

# CITY OF NEWARK FIRE DEPARTMENT

RULES & REGULATIONS  
PRINTED: MARCH 1, 1988



Sharpe James  
*Mayor*

Claude M. Coleman  
*Fire Director*

Stanley J. Kossup  
*Fire Chief*



City of Newark  
SHARPE JAMES, *Mayor*

Municipal Council  
HENRY MARTINEZ, *President*  
& *Councilman*, East Ward

GEORGE BRANCH  
Central Ward

DONALD M. PAYNE  
South Ward

ANTHONY CARRINO  
North Ward

RONALD L. RICE  
West Ward

RALPH T. GRANT, JR.  
At-Large

DONALD TUCKER  
At-Large

EARL HARRIS  
At-Large

MARIE L. VILLANI  
At-Large

## FOREWORD FROM THE DIRECTOR

*The mission of the Fire Department is to protect the Citizens of Newark, their lives and their property, from the dangers of hazardous materials and the ravages of fire.*

*Experience has conclusively shown that, in order to achieve such a lofty mission, each Member must be aware of and properly fulfill his or her assigned duties and responsibilities; hence the need for a code of Rules and Regulations, General Orders, Notices, and the like.*

*The rules set forth herein define the limits of authority, the duties and conduct for all fire personnel and civilian employees of the Department.*

*All Members of this Department are bound by these Rules and Regulations regardless of the unit to which they are assigned. Each Member shall study and familiarize himself or herself with the contents herein and be guided accordingly. Ignorance or misunderstanding of any of these Rules will not be accepted as an excuse in the event of charges emanating from failure to observe a necessary rule or regulation.*

*It is acknowledged and conceded that these Rules and Regulations cannot conceivably embrace every situation that may arise. In such an event, Members shall apply themselves to the best of their abilities, using their best judgments, and act as closely as possible in accordance with the guidelines set forth herein. Service to the people, credit and honor to this Department, shall be the guiding precepts.*

*Prompt obedience of the Rules and Regulations, faithful performance of duty and exemplary conduct shall be the guiding factors in determining the merit and efficiency of the Members of this Department and for future recognition and advancement.*

CLAUDE M. COLEMAN  
DIRECTOR

## OATH OF OFFICE

I, \_\_\_\_\_, do solemnly swear or affirm that I will support the Constitution of the United States and the Constitution of the State of New Jersey, and that I will bear true faith and allegiance to the same and to the Government established in the United States and in this State, under authority of the people.

I, \_\_\_\_\_, do solemnly swear or affirm that I will faithfully, impartially, and justly perform all the duties of the office of \_\_\_\_\_ of the City of Newark according to the best of my ability. So help me God.

*The above is the "Oath of Office" which must be subscribed and sworn to or affirmed by each Member of the Newark Fire Department upon appointment and/or promotion.*

# NEWARK FIRE DEPARTMENT RULES AND REGULATIONS

## Table of Contents

	<b>Oath of Office</b>
Article 1	Compliance with Rules and Regulations, General Orders, Executive Orders, and Directives
Article 2	Chain of Command
Article 3	Orders from Superiors
Article 4	Respect to Superiors
Article 5	Disciplinary Penalties
Article 6	Neglect of Duty
Article 7	Arrangement of Equipment
Article 8	Receiving of Personal Services
Article 9	Changing or Annuling of Standing Orders
Article 10	Acting Officers
Article 11	Personal Example
Article 12	False Statements
Article 13	On Duty, At All Times and Subject to Recall
Article 14	Punctuality
Article 15	Time, While On Duty
Article 16	Smoking in Public
Article 17	Absence from Quarters or Assignments
Article 18	Absence Without Authorized Leave
Article 19	Departmental Identification to Citizens
Article 20	Citizenship Requirements
Article 21	Residence and Telephone Number
Article 22	Driver's License Requirements
Article 23	Conduct of Members
Article 24	Payment of Debts
Article 25	Discrimination
Article 26	Political and Religious Discussions
Article 27	Entering Taverns While On Duty
Article 28	Use of Intoxicating Beverages and/or Controlled Dangerous Substances

