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PERSONNEL PROCEDURES CHIEF OF FIRE

1. The Chief of Fire is the ranking and Commanding Officer of the Fire Department.
2. The Chief of Fire shall be in command of the Fire Department and as the ranking and Commanding Officer shall have the power and authority to supervise the organization and management thereof, and control all buildings, equipment, activities, and personnel of the Fire Department.
3. The Chief of Fire, when present at the scene of a fire or other emergency and takes overall command, shall have full power and authority to employ all resources to effect control and abatement of the emergency.
4. The Chief shall see that proper discipline is maintained throughout the Fire Department, that all Rules and Regulations, Orders and policies are observed by all members of the Fire Department.
5. The Chief shall annually review all current General Orders, Notices, and policies of the Fire Department to determine what changes are to be made and shall publish such changes.
6. The Chief shall have the full power and authority to detail, transfer, and/or assign members of the Fire Department in order to develop and/or maintain an efficient organization established to render emergency services.

DEPUTY CHIEF - OPERATIONS DIVISION

1. The Deputy Chief of Operations shall secure, prepare, and submit complete information on all matters requiring the attention of the Chief of Fire.
2. The Deputy Chief shall take command of all firefighting operations unless relieved of command by the Chief of Fire.
3. The Deputy Chief shall keep the fire suppression units efficient by giving assistance in implementing the in-service training programs.
4. The Deputy Chief shall test or cause to be tested all apparatus, hose, equipment, tools, etc., before acceptance; and, shall report in writing to the Chief of Fire whether the articles to be purchased meet specifications.
5. The Deputy Chief shall order the testing of all fire apparatus pumps and fire hose on an annual basis.
6. The Deputy Chief shall be responsible for the drawing of specifications for apparatus, hose, and equipment.

DEPUTY CHIEF - FIRE PREVENTION DIVISION

1. The Deputy Chief of Fire Prevention shall secure, prepare, and submit complete information on all matters concerning the attention of the Chief of Fire.
2. The Deputy Chief shall serve as Fire Marshal for the City of Wilmington and as an Assistant Fire Marshal for the State of Delaware.
3. The Deputy Chief shall administer the Fire Prevention Division in conformity with the policies and practices of the Fire Department as required by the laws and ordinances of the Federal Government, the State of Delaware and the City of Wilmington.
4. The Deputy Chief shall see that fire prevention inspections are conducted in all areas of the City as per current Fire Prevention Codes of the City of Wilmington and the State of Delaware.
5. The Deputy Chief of Fire Prevention shall supervise all alarm investigations for the Fire Department.
6. The Deputy Chief shall see that immediate investigations are made of all explosions and fatal, suspicious, and second or greater alarm fires; and, also that all fires which occur within the corporate limits of the City of Wilmington are investigated as required by existing policy.
7. The Deputy Chief shall determine which arson cases are to be considered for prosecution and possible presentation to the Wilmington City Solicitor's Office and/or to the Attorney General's Office of the State of Delaware.
8. The Deputy Chief shall require all fire investigators to have a thorough knowledge of all laws, ordinances, and other information which may be necessary to enable them to fulfill their assignments.

FIRE PHYSICIAN

1. The Chief of Fire shall select a physician to serve the Fire Department; this physician shall be referred to as and have the title of "Fire Physician" for the Fire Department. The annual salary shall be subject to approval by the Mayor and City Council of Wilmington.
2. The Fire Physician shall be subject to such rules and regulations as the Chief of Fire may, from time to time, make, alter or amend.
3. The Fire Physician shall examine Fire Department members committed to the Delaware State Hospital, other mental hospitals, or alcoholic rehabilitation centers.
4. The Fire Physician shall be responsible for the maintenance and preservation of records concerning the medical history, sickness, or disability of members of the Fire Department on forms provided for that purpose.
5. The Fire Physician shall not pass any applicant for the Fire Department who fails to measure up to the medical standards adopted by the Chief of Fire governing the qualifications for applicants.
6. The Fire Physician shall be governed by the Delaware Workman's Compensation Law in all cases of injury to any member of the Fire Department.
7. The Fire Physician shall be responsible for members of the Fire Department on sick leave, and shall return to full duty a member of the Fire Department on sick leave as soon as the member's physical and/or mental condition warrants.
8. The Fire Physician shall bring to the attention of the Chief of Fire promptly, all cases in which a member of the Fire Department is unfit for duty; or in which a member of the Fire Department fraudulently, or by misleading statements concerning his/her condition, sickness, or disability, endeavors to deceive the Physician.
9. The Fire Physician shall report to the Chief of Fire all cases in which a member of the Fire Department has continued on sick or injured leave for three (3) months. The Fire Physician shall include a statement of the circumstances of the illness or disability, and whether or not there is any reason to believe the illness or disability is of such a nature as to interfere permanently with the performance of duty on the part of the member of the Fire Department.
10. The Fire Physician or representative shall visit promptly, a member of the Fire Department who has been seriously injured on duty; and, if in the judgment the injured person requires hospitalization, shall make arrangements for room, nurse, and any other service deemed necessary.

