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Revised
Rules and Regulations
Governing

The Lincoln
Fire Department



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**REVISED RULES AND REGULATIONS
GOVERNING THE LINCOLN FIRE DEPT.**

1. The uniform force of the Lincoln Fire Department subject to call, under the two platoon system, shall consist of Assistant Chiefs, Battalion Chiefs, Captains, Junior Captains and all grades of firemen doing duty in the various companies and departments.

2. The uniform force shall be divided into two twenty-four shifts, one shift performing duty each twenty-four hours. Captains and Junior Captains shall change shifts on the first day of each month, dividing the day into twelve hour shifts to complete the change. Ass't Chiefs and Battalion Chiefs shall change shifts on the fifteenth of each month, dividing the day into twelve hour shifts to complete the change.

3. Roll call shall be held at eight A.M. by commanding officer of company by calling his company to attention and noticing any exceptions that may occur. All members shall report for duty on time and no shift shall go off duty until properly relieved. In case of tardiness or absence without permission, the same shall be entered in the companies journal and reported by the commanding officer to the Chief or Ass't Chief.

Uniforms

4. Every person appointed to membership in the fire department shall within ninety days from such appointment, provide himself with a regulation uniform, the uniform to be inspected by the Chief or Ass't Chief before being accepted. The A. G. Meier Co., of Chicago has a uniform of regulation specification. Captains and Junior

Captains shall wear the silver lace strap above visor and the Chief and Ass't Chiefs the gold lace strap and officers will have black velvet collars. The shirt to be of light blue color and the tie to be black four-in-hand. House uniforms may consist of serge or broadcloth trousers, regulation shirt and tie and shoes of any color. When performing detailed duty at theatres or other places of amusement, the regulation uniform must be worn; coat, and trousers of broadcloth and black shoes. When attending funerals, church services, balls, luncheons, and parades, dress uniform shall consist of coat and trousers of broadcloth, black shoes and white shirt with black four-in-hand tie. Personal appearance must be neat and clean at all times, shoes polished, uniform cleaned and pressed. All members of the department shall be required to wear their shirts buttoned at the neck and their ties, except in extremely hot weather of July and August. For inspection work, the firemen may wear Iron Duke pants and Iron Duke jackets or suitable substitute in lieu of uniform. Badges must be worn on the left breast with uniform cap.

5. Members shall be required to provide telephone communication at their place of residence, and keep their officers informed of the correct address and telephone number and report each and every change that may occur from time to time.

6. Officers shall be required to notify the office as to the correct address and telephone number. Officers shall see to it that each member of his company is supplied with a correct and up-to-date list of telephone numbers of each man in his respective company.

7. The two platoon system in the fire department and members thereof shall be under the control and management of the Chief of the fire department, who may prescribe rules and regulations not inconsistent with the laws and ordinances of the city, for its good government, care and regulation, and he may fix and enforce penalties for violation of any and all rules and orders.

8. All matters pertaining to or affecting the department, proposed, or contemplated by members, must be submitted to the Chief before action is taken and subordinates are strictly prohibited from taking part in any proposition contemplating any change, directly or indirectly upon the department or its operations, without first consulting the Chief of the department.

9. The captains shall have full charge of the companies. Junior Captains shall have charge of the opposite shift as that of the Captains and operate under Sr. Captain orders and make all reports through him.

10. No change shall be made during the absence of the Captain from duty, without his permission, unless the changes are ordered by the Chief, Ass't Chief or the Battalion Chief.

11. Subordinate officers or men of the first grade detailed to fill a higher position until any department officer takes charge shall have the same authority as the officer whose rank he fills and all orders issued by him shall be received the same as though issued by the regular appointed officer.

12. Members on duty shall not be allowed to leave the premises of their respective

quarters for any purpose without first obtaining permission from the commanding officer of his shift.

13. Immediately following roll call, which will be held at 8:00 a.m. all members will be present or accounted for, the commanding officer shall read all general or special orders received.

14. All ordinary house work must be completed before members will be allowed coffee break or breakfast and upon completion of their duties, must clean themselves up and dress in the regulation department uniforms, unless excused by the commanding officer.

15. In case of fire alarms or runs that necessitate the cleaning of apparatus, same shall be done upon the return of the company to quarters. Hose shall be changed and cleaned by members on duty.

16. Engine or hose companies answering second alarm fires shall be required to attach hose lines to pumpers already in operation, but in no event shall an officer of a second alarm company stretch in his line without first consulting the Chief or Ass't Chief.

17. All members of the off shift shall be required to report for duty with their respective companies on all second alarms.

