

Texas Fire Chiefs Association
DOCUMENT SUBMISSION FORM

Candidate Department: **Irving Fire Department**

Best Practice Standard: 1.17 Job Descriptions

Proofs of Compliance Submitted:

1. Rules and Regulations Pages 1 – 44 includes job descriptions.

Submitted By: Scott Johnson, Program Manager

Date:

Evaluator's Review

Evaluator:

Date Accepted:

TABLE OF CONTENTS

Section I CHIEF OF DEPARTMENT

Group 1	Fire Chief’s Statement
Group 2	Organizational Chart
Group 3	Mission Statement
Group 4	Vision Statement
Group 5	Values Statement
Group 6	Organization of the Fire Department
Group 7	Sections
Group 8	Shifts
Group 9	Battalions

Section II ASSISTANT CHIEF, OPERATIONS

Branch 1	Fire Operations
Group 1	Battalion Chief
Group 2	Station Captain
Group 3	Lieutenant
Group 4	Shift Duty Officer
Group 5	Fire Equipment Operator (Driver)
Group 6	Firefighter
Branch 2	Fire Prevention
Group 1	Fire Marshal
Group 2	Assistant Fire Marshal
Group 3	Fire Prevention Lieutenant
Group 4	Fire Prevention Specialist

Section III ASSISTANT CHIEF, TRAINING/COMMUNICATIONS

Branch 1	Training
Group 1	Training Captains
Group 2	Training Lieutenant
Branch 2	Communications
Group 1	Communications Battalion Chief
Group 2	Communications Lieutenant
Group 3	Communications Dispatcher

Section IV ASSISTANT CHIEF, LOGISTICS/EMS

- Branch 1 Emergency Medical Services
 - Group 1 Battalion Chief, Emergency Medical Services
 - Group 2 Emergency Medical Services Training Specialist

- Branch 2 Property/Inventory Control
 - Group 1 Property Coordinator
 - Group 2 Property Technician

- Branch 3 Support Staff
 - Group 1 Programs Coordinator
 - Group 2 Administrative Assistant
 - Group 3 Administrative Secretary
 - Group 4 Payroll Assistant
 - Group 5 Accounting Clerk I
 - Group 6 Senior Office Assistant
 - Group 7 Office Assistant

Article I OFFICERS

- A. Definition
- B. All Officers Shall

Article II MEMBERS

- A. Definition
- B. All Members Shall

Article III GENERAL RULES

- Order 1 Fire Area
- Order 2 Articles Found at Fires and/or Incident Scenes
- Order 3 Property Use
- Order 4 Social Gatherings
- Order 5 Private Automobiles
- Order 6 Suggestions
- Order 7 Loss of Property
- Order 8 Progress Examination
- Order 9 Members Directed to Attend Training

- Order 10 Reports
- Order 11 Insubordination
- Order 12 Firearms
 - A. Basis
 - B. Definitions
 - C. Possession or Use of Firearms
 - D. General
- Order 13 Offenses
 - A. Responsibilities
 - B. Grounds for Removal or Suspension
 - C. Violations
 - D. Automatic Dismissal
 - E. Felony Indictment
 - F. Written Charges
 - G. Hearing—Right of Appeal

Article IV STATION DUTY

- Order 1 Citizens Visiting Stations
- Order 2 Officials Visiting Stations
- Order 3 Station Security and Night Time Lockup
- Order 4 Sitting In Front of the Stations
- Order 5 United States and Texas State Flags – Respect and Care Of
- Order 6 Station Supplies and Utilities
- Order 7 Yard Care
- Order 8 Dormitory Beds
- Order 9 Pornographic Materials

Article V PERSONAL APPEARANCE/UNIFORMS

- Order 1 Personal Appearance
- Order 2 Jewelry
- Order 3 Uniforms
 - Class A
 - Class B
 - Class C

Article VI APPARATUS

- Order 1 Fire Department Apparatus
- Order 2 Reserve Apparatus
- Order 3 Speed Limits
- Order 4 Emergency Vehicle Operation Standards
- Order 5 Drivers License
- Order 6 Backing Apparatus

SECTION I

CHIEF OF DEPARTMENT

CHIEF OF DEPARTMENT

The Fire Chief is the executive head of the department and is directly responsible to the City Manager for the proper and efficient operation of the department.

Example of Duties:

1. Supervise, regulate and manage the department and have control of all its personnel and activities, including fire prevention, fire protection, fire extinguishment, emergency medical service, and administration.
2. Direct operations at multiple alarm fires.
3. Designate the order of succession in his/her absence.
4. Prescribe the specifications and manner of wear of the uniform and protective clothing.
5. Be responsible for the stationing and duty assignments of all members of the department.
6. Establish policies and procedures.
7. Develops annual budget and control expenditures.
8. Establish and coordinate mutual fire protection plans with surrounding municipalities.
9. Provide direction for public relations.
10. Responsible for interpreting, preparing and implementing policy.
11. Direct the hiring, training, promotion, and termination of department personnel.