11. The Fire Physician or representative may declare any member of the Fire Department unfit for duty and may order the member to the Medical Dispensary or a hospital for examination and/or treatment. Unfit for duty shall be declared for being under the influence of intoxicants, or unauthorized drugs or because of an illness, injury or disability.
12. It shall be the duty of the Fire Physician or representative to visit a member of the Fire Department, who consults or engages their own physician, as often as may be necessary to form a conclusion as to whether or not the member of the force is actually sick.
13. The Fire physician or representative shall respond promptly when notified by an official of the Fire Department, make the necessary examinations, and submit a written report to the Chief of Fire.
14. The Fire Physician or representative may respond in cases where members of the Fire Department are found to be under the influence of intoxicants, or unauthorized drugs when, in the discretion of the superior officer, the physician's services are deemed advisable.
15. The Fire Physician shall begin the annual scheduling of physical examinations of the members of the Fire Department so as to complete the examination in time to submit the Annual Report. The physician shall work closely with the Captain of Safety/Training in scheduling members for their annual physical examinations.

FIRE CHAPLAINS

1. The Chaplain shall have the honorary rank of Deputy Chief and shall receive the same courtesy and respect from members of the Fire Department as required for his/her rank.
2. The Chaplain is the religious and spiritual leader for the Fire Department.
3. Shall visit the sick, seriously injured, or dying members and minister to their spiritual welfare.
4. Shall assist the Battalion Chief of Support Services in integrating the principles of human relations, good citizenship, and moral conduct into the training program of the Fire Department.
5. Shall work closely with the Departmental Assistance Officers as a consultant on matters which influence or pertain to the religious life, morals, welfare of all members of the Fire Department.
6. Shall perform such other duties as may be requested by the Chief of Fire.

BATTALION CHIEF - SUPPORT SERVICES

ADMINISTRATIVE:

1. Shall be directly responsible to the Chief of Fire.
2. Shall be responsible for the management of the administrative functions of the fire department which includes Information Technology, Inventory and Purchasing.
3. Shall be the liaison between the Fire Department and the City Risk Management Office.
4. Shall insure that copies of fire incidents are provided to insurance companies as requested.
5. Shall monitor the sick leave records and notify members of their status.
6. Shall prepare the necessary documents for the purchase of materials, supplies, and equipment to maintain an effective operating force and shall monitor the expenditures in order to maintain budget allocations.
7. Shall maintain an up-to-date contingency recall book and call personnel back in the event of a major incident.
8. Shall have a thorough knowledge for fire administration and related techniques; knowledge of the organization, functions, policies, Rules and Regulations of the Fire Department.
9. Shall have knowledge of Fire Department personnel policies and procedures; ability to interpret, explain, and enforce regulations.
10. Shall serve on committees and perform such other duties as may be ordered by the Chief of Fire.

INTERNAL AFFAIRS:

1. Shall be directly responsible to the Chief of Fire.
2. Shall be liaison between the Fire Department and the Human Resources Department.
3. Shall be liaison between the Fire Department, Police Department and all other Law Enforcement Agencies.
4. Shall be the administrator and custodian of all issued Fire Department Firearms and other Certified of Police Training (COPT) related equipment and training.
5. Shall be responsible for the management of the drug and alcohol random testing program which includes scheduling personnel to be tested and handling all violations of this policy.

6. Shall be responsible to investigate all official complaints lodged against the Fire Department or any member who holds the ranks of Firefighter, Lieutenant, Captain and Battalion Chief and take the necessary action.
7. Shall investigate alleged violations of the Rules and Regulations, Orders, and policies for which charges have been filed against any Fire Department member who holds the ranks of Firefighter, Lieutenant, Captain and Battalion Chief.
8. Shall serve as or assist the prosecuting officer for an Official Trial Board. Shall maintain an accurate and up-to-date record of all validated charges filed against each member.
9. Shall have a thorough knowledge for fire administration and related techniques; knowledge of the organization, functions, policies, Rules and Regulations of the Fire Department.
10. Shall have knowledge of Fire Department personnel policies and procedures; ability to interpret, explain, and enforce regulations.
11. Shall serve on committees and perform such other duties as may be ordered by the Chief of Fire.

OFFICER-ADMINISTRATIVE SERVICES

1. Shall be directly responsible to the Support Services Administrative Battalion Chief for the proper and efficient performance of his/her assigned administrative duties.
2. Shall keep adequate supplies on hand for efficient operations.
3. Shall be assigned duties as ordered by the Chief of Fire and managed by the Support Services Administrative Battalion Chief.
4. Shall respond to any incident where requested by the on-scene commander or directed by a superior officer and serve in any role assigned by the Incident Commander.
5. Shall have a thorough knowledge for fire administration and related techniques; knowledge of the organization, functions, policies, Rules and Regulations of the Fire Department.
6. Shall have knowledge of Fire Department personnel policies and procedures; ability to interpret, explain, and enforce regulations.
7. Shall serve on committees and perform such other duties as may be ordered by the Chief of Fire.

BATTALION CHIEF - SUPPRESSION

1. Shall be directly responsible to the Deputy Chief of Operations.
2. Shall be responsible for all activities for a fire district through its assigned Company Officers.
3. Shall supervise all fire suppression personnel and the daily operations in the fire district.
4. Shall assume responsibility for administrative duties, pre-fire planning and in-service training for the Platoon.
5. Shall insure that all Companies are using proper and safe firefighting tactics in coordination with one another at the emergency scene.
6. Shall request additional help as needed and maintain a proper firefighting force to meet the task at hand.
7. Shall be responsible for determining the cause and origin of fires and may request assistance from the Fire Marshal's Office.
8. Shall supervise the daily operation of their respective fire district through Company Officers.
9. Shall insure that all manning levels are maintained as prescribed in the union contract and city policies.
10. Shall interpret and enforce the Rules and Regulations of the Fire Department and the City Personnel Code. Shall insure that discipline is maintained and that violators are properly processed.
11. Shall coordinate the in-service training program and assist in development when requested.
12. Shall maintain proper records regarding work schedules, vacations, special leaves, and disciplinary hours of personnel as set forth by the Deputy Chief of Operations.
13. Shall serve in any position designated by the Rules and Regulations regarding trial boards and disciplinary procedures. Their actions will be directly accountable to the Deputy Chief of Operations and the Chief of Fire.

