, machinists, etc.
- 21.32 The general foreman shall cooperate with and assist the assistant superintendent in the operation of the construction force and the Fire Alarm Shop. Perform such duties as may be assigned by the assistant superintendent, and in the absence of the assistant superintendent, perform all duties assigned to the assistant superintendent.
- 21.33 The foreman of the inside wiremen, under the direction of the general foreman and the assistant superintendent, shall be responsible for planning and directing the work of the inside wiremen in connection with all electrical power, light signal, and communication systems in Fire Department buildings and the fireboats.
- 21.34 The foreman of the linemen and cablesplacers, under the direction of the general foreman and the assistant superintendent, shall be responsible for planning and directing the work of linemen, cablesplacers, and such other employees as may be assigned to the work of installing, testing, repairing, and maintaining of fire alarm wires and cables and other fire alarm facilities.
- 21.35 Normally, each foreman of linemen and cablesplacers, as directed by the superintendent, is assigned a given area or section of the city for which he/she is responsible. In the absence of one foreman, the other foreman may be directed to assume responsibility of the entire city, or the assistant superintendent may designate a working foreman to cover one district.

- 21.36 Working foreman of linemen and cablesplicers shall be assigned to be in charge of small groups of members, under the direction of a foreman, in carrying out the activities of the construction force. A working foreman may be assigned to perform the duties of a foreman in case of the absence of a foreman.
- 21.37 Working foreman of machinists shall be in charge of the Fire Alarm Machine Shop. He/she shall plan and direct the work of machinists, painter, and such other employees who may be assigned to work under his/her direction.
- 21.38 Electrical equipment repairmen, under the direction of the general foreman and the assistant superintendent, shall be responsible for the inspection and testing of fire alarm boxes in accordance with the current National Fire Protection Association Standards. In checking the boxes, they shall make minor repairs to boxes where necessary to keep boxes in proper operating condition. At such time that they cannot perform work in the field, they may be assigned to other work in the Fire Alarm Shop, such as in the Machine Shop.
- 21.39 The principal storekeeper, under the direction of the general foreman and the assistant superintendent, shall be responsible for ordering and receiving of parts, equipment, material and supplies, and he/she shall be in charge of the Fire Alarm Stockroom. He/she shall keep required records pertaining to goods ordered, received, work performed on service orders, and stock issued.
- He/she shall make sure that the stockroom is securely locked to prevent theft or loss of supplies. He/she may be required to perform clerical duties in connection with reports and records in the absence of the senior storekeeper.
- 21.40 The senior storekeeper assists the principal storekeeper in the work pertaining to the stockroom, as may be required, and performs such other work as may be directed by the general foreman or the assistant superintendent. Normally his/her principal duties are to perform clerical work for the general foreman and assistant superintendent. He/she performs the duties of principal storekeeper in the absence of the principal storekeeper.
- 21.41 Members of the construction force shall report for duty at the scheduled time. In case a member cannot report for duty, he/she shall give ample notice to the Fire Alarm Office so that another member of the force can be directed to report (if necessary).



Any member of the construction force who cannot report for work at the scheduled time shall call the Fire Alarm Office and give the information including the reason for his/her absence (or lateness). This information shall be recorded in the daily log by the operator in charge of the Fire Alarm Office, who will see that the information is given to the assistant superintendent as soon as possible. If a member fails to report prior to the time that he is due to report for duty, he/she will be considered absent without leave.

#### V. Emergency Crew

- 21.42 The assistant superintendent in arranging tours of duty for the various members of the construction force shall assign members to work as an emergency crew. Normally, the emergency crew shall consist of two members, a working foreman in charge with a lineman or a cablesplicer. Additional members may be assigned as an emergency crew when conditions warrant it. If no working foreman is available, the assistant superintendent may designate a member to act in the capacity, such as electrical equipment repairman, lineman, or cablesplicer.
- 21.43 The emergency crew shall respond to multiple alarm fires only if their services are requested by the officer in charge of the fire. They shall, upon arrival at the fire, report to the officer in charge, carry out his/her commands, and when their services are no longer required, be dismissed by such officer. They shall also notify the Fire Alarm Office by radio of their arrival and departure from the fire.
- 21.44 Members of the construction force, when on circuit trouble, shall accept orders from the operator in charge of the Fire Alarm Office, who shall issue only such orders as tests indicate or are necessary to carry out the work of testing and repairing of the Fire Alarm system.
- 21.45 When defects or troubles are corrected, the working foreman or members in charge of the emergency crew shall report to the Fire Alarm Office the nature of the defect, and in case of circuit trouble, give location. Proper and complete information on the trouble and work performed shall be recorded in the journal of the Fire Alarm Shop.
- 21.46 For those cases of serious nature where not even temporary repairs can be made to put the fire alarm circuit in operating condition, the foreman in charge of the district shall be notified.