Group 1

Fire Chief's Statement

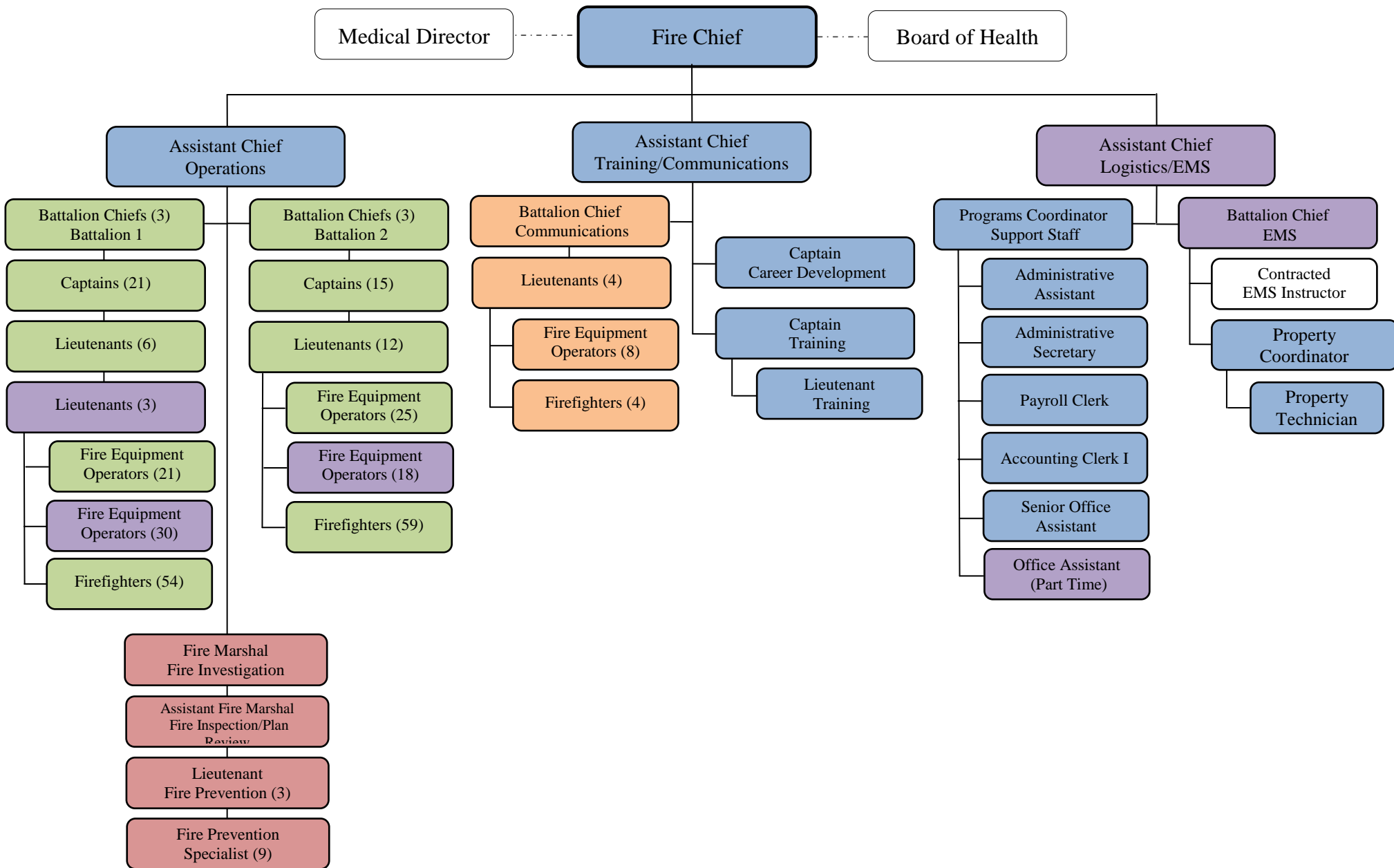
These Rules and Regulations will not provide a solution to every question or problem that may arise in an organization established to render emergency service. However, they will be sufficiently comprehensive to cover, either in a specific or general way, the responsibilities, obligations, and duties of the members of the Fire Department.

They are not intended to limit any member in their exercise of judgment or initiative in taking the action a reasonable person would take in extraordinary situations. By necessity, much is left to the loyalty, integrity and discretion of the members. To the degree that individual members demonstrate possession of these qualities in a conscientious discharge of their duty, and to that degree alone, will the Irving Fire Department measure up to the high standards of the fire service.

Fire Chief
Irving Fire Department



2011 - 2012 Fire Department Organizational Chart



Group 3

MISSION STATEMENT

OUR MISSION IS TO MINIMIZE THE DANGERS TO LIFE AND PROPERTY FOR OUR CITIZENS, IN THE MOST EFFICIENT WAY, THROUGH FIRE PREVENTION EFFORTS, SAFETY EDUCATION, INVESTIGATIONS, FIRE CONTROL OPERATIONS, AND CONTINUOUS TRAINING IN THE FIELDS OF EMERGENCY MEDICAL SERVICE, HAZARDOUS MATERIALS AND RESCUE.

Group 4

VISION STATEMENT

WE ENVISION A CITY WHERE CITIZENS CAN LIVE COMFORTABLY KNOWING THEIR LIVES AND PROPERTY ARE PROTECTED BY A DEPARTMENT STAFFED WITH PROFICIENT, CARING, DEDICATED PEOPLE AND WHERE ALL CITIZENS ARE EDUCATED ABOUT FIRE PREVENTION AND OTHER PUBLIC SAFETY CONCERNS.

Group 5

VALUES STATEMENT

POSITIVE ATTITUDES – We value a positive attitude toward the City and this department.

PROFESSIONALISM – We value pride in our department, pride in the quality of work. Our conduct, both on and off duty, is a reflection of our professional commitment.

SERVICE ORIENTATION – We value a commitment to service. We recognize a service responsibility to other City departments and to every element of our business and neighborhood community. Our performance must ultimately be judged by the satisfaction of those we serve.

TEAMWORK – We value teamwork. No one is as effective alone as they are with the cooperative help of others. We encourage all shifts and divisions to work together as equal partners.

INNOVATION – We value and encourage the challenge of new ideas and technology. Therefore, we encourage resourceful self-motivation.

PERFORMANCE – We are committed to personal and professional development. We encourage training, education, and skill development on an on-going basis. We are committed to safety and to policies that encourage the mental and physical health of our most valuable asset, our people.

EQUAL OPPORTUNITY – The Irving Fire Department is an equal opportunity employer and strongly supports and promotes equal opportunity for every individual.

