

<b>HALIFAX FIRE DEPARTMENT R&amp;R ARTICLE 16</b>	<b>HOUSE RULES</b>
<b>PAGE 1 OF 2</b>	<b>ISSUED: SEPTEMBER 25, 2009 REVISED:</b>

1. Members, assigned to work a shift shall report for duty, be in the station and ready to respond to incidents at 0800 hours. Members will remain on duty, until properly relieved.
2. No member shall be absent from duty without good cause, and sufficient reason, and said reason shall be forwarded in writing to the Fire Chief.
3. No early relief from shift duty will be allowed without prior approval by the Chief.
4. The swapping of time with another member is permissible, and the members must complete the required forms, and submit them to the Chief.
5. The daily work schedule is to commence as promptly as possible after the start of shift.
6. Personnel are to make sure that the flags are flown every day. They are to ensure that the flags are in proper condition, free of fading, rips, tears and any other defect that would cause disrespect. Any flag found in disrepair must be brought to the attention of the Chief as soon as possible.
7. Bulletin boards shall be maintained in the station for the posting of Department business, communications and orders. Use of these boards is permissible for other business provided it is approved by the Chief. At no time will the use of advertising material, posters, cartoons or offensive items be tolerated.
8. Personnel are to take notice that all doorways and apparatus doors are free of obstructions at all times. This includes but is not limited to snow.
9. All apparatus is to be rinsed, washed or cleaned when needed. It shall be determined by the Officer in Charge as to the need to clean apparatus, should there be a question.

10. All work or duty details and chores shall be performed by as many on duty members so that all work may be completed promptly, safely and all members be familiar with the daily routine of station work.
11. It shall be the responsibility of all members to read and familiarize themselves with the posted policies, procedures, rules and regulations.
12. All members assigned for station coverage shall make themselves available for any chores or duties required. Members are to remain on duty or at their assignment until relieved by the station Officer or Chief.
13. Members are responsible to ensure that the station and apparatus are clean and in service prior to leaving the station. If something is not working or out of service, the Officer in Charge and the Chief are to be notified.
14. No member shall be allowed to sleep during the day shift for any reason.