CAPTAIN - SAFETY/TRAINING DIVISION

1. Shall be directly responsible to the Chief of Fire.
2. Shall be responsible for the management of the occupational health and safety program.
3. Shall develop recommendations and study/review matters pertaining to occupational health and safety.
4. Shall maintain a liaison with Suppression Battalion Chiefs in determining training needs and coordination of same.
5. Shall respond to any incident where requested by the on-scene commander and evaluate the situation as to the safety of Fire Department personnel and make recommendations.
6. Shall have the authority to cause immediate correction of situations which create an imminent hazard to personnel.
7. Shall keep records and review all on-duty injuries and motor vehicle accidents involving Fire Department equipment and determine whether any remedial action or training to prevent future incidents is needed.
8. Shall work closely with the Medical Dispensary in scheduling members for annual physicals.
9. Shall be the liaison between the Fire Department and educational institutions which have enrolled fire personnel. Shall monitor course schedules and course changes implemented by these institutions to avoid any unreasonable hardship for enrolled fire personnel.
10. Shall be responsible for coordinating all training for fire personnel as a requirement of their certifications.
11. Shall instruct fire personnel in safe work methods and assist in the training and testing for fire apparatus drivers/operators.
12. Shall survey operations, procedures, equipment, and facilities with regard to maintaining safe work practices and procedures; and report recommendations to the Chief of Fire.
13. Shall prepare an annual fire department death and injury summary.
14. Shall have a thorough knowledge of all standards - federal, state, and local pertaining to occupational health and safety.

CAPTAIN - FIRE SUPPRESSION COMPANY

1. The Captain in Command of a Fire Suppression Company shall be directly responsible to their Battalion Chief and the Deputy Chief of Operations for the proper and efficient performance of their duties.
2. Shall be responsible for the enforcement of all Rules and Regulations, Orders, and policies of the Fire Department.
3. Shall secure, prepare, and submit complete information on all matters requiring the attention of the Chief of Fire.
4. Shall thoroughly understand all reports, orders, and communications received by or originating within their command; and to be responsible for the legibility, completeness, and accuracy of alarm and daily reports and letters completed and/or submitted by them.
5. Shall be in direct command of their Company and shall be responsible for all activities, personnel, apparatus, equipment, tools, supplies, records and files in their command.
6. Shall establish policies governing the operation of their company as an efficient fire suppression unit in accordance with accepted Fire Department practices.
7. Shall administer discipline to the personnel detailed and assigned to their company and shall establish policies for proper cleaning and maintenance of the apparatus, equipment, and tools in their company.
8. Shall establish and maintain the necessary records and files needed for the efficient operation of their Company and shall make these records and files available for inspection by the Battalion Chief of Support Services.
9. The Captain in Command of an Engine Company shall be responsible for the fire station in which the Engine Company is housed. He shall establish the policy of the house duties and watch desk duty; and shall be responsible for the proper maintenance, repair, and orderly condition of the fire station.
10. The Captain in Command of the fire station shall establish policies for the proper cleaning and maintenance of reserve apparatus and Fire Department automobiles, except those automobiles assigned to Fire Suppression Battalion Chiefs housed in their station.
11. The Captain in command of the fire station shall assign the beds of all members quartered at the fire station.
12. Shall see that the fuel storage tanks are kept filled as specified in the contract with the fuel company, and that a complete record of such materials received and used is kept.
13. Shall requisition from stock the necessary supplies for their company.

14. Shall prepare and submit to the Deputy Chief of Operations a hose report within two (2) weeks after testing hose.
15. Shall prepare and submit to the Deputy Chief of Operations, no later than February 1st annually, a complete and detailed inventory of all Fire Department property under their command.
16. Shall prepare and submit to the Deputy Chief of Operations an annual report on Firefighters in their company; who are qualified as apparatus operators and those Firefighters who are not qualified as apparatus operators, stating in detail the reason(s) why a Firefighter is not qualified.
17. In the absence of the Battalion Chief, the Captain so designated shall assume all the authority, duties and responsibilities of the Battalion Chief.
18. Shall serve on committees and perform such other duties as may be ordered by superior officers.

CAPTAIN - FIRE PREVENTION DIVISION

1. Shall be directly responsible to the Deputy Chief of the Fire Prevention Division.
2. Shall supervise the duties of subordinate members in the Division to insure that all work in the Division is conducted in a proper and efficient manner.
3. Shall be responsible for the enforcement of all Rules and Regulations, Orders, and S.O.P.'s of the Fire Department.
4. Shall secure, prepare and submit complete and accurate information on all fire prevention, code enforcement, fire investigation, and public education matters requiring the attention of the Deputy Chief of the Fire Prevention Division.
5. Shall conduct fire prevention, public education safety talks, code/complaint inspections and investigations.
6. Shall take an active part in the code enforcement and complaints handled by the Fire Marshal's Office, keep records of same and keep all information strictly confidential.
7. Shall implement the in-service Officer's building inspection program and assist in training Company Officers for follow-up inspections.
8. Shall, in the absence of the Fire Protection Reviewer, conduct plan reviews of new and renovated construction projects throughout the City.
9. Shall have a thorough knowledge of the construction and arrangement of all buildings or residential, institutional, educational, industrial, mercantile, business, place of assembly occupancies in the City of Wilmington.