Group 6 ORGANIZATION of the FIRE DEPARTMENT

1. The Irving Fire Department is under overall supervision of the Fire Chief.
2. This department consists of employees from two Civil Service Classes as well as General Government employees.
 1. Civil Service Classes
 - A. Emergency Activities Class employees certified as Firefighters by the Texas Commission on Fire Protection Personnel Standards and Education.
 - B. Fire Prevention Class employees certified as Fire Inspectors by the Texas Commission on Fire Protection Personnel Standards and Education.
 2. General Government employees are not Civil Service and fill various support positions in the Fire Department.
 3. All personnel in the Fire Department report indirectly to the Fire Chief through the Assistant Chief, Operations, the Assistant Chief, Training/Communication, or the Assistant Chief, Logistics/EMS.

Group 7 SECTIONS

The Fire Department shall be divided into three (3) Sections.

1. Assistant Chief, Operations
 - A. The Operations Branch is the combat unit and the most visible division within the department. This division has a Battalion Chief in charge of each of the two (2) fire battalions. They are responsible for the daily operation of all personnel and equipment in their battalion.
 - B. Fire Prevention Branch is headed by the Fire Marshal and it consists of two (2) groups:
 - a. The Fire Investigation Group is responsible for fire cause and determination, and arson investigation.
 - b. The Fire Inspection Group is responsible for the review of plans for new construction, code compliance and fire safety education.

2. Assistant Chief, Training/Communication
 - A. The Training Branch is headed by the Training Captains and they are responsible for coordinating all training activities, multi-company drills, and maintaining training database.
 - B. The Communications Branch is headed by the Communications Battalion Chief and is responsible for all dispatching and tracking all calls for assistance.
3. Assistant Chief, Logistics/EMS
 - A. The Emergency Medical Service Branch is headed by the EMS Battalion Chief and is responsible for all EMS related functions, including purchasing, maintaining medical contracts, and tracking all medical supplies in the Property Room.
 - B. The Support Staff Branch is headed by the Programs Coordinator and is responsible for providing clerical duties, personnel support, developing recruiting material, and payroll functions for the other divisions.
 - C. The Property Branch is headed by the Property Coordinator and is responsible for purchasing, maintaining, and tracking all departmental supplies, uniforms and equipment.

Group 8 SHIFTS

The fire fighting force shall be divided into three shifts:

A Shift
B Shift
C Shift

Shifts will change at 0700 or at such times as directed by the Fire Chief. Exception: Battalion Chiefs relief time is at 0615. Each shift will work twenty-four (24) hours on duty and forty-eight (48) hours off duty.

Group 9 BATTALIONS

The City is divided into two (2) Fire Battalions:

Battalion One includes Fire Stations 1, 2, 3, 4, 5, and 6.
Battalion Two includes Fire Stations 7, 8, 9, 10 and 11.

SECTION II

ASSISTANT CHIEF, OPERATIONS

ASSISTANT CHIEF, OPERATIONS

Example of Duties:

1. Supervise, control, and direct activities of personnel assigned to the Operations and Prevention Division.
2. Supervise the Fire Marshal.
3. Assist in budget preparation and tracking of expenditures.
4. Coordinate and standardize the operations and activities of the three (3) shifts.
5. Maintain departmental records and submit reports related to the Assistant Chief position.
6. Respond and assist at multiple alarm fires.
7. Supervise and direct activities of:

Specialty Teams
 - a. HazMat
 - b. Swift Water Rescue
 - c. Technical Rescue
8. Supervise the Department's Specialty Programs:
 - a. Tactical Medic
 - b. Bike Medic
 - c. Honor Guard
9. Provide wellness exam scheduling.
10. Management of personnel services.
11. Perform the duties of the Fire Chief in his/her absence as designated.

Branch 1 FIRE OPERATIONS

Group 1 BATTALION CHIEF

Example of Duties:

1. Supervise, control, and direct activities of battalion personnel.
2. Command fire fighting and other emergency operations.
3. In coordination with the Training Division, formulate and implement an effective and comprehensive station-training program to include all operation areas and station fire prevention activities.
4. Provide monthly Emergency Operating Guidelines review, firefighter safety drills and training to personnel with his/her battalion.
5. Coordinate leave for operations personnel.
6. Verify fuel logs.
7. Inspect stations and apparatus each shift for cleanliness.
8. Coordinate and review pre-fire plans.
9. Coordinate EMS activities in their battalion to include personnel placement and on-scene emergencies.
10. Ensure daily staffing levels meet minimum staffing requirements.
11. Other duties as assigned by Fire Chief and/or Assistant Chiefs.

Group 2 STATION CAPTAIN

Example of Duties:

1. Command their respective fire station.
2. Maintain departmental records.
3. Supervise and assist fire and/or EMS companies in performing maintenance, training, inspections, school fire drills, pre-fire plans, active fire fighting duties, and EMS duties.
4. Responsible to see that the station and equipment are maintained.

5. Be familiar with street names and other general knowledge of first and second alarm districts.
6. See that all quarters are kept clean and in well-ordered condition.
7. Plan and conduct an effective station training program of all operational areas, to include knowledge of streets, block numbers, and fire hydrant locations in first and second alarm districts, buildings and occupancies in their first alarm district, and station fire prevention activities.
8. Supervise the annual testing of hydrants, ladders, hose and pumpers as assigned.
9. Know and perform the duties of Battalion Chief when assigned.

Group 3 LIEUTENANT

Example of Duties:

1. Supervise and assist the fire company in performing maintenance, training, inspections, school fire drills, pre-fire plans, active fire fighting duties, and EMS duties.
2. When at the fire station, act as an assistant to the Captain and accept such authority and responsibility as may be delegated by the Captain.
3. Supervise and be responsible for company of assignment when away from the fire station.
4. Assist in performance of maintenance and training duties.
5. Be familiar with street names and other general knowledge of first and second alarm districts.
6. Know and perform the duties of Captain when assigned.

