

# ESCAMBIA COUNTY FIRE-RESCUE

## Standard Operating Guidelines



### DEFINITIONS

Absent without leave (AWOL): Failure to report for duty without sufficient reason and without securing proper approval for leave in advance.

Acting: Serving temporarily in a position to which the member is not ordinarily assigned, usually in a position of higher rank.

Appeal: The right of a non-probationary member to apply for review from any order, dismissal, or suspension by the Fire Chief.

Bereavement leave: The period of time during which a member is excused from active duty by reason of the death of an immediate family member.

Chain of command: The line of authority from the Fire Chief through a single subordinate, at each level of command.

Collective Bargaining Agreement (CBA): When referenced is the current Collective Bargaining Agreement between the Escambia County Board of County Commissioners and the International Association of Firefighters Local 4131.

Compensatory time: The period of time during which a member is excused from active duty as compensation for hours worked in excess of the regular tour of duty.

County: Escambia County, Florida.

Days off: The time off granted to each member without loss of pay after the member completes his/her regular tour of duty.

Directed Reassignment: Moving personnel assignments for the purpose of improved operational efficiency.

Directive: Issued by the Fire Chief and consecutively numbered, written procedures used to clarify department policy, procedures, or guidelines or to disseminate information of a permanent nature.

Dismissal: The act of terminating the service of a member.

Emergency recall: Callback to duty when emergency conditions require additional personnel to mitigate the emergency. Members shall be compensated for callback duty according to county policy.

EMS: Emergency Medical Service.

Fire code: The Florida Fire Prevention Code, consisting of NFPA 1 and 101.

Gender: Within this manual, the words “he” and “his” shall be construed to refer to both genders.

Immediately: The term “immediately” shall be construed to mean “as soon as possible and practicable.”

Incompetence: The inability to satisfactorily perform one’s duties or responsibilities.

Inspection: The periodic exam of personnel, stations, or apparatus for appearance, readiness, fitness for duty, and attention to duty according to standards set out in the standard operating guides, policies and procedures, directives, and rules and regulations.

Insubordination: The willful disobedience of any order, lawfully issued by a superior officer, or any disrespect, mutinous, insolent, or abusive language toward a superior officer.

Length of service: The period of time starting from the date a member’s employment begins until the present or until the date the member’s employment ends.

May and should: The word “may” is permissive: “Should” is advisory. Where used, the word “should” implies that, while the procedure is not mandatory, it is in the best interest of everyone involved for the procedure to be followed.

Members: A collective term applied to all persons of the department.

Neglect of duty: Failure to give proper attention to the performance of one's duty.

Non-sworn employee: A civilian employee not certified as a Florida firefighter.

On-duty: A member is on duty during the period of time when he is actively responsible for or engaged in the performance of his duties.

Off-duty: A member is off duty on his days off and when on authorized leave and free of the responsibility of performing usual routine duties. Technically, a member is on duty at all times and may be subject to recall at any time.

Order: An instruction or directive, written or oral, issued by a superior officer to a subordinate or group of subordinates in the course of duty.

Personnel: A collective term applied to all persons of the department.

Plural words: Within this manual, singular words include the plural and plural words include the singular.

Probationary period: The initial six months (or other period of time) of new appointee's service, beginning with the date of employment.

Promotion: A change in a member's employment status to a position of greater responsibility or higher classification.

Regular duty callback: Call back to duty to fill a vacancy on a shift when another member's absence leaves that shift below the minimum staffing level.

Rank: A grade of official standing. Each class of members of the department constitutes a rank.

Ranking officer: The officer having the highest rank in grade for the longest period of time, unless otherwise designated by competent authority.

Resignation: The act of voluntary termination of a member's service.

Retirement: Termination of a member's active service by reason of attainment of the statutory length of service and age requirements or because of an incapacitating disability.

Rules and Regulations Manual: A written collection of administrative policies, operational procedures, and rules and regulations authorized by order of the Fire Chief.

Shall and will: The words “shall” and “will” as used herein indicate that the action referred to is mandatory.

Sick leave: The period of time during which a member is excused from active duty by reason of illness or injury that prevents the member from performing his duties.

Special duty: Any duty that requires a member to be excused from his regular duties.

Superior officer: Any member with supervisory responsibilities, either temporary or permanent, over members of a lower rank.

Suppression personnel: Members assigned to firefighting and emergency medical service response duties.

Suspension: An action taken whereby a member is denied the privilege of performing his duties as a consequence of dereliction of duty, breach of discipline, misconduct, or violation of regulations.

Sworn employee: An employee certified as a Florida firefighter.

Tense: Words used in the present tense include the future tense.

Tour of duty: The hours during which a member is on-duty.

Vacation leave: The vacation time granted to all members of the department each year as established by the Board of County Commissioners.

Workday: A tour of duty.