10. Shall have a general knowledge of the judicial system and an understanding of the Delaware Criminal Code and Wilmington Code.
11. Shall administer the discipline for the personnel detailed or assigned to the Fire Marshal's Office.
12. Shall serve on committees and perform such other duties as may be ordered by the Deputy Chief of Fire Prevention.

ADMINISTRATIVE ASSISTANT TO THE CHIEF

1. The Officer assigned as Administrative Assistant to the Chief of Fire shall be directly responsible to the Chief of Fire.
2. Shall be responsible for the enforcement of all Rules and Regulations, Orders, and policies of the Fire Department.
3. Shall secure, prepare, and submit complete information on all matters requiring the attention of the Chief of Fire.
4. Shall thoroughly understand all reports, orders, and communications received by or originating in the Office of the Chief of Fire.
5. Shall manage the Office of the Chief of Fire efficiently and shall prepare correspondence.
6. Shall assist in the preparation of a Fire Department budget preparing in detail the proposed cost of operating the Fire Department as requested by the Mayor and City Council.
7. Shall know the boundary lines of the City of Wilmington and traffic patterns and response routes in the City.
8. Shall inform the Chief of Fire of newly arrived fire units and their location at the alarm scene.
9. Shall establish and operate radio communications for the Chief of Fire at alarm scenes, giving periodic radio progress reports and transmitting and receiving the radio messages for the Chief of Fire.
10. Shall correctly relay orders to the Chief of Fire at alarm scenes, using courtesy and proper decorum in the communication of these orders.
11. Shall have a working knowledge of the computer aided dispatch system in order to provide the Chief of Fire with accurate logistical information.
12. Shall serve on committees and perform such other duties as may be ordered by the Chief of Fire.

**LIEUTENANT - FIRE PREVENTION DIVISION
PUBLIC EDUCATION/CODE ENFORCEMENT**

1. Shall be directly responsible to the Captain of the Fire Prevention Division.
2. Shall be responsible for the enforcement of all Rules and Regulations, Orders, and S.O.P.'s of the Fire Department.
3. Shall insure that fire prevention and public education programs are conducted in a proper and efficient manner.
4. Shall document all work performed by the Fire Prevention Unit on the productivity analysis report.
5. Shall secure, prepare, and submit complete and accurate information on all public education and code enforcement matters requiring the attention of the Deputy Chief of the Fire Prevention Division.
6. Shall conduct fire investigations, code enforcement/ life safety inspections and fire prevention/safety talks.
7. Shall take an active part in the code enforcement and complaints handled by the Fire Marshal's Office.
8. Shall, in the absence of the Captain and/or the Fire Protection Reviewer, conduct plan reviews of new and renovated construction projects throughout the City and attend meetings pertaining to same.
9. Shall have a thorough knowledge of the construction and arrangement of all buildings of residential, institutional, educational, industrial, mercantile, business and place of assembly occupancies in the City of Wilmington.
10. Shall administer discipline for the personnel assigned or detailed to the Fire Prevention Division.
11. Shall serve on committees and perform such other duties as may be ordered.

**LIEUTENANT - FIRE PREVENTION DIVISION
FIRE INVESTIGATION/CODE ENFORCEMENT**

1. Shall be directly responsible to the Captain of the Fire Prevention Division.
2. Shall be responsible to act as liaison between State Fire Marshal's Office and the Department of License and Inspections and coordinate any activities or referrals.
3. Shall oversee any fire investigations and assist when needed.
4. Shall insure that subordinates attend all required court hearings, preliminary hearings, trials, sentencing and community meetings when scheduled.
5. Shall be responsible for the enforcement of all Rules and Regulations, Orders, and S.O.P.'s of the Fire Department.
6. Shall secure, prepare, and submit complete and accurate information on all fire investigations and code enforcement matters requiring the attention of the Deputy Chief of the Fire Prevention Division.
7. Shall conduct fire investigations, code enforcement/life safety inspections and fire prevention/safety talks.
8. Shall take an active part in the code enforcement and complaints handled by the Fire Marshal's Office.
9. Shall, in the absence of the Captain and/or the Fire Protection Reviewer, conduct plan reviews of new and renovated construction projects throughout the City and attend meetings pertaining to same.
10. Shall have a thorough knowledge of the construction and arrangement of all buildings of residential, institutional, educational, industrial, mercantile, business and place of assembly occupancies in the City of Wilmington.
11. Shall have a general knowledge of the judicial system and an understanding of the Delaware Criminal Code and Wilmington Code.
12. Shall administer discipline for the personnel assigned or detailed to the Fire Prevention Division.
13. Shall serve on committees and perform such other duties as may be ordered.