Group 4 SHIFT DUTY OFFICER

Example of Duties:

1. Incident Safety Officer at all structure fires and major incidents.
2. Allow for routine/emergency service or repair of Monitor/Defibrillator units, MICU stretchers, and other EMS equipment and delivery of loaner equipment for the duration of the servicing/repair.

3. Provide prompt reclamation of expensive non-disposable equipment such as traction splints, XP-1, pediatric immobilization boards, and other items that occasionally are left with patients at the hospital.
4. Completion of exposure documentation, delivery of said documentation to the appropriate hospital, arranging for base-line testing within 24 hours of exposure, providing necessary safety precautions to be followed during testing period, and obtaining patient samples for testing.
5. Provides for restocking of MICU medication on a 24-hour basis. This includes restocking of trauma supplies.
6. Responsible for quality inspections/quality assurance to include patient forms and Texas Department of State Health Services' requirements for all ambulances.
7. Investigate citizen and/or patient complaints involving EMS.
8. Respond:
 - a. To all incidents where two or more MICUs have been dispatched and act as Medical or Triage Officer when multiple patients are involved;
 - b. To requests from Paramedics for Medical Supervisor on difficult incidents (i.e., combative patient, extrication, minor patients, etc.);
 - c. To HazMat situations when required or when specially called to act as the overall scene Incident Safety Officer;
 - d. When the SDO is closer than other responding apparatus, to a call for medical assistance;
 - e. When available, with private ambulance companies, or fire apparatus, when MICUs are unavailable due to volume of incidents.
9. Initiate or obtain reports for equipment failure or loss.
10. Act as liaison with all hospital Emergency Departments to which Irving Fire Department MICUs transport.

Group 5 FIRE EQUIPMENT OPERATOR (DRIVER)

Example of Duties:

1. Drive apparatus, operate pumps, aerial ladders, and other equipment. Perform fire fighting, emergency medical services, inspections, and other duties depending on position of assignment.
2. Inspect the apparatus upon reporting for duty. Inspection to include a check of fuel, oil, water, batteries, lighting system, brakes, radio, and tires.
3. Upon reporting for duty, inventory apparatus to assure proper supply and working order of required equipment and materials. Have a thorough understanding of friction loss and the various hose layouts, nozzles and appliances used by the department.
4. Be familiar with street names and other general knowledge of first and second alarm districts to include fire detection and suppression systems.
5. Insure that an adequate stock of medical supplies is maintained at the station, on the MICU vehicle and fire apparatus and that supplies have not exceeded the Manufacturer's recommended expiration date.
6. Know and perform the duties of Lieutenant when assigned.

Group 6 FIREFIGHTER

Example of Duties:

1. Connect hoses, nozzles and direct streams of water or other extinguishing agents.
2. Position and climb ladders to access upper levels of buildings or to rescue individuals.
3. Create openings for ventilation or entrance using power or hand tools.
4. Make emergency rescues and administer first aid.
5. Protect property from water/smoke damage and perform clean up activities.
6. Participate in building inspections and familiarization program as well as pre-planning.
7. Maintain apparatus, equipment, quarters, grounds, and hydrants.

8. Participate in drills, demonstrations, and training.
9. Conduct fire prevention demonstrations.
10. Know and perform the duties of Driver when assigned.
11. Perform other duties at their Officer's request.
12. Be familiar with street names and other general knowledge of first and second alarm districts to include fire detection and suppression systems.

Branch 2 FIRE PREVENTION

Group 1 FIRE MARSHAL

Example of Duties:

1. Supervise and direct the activities related to Fire Prevention and Investigation Branch.
2. Investigate cause of fires and make report of losses, investigate and assist in prosecution of arsonists, investigate complaints and answer questions about fire hazards.
3. Enforce laws, ordinances and regulations pertinent to fire safety and prevention.
4. Plan and coordinate training for investigators and inspectors.
5. Specify and recommend equipment and materials needed for the Fire Prevention Division.
6. Represent the department at city technical committee meetings for planning and zoning and coordinate with other city departments in the formulation and revision of safety, fire codes and ordinances.
7. Serve as the point of contact and manage Freedom of Information requests.
8. Monitor automatic alarms received and maintain records of those locations where false or malfunctioning alarms cause needless response of emergency equipment.
9. Perform other duties as assigned by the chain-of-command.

Group 2 ASSISTANT FIRE MARSHAL

Example of Duties:

1. Assist the Fire Marshal in supervising and directing the activities related to Fire Inspection and Investigation Section.
2. Maintain departmental records and submit reports related to fire inspections.
3. Plan and conduct fire safety and fire prevention education programs for schools, civic groups, the public and industrial organizations.
4. In cooperation with the Building Inspector, review building plans to assure compliance with life and fire safety requirements.
5. Inform Alarm Office of “on-call” Arson Investigator for 24-hour basis.
6. Provide training for Fire Prevention Specialists.
7. Investigate fires.
8. Conduct comprehensive reviews of fire protection plan submittals and reviews of plans pertaining to building construction and/or modification as it relates to fire and life safety.
9. Other duties as assigned by chain-of-command.

Group 3 FIRE PREVENTION LIEUTENANT

Example of Duties:

1. Supervise and direct activities of:
 - a. The Fire Prevention Specialist assigned to Public Education.
 - b. The Fire Prevention Specialist assigned to inspections of schools and hotels/motels.
2. Supervise and direct fire inspections for north and south fire inspection districts.
3. Attend and represent Fire Department at building predevelopment meetings.

4. Develop plans to effectively conduct fire inspections and maintain accurate records of fire inspections conducted in the north and south fire inspection districts.
5. Other duties as assigned by supervisor.
6. Investigate fires.
7. Inspect assigned buildings and premises and take the necessary action for the correction of fire hazards and code violations.

