

# Performance of Duties

## 317.1 PURPOSE AND SCOPE

This policy establishes daily performance expectations.

## 317.2 POLICY

It is the policy of the Euless Fire Department to provide safe and appropriate responses to emergency calls and for its members to provide professional and competent services.

## 317.3 RESPONSIBILITIES

All members should be familiar with and in compliance with the policies, standard operating procedures, classification specifications, duties as assigned and any other lawful instruction or order from a superior officer.

## 317.4 EMERGENCY RESPONSE

All members, upon receipt of any emergency alarm, shall immediately cease all activities and without delay report to their assigned apparatus, respond immediately to the fire or other emergency dispatched, and exert reasonable effort to perform to the best of their ability, given the totality of circumstances.

## 317.5 COMPETENT PERFORMANCE

Members should perform their duties in a manner which will maintain the highest standards of efficiency in carrying out the functions and objectives of the Department. Unsatisfactory performance may include, but is not limited to:

- Excessive or unauthorized leave
- Tardiness
- Demonstration of a lack of knowledge
- Failure to conform to the work standards established for the member's classification, grade or position
- Any other failure to demonstrate good conduct
- Insubordination
- Noncompliance with department policy, guidelines, rules, directives and orders

## 317.6 SAFETY

All members will exercise reasonable precautionary measures and good judgment to avoid injury to themselves or others while on-duty. Members who witness or are made aware of unsafe behavior should take appropriate steps to report or prevent such actions.

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#### **317.7 DRIVER'S LICENSE**

All members shall possess a valid state of Texas-issued Class B exempt, or higher level, driver's license of the class required for their assigned duties.

All members should be familiar with the state vehicle code, any manuals specific to driving or operating department apparatus and all other applicable department policies and procedures.

All members shall report to their supervisor any change in their driver's license's status. Failure to maintain a valid driver's license in accordance with an employee's current classification specification may result in disciplinary action.

#### **317.8 PROPER COMPLETION OF WRITTEN COMMUNICATION**

All members shall complete and submit all necessary reports, forms and memos on time and in accordance with any other applicable department policy or procedure.

Reports, forms and memos submitted by members shall be truthful and complete. No member shall knowingly enter or cause to be entered any inaccurate, incomplete, false or improper information.

#### **317.9 LOSS OF EQUIPMENT**

Members shall report to their supervisor the loss or recovery of any department badge, identification card, manual, key or equipment. In the case of an equipment loss, a police report should be filed in the jurisdiction where the loss occurred.

When responsibility for the lost of minor apparatus or equipment cannot be attributed to a specific individual, the following guidelines will apply:

- A. Tools and equipment assigned to fire apparatus are the responsibility of the Fire Apparatus Operator. Equipment not documented as damaged or missing during the morning apparatus check will be assumed as being present and in operable condition at the beginning of that shift.
- B. Minor apparatus and equipment assigned to a station and not on a fire apparatus is the responsibility of the station OIC. Apparatus and equipment not documented as missing or damaged during a station morning walk through inspection will be assumed as being present and in operable condition at the beginning of that shift.