## VI. Radio Service

- 21.47 The radio supervisor, under the direction of the superintendent, shall be in charge of the Radio Shop. He/she shall direct and supervise the work of installing, testing, and repairing of all radio equipment, including base stations, control consoles, mobile units, portable units, and receivers in station, and also all electronic equipment in the Fire Department buildings, including amplifiers, house alarm, and paging systems.
- 21.48 The radio supervisor shall have a SECOND CLASS Federal Communications Commission Radio Telephone License. He/she shall see that all frequency and modulation deviation measurements are properly made, and that necessary and adequate records are kept as required by the Federal Communications Commission.
- 21.49 Other members of the radio service shall hold at least a SECOND CLASS Federal Communications Commission Radio Telephone License. Members of the radio service shall report for duty at the scheduled time. Any member of the radio service who cannot report for work at the scheduled time shall call the Fire Alarm Office and give the information, including the reason for his/her absence or lateness. This information is to be recorded in the daily log by the operator in charge of the Fire Alarm Office who will see that the information is given to the radio supervisor as soon as possible. If a member fails to report prior to the time that he/she is due to report for duty, he/she will be considered absent without leave.

## CHAPTER 22

### Training and Maintenance Division

- 22.1 The Training and Maintenance Division, under the direction of a Deputy Fire Chief, is established for the purpose of commanding the training and maintenance activities of the Boston Fire Department. In the absence of the Deputy Fire Chief, the Drillmaster shall assume his/her duties and responsibilities.
- 22.2 The Deputy Fire Chief in charge shall:
- a Develop, formulate, and conduct training programs and procedures for all members of the department in fire fighting, routine care of fire apparatus and equipment in fire stations, and related duties required of fire service personnel.
  - b Conduct periodic surveys, inspections, and tests of apparatus, tools, and appliances of the fire fighting force to determine their reliability and to insure the safety of personnel using them.
  - c Conduct periodic tests and evaluation of fire fighting companies to determine their proficiency in standard fire fighting evolutions.
  - d Become involved in research programs designed to improve fire fighting techniques, fire fighting apparatus and equipment, and protection of fire fighters.
  - e Prepare specifications for new fire apparatus test and evaluate newly acquired fire apparatus test and evaluate new tools and appliances before recommending their use in the department.
  - f Maintain an office, a stockroom for fire fighting equipment, and a gas mask repair shop at headquarters.
  - g Maintain a training academy and a carbon dioxide and dry chemical extinguisher refilling station at Moon Island.
- 22.3 The Deputy Fire Chief of the Training & Maintenance Division, subject at all times to the Fire Commissioner/Chief of Operations, shall be responsible for the proper management of the Training and Maintenance Division. The efficient maintenance of all department property, apparatus, hose, and appliances and shall make such rules regulating the operation of the division as may from time to time be found necessary not in conflict, however, with any rule, regulation, or order of the Fire Commissioner or the Chief of Operations.
- 22.4 The Deputy Fire Chief in charge will respond to such fires and at such times as the Fire Commissioner may order.



22.5 The force employed in the Maintenance Division shall consist of Superintendent of Maintenance, the assistant superintendent, the general foreman of Fire Department Maintenance, general foreman of motor equipment repair, engineer of motor apparatus, general maintenance mechanic foreman, and such other assignments as may be designated by the Fire Commissioner and Chief of Operations.

- a Have direct supervision of the repair and maintenance of high pressure stations, fireboats, and department garage.
- b Take necessary action on all communications for supplies and repairs within his/her jurisdiction for the maintenance of departmental property and efficiency of apparatus, quarters, etc.
- c Approve all bills for supplies and repairs, and maintain records of apparatus, hose, clothing, repairs, labor, etc.
- d Personally, or by a representative, supervise all tests and installation of apparatus, hose, equipment, and appliances.
- e Frequently inspect department buildings, high pressure stations, apparatus, fireboats, appliances, etc., for the purpose of familiarizing him/herself with conditions and being assured of their proper maintenance.
- f Respond on such multiple alarms when conditions are such to necessitate his/her response, or as he/she may be ordered by Deputy Fire Chief the Fire Commissioner or the Chief of Operations - in either case going to the Maintenance Division or to the fire, as his/her judgement dictates, unless otherwise ordered.
- g Issue instructions for the care, operations, and maintenance of motor apparatus, high pressure stations, fireboats, and also to govern emergency conditions, subject to the approval of the Deputy Fire Chief of Training, Fire Commissioner/Chief.
- h Inspect and report on all matters, and perform such other duties as required by the Deputy Fire Chief of Training the Fire Commissioner or Chief of Operations
- i Make morning report daily on Form 13D.1.