LIEUTENANT - FIRE SUPPRESSION COMPANY

1. The Lieutenant assigned to a Fire Suppression Company shall be directly responsible to the Battalion Chief and Captain for the proper and efficient performance of his/her duties.
2. Shall be responsible for the enforcement of all Rules and Regulations, Orders, and policies of the Fire Department.
3. Shall secure, prepare, and submit complete information on all matters requiring the attention of the Chief of Fire.
4. Shall thoroughly understand all reports orders, and communications received by or originating within the assigned or detailed command; and to be responsible for the legibility, completeness, accuracy of alarm and daily reports and letters completed and/or submitted.
5. Shall be responsible for the operation of their Command as an efficient firefighting unit in accordance with the accepted Fire Department practices.
6. Shall make no changes in the policy governing the operation of the fire station, the Company or house watch duties without the prior permission of the Captain, unless so ordered by the Battalion Chief, Deputy Chief of Operations or the Chief of Fire.
7. Shall administer discipline to the personnel detailed and assigned to their command.
8. Shall be responsible to the respective Captain for maintaining the records and files needed for the efficient operation of a Fire Suppression Company.
9. Shall enforce the policies established by the Captain in command of the fire station regarding the house duties and watch desk duty and shall be responsible for the proper maintenance, repair, and orderly condition of the fire station.
10. Shall be responsible to the respective Captain for the proper cleaning and maintenance of the apparatus, equipment, and tools assigned to their command.
11. Shall prepare and submit to the respective Captain an annual report on Firefighters in their Command who are qualified as apparatus operators and Firefighters who are not qualified apparatus operators, stating in detail the reason(s) why a firefighter is not qualified.
12. In the absence of the Captain of the Company, the Lieutenant so designated by the Captain shall assume all the authority, duties, and responsibilities of the Captain. When a Lieutenant is on duty at their regularly assigned Company and a Lieutenant is detailed into that Company, the Lieutenant assigned to the Company shall be designated the Acting Captain, unless otherwise directed. If more than one Lieutenant is detailed into the Company with the Captain absent, the senior Lieutenant shall be the Acting Captain, unless otherwise directed by appropriate authority.

FIREFIGHTER - FIRE SUPPRESSION COMPANY

1. In the Fire Department, the term "Firefighter" shall mean a member who regularly and permanently holds the rank of "Firefighter" and who may be assigned or detailed to a Fire Suppression Unit or to the Marine Unit.
2. A Firefighter assigned to a Fire Suppression Company shall be directly responsible to their respective Company Officer for the proper performance of their duties.
3. Shall understand thoroughly all reports, orders, and communications received by or originating within their assigned company.
4. Shall understand thoroughly the locations of streets, hydrants, and the boundary lines of the City of Wilmington.
5. Shall, when designated to act in a Lieutenant capacity, assume all authority, duties, and responsibilities of that position.
6. The specific duties and/or responsibilities stated for Firefighters assigned to a Fire Suppression Unit shall not be construed as limiting the Firefighters assigned to a Fire Suppression Unit to only those stated in the Fire Department Rules and Regulations.
7. Shall serve on committees and perform such other duties as may be ordered by superior Officers.

FIRE INSPECTOR - FIRE PREVENTION DIVISION FIRE INVESTIGATION/CODE ENFORCEMENT

1. Shall be directly responsible to the Lieutenant of Fire Investigation/Code Enforcement in the Fire Prevention Division.
2. Shall conduct fire prevention, public education safety talks, fire investigations and code enforcement inspections in a proper and efficient manner.
3. Shall at appropriate times, interview; interrogate; and arrest suspects involved in criminal activities.
4. Shall be responsible for keeping proper records, logs, and other paperwork at the office.
5. Shall be responsible for following all Rules and Regulations, Orders, and S.O.P.'s of the Fire Department.
6. Shall secure, prepare and submit complete and accurate information on all fire prevention and public education matters requiring the attention of the Deputy Chief of the Fire Prevention Division.

7. Shall record, without delay, on their productivity analysis report every investigation, inspection, safety talk, demonstration or fire related activity.
8. Shall assist Company Officers in their respective district with any problems they may encounter during or after their in-service inspections.
9. Shall attend all community and/or Mayor's meetings in their assigned district.
10. Shall have a thorough knowledge of the construction and arrangement of all buildings of residential, institutional, educational, industrial, mercantile, business, and place of assembly occupancies in the City of Wilmington.
11. Shall thoroughly understand all laws and ordinances and any other information which may be necessary to enable them to fulfill their duties in the Fire Prevention Division.
12. Shall serve on committees and perform such other duties as may be ordered by the Deputy Chief of Fire Prevention.

**FIRE INSPECTOR - FIRE PREVENTION DIVISION
FIRE PREVENTION / PUBLIC EDUCATION**

1. Shall be responsible to the Lieutenant of Fire Prevention Division.
2. Shall insure that fire prevention and public education programs are conducted in a proper and efficient manner.
3. Shall be responsible for abiding by the Rules and Regulations, Orders, and S.O.P.'s of the Fire Department.
4. Shall secure, prepare, and submit complete and accurate information on all fire prevention and public education matters.
5. Shall document all work performed on the productivity analysis report.
6. Shall conduct fire prevention, public education programs and safety talks.
7. Shall take an active part in the code enforcement and complaints handled by the Fire Prevention Division, keep records of same and keep all information strictly confidential.
8. Shall have a thorough knowledge of the construction and arrangement of all buildings of residential, institutional, educational, industrial, mercantile, business, and place of assembly occupancies in the City of Wilmington.
9. Shall thoroughly understand all laws and ordinances and any other information which may be necessary to enable them to fulfill their duties in the Fire Prevention Division.

