

TRURO FIRE RESCUE RULES & REGULATIONS

R&R #5 GENERAL OPERATIONAL PROCEDURES & INFORMATION EFFECTIVE 11-20-99 REVISED 01-02-2006

5.0 GENERAL OPERATIONAL PROCEDURES AND INFORMATION

The purpose of this rule is to provide the outline for communications within and to those outside the Truro Fire Department. It is hoped such an outline will reduce or eliminate unwarranted criticisms, rumor, or other potential problems.

5.1 It is neither the desire nor the intention of the Board of Fire Engineers to originate and formulate every facet as to the administration and operation of the Truro Fire Department, however as all the administrative and operational powers of the Fire Department are vested in the Board of Fire Engineers, Re: MGL Chapter 48, Sections 45 et seq, all Fire Department policies, rules and regulations, General Orders, Standard Operating Procedures, protocols and the like must be approved by the Board of Fire Engineers to be lawful. Certain powers and authority may be delegated upon appointment to a position within the Department, but these powers and authority are merely delegated, the final powers and authority remains within the Board of Fire Engineers.

5.1.1 Exceptions to the above are those powers and authority granted by a Department job description and/or by written communication from the Board of Fire Engineers unless said powers or authority has been terminated or modified by the Board of Fire Engineers.

5.2 All official communications within the Department shall be made through proper channels, which are defined in Chain of Command Chart.

5.2.1. No communication shall be suppressed at any level.

5.2.2. Communications from a superior level shall pass in the reverse order.

5.3. The Fire Chief will make all official communications to others outside the Department unless otherwise approved in writing by the Board of Fire Engineers.

5.3.1. When said communications have been approved, a copy of the written communication (s) and with respect to oral communications, a written report, shall be made to the Board of Fire Engineers.

5.3.2 Communications from outside the Department shall be made To the Fire Chief. The Chief shall then decide as to the further distribution of said communication (s).

- 5.4. Any criticism of Department policy, rules, regulations, protocols and the like and/or the activities of officers and/or other Department personnel shall be communicated, in writing and using the proper channels, to the Board of Fire Engineers.
 - 5.4.1. Under no circumstances shall any communication be suppressed at any level unless withdrawn by the originator of the communication.
 - 5.4.2. It is hoped that most criticisms, conflicts etc. may be resolved following this procedure.
 - 5.4.3. If such criticism, conflict, etc. cannot be resolved within the Department, then those procedures outlines in the Wages and Personnel By Laws shall apply.

- 5.5. The Board of Fire Engineers under the authority granted by MGL Chapter 48, Sections 45 et seq have the right to determine, at a minimum:
 - 5.5.1. The Organizational and Command Structure of the Department.
 - 5.5.2. The selection of officers and other supervisory personnel.
 - 5.5.3. The standards, meeting the any requirements of Federal, State and local laws, in the selection of employees.