22.6 The assistant superintendent of maintenance shall be responsible to the superintendent of maintenance and in the absence of the superintendent of maintenance he/she shall assume his/her responsibilities and duties. He/she shall conform to the same requirements as those imposed on the superintendent by the Rules and Regulations of the Fire Department. Orders and directions received from the assistant superintendent in the performance of his/her prescribed duties or in compliance with the directives of the Fire Commissioner, Chief of Operations, or Deputy Fire Chief, superintendent shall be followed by motor squad and maintenance personnel and/or such other personnel as the Rules and Regulations require.

### III. General Foreman of Fire Department Maintenance

- 22.7 The general foreman of the Fire Department Maintenance Division, under the supervision of the superintendent and assistant superintendent, shall be in charge of all matters pertaining to the maintenance, repair, and testing of all motor apparatus and appliances connected therewith maintenance and repairs to all Fire Department buildings and to performing such other duties as may be ordered by the superintendent or assistant superintendent.
- 22.8 He shall have charge of civilian personnel of the Maintenance Division under the direction of the superintendent.
- 22.9 He shall have supervision of work, subject to the orders of the superintendent see that all orders issued by the superintendent are carried out and shall perform such other duties as may be assigned to him. The duties mentioned above shall comprise the inspection and supervision of all work accomplished by members of the Maintenance Division.

### IV. General Foreman of Motor Equipment Repair

- 22.10 The general foreman of motor equipment repair under the supervision of the superintendent, assistant superintendent, and general foreman of Fire Department maintenance shall be directly responsible for the motor equipment repair work. In the absence of the general foreman of Fire Department Maintenance, he shall have charge of civilian personnel under direction of the superintendent.
- 22.11 He shall supervise foremen and employees engaged in overhauling and repairing automobiles, performing tire and battery service, and lubricating motor equipment.
- 22.12 He shall plan and schedule motor equipment repair work and inspect work being performed and work completed.
- 22.13 He shall requisition necessary materials and supplies, check time records, and prepare reports.

### V. General Maintenance Mechanic Foreman

- 22.14 The general maintenance mechanic foreman under the direction of the superintendent, assistant superintendent, and general foreman of Fire Department maintenance shall be in charge of all matters pertaining to the maintenance of department buildings, including building construction, alterations, repairs, painting, etc., and all such work performed by department forces or by contractors, and he shall perform such other duties as may be ordered by the superintendent.



## CHAPTER 23

### In General

- 23.1 The rules governing the auxiliary divisions shall include such of these rules and regulations as apply to such divisions, either in their terms or in their general character and application. The division or divisions to which any particular rule applies will appear from the nature of the service and the wording of the rule.
- 23.2 The working hours in the auxiliary division shall be as designated by the Fire Commissioner, subject to the laws and ordinances governing same.
- 23.3 Superintendents or other designated heads of divisions shall:
- a Have control and direction of all persons employed in, or detailed to, their respective divisions, and shall be responsible for the observance of rules and maintenance of discipline, order, and efficiency within their respective jurisdictions.
  - b Be subject to the orders of the Chief of Operations and shall comply with his/her requirements relative to apparatus and equipment of the fire fighting force. This rule applies to all employees of auxiliary divisions.
  - c Have authority to make arrangements adapted to the special needs or conditions of, or contributing to the efficiency of, their respective divisions, provided such arrangements are not inconsistent with rules or orders.
  - d Make daily reports showing the members on duty and the work on which engaged; the members absent and the extent and cause of absence; and giving such other information as they deem advisable or may be directed to report.
  - e See that all needed supplies are on hand and make requisition therefor as necessary.
  - f Verify and approve bills for supplies received, etc., and for services and other materials furnished their respective divisions by contractors or others.
  - g Be responsible for all supplies and materials furnished their respective divisions or placed in their charge.
  - h Make monthly report of the activities of their respective divisions.
  - i Forward a report on Form 5A to the Fire Commissioner when a department motor vehicle assigned to their service is involved in an accident, which should accompany regular accident report forms.



- 23.4 They shall also keep records showing:
- a The various activities of their respective divisions in such detail as may be required.
  - b Names, ratings, compensation, and nature of duties of all persons employed in their respective divisions, the time which each person worked or was absent, and the cause of absence.
  - c Labor, materials, or supplies furnished each fire station or other establishments.
  - d All business transactions with individuals, firms corporations, or other public departments, and all services rendered and material furnished such persons or departments.