18. Officers or firemen acting in any capacity whatever, or detailed to fill any position or serve in a higher rank, shall not be entitled to any additional salary therefore.

19. No information relative to business or affairs of the Fire Department should be furnished persons except when authorized by the Chief.

20. No member shall absent himself from the city for more than six hours, without first obtaining permission from the Chief or Ass't Chief. All such leaves of absence must be applied for through the commanding officer of the company. Any infraction of this rule must be reported to the Chief immediately.

21. Members shall not be permitted to work in the place of other members on the opposite shift, without first obtaining permission from the commanding officer of the company.

22. Members may be transferred from one company to another, or to opposite shifts, at the discretion of the Chief, with the efficiency of the service in view.

23. During a leave of absence exceeding a period of thirty days, members must leave badges, buttons and all department property with company officer. Under no circumstances will members be permitted to trade, transfer or give to another member, department property in their possession. Members of the department are prohibited from loaning their badges or any part of their uniform or other department property to persons outside the fire department.

24. All buttons, cap and coat devices will be furnished by the department, and no others will be considered as part of the regulation uniform.

25. Members of the uniform force shall wear the regulation department uniform, only while on duty. Members that are not actually on duty shall not use their uniforms or any part of same for the purpose of identifying themselves as members of the department in order to gain entrance to any place of public amusement where an admission fee is charged.

26. Members may wear their uniform on special occasions by obtaining permission from the Chief or Ass't Chief, such permission to be applied for through the commanding officer.

27. Members of the department shall not deliver addresses at public gatherings concerning the work of the department, nor shall they under any circumstances make statements for publication concerning the plans, policies or affairs of the administration of the fire department unless duly authorized to do so by the Chief of the Fire Department.

28. All members will be required to wear fire hats while doing actual fire duty.

29. Beds may be occupied after 8:00 P.M. only and no lounging or reclining in a position to indicate sleep will be permitted, except in sickness or fatigue resulting from exertion through actual fire duty. In such cases one may occupy beds by obtaining permission from the commanding officer.

30. The company officers must give each man thorough drill with the equipment on the apparatus, examine them on the rules and regulations of the department and make

sure that they are familiar with streets, hydrants, fire alarm boxes, tools and the department in general at least 4 hours each week.

31. Members of the department shall devote their whole time to the business of the department, and are strictly prohibited from being engaged or employed or giving their attention to any other business except when permission is granted otherwise by the City Council.

32. Firemen detailed as Chiefs drivers, will be considered as aides to the Chiefs during fires, and all orders or directions received by commanding officers from these aides, when the name of the Chief is given, must be as promptly carried out as though coming from the Chiefs themselves. Drivers so detailed are forbidden to give directions or orders that are not specially authorized by staff officers.

33. All major official communications relating to the department, or preferred charges against any member or officer, shall be made in writing and forwarded through the company officer to the Chief.

34. Members shall report immediately to the company officers any accident, injury or sickness to themselves at the time of its occurrence, stating cause and extent of such injury, accident or sickness. The officer receiving such report must notify the Chief or office immediately.

35. Members who are off duty on account of sickness or disability must furnish the Chief with a Doctor's certificate showing

the nature and cause of such sickness or disability.

36. All members and officers shall conduct themselves in a gentlemanly manner and refrain from profane, immoral and indecent language.

37. No member of the department shall make false reports as to the conduct, character or integrity of any member of the department, or as to the business of the department, calculated to create disturbance, or to discredit or besmirch the good name of the department or any member thereof. Members are also prohibited from engaging in altercations under all and any circumstances.

38. Repeated complaints against any member of the department for incurring, and evidence of continued and persistent negligence or refusal to pay a just debt, may constitute sufficient cause for dismissal.

39. Shaking dice, playing cards or gambling with any instrument or device for money or any article of value, is strictly prohibited.

A. The members of the department must at all times address their superior officers by their proper titles, and in all cases use the word without any abbreviation whatever.

B. Members of the department shall be punctual in reporting for duty at the time designated by their superior officers. Habitual failure to report promptly at the time directed will be deemed gross neglect of duty and made the subject of charges.

C. No private work will be permitted at the fire station such as washing and working on cars, etc.

D. All members of the department except officers and members excused by the Chief must take part in all drills.

40. The company journal in itself shall be a complete and accurate report of the operations of each company, showing regular and special duty performed by the members and every thing pertaining to the administration of the company or to the interest of the department.

A. All members must be able and willing to perform and carry out all just and proper duties and orders at all times.

B. All company personnel will be required to retire on reaching the age of 62.

C. Members and officers must not leave the scene of fire unless in performance of his duties at any time without the permission of his superior officer.