Article 29	Weapons and Firearms
Article 30	Outside Employment
Article 31	Confidentiality of Department Records/Business
Article 32	Location of Department Units
Article 33	Social Functions in Department Facilities
Article 34	Loitering and Visitors
Article 35	Use of Apparatus
Article 36	Leaving the City During Duty Hours or On Official Business
Article 37	Personal Use of Department Vehicles
Article 38	Repair and/or Cleaning of Non-City Owned Vehicles
Article 39	Pets
Article 40	Care of Department Property
Article 41	Maintenance of Fire Department Equipment
Article 42	Fire Alarm Boxes
Article 43	Department Property Issued to Members
Article 44	Resignations
Article 45	Director's Right of Refusal, Retirement and Resignation
Article 46	Inducements for Promotions
Article 47	Solicitations
Article 48	Acceptance of Gratuities, Gifts and/or Rewards
Article 49	Referral of Persons Regarding Fire Losses
Article 50	Personal Cards, Use of
Article 51	Granting of Interviews and Publishing Articles
Article 52	Dealing with Other Agencies
Article 53	Making Commitments for the Fire Department
Article 54	Persons Riding Department Apparatus
Article 55	Court Complaints
Article 56	Court Attendance
Article 57	Jury Duty
Article 58	Commission or Omission of Acts
Article 59	Official Inefficiency or Incompetence
Article 60	Chronic Inefficiency or Incompetence

## **Article 1**

All Executive Orders, General Orders, and Directives, hereafter issued, affecting the operations of the Fire Department, shall have equal force and effect.

No order shall be issued by any Member which will in any way conflict with or change the provisions of "Articles" contained herein, without the sanction of the Director.

It shall be every Member's duty to study and understand the Rules and Regulations herein set forth and to be guided accordingly.

It shall be the duty of every Member to promptly and implicitly conform to all Rules and Regulations, Orders, Executive Orders, General Orders, Notices, and Directives governing the Fire Department.

Ignorance of, or misunderstanding of, any of the included Articles will not be accepted as an excuse for failure to comply therewith.

## **Article 2**

A Chain of Command is inherent in the rank structure of the Newark Fire Department. The Chain of Command is not to be breached by any Member of the Department for any reason; the only exceptions that will be tolerated are cases of extreme emergency when strict adherence to the Chain of Command would prove detrimental to the Member involved, or the Department.

## **Article 3**

Members of the Department are subject to orders issued by Superiors.

## **Article 4**

Members shall salute Superiors at all times when in uniform. Respect to Superiors shall not only be confined to carrying out orders while on duty, but shall extend to all other occasions.

## **Article 5**

Officers shall control and command. Should a subordinate fail or neglect to perform a required duty or order, it is incumbent upon the Officer to recommend that such subordinate be disciplined.

Any willful violation, breach of discipline, or infraction of any of the Rules and Regulations herein set forth; Executive Order, General Order, or any Directive officially issued, will subject Members to demotion, curtailment of vacation or days off, reprimand, fine, or other such form of punishment as the circumstances of the case may warrant or as the Director may deem fit to impose.

#### **Article 6**

Members of the Department shall not violate the Oath of Office, nor be guilty of neglect or cowardice or shirk any duty.

#### **Article 7**

Members shall not change, alter, or order changes made in the arrangement of equipment on an apparatus or elsewhere, nor shall they otherwise disarrange the system now in vogue in the Department, unless sanction and approval has been given by the Director or Fire Chief.

#### **Article 8**

Members shall not exact, request, or permit any personal services from any subordinate.

#### **Article 9**

Members shall not change or annul the standing orders of an Officer of equal rank, nor shall an Acting Officer change or annul the standing order of the "Officer of Rank", without the authority of a higher ranking Officer or the Fire Chief.

#### **Article 10**

Any and all references to, and responsibilities of, an Officer of rank shall be applicable to a Member "acting" in the stated capacity.

#### **Article 11**

Members shall at all times appear neatly attired and clean in person, and shall set examples to subordinates and peers in dignity, sobriety, courtesy, skill and the observance of discipline.



## **Article 12**

Members shall not make false statements with the intent to deceive, or furnish inaccurate or misleading information of having performed or participated in the performance of a creditable deed or act of duty.

## **Article 13**

Members are considered to be on duty at all times, and are subject to call at any time their services may be required.

## **Article 14**

Punctuality shall be strictly insisted upon and only the best of reasons that a Member's delay in reporting for duty on time was unavoidable will be accepted.

## **Article 15**

Members shall devote their entire time while on duty to the work of the Department.

## **Article 16**

Members shall not smoke in public while in uniform or while riding in or on any Department vehicle.

## **Article 17**

Members shall not absent themselves from Quarters or any assignments of duty without the permission of a Superior Officer.

## **Article 18**

Unexplained ABSENCE WITHOUT LEAVE on the part of any Member for the duration of five (5) calendar days shall be deemed and held to be a RESIGNATION. The involved Member may be dismissed from the Department at the discretion of the Director.

## **Article 19**

Members shall, at all times, give their names, ranks and badge numbers, if applicable, and the Companies or Units to which they are assigned, in a respectful manner when requested by a Citizen.