Group 4 FIRE PREVENTION SPECIALIST

Example of Duties:

1. Learn, interpret, apply, and explain fire and building code requirements.
2. Inspect assigned buildings and premises and take the necessary action for the correction of fire hazards and code violations.
3. Plan, prepare and present fire prevention programs and demonstrations.
4. Conduct Certificate of Occupancy and other inspections to assure compliance with fire and safety codes and ordinances.
5. Conduct fire drills.
6. Check building plans and specifications to assure code compliance for fire lanes, fire safety systems and fire hydrants.
7. Conduct water flow tests on fire hydrants, sprinkler and standpipe systems.
8. Investigate fires.

SECTION III

ASSISTANT CHIEF,

TRAINING/COMMUNICATIONS

ASSISTANT CHIEF, TRAINING/COMMUNICATIONS

Example of Duties:

1. Supervise and direct activities of:
 - a. Training Branch
 - b. Communications Branch
2. Health and Safety Officer for the department.
3. Public Information Officer for the department.
4. Texas Commission on Fire Protection (TCFP) and Insurance Services Office (ISO) compliance management.
5. Policies and Procedures management.
6. Supervise the Chaplain/Critical Incident Stress Management program.
7. Supervise and direct recruitment activities.
8. Information Technology management.
9. Assist in budget preparation and tracking of expenditures.
10. Respond and assist at multiple alarm fires.
11. Maintain departmental records and submit reports related to the Assistant Chief position.
12. Perform the duties of the Fire Chief in his/her absence as designated.

Branch 1 TRAINING

Group 1 TRAINING CAPTAINS

Example of Duties:

1. Research and maintain a monthly Training Calendar to include all major training functions for the Administrative, Operations, and Communications Branch.
2. Perform departmental agility testing for entry-level positions.
3. Serve as Lead Instructor for the department.
4. Serve as Facility Officer for the Training Academy building.
5. Provide instructor access to tools, equipment, and mock-ups in support of company and special operations drill and training.
6. Research, plan, prepare, and present instruction in all areas of fire and rescue operations, hazardous materials operations, multi-company drills, driver training, officer training, special operations training, and safety instruction.
7. Maintain permanent training records on all personnel and provide reports to the State Commission on Fire Protection Personnel Standards and Education.
8. Submit weekly reports related to responsibilities.
9. Assist in managing IWin testing.
10. Perform other duties as directed by their chain-of-command.

Group 2 TRAINING LIEUTENANT

Example of Duties:

1. Responsible for coordination of audio/visual materials and instructor assistance for company-level training. Serve as librarian for such materials.
2. Assist in performing departmental agility testing for entry-level positions.
3. Serve as Drills and Scenario Officer for the department.
4. Serve as Assistant Instructor for the department.

5. Review and submit policy and procedure updates after each in-service training.
6. Maintain and report on ISO status.
7. Perform other duties as directed by their chain-of-command.

Branch 2 COMMUNICATIONS

Group 1 COMMUNICATIONS BATTALION CHIEF

Example of Duties:

1. Supervise, train, and assist members assigned to the Communications Branch in the proper operation of the communications system to include receiving alarms, dispatch of equipment, and completion of Alarm Reports.
2. Assure Administrative Chief Officers are paged on all media worthy events.
3. Standardize communications procedures and terminology. Plan and present training for all members of the department in the proper terminology and use of radios and communications equipment.
4. Responsible for logging weekly reports from primary PSAP related to NFPA 1221.
5. Maintain Computer Aided Dispatch (CAD) system.
6. Review and submit reports related to NFPA 1710 and 1221 compliance related to Dispatch.
7. Maintain complete response card and street index system in status at the alternate emergency operations center (EOC) at the Fire/Police Training Center and at the Fire Department Communications Center as a back-up system for the CAD.
8. Responsible for daily status reports of all extra IFD apparatus and front line apparatus being worked on.
9. Be responsible for the proper maintenance of radios and other communications equipment.
10. Schedule and coordinate annual ladder/pumper testing.

11. Prepare work schedules to include rotation of shifts and days off for section personnel.
12. Perform other duties as directed by the chain-of-command.

Group 2 COMMUNICATIONS LIEUTENANT

Example of Duties:

1. Supervise, train, and assist members assigned to the Communications Branch in the proper operation of the communications system on a twenty-four (24) hour basis to include receiving alarms, dispatch of equipment, and completion of Alarm Reports.
2. Assure Administrative Chief Officers are paged on all media worthy events.
3. Serve as dispatcher; handle all radio communications of the department.
4. Responsible for maintaining handheld radio database.
5. Be thoroughly familiar with the CAD system and its use in dispatching and maintaining status of all equipment.
6. Responsible for logging all 911 calls not transferred by the primary PSAP.
7. Prepare and maintain street indexes, maps, and CAD system. Familiarize themselves with the street index, location of buildings, order of response of emergency equipment, location of equipment and other matters related to providing effective communications and dispatch procedures for emergency operations.
8. Prepare and submit daily reports for media worthy events.
9. Prepare and submit daily reports for IFD's previous 24 hours related to nature codes.
10. Assure Alarm Office is clean and organized.

Group 3 COMMUNICATIONS DISPATCHER

Example of Duties:

1. Operate the emergency communications system for the Fire Department and properly receive and record all incidents.

2. Serve as dispatcher and handle all radio communications of the department.
3. Be thoroughly familiar with the CAD system and its use in dispatching and maintaining status of all equipment and BUPSAP.
4. Prepare and maintain street index maps and CAD system. Familiarize themselves with the street index, location of buildings, order of response of emergency equipment, location of equipment, and other matters related to providing effective communications.
5. Responsible for being prepared to utilize manual dispatch procedure.
6. Use proper radio transmissions to correctly handle all emergency and non-emergency communications.
7. Drivers shall know and perform the duties of the Communications Lieutenant when assigned.