Secretary

41. The secretary shall be directly responsible to the Chief for the proper conduct and management of the office and shall keep a complete and accurate record of all business transactions in convenient form for reference. Shall also perform such other duties as the Chief may prescribe.

Senior Captains

42. The rank of a Captain is next below that of a Battalion Chief, and they shall obey and conform to the following rules:

A. On the resignation or dismissal from the service of any officer or member, the officer in command of the company shall require the return of all department property in his possession, and all salary which may be due will be held in forfeiture of same. In case of the death of an employee, his commanding officer will obtain all department property which he possesses and make proper disposition of it.

43. Assume command at fires when first to arrive and exercise command and control until a superior officer assumes command.

44. They will drill and instruct the Junior Captains to drill each member of his company 4 hours each week. They will drill on apparatus and equipment, streets, hydrants, water mains, districts, knots, rules and the department in general and any other topics submitted by the Drill Master or his superior officer. He will enter time drilled in day book and fill out necessary forms.

45. They shall ride on the seat and direct the driver, and not allow the apparatus to be driven at a rate of speed greater than 20 miles an hour in business and congested area of the city and suburbs. This does not mean that you should maintain a speed of 20 miles an hour, but means you should not go over 20 mi. per hr. Less speed of 20 miles an hour will probably be required in certain instances. Apparatus should not be driven at greater speed than 35 mph at any time.

46. The Captain in command of the first company to arrive at a fire, on first alarms, shall secure a hydrant and lead out their hose. The second company in will lay out two lines to sprinkler siamese and stand pipes, hook up at hydrant and stand by for orders. If sprinkler system is put in operation the pump pressure should be 150 lbs. If stand pipe is used the pressure should be 100 lbs. Wait for orders before charging either. Those in command, of other companies upon their arrival should report to the commanding officer at the fire before placing their apparatus in service or laying out their hose unless the fire has assumed proportions to warrant laying out hose without reporting.

47. They shall be the commanding officer of their company and be with their units and direct operations.

48. They shall promptly report to the Chief in writing, all accidents that may occur in going to and from fires, giving the name, residence and place of business of persons by whom the facts in the case can be proven, they must likewise report any accident to members of their companies, stating nature and cause of such accident.

49. They will lay hose line from pumpers in operation situated as close to the fire as practical.

50. It shall be their duty in their company quarters to preserve order and discipline at all times, and enforce strict compliance with the rules and regulations of the department and the orders of the Chief, and see that the apparatus committed to their care is in good condition and repair and ready for immediate use at all times. See that the building, furniture and fixtures

are kept neat and clean, and that the personal habits of the men are clean and wholesome.

51. It shall be their duty to examine all fire hydrants as to location and condition to keep themselves familiar with the streets and water mains in order to determine the best manner in which the apparatus can be brought into service without delay and for best results.

52. They shall keep all their company books properly and neatly written showing a complete record of the operations of the company. Such books shall be at all time subject to inspection by their superior officers.

53. They shall have control of company quarters and be responsible for its order and cleanliness, see that the sitting and sleeping quarters are kept neat, clean and well aired each day when the weather will permit, that the beds and bedding are properly and thoroughly aired once each week, in the sun if possible, and the beds neatly made up each morning except Wednesday, the day set apart for airing.

54. It shall be their duty to keep the front of the building, sidewalk, gutter and street around quarters clean and free from snow and other obstructions.

A. Designated house captain will be the captain in charge of station and station maintenance. His authority will pertain to all house and yard work and he will have no jurisdiction of the apparatus and man power of another company except as stated above.

B. All officers of the fire department shall aid and assist the Chief to carry out

the department orders and policies at all times.

Junior Captains

55. Junior Captains will rank next below that of Captains. They shall obey and conform to the following rules:

56. They shall have charge of the opposite shift to that of the Captain and shall assume the responsibility of such officer in his absence, in all cases be subject to the orders of their superior officers.

57. When the captain is present, Junior Captains shall obey his commands promptly, cheerfully and properly assist him in the performance of all his duties.

58. They shall perform such other duties as may be assigned to them from time to time by superior officers.

Officers

59. Officers including both Captains and Junior Captains shall see to it that citizens who are not members of the department, refrain from riding on apparatus while going to and from fires.

60. Officers shall see that their apparatus is thoroughly oiled and greased and that all bolts and nuts are kept tight.

61. Officers will see to it that an absence report is sent to the Chiefs office for each member who is absent on account of sickness, disability or vacation. Such reports must be turned in not later than the