**FIRE PROTECTION REVIEWER
FIRE PREVENTION DIVISION**

1. Shall be directly responsible to the Captain of the Fire Prevention Division.
2. Shall be responsible for fire protection engineering, performing comprehensive reviews of complex building and engineering plans and specifications relating to fire, building and life safety in accordance with the provisions of applicable laws, and ordinances in the City of Wilmington and the State of Delaware.
3. Shall be responsible for conducting on-site protection surveys and inspections and reviewing new construction additions and renovation plans for compliance with City and State fire regulations relative to life, safety, and fire protection.
4. Shall be responsible for the verification and proper handling of reviews.
5. Shall meet with architects, engineers, developers, and designers for the purpose of interpreting code requirements and applying those interpretations to the proposed building design and plans.
6. Shall make unannounced inspections of buildings to ascertain if the building is being constructed in accordance with plans that were submitted and approved during plan review.
7. Shall review and approve engineering design plans and specifications of all new construction, additions, and renovations to ascertain if the plans are in accordance with City and State fire regulations relative to life safety and fire protection.
8. Shall conduct fire protection surveys including electrical, hydraulic, mechanical systems, and material utilization to identify, interpret and evaluate the actual construction in accordance with the State and National regulations.
9. Shall review plans for storage of flammable or combustible liquids. Shall meet with government and civil groups to provide fire protection and engineering expertise.
10. Shall establish a liaison and provide coordination with the planning and the building inspection departments of the City of Wilmington, State of Delaware, as well as, local regulatory agencies within assigned locations.
11. Shall have a thorough knowledge of the State of Delaware and nationally recognized fire prevention rules, regulations and ordinances. Shall have considerable knowledge of the State of Delaware safety statutes.
12. Shall have knowledge of mechanical, electrical, and hydro-pneumatic systems. Shall have knowledge of the principles and practices of fire prevention, fire suppression and building codes applicable to the City of Wilmington.

HOUSE WATCHMAN

1. In the Fire Department, a house watchman shall mean any Firefighter who is assigned the duties and/or assumes the duties and responsibilities of the watch desk of a fire station.
2. The house watchman's duties and assignments shall be supervised by the Company Officer.
3. The house watchman shall be responsible for receiving all alarms correctly and immediately reporting them properly to the Officers and Firefighters for response from the fire station. If required to respond, proceed with the apparatus to the alarm scene.
4. When a verbal alarm is received by the house watchman or medical assistance is given at the fire station, it shall be the watchman's responsibility to notify the on-duty Fire Dispatcher and impart the proper information.
5. All alarm signals and radio messages shall be strictly monitored by the house watchman. Any house watchman who fails to abide by the foregoing or who unnecessarily uses or tampers with any part of the radio communications system shall be so charged by the Company Officer.
6. The house watchman shall notify the on-duty Officer and the on-duty Fire Dispatcher immediately if the fire station's telephone, radio, computer system, or apparatus is not in working order.
7. The house watchman shall be responsible for making entries in the house journal in accurate, concise, chronological order. Shall be responsible for all entries made during the watch duty, except those entries made personally by the Officer or Officers on duty.
8. No member shall change the watch duty tour assignments without the approval of the on-duty Company Officer.
9. The house watchman shall notify their relief five (5) minutes prior to the start of their relief's scheduled watch. The house watchman shall return to the watch desk area promptly after notifying their relief.
10. In the event that a member on watch duty has no relief, they shall remain the watchman until the on-duty Officer gives their permission to leave.
11. When a member reports for duty and their relief is the house watchman, shall, after reporting properly, take over the watch and be responsible for the remainder of that watch.
12. A house watchman shall not be properly relieved from watch duty until they acquaint their relief thoroughly with every detail of existing conditions and makes certain that every item of information so imparted is thoroughly understood by their relief.
13. The house watchman shall be responsible for lowering and raising the national colors. The flag shall be lowered at dusk and raised between 0500 and 0700 hours daily, weather permitting.

14. The assembling of on-duty members at the start of a tour of duty or at other times shall exclude the member on watch duty.
15. Members on watch shall remain alert and attentive and shall not leave the immediate area of the watch desk unnecessarily.
16. The house watchman shall not watch or listen to television or radio, or read newspapers, magazines, or books not directly related to the operation and administration of the Fire Department during those parts of the tour of duty scheduled for schooling, cleaning and maintenance of the fire station, apparatus, and equipment or other fire service duties.
17. Courtesy and proper decorum shall be maintained by the house watchman in all communications.
18. Eavesdropping on telephone communications is absolutely prohibited.
19. When snow and/or ice make the streets hazardous for driving, the house watchman shall notify the on-duty Officer of the condition immediately.
20. The house watchman shall notify the on-duty Officer of all visitors to the fire station.
21. The house watchman shall notify the on-duty officer of any unusual occurrences or conditions that are noticed in or around the fire station.

APPARATUS OPERATOR

1. An apparatus operator in the Fire Department shall mean any member who drives or tillers an emergency apparatus.
2. An apparatus operator, or member acting as such, shall, when operating a pumper at fires or other emergency alarms, pump at proper pressures to the hose lines being employed.
3. An apparatus operator, or member acting as such, shall have a thorough knowledge of the pumpers assigned to their company and shall be generally familiar with all pumpers in use in the Fire Department.
4. An apparatus operator, or member acting as such, shall see that appropriate notice is given to the respective Officer in case of suspected, anticipated, or actual defect in the apparatus, tools or equipment.
5. An engine operator, or member acting as such, shall have a thorough knowledge of the operation of the various rescue apparatus in use in the Fire Department.
6. A ladder operator, or member acting as such, shall have a thorough knowledge of the ladder apparatus assigned to their company and shall be generally familiar with all ladder apparatus in use in the Fire Department.