SECTION IV

ASSISTANT CHIEF,

LOGISTICS/EMS

ASSISTANT CHIEF, LOGISTICS/EMS

Example of Duties:

1. Supervise and direct activities of:
 - a. Clerical staff
 - b. Property
 - c. Emergency Medical Services Branch
2. Serve as an assistant to the Fire Chief in the preparation, administration, and control of the departmental budget.
3. Respond and assist at multiple alarm fires.
4. Maintain departmental records and submit reports related to the Assistant Chief position.
5. Write specifications for new equipment.
6. Assist in the designing, contracting, and building of new fire stations.
7. EMS Coordinator for the department.
8. Supervise and direct the Civil Service hiring process.
9. Grant management coordinator.
10. Coordinates with Human Resources for Civil Service promotional testing and maintains an up-to-date source publication list.
11. Supervise and direct Property Room activities.
12. Perform the duties of the Fire Chief in his/her absence as designated.

Group 1 BATTALION CHIEF, EMERGENCY MEDICAL SERVICES

Example of Duties:

1. Supervise the Property Room and responsible for all EMS related activities thereof.
2. Serve as the Quality Control Officer for EMS reports to include completeness, legibility and accuracy.

3. Submit weekly reports pertaining to duties of position.
4. Maintain coordination with the Medical Director, Health Department, Police Department, City Attorney, hospitals, professional medical personnel, and other agencies in matters related to EMS operations.
5. Attend and represent at meeting outside the department related to the position (i.e. Biotel, NCTTRAC, etc.).
6. Assure inspection of MICUs for proper equipment, supplies and cleanliness according to Department of State Health Services (DSHS) guidelines.
7. Responsible for responding to record request from legal entities.
8. Investigate and answer complaints concerning emergency MICU activities.
9. Coordinate and assign EMS personnel to outside events (i.e. IISD, ICVB, CPR Classes, etc.).
10. Coordinate with EMSTS, EMS Medical Director, the University of Texas Southwestern Medical Center at Dallas and State Health Department related to EMS operations, planning and scheduling of training, certification of personnel, EMT continuing education, equipment requirements, and standard operating procedures.
11. Update database that describes the duties and responsibilities of position.
12. Prepare specifications for MICU supplies and equipment.
13. In coordination with the Property Coordinator, order and maintain inventory of departmental medical supplies.
14. Act as departmental liaison for all pharmaceutical issues (i.e. with Medical Director, the DEA, and supplies).
15. Manage and update EMS contracts.
16. Perform other duties as directed by chain-of-command.

Group 2 EMS TRAINING SPECIALIST

Example of Duties:

1. Plan, organize and present emergency medical training programs for Paramedics and Emergency Medical Technicians (EMT's).

2. Conduct in-field evaluations, patient follow-up and the administration of written and practical examinations.
3. Participate in system performance research and evaluations.
4. Observe and evaluate the individual performance of Paramedics and EMT's in terms of established protocols and techniques.
5. Maintain records and submit reports related to emergency medical training and evaluations.

Branch 2 PROPERTY/INVENTORY CONTROL

Group 1 PROPERTY COORDINATOR

Example of Duties:

1. Act as direct supervisor for department Supply/Inventory Control activity related to Fire Suppression/Prevention and station supplies.
2. Requisition, receive, stock, and issue:
 - a. Station supplies.
 - b. Department uniforms.
 - c. Fire fighting protective clothing and equipment.
3. Conduct annual inventory of capital equipment assigned to the department and maintain perpetual inventory system of capital equipment items.
4. Maintain departmental records and submit reports related to Supply/Inventory Control activity.
5. Assist in preparation and control of budgetary spending and record keeping related to area of responsibility.
6. Act as Inventory Officer for MMRS and all Federal Grants.
7. Other duties as assigned by chain-of-command.

Group 2 PROPERTY TECHNICIAN

Example of Duties:

1. Receive, stock and issue:
 - a. Emergency medical supplies and equipment.
 - b. Station supplies.
 - c. Department uniforms.
 - d. Fire fighting protective clothing and equipment.
2. Assist the Property Coordinator with conducting the annual inventory and maintaining departmental records.
3. Assist the Property Coordinator as directed.

Branch 3 SUPPORT STAFF

Group 1 PROGRAMS COORDINATOR

Example of Duties:

1. Supervise the Fire Department clerical staff.
2. Personnel Records Officer for the department.
3. Prepare step pay plan, promotions, seniority step increases, probationary evaluations and physicals for the department.
4. Receive information, collate and prepare budget, to include zero base and supplemental, present request to Chief Officers for approval.
5. Supervise the payroll and expenditure tracking of personnel of the department.
6. Assist in administering the hiring process for Civil Service employees from initial contact through final paperwork.

Group 2 ADMINISTRATIVE ASSISTANT

Example of Duties:

1. Secretary for the Chief Officers and the department. Prepare and distribute Rules and Regulations, Policy and Procedure Manuals. Act as Safety Review Committee Secretary.
2. Prepare and oversee Service Awards Program.
3. Liaison for reallocation of procurement card charges.
4. Completes Fuel Log transactions for Public Works Team.

Group 3 ADMINISTRATIVE SECRETARY

Example of Duties:

1. Responsible for updating KPIs, Measurements and Goal 4 Activities.
2. Assist in planning and coordinating community events as assigned by chain-of-command.
3. Manage department community outreach efforts.
4. Liaison for volunteer program.

Group 4 PAYROLL ASSISTANT

Example of Duties:

1. Perform all time entries into Banner and Access databases.
2. Prepare and review the 27-day work cycle.
3. Primary contact for all payroll issues.
4. Track holiday and vacation leave for Civil Service employees.
5. Update Strategic Resources and Budget and Access records with Fire Rate changes.

Group 5 ACCOUNTING CLERK I

Example of Duties:

1. Enter and track all purchase orders, DDR's and requisitions.
2. Track and balance internal accounts to Banner.
3. Review Procurement Cards for accounts and sales tax prior to delivery.
4. Receive all purchases and enter invoices in Banner for payment.
5. Assist Chief Officers with bidding process (HUB vendors, 3 bids, etc.).

