



KING OF PRUSSIA VOLUNTEER FIRE COMPANY
170 ALLENDALE ROAD
KING OF PRUSSIA, PENNSYLVANIA 19406
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Standard Operating Guidelines

SOG NO.: KP-1-0006
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Purpose: To establish rules, regulations, and disciplinary guidelines for the King of Prussia Volunteer Fire Company

The following rules and regulations will apply equally to both the Allendale Road Station and the Beidler Road stations. There will be certain items that, due to the nature of the facility, will apply only to one station or the other.

I. Levels of Disciplinary Actions

Verbal/Written Warning

A verbal or written warning will be issued because of an initial violation of a rule or regulation unless otherwise indicated. In most cases only one warning will be given for any offense, and after this initial warning, any further violation of the rule will result in Level I or higher actions.

Level I

Level I action will consist of a monetary fine of \$5.00 and either a 5 day or 15 day suspension for the company property. The Officer

depending on the number of offenses or the severity of the offense will determine whether the violation warrants 5 day or 15 day suspension.

Level II

Level II action will consist of a monetary fine of \$10.00 and 30 day suspension for the company property. A Level II suspension will be at the discretion of the Officer in Charge for violating any of the below rules and regulations.

<p>NOTE: Any fine not paid or made provisions for payment in 15 days will result in an automatic Level IV action</p>

Level III

Level III action shall consist of suspension from all firefighting and firefighter activities for a period of no less than 30 days and no more than 90 days at the discretion of the Fire Chief or a consensus of Assistant Chiefs.

Level IV

Level IV action shall consist of the offending Firefighter being removed from the roll of active Firefighters and be returned to his/her previous status within the fire company in accordance with the By-Laws. Other charges at the company level may accompany Level IV action.

It should be understood that most violations will be initially dealt with by a verbal/written warning, and repeated violations shall result in increasingly higher level of disciplinary actions. In certain instances, however, a Level I or higher disciplinary action may be taken, at the discretion of the Fire Chief or a Consensus of the Assistant Chiefs.

All fines collected by the Fire Chief, who will make a complete accounting of the fines collected and place them in a Firefighters Fund to be held by him. These funds shall be turned over to the Fire Company at the end of each quarter unless used for some purchase approved by the Fire Chief and the Board of Trustees. (i.e. stocking the refrigerator, etc.)

2. Appeals

According to the By-Laws of the King of Prussia Volunteer Fire Company, a The Fire Chief or two Assistant Chiefs may discipline firefighter. Any Assistant Chief, Lieutenant, Captain, or the Chief Engineer can issue a verbal/written warning. It will be up to the Fire Chief and/or an Assistant Chief to levy and collect any fines.

Before Level III or Level IV action can be taken, the attending Firefighter will be brought before the Fire Chief (and/or Deputy/Assistant Chiefs) and given an opportunity to state his/her case before the line officer.

In the case of a Level III offense, there will be no appeal unless the Firefighter wants to take his/her case before the general membership. This procedure is outlined in the By-Laws and will be handled accordingly.

In the case of a Level IV offense, if a Firefighter feels that he/she has not been treated fairly he/she may make a formal appeal to the Fire Chief, *in writing*, giving the particulars of his/her case and the reason he/she feels that there was a problem with the above stated proceedings. Upon receiving this appeal, the Fire Chief will appoint an Appeals Committee that shall consist of himself, one person selected by the offending Firefighter, and two Other Firefighters selected at random. After deliberation, a Level IV action can be overturned with the 3/4 vote of this committee. As with a Level III offense, a Firefighter can take his/her case before the Company as outlined in the By-Laws.

General Building Rules

1. There shall be no smoking within the areas of the Fire Stations under the supervision of the Fire Chief.
2. All protective equipment will be kept in good order and shall be placed back on the assigned racks after all fire calls and training sessions. All equipment shall be returned in good order to its proper place.
3. There shall be no use of Fire Company facilities or equipment to work on private vehicles without the expressed permission of the Fire Chief or the Chief Engineer.

4. There shall be no roughhousing, horseplay, or throwing of objects of any kind within the Fire Stations.
5. Running gear is not permitted on the second floor of the Allendale Road Station with the exception of bunker pants for the Duty Crew. Running gear is not permitted in the Radio Room, TV Room of the Beidler Road Station.
6. The parking spaces in front of the Radio Room window at the Allendale Road Station are reserved for the Line Officers or those involved in some kind of activity that necessitates having his/her vehicle nearby (i.e. unloading or loading equipment)
7. Parking in front of the Engine Bays is reserved for the Line Officers or anyone who is involved in an activity described in #6.
8. Parking in the Engine Room lots shall be on a "short term" basis only. No vehicle should be left overnight in the Engine Room parking areas.
9. No alcoholic beverages shall be brought into Allendale Road Station or the Beidler Road Stations.
10. No one shall tamper with another firefighter's personal protective gear.
11. The following rooms shall be off limits to all personnel unless they have a specific reason for being in these areas:
 - A. Radio Room
 - B. Radio Repair Room
 - C. Storage Rooms
 - D. Engineer's Room
 - E. Air Pack Maintenance Room
 - F. Fire Police Room
 - G. Hose Tower
 - H. Chief's Office
 - I. Duty Crew Room
 - J. Ladies Auxiliary Closet

12. All Firefighters still in high school must be, off Fire Company property by 2300 hours unless they are there for some kind of Fire Company function. Socializing is not an official Fire Company function.
13. Eating and drinking will be permitted in the Engine Room and kitchen only. No food or drink shall be permitted in any other part of the Fire Station without the expressed permission of a Line Officer.
14. It is the responsibility of each Firefighter to insure that the Fire Stations are kept clean and orderly.
15. No firefighter shall inflict harm toward another member of this organization. This is an automatic Level III offense.
16. The Duty Crew Room is off limits to all personnel with the exception of the Duty Crew and Line Officers.
17. If a Firefighter works the "third shift" and would like to use the Duty Crew Room during daylight hours he/she can, with the expressed permission of a Line Officer. Quiet conditions within the Fire Station cannot be expected during daylight hours
18. Although under the direct control of the Board of Trustees, the Meeting Room is designed for Fire Company usage. To prevent any conflicts in the scheduled use of this room, the following guidelines shall be followed:
 - A. Tuesday nights are reserved for Fire Training. No other use of this room will be permitted on any Tuesday night without the expressed approval of the Fire Chief.
 - B. The last Thursday of Each Month is reserved for the Fire Company meeting. No other use of this room will be scheduled for the last Thursday night of the month without the expressed approval of the Fire Company President.
 - C. Any group within the Fire Company that wishes to use this room for any reason must first obtain the permission of the Fire Chief and the Chairman of the Board of Trustees at least one week ahead of the

event. Events related to firefighting activities shall have priority over all other functions.

- D. Use of the Meeting Room will be limited to Fire Company and/or firefighting related business. No group not directly involved in Fire Company or firefighting related business may use this room under any circumstances.
- E. Any group using the Meeting Room will be responsible for returning the room to its original condition.

<p>NOTE: As things develop, more rules and regulations will be needed. In short, it is important to remember that any behavior detrimental to the building, functioning, or image of the King of Prussia Volunteer Fire Company will not be tolerated. Members found engaging in such behavior, or not reporting such behaviors are subject to disciplinary action.</p>
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