7. An apparatus operator, or member acting as such, shall, under the supervision of the Company officer, aid in instructing all members of the respective company in the purposes and operation of appliances, tools, and equipment carried on the apparatus and in the driving and operation of the apparatus itself.
8. An apparatus operator, or member acting as such, shall be responsible for the condition of the apparatus and its readiness for service at all times. Shall determine the readiness of the apparatus by starting its engine at the beginning of the tour of duty. At that time, and after each use, shall examine the apparatus, seeing that all appliances and tools are in place, that equipment is operational, that the fuel tank, radiator, and water tank are filled, oil reservoirs are adequately filled, tires are not punctured or flat, and that the motor and chassis are clean and serviceable.

HYDRANT PERSON

1. In the Fire Department, hydrant person shall mean any Firefighter who is assigned the responsibility of removing sufficient fire hose from the apparatus safely and making the necessary connections at a fire hydrant.
2. The hydrant person shall be responsible for having the tools and equipment, such as gate valve, supply hose, and hydrant wrench, in readiness at all times prior to an alarm.
3. The hydrant person shall remove the outlet caps from the fire hydrant and shall connect the supply lines to the outlets of the hydrant properly.
4. The hydrant person, when directed, shall turn the operating nut on the fire hydrant to open and shall open the valve completely to obtain the best flow of water and to prevent water from the hydrant drain from washing out and undermining the hydrant.
5. The hydrant person shall be responsible for obtaining the best flow of water from the hydrant to the pumper by making sure the supply lines are free of sharp bends or kinks.
6. After completion of the assignment, the hydrant person shall assist the pump operator in taking up hose lines, unless otherwise directed by the pump operator or an appropriate superior Officer.
7. The hydrant person shall, when directed, turn the operating nuts on the fire hydrant to close, making the last few turns slowly in order to prevent a water hammer in the water mains.
8. The hydrant person shall disconnect the supply lines from the outlets of the fire hydrant properly and shall replace the outlet caps on the hydrant leaving it in proper condition.

9. The hydrant person shall be responsible for properly draining the fire hydrant used by the Engine Company and shall assist in properly draining the sprinkler or standpipe used by the Engine Company.

NOZZLE PERSON

1. In the Fire Department, a nozzle person shall mean any Firefighter who is assigned the responsibility of Company Officer's Aide at an alarm.
2. The nozzle person shall be responsible for having the tools and equipment, such as nozzle, hose, Haligan tool, ceiling hook, and air breathing apparatus, in readiness at all times prior to any alarm.
3. The nozzle person shall be responsible for the performance of the duties, such as advancing hose lines, extinguishment of fire or any action that may be ordered by the Commanding Officer.
4. The nozzle person shall relay orders of the Commanding Officer correctly at alarm scenes, using courtesy and proper decorum in the communication of these orders.

MASK PERSON

1. In the Fire Department, a mask person shall mean any Firefighter who is assigned the responsibility of wearing a self-contained air breathing apparatus, referred to as an air mask, at an alarm scene.
2. The mask person shall be responsible for having the tools and equipment, such as Haligan tool, axe, ceiling hook, and air breathing apparatus, in readiness at all times prior to any alarm.
3. The mask person shall have a thorough knowledge of the operation of the air breathing apparatus in use in the Fire Department.
4. The mask person shall wear the breathing apparatus at all alarms, unless excused or directed otherwise by an appropriate Officer.
5. The mask person shall be responsible for cleaning the air breathing apparatus and changing the air cylinder, if needed, after each use.

EMERGENCY MEDICAL TECHNICIAN

1. In the Fire Department, a Nationally Registered Emergency Medical Technician shall mean any Firefighter who has completed the National Certified Training Program and has been certified by the State of Delaware.
2. A Nationally Registered Emergency Medical Technician shall be held strictly accountable for the proper care of the sick and injured as outlined in the current State of Delaware protocols.

3. A Nationally Registered Emergency Medical Technician shall be responsible for notifying the Officer in charge at a fire or other emergency if any person needs additional medical treatment and should be transported to a hospital.
4. A Nationally Registered Emergency Medical Technician shall be responsible for having the tools, equipment and supplies (such as resuscitator, E.M.C. kit, etc.) ready for any alarm at all times.
5. A Nationally Registered Emergency Medical Technician shall be responsible for filling out all reports required by the current Departmental S.O.P. (s) and State of Delaware protocols.

MANNING OF FIRE SUPPRESSION FORCE AND UNITS

1. The Deputy Chief of Operations shall determine the placement of Officers and Firefighters per tour of duty.
2. In the Fire Department, the term "Officer", in regards to manning, shall mean both those Members who regularly and permanently hold the rank of Lieutenant or higher and also those Firefighters designated by appropriate authority to act out of rank, whether or not they are compensated for such acting status.

GENERAL RULES - FIRE STATION

A member of the Fire Department who is assigned to a Fire Suppression Company shall be subject to the following Fire Department procedures for reporting for duty properly:

- A. Shall be physically and mentally fit.
- B. Shall be in proper uniform.
- C. Shall report for duty to the house watchman on entering the fire station.
- D. Shall secure their turnout gear and place it in position to respond.
- E. Shall report to the on-duty Officer and advise the Officer that they are present and ready for duty.

