

TRURO FIRE RESCUE

RULES & REGULATIONS

R&R #8 ORDERS **EFFECTIVE 11-20-99**

8.0 ORDERS

An order is a command or instruction, it maybe written or oral, given by a superior officer or a member in charge who has the delegated authority to direct other Departmental personnel to execute certain tasks in enforcing, administering and meeting Departmental Policies, Procedures, Protocols, Methods, Rules and Regulations and the like. All lawful orders, written or oral, shall be carried out fully and in the manner prescribed. Non-compliance by a member to an order could result in disciplinary action be taken against that member.

8.1 General Orders

This is a permanent written policy by the Board of Fire Engineers outlining specific concepts how the Department will operate. It is the most authoritative written order the Board of Fire Engineers issued and does not allow for any deviation or flexibility. The only way to deviate from a General Order is to rewrite the order. General Orders remain in full effect until amended, superseded or canceled by the Board of Fire Engineers and may be used to amend, supersede and cancel any other previous order.

8.2 Special Orders

Are temporary written orders issued by the Fire Chief outlining instructions covering particular situations. Special Orders are automatically canceled when their objective is achieved.

8.3 Unlawful Orders

No superior officer or member in charge shall knowingly issue any order which is a violation of any law, ordinance or departmental rule. Obedience to an unlawful order is never a defense for an unlawful action; therefore no officer or employee is required to obey any order which is contrary to Federal or State law or local ordinance. Responsibility for refusal to obey an unlawful order rests with the officer or member to whom such order was given. He or she shall be strictly required to justify such action.

8.4 Unjust or Improper orders

When lawful orders which appear to be unjust or improperly are given, the member to whom the order is given shall respectfully notify the superior officer or member in charge issuing such order or its impropriety. If the order is not corrected, then the order is to be carried out. After carrying out the order, the member to whom the order was given may file a written report to the Fire Chief indicating the circumstances and may file a written

report to the Board of Fire Engineers indicating the circumstances and the reasons for questioning the order, along with a request for clarification of Departmental policy. A member who performs an order found to be unjust or improper by the Board of Fire Engineers will not be held responsible for carrying out such order.

8.5 Conflicting Orders

Should any order given by a superior officer or member in charge conflict with any previous Departmental order, the member to whom such order is given will call attention to the conflict. If the superior officer or member in charge does not change his/her order to avoid such conflict, his/her order will be obeyed, but the member obeying such order will not be held responsible for disobedience of the previous order. The conflicting order should later be reported to the Board of Fire Engineers in writing for their clarification of conflict.

8.6 Personal Orders

Orders pertaining to assignments, change of duty assignments, administrative matters related to conditions of employment, and employee rights and benefits.

8.7 Memorandum Orders

Written communications issued by the Fire Chief or other authorized command officers for the following purposes:

- 8.7.1 To issued information or instructions which do not warrant a formal order.
- 8.7.2 To direct the actions of subordinates in specific situations.
- 8.7.3 To explain or emphasize portions of previously issued orders.
- 8.7.4 To inform members or actions or policies of other agencies.

8.8 Complying with Instructions from Radio Dispatcher

All messages transmitted over the Fire Radio System and EMS Radio System by any member shall be direct and concise and shall conform with all Departmental radio procedures or protocols and the rules and regulations of the Federal Communications Commission. No member shall fail to obey or refuse to take cognizance of any communication transmitted by a Radio Dispatcher, unless directed to do so by a superior officer or member in charge.

8.9 Effectiveness of Orders

All general orders, special orders, directives, memoranda or other orders in writing that have been approved or authorized by the Board of Fire Engineers, shall have the force and effect of a Departmental regulation and shall be obeyed as such.