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RULES  
and  
REGULATIONS  
GOVERNING THE

WATERTOWN  
FIRE  
DEPARTMENT

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Effective July 5, 1944  
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RULES and REGULATIONS  
GOVERNING THE  
WATERTOWN  
FIRE DEPARTMENT

EFFECTIVE JULY 5, 1944

RULE 1

The Chief Engineer shall have control and command over all persons connected with the fire department and shall possess power and authority over its government and discipline; and shall from time to time prescribe such rules and orders as he may deem advisable for the best interests of the department. All changes in rules that the chief may deem necessary he shall submit to the Mayor and commissioners for their approval or rejection and such rules or any rules shall not be changed without the approval of the Mayor and commissioners. He shall have custody of all apparatus and equipment, fire alarm system and all property belonging to the



fire department. He shall devote himself to the best interests of the department. He shall advise citizens and property owners as to the protection and safety of their property. He shall enforce city ordinances and state laws that relate to his department.

## RULE 2

The uniformed force shall be divided into two divisions or shifts. Platoons or shifts will go on duty at 7:00 A. M. and remain on duty until the following morning at 7:00 A. M., when the second platoon relieves the first. Officers of companies are paired; drivers are paired; pipemen are paired and truckmen are paired. Members must be on duty promptly on time. No shift shall go off duty until properly relieved. If a member fails to report for duty, his partner from the opposite shift will remain on duty until such absent member reports or some other arrangement made by the Chief to fill the vacancy. Tardiness extending thirty minutes or over will constitute failure to report and in such case the Chief must at once be notified and failure to report may be punished by reprimand or suspension.

## RULE 3

Roll call shall be had at the time shifts are made by the Commanding Officer of the relieving shift, by calling his company to attention. Entry shall be made in the Journal of each roll call. In case of tardiness or absence of a member without permission, the same shall be noted.

## RULE 4

Immediately following roll call the commanding officer must call the Chief and report the number of the company O. K., provided it is so. If members are tardy at the time, he will report the name of the member together with the name of the man from the opposite shift retained as relief. Officers and men of a company will give the men relieving them on the opposite shift all necessary information regarding their apparatus and equipment as to its fitness to answer alarms promptly. Officers will ask this information before entering upon their duties at the beginning of every shift.

## RULE 5

Officers of companies shall direct their drivers when answering alarms as to the speed to drive their apparatus in safety to the public. Great care must be taken in crowded and slippery streets, railway crossings and bad corners. They will be held responsible for accidents. All work about the house which can possibly be done must be finished at 9 A. M., unless prevented to do so by an alarm. In this case, the work shall be performed by the next shift. Hose will be changed after use upon return to quarters, apparatus cleaned and all tools in place.

## RULE 6

In case of a working fire at the changing hour, it shall be the duty of the officers and men to at once proceed to the fire if their company

is in service and assist them, or relieve them if ordered by the Chief, or be assigned to other companies in service.

#### **RULE 7**

When any shift is on duty meal hours or days off will be allowed. Officers and members will not absent themselves from their station except by permission of the Chief. When any member is off duty and wants to leave the city he shall notify the officer on duty or Chief who shall make a record of same. Not more than 2 men may be allowed to leave the city on their day off. Violation of this rule means suspension and loss of pay.

#### **RULE 8**

Officers and members may be transferred from one shift to another at the discretion of the Chief with the efficiency of the department in view. Members will, when on duty, wear the regulation uniform of the department and shall procure the same at their own expense and shall not be allowed to wear the same out of the city, except by special orders from the Chief. When performing the necessary work about the house or otherwise, other clothing may be worn.

#### **RULE 9**

Members of the department when not on duty shall not use the uniform of the department, or any part thereof, for the purpose of identifying himself as a member of the department in order

to gain entrance to any public place of amusement unless detailed by the Chief to perform some special duty. Single men desiring to occupy beds in quarters during night-time when not on regular duty will be privileged to do so provided they answer alarms with their company when called out to fires.

#### **RULE 10**

Officers and members will be required to provide telephone communication at their place of residence so they can be called when wanted at fires. They will inform their captain of the correct number of telephone, street number of their residence, who will report same to the Chief and any change in residence or telephone number must be reported at once.

#### **RULE 11**

Gambling for any article of value will not be allowed. On the 2nd and 4th Tuesday of each month at 7:00 P. M. the Chief will hold a drill of instruction to inform the men the location of hydrants, water mains, fire alarm boxes, engine suction and where to take suction at the river. Also the use of tools and a general knowledge of their duties. They must familiarize themselves with the use of all apparatus and appliances. Failure on the part of any member to obey this rule must be reported to the Chief.

#### **RULE 12**

Full time members of the department will



devote themselves to the business of the department and shall not when off or on duty be allowed to do outside work except for themselves or members of the department, except during a labor shortage occasioned during a time when the U. S. is at war.

#### **RULE 13**

Smoking on the streets or public places while in uniform is prohibited. Men must appear neat and clean and their uniforms in presentable appearance; must have their shoes blacked which is the uniform color for footwear.

#### **RULE 14**

All matters pertaining to or affecting the department, proposed or contemplated by members must be submitted to the Chief before any action is taken. Persons not connected with the department will not be allowed the use of the telephones. They are for the fire department purposes and must be ready for use in sending and receiving alarms and other department business. Habitual loungers will not be allowed. The general public is invited and encouraged to inspect the department at all times.

#### **RULE 15**

No tools or equipment will be loaned or taken from the stations except by permission of the Chief and a record will be made of articles loaned and checked off when returned.

#### **RULE 16**

Members of the department shall pay all their

just debts while in service when bills are presented to them for payment. They will perform any and all duties assigned them by the captain of the house. Refusal to obey orders so issued, means reprimand or suspension by the Chief.

#### **RULE 17**

The apparatus must be kept clean and ready for instant use. No tools will be taken from the apparatus for other use except for use on the machine they belong to. Hoods of motor apparatus will not be lifted except to clean engine or make repairs to the same.

#### **RULE 18**

Lockers must be kept clean at all times. Members will not throw waste paper and other material on the floors and will take pains in keeping the house clean and in a presentable appearance.

#### **RULE 19**

One officer will be designated as house captain on each shift. He will see that there is one officer near the telephone to handle the same for the transaction of department business. All men from each platoon to be on apparatus floor during the day or until they retire, except when doing janitor work. He will escort visitors about the house giving them all information regarding apparatus and equipment they may desire.

#### **RULE 20**

No member shall appear for duty without wearing such badge as may be prescribed by the Chief, unless he can furnish a reasonable excuse therefor.

## **RULE 21**

All officers and members on duty when answering alarms must wear their helmets, coats, and boots. Violation of this rule means suspension and loss of pay.

## **RULE 22**

All part-time officers and members must report to the station after all fires. Members who miss 3 fires or drills, or meetings will be dropped from the department.

## **RULE 23**

Full time members of the department who have served for a period of one year or more will be allowed two weeks annual furlough. Furloughs shall be drawn according to seniority in rank. When new fulltime members are added to the department they will be granted a furlough by the Chief as he sees fit.

## **RULE 24**

All members off duty must report in on all alarm fires.

Approved by  
W. A. Nack, Mayor

Board of Police & Fire Commission

W. W. Arzberger, President  
Wm. H. Meyer, Secretary