## **Article 20**

Members shall retain citizenship during their terms of service. The loss of citizenship will automatically terminate a Member's service in the Department.

## **Article 21**

Members shall maintain a record of their current addresses, including apartment numbers, and current, working telephone numbers, and notify the Fire Chief of any and all changes.

## **Article 22**

Members shall maintain a valid New Jersey Driver's License and shall notify the Fire Chief by report of any and all changes in their status as licensed drivers, including suspensions, revocations and points.

## **Article 23**

Members shall be held liable for any disorderly conduct or violation of any Law, whether on duty or off duty.

Members shall not engage in altercations, nor be guilty of improper, indecent or immoral conduct. Members shall at all times be civil and orderly in their conduct and refrain from doing anything which may bring discredit to themselves or the Department.

## **Article 24**

Members shall promptly pay their just debts and shall not incur any liabilities which they are unable or unwilling to pay, nor shall they pledge or assign their salary checks, in whole or in part.

## **Article 25**

Members shall not discriminate against any other Member, citizen, or any other person because of race, age, ethnic origin, creed, gender, or private preference.

## **Article 26**

Members shall not engage in any religious or political discussions, debates, or arguments in Company or Unit Quarters or elsewhere while on duty.

### **Article 27**

Members in uniform are prohibited from entering a tavern or other drinking establishment where intoxicating beverages may be had for the purpose of indulging in same.

### **Article 28**

Members shall not have or cause, allow, or permit intoxicating beverages, narcotics or other controlled dangerous substances, to be brought into any Quarters or other Department facility, nor in the immediate area of such buildings.

The use of intoxicating beverages, narcotics or other controlled dangerous substances, or any other behavior to such an extent as to render a Member unfit for the proper performance of duty, while on duty or off duty, whether in uniform or otherwise, will be cause for immediate suspension from duty.

The addiction of any Member to the use of intoxicating beverages, narcotics or other controlled dangerous substances shall be considered an act against the best interests of the Department, justifying the dismissal of the Member from the Department.

### **Article 29**

No Member shall be permitted to take into Company Quarters, other Department buildings, or other City buildings, carry on Department vehicles or on their persons, firearms of any type, nor any other type of weapon, except those Members specifically authorized to do so.

### **Article 30**

Members shall be permitted to engage in other employment, with the following restrictions:

A. If such outside employment renders a Member unfit, for any reason, or interferes in any way with the performance of duty, the Director reserves the right to prohibit such particular work or job, or to take necessary actions to best protect the interests of the Department.

B. In the event the Fire Chief or Director declare a "State of Emergency", the Director or Fire Chief may unilaterally rescind, for the duration of such "emergency", any and all privileges granted in this Article.

### **Article 31**

Members shall treat the Official Business of the Department as CONFIDENTIAL. They shall not impart, to anyone, information which has been published in the guidelines of the Department, nor shall they permit non-Members to have access to, or make transcripts of, any Department record except under due process of Law, or as directed by, or with the permission of the Director. No Department records, books, documents, or other printed matter shall be removed from any Company Quarters or other Department building or Office except with the permission of the Director or Fire Chief.

### **Article 32**

The Quarters of the Fire Chief, Deputy Chiefs, Battalion Chiefs, and the various Companies and Units of the Department shall be at locations designated by the Director.

### **Article 33**

Social functions shall not be held in any Department building or Office without the permission of the Director.

### **Article 34**

Members shall not permit loitering in any Department building or Office or vicinity of same. Visitors shall be extended every courtesy. No visitor shall be permitted past the public area of Company Quarters without the permission of the Company Officer.

### **Article 35**

No Department apparatus or equipment shall be taken out of any Department Building, Company Quarters, or Office except on Department business or by orders of the Director.

### **Article 36**

No member shall leave the City on any Official business without the prior knowledge and consent of the Director.

### **Article 37**

Members for whom vehicles are provided shall exercise extreme care in the use and operation of same. Such vehicles shall be used and employed only in connection with Department business.

### **Article 38**

Repair work, polishing or cleaning of non-City owned vehicles owned and/or used by Members or other persons, while such vehicles are parked in the vicinity of or on Department property, is absolutely prohibited.

### **Article 39**

One dog or one cat may be kept as a Company pet. No other animal of any kind may be kept in or about Company Quarters.

### **Article 40**

Members shall not loan, sell, give away, or remove from Quarters, any City property assigned to the Department nor shall they handle Department property, apparatus, equipment or any supplies in a careless, reckless or wasteful manner.

Economy shall be exercised by all Members in the use of all Fire Department equipment, services and/or supplies.