Group 6 SENIOR OFFICE ASSISTANT

Example of Duties:

1. Acts as Fire Department receptionist and answer telephones and greet customers.
2. Enter inspection reports in Track-It and inspection database.
3. File inspection reports.
4. Act as Fire Prevention Division secretary.
5. Receive and prepare all record requests for the department.

Group 7 OFFICE ASSISTANT

Example of Duties:

1. Assist with answering telephones.
2. Backup for the Senior Office Assistant.
3. Assist the EMS Captain with legal requests, subpoenas, etc.

ARTICLE I

OFFICERS

OFFICERS

A. Definition

1. The term “officers” shall include all persons in a supervisory capacity acting temporarily or permanently appointed. The terms “officer” and “supervisor” include Lieutenants, Assistant Fire Marshal, Captains, Fire Marshal and Chief Officers. “Company Officers” include Lieutenants and Captains.
2. The term “refrain” is to keep oneself from doing or indulging in something.

B. All Officers Shall:

1. Perform the duties, accept the responsibilities, and have the authority of the rank that they are occupying, be it either a temporary or permanent assignment.
2. Take personal responsibility for the efficient treatment and transportation of any sick or injured person, through efficient scene management, at an incident where they are in command.
3. Enforce Fire Department Directives, Orders, and Rules, Regulations and Procedures.
4. Submit a written report when any member violates County, State or Federal laws. The report, addressed to the Chief of Department, will provide facts and circumstances related to the violation and shall be forward through channels. Failure of an officer to comply herewith in a timely manner shall constitute neglect of duty.
5. Upon receipt of written report of charges against any member, review such report or charges and prepare a memorandum addressed to the Chief of Department providing any additional information the officer may have related to the report or charges. The written report or charges and memorandum of each officer shall be forward to the Chief of Department, through channels.
6. Officers shall review and explain all Fire Department Directives, Memos and Orders, Rules, Regulations and Procedures to members under their supervision. The official electronic copy is located on the J/Drive under IFD Guidelines-Policies and Procedures (Official Copy).
7. Refrain from abusive and profane language in giving orders.
8. Decide promptly any questions of their subordinates relative to the interpretation of regulations or orders, and in sudden emergencies prescribe the immediate action to be taken.

9. Assume command and direct operational procedures at fires and other emergencies until properly relieved of command.
10. Cause fires to be extinguished with the least possible danger to life, prevent unnecessary property damage, take proper precautions against rekindle, and leave the premises in as safe a condition as practicable to do so.
11. File, in orderly manner, reports and records relative to the functions of their positions.
12. Make notations of all Directives, Memos, Orders, Rules, Regulations and Procedures and other information applying to the operation of their command in the daily log.
13. Inform their relief of occurrences incidental to their tour of duty.
14. Preserve all orders, notices, communications, and records pertaining to the operation of their respective units until the purpose of such records has been served.
15. Insure completeness and accuracy of all reports with which they are concerned. Submission of a false or inaccurate report and/or falsification of any record shall be grounds for disciplinary action to include suspension or dismissal.
16. Refrain from intercepting or delaying any reports or communications to the addressee.
17. Investigate and report to their immediate supervisor any unusual occurrences concerning the department. When required, make written reports containing the facts of the case and forward to the Chief of Department through channels.
18. Maintain the manpower quota of their command as far as practicable and report any deficiency in manpower when efficient operation is impaired.
19. Prevent members from exposure to unnecessary danger while on duty.
20. Report all actions and conduct worthy of merit and recognition.
21. Inefficiency, incompetence, misconduct and negligence shall be handled at the lowest level possible. Officers are still responsible to use the chain-of-command as appropriate in these matters.
22. Refrain from interfering in matters or operations for which an officer of equal rank is responsible, except with the latter's consent or by orders from a superior officer.

23. Make inspections and investigations to keep themselves informed of conditions in branches, sections, stations, and companies under their supervision.
24. Upon receiving notification that an accident, sickness, or injury has occurred to an on-duty member, report same to Chief of Department promptly through channels.
25. Read the "Daily Log for the two previous shifts when reporting for duty.
26. Be held responsible for the condition and appearance of their own uniform and the uniforms of members under their supervision.

ARTICLE II

MEMBERS

MEMBERS

A. Definitions

1. The term “members” shall include all employees of the department.
2. The term “refrain” is to keep oneself from doing or indulging in something.

B. All Members Shall:

1. Show respect to the flag of our country by coming to attention facing the flag and giving the civilian salute by removing the cap with the right hand and placing the right hand over left breast. The same procedure shall be followed when our National Anthem is played.
2. Always conduct themselves to reflect credit on the department.
3. Refrain from engaging in any activity that is detrimental to the department.
4. Refrain from indulging in “horseplay” and boisterous conduct or obscene language while on duty.
5. Refrain from using or having in their possession any intoxicant or controlled drug not prescribed by their physician or any substance that could impair their physical or mental capacities while on duty. An exception to this regulation is the authorized stock and dispensing of medications by emergency MICU personnel under the direction of a medical doctor.
6. Refrain from gambling while on duty or on department premises.
7. Pay their just debts.
8. Refuse any compensation, reward, or other consideration for services incidental to the performance of duty.
9. Exhibit courtesy and respect to the public.
10. Obey and show courtesy to officers and acting officers.
11. Report for duty at the appointed time, fit and able to perform their duties, or notify their Battalion Chief of any inability to report for duty prior to 0615 of the date of assignment. Failure to report for duty as scheduled, in the absence of authorized leave or a properly approved sub call, shall constitute absence without leave.