Members of each on-coming shift shall assemble at the start of the shift for roll call, inspection of designated attire and to hear the reading of all orders, notices and other information pertaining to Fire Department operations.

A member of the Fire Department who is assigned to a Fire Suppression Company shall be subject to the following Fire Department procedures for being relieved of duty properly:

- A. Shall acquaint their relief thoroughly with every detail of existing conditions and make certain that every item of information so imparted is thoroughly understood.

B. Shall notify the on-duty Officer that their relief's turnout gear is in position for response and they have placed their turnout gear back on the rack.

C. A member without relief shall remain on duty until excused by the on-Duty officer.

A member of the Fire Department who is assigned or detailed to a fire station shall acquaint themselves thoroughly with the required daily cleaning and maintenance duties of the fire station and shall be held responsible for the proper and efficient performance of their assigned duties.

All necessary housework in the fire station shall start at 0830 hours and shall be completed by 1130 hours each day, unless excused or directed by a Commanding Officer.

Beds shall be made up properly each morning. Bunk rooms shall be kept neat, clean, and well-aired, weather permitting.

Sidewalks, gutters and driveways in and around the fire station shall be kept clean and free from ice, snow, or other obstacles, so as to provide all vehicles and pedestrians free access to the fire station.

Grass and shrubbery around the fire station shall be kept neat and well-trimmed. The use of gasoline, acids, and/or other corrosives to scrub floors of the fire station is prohibited.

No gasoline is to be stored in or about the fire station unless in gasoline tanks on vehicles, tanks provided for same, or in safety cans.

Battalion Chief's quarters and/or other Fire Department offices that are housed in a fire station shall be cleaned and maintained on a daily schedule.

Fire Department training shall be conducted for a minimum of two (2) hours every tour of duty.

All members of the Fire Department shall endeavor to economize in the use of electricity, gas and fuel in quarters. When the heating system is on in a fire station and the apparatus leaves the station, regardless of the nature of the response, the overhead door(s) shall be placed in the closed position.

Company records and members' personal files shall be classified confidential material; no member shall read, copy, or remove any part of these records or files without permission from the appropriate Officer.

Officers' quarters shall not be used for lounging and no member shall enter Officers' quarters without permission from the appropriate officer.

Sleeping, lounging, or reclining on apparatus or the apparatus floor is not permitted.

No member shall disturb other members unnecessarily while they are asleep in the bunk room or sleeping quarters after the hours of 2030 or before 0700 hours. Beds may be used between the hours of 2030 and 0700 hours only. The respective Battalion Chief must give permission for use of beds at other times.

Parking of members' personal vehicles on Fire Department property is permitted where it does not interfere with Fire Department operations. Storage, repairing, or washing of personal vehicles of any kind in or on Fire Department property is prohibited.

No social gathering shall be permitted in fire stations unless authorized by the Chief of Fire.

All visitors shall be escorted through the fire station politely. Children shall be prohibited from visiting the fire station unless accompanied by an adult. Visitors shall not be allowed to interfere with company operations. Visitors shall not be permitted in fire stations after 2200 hours, and not be permitted in the bunk room or sleeping quarters after 2030 hours.

GENERAL RULES - OFFICE

A member of the Fire Department who is assigned to a daytime tour of duty (0800 to 1700 hours) shall be subject to the following Fire Department procedures for reporting for duty properly:

- A. Shall be physically and mentally fit.
- B. Shall be proper dress uniform, unless having prior permission to be otherwise clothed.
- C. Shall report for duty by notifying their superior Officer that they are present and ready for duty.

The proper attire for a member of the Fire Department on duty at the Fire Marshal's Office shall be the dress uniform, unless otherwise authorized by the Deputy Chief of Fire Prevention or the Chief of Fire.

All members of the Fire Department shall endeavor to economize in the use of electricity and fuel in the office.

Office records and members' personal files shall be classified confidential material; no member shall read, copy or remove any part of these records or files without permission from the appropriate Officer.

An office shall not be used for lounging and no member shall enter an Officer's office without permission from the appropriate Officer.

No social gathering shall be permitted in an office unless authorized by the Chief of Fire.

Unauthorized persons shall not be permitted to loiter in or around any office.

All visitors or civilians shall be treated in a courteous manner and members shall render them every possible assistance.

Courtesy and proper decorum shall be maintained in all telephone communications.

HAZARDOUS MATERIAL COORDINATOR

1. Shall be directly responsible to the Chief of Fire.
2. Shall be the liaison with the Emergency Management Coordinator on all matters concerning hazardous materials response.
3. Shall develop recommendations for study and review pertaining to hazardous material response.
4. Shall respond to any incident involving hazardous materials when requested by the on-scene Commander and evaluate the situation as to how the situation was handled and make recommendations to the Chief of Fire.
5. Shall make immediate recommendations to the on-scene Commander for the correction of hazards to personnel.
6. Shall prepare an annual Fire Department response survey.
7. Shall have a thorough knowledge of all standards of federal, state and local pertaining to hazardous materials.
8. Shall assist the Training Officer in setting criteria for a hazardous materials response team.
9. Shall assist the Training Officer in the training of the hazardous response team.
10. Shall keep records of causes of hazardous incidents in the City of Wilmington.
11. Shall maintain active records on the Fire Department's needs to provide effective clean-up of any hazardous materials incident.