### **Article 41**

No persons, except duly authorized Department Members, or members of other City Departments having jurisdiction thereof, shall be permitted to operate, repair, or handle any of the Fire Alarm signaling devices, equipment, vehicles or apparatus of the Department.

### **Article 42**

Members shall at all times pay particular attention to Fire Alarm signal boxes. When doors are found open, they shall be closed. When Fire Alarm boxes are found to be damaged or not operative, an immediate report thereof shall be made by such Member, to a Superior Officer who shall notify, through the Fire Alarm Operator, the Chief of the Fire Signal System-Construction and Maintenance Division.

### **Article 43**

When a Member is suspended from duty, resigns, or is dismissed from the Department, all Department property issued to that Member shall be delivered to the Administrative Officer, through the Member's immediate Superior Officer.

#### **Article 44**

Members wishing to resign from the Department shall forward their written resignation to the Director at least five (5) business days prior to its effective date. If for any reason it is necessary that the resignation be immediately effective, a special leave without pay may be granted, by the Director or Fire Chief, pending the acceptance of the resignation in full.

#### **Article 45**

The Director may refuse to accept the resignation or application for retirement of a Member against whom charges are pending.

#### **Article 46**

Members who may be on an eligible list for promotion shall not offer, directly or indirectly, to any Member or person considerations with the intention of creating a vacancy, thereby expediting their own promotion.

#### **Article 47**

No Member shall accept or solicit anything of value as a consideration in conjunction with the discharge of Official duties, nor shall any Member without the permission of the Director, solicit, contribute, pay or cause to be paid or solicited, whether directly or indirectly, any money or other thing of value for the benefit of any organization, or a member of any organization.

This shall not apply to regular dues or assessments of representative Employee Unions or other purposes authorized by the City of Newark or the Director.

#### **Article 48**

No Member shall receive or accept a reward, gratuity or gift of any kind, directly or indirectly, in connection with an Official duty or act performed, without the permission of the Director.

#### **Article 49**

No Member shall give to any person who has suffered a fire loss, the name or address of any person or concern engaged in the adjusting of fire losses.

## **Article 50**

Members are forbidden to have or use personal cards describing their professions, ranks, or bearing a Department address or telephone number, without the permission of the Director.

## **Article 51**

No Member shall grant interviews, prepare articles for publication or lecture on Fire Department matters or any other matters, nor utilize an Official title, rank or position within the Newark Fire Department, without the expressed permission of the Director.

Members shall not sanction the use of their names or photographs in connection with any written or printed articles or with any advertisement in any magazine or newspaper without the approval of the Director.

This shall not prohibit the use of names and photographs in connection with a printed account of rescues or other work at fires, the history of Members appointed to the Department, or in connection with promotions or assignments.

## **Article 52**

Other than routine business, there shall be no contact concerning Department business with any other Division of the Department, other City agency, or other entities without the approval of the Director.

## **Article 53**

No Member shall make any commitment for the Fire Department, nor purchase, or contract on a confirming basis, or give out repairs, unless approved by the Director.

## **Article 54**

No person, other than a Member, shall be permitted to ride on or operate any Department apparatus or equipment unless permission has been granted by the Director or Fire Chief. Only Members and persons being assisted by Members shall be permitted on Department ladders.

### **Article 55**

No Member shall be permitted to withdraw from a Court Complaint made in any Official matter, except by permission of the Director or Fire Chief.

### **Article 56**

Members, either on duty or off duty, who may be required to attend Court, in any criminal or civil case, shall notify their Commanding Officer who shall, when necessary, excuse the Members from duty to attend Court and notify the Fire Chief of such actions.

### **Article 57**

Members receiving questionnaires from a Jury Commission relative to jury duty, shall complete and return the questionnaire to the respective Jury Commission.

Members shall notify the Fire Chief if they are summoned for jury duty.

### **Article 58**

Members shall not commit any act nor shall they be guilty of any omission that constitutes neglect of duty.

### **Article 59**

Members whose performance is demonstrably inadequate or unsuitable and fails to meet, obtain or produce the effects or results mandated by Department Rules and Regulations, shall be deemed in violation of the Department Rules and Regulations.

Members found guilty of Official Inefficiency or Incompetence shall be subject to Departmental charges.

### **Article 60**

Members charged with repeated instances of Official Inefficiency or Incompetence, which by their nature and frequency demonstrate unwillingness or inability to meet, obtain or produce the effects or results necessary for adequate performance, shall be deemed in violation of Department Rules and Regulations.

Members found guilty of Chronic Inefficiency or Incompetence shall be subject to demotion to the next lower rank or dismissal from the Department.