12. Remain at place of assignment unless ordered otherwise by commanding officer.
13. Maintain the greatest degree of silence compatible with an efficient discharge of duty when operating at a fire or other emergency.
14. Refrain from exceeding their authority in giving orders. The wrongful or injurious exercise of authority by any member is prohibited. A member acting in obedience to an improper order shall be protected against penalty.
15. Upon receipt of any order that is in conflict with a previous order, inform the officer who issued the conflicting order and be governed by his instructions.
16. Attend all fires or emergencies to which they may be dispatched or detailed, and exert their greatest effort to perform to the best of their ability under all circumstances. Neglectful inefficiency or indifference of members is sufficient cause for disciplinary action. Cowardice at fires or other emergencies is grounds for termination.
17. Refrain from using tobacco products at any time or place where using tobacco products is prohibited by law; nor shall they use tobacco products on fire apparatus or at fires or other emergencies. The officer in charge may make reasonable exception outside the fire area when the emergency no longer exists, but shall not extend to using tobacco products on fire apparatus at any time.
18. Exercise precautionary measures and good judgment to avoid injury to themselves and others while on duty.
19. Exercise caution to avoid unnecessary damage or loss of department property, and be responsible for the safekeeping and proper care of all department property in their charge.
20. Practice economy in the use of supplies and metered services.
21. Participate in drills and other training as directed, be thoroughly familiar with all equipment they may be required to use in the full performance of their duties, and perform related work as required.
22. Familiarize themselves with and comply with the most current Directives, Memos, Rules, Regulations and Procedures of the department. Ignorance of such Directives, Memos, Rules, Regulations and Procedures shall not be considered as an excuse or justification for any violation of same by a member.

23. Accept responsibility for the performance of the duties of a higher rank when assigned to act in such positions.
24. Operate through their immediate officer in the transaction of department business unless directed otherwise.
25. Be granted permission to talk with a supervisor, other than his immediate supervisor, when such request is made through supervisory channels. In the event a member makes a request, through channels, to see a ranking supervisor and such request is denied, the member shall be authorized to go directly to the supervisor with whom he had requested to converse and notify that supervisor of denied request.
26. Promptly notify their immediate superior of all matters coming to their attention that might affect the interest or welfare of the department.
27. Report promptly to their immediate superior any accident, sickness, or injury occurring to themselves while on duty.
28. Submit a memorandum or Employee Information Change Form reporting any change in residential address and/or telephone number. This report will be submitted, through channels, the first day the member reports for duty after the change.
29. Report any loss of uniforms clothing badges, identification cards, or other department property entrusted to members.
30. Dress properly when representing the department on or off duty.
31. Keep their persons, uniforms, beds, and lockers in a neat and clean condition.
32. Refrain from sleeping between the hours of 6:30 a.m. and 6:00 p.m. when assigned to 24-hour shift duty.
33. Arise by 6:30 a.m. when assigned to 24-hour shift duty.
34. Neither lend, sell, give away, nor appropriate to their own use any public property.
35. Refrain from attempting to influence the Chief of Department or the Civil Service Commission for the purpose of securing promotion or transfer, or of avoiding the penalties of reprehensible conduct or action except as provided by the Civil Service Law and these Rules, Regulations and Procedures.

36. Refrain from endorsing or recommending any particular service, product, or brand name while engaged in their official capacity or in any case which might involve the Fire Department.
37. Refrain from falsely criticizing or ridiculing the department, its policies, or other employees where such tends to impair the operation of the department by interfering with its efficiency or with the ability of supervisors to maintain discipline.
38. File notice of resignation at least ten (10) calendar days in advance of the effective date. An officer who receives a notice of resignation shall immediately forward the notice to the Chief of Department through channels. Activities shall be coordinated through the member's chain-of-command for out-processing and turning in of all city issued equipment.
39. Address and refer to officers by their appropriate rank.
40. Refrain from using coarse, profane, vulgar, or discourteous language to a superior officer, a fellow member of the department, or to any citizen. The use of such language is prohibited.
41. Refrain from indulging in lewd, obscene, or immoral conduct
42. Refrain from discriminating against or showing partiality to any person because of racial, ethnic, gender, religious, political, or personal prejudice.
43. Refrain from using or directing unjustifiable violence, abuse, force, or threats against, or otherwise intimidating, any person.
44. Refrain from quarreling or fighting with another member.
45. Refrain from giving a fire station address or the number of a fire station telephone for their private business purposes.
46. Keep themselves properly uniformed while on duty. Uniforms shall be maintained in a clean, neat, and serviceable condition. Uniforms, in part or in their entirety, shall not be worn off-duty without permission of Chief of Department.
47. Comply with all provisions contained in the Irving Fire Department Directives, Orders, Memos; Rules, Regulations, and Procedures; City of Irving Civil Service Commission Rules; Chapter 143 of the Texas Local Government Code; City of Irving Ordinances; and County, State and Federal laws.

48. Be authorized to prefer charges in writing against any member when said member violates any provision contained in Irving Fire Department Directives, Orders, Memos, Rules, Regulations and Procedures; City of Irving Civil Service Commission Rules; Chapter 143 of the Local Government Code; City Ordinances; and County, State or Federal laws.
49. Comply with applicable City of Irving Personnel Policies and Procedures
 - a) Civil Service personnel shall comply with City of Irving Personnel Policies and Procedures for Civil Service employees.
 - b) Non-Civil Service personnel shall comply with City of Irving Personnel Policies and Procedures for General Government employees.
50. Address requests, recommendations, suggestions and complaints to the Chief of Department and forward through channels. Supervisory officers in the chain-of-command shall add their comments to such correspondence to indicate that the supervisor concurs or disagrees with the basic correspondence. Should the supervisor disagree, the reasons shall be provided to include attachment of additional pages, if necessary.
51. Refrain from perjury, false testimony, or making false reports or statements in the performance of duty and/or to the Civil Service Commission, law enforcement personnel discharging their official duties and/or Fire Department Administrative investigators.
52. Perform such other duties as required by the chain-of-command.
53. Members are responsible to obtain and document their own Continuing Education (C.E.) hours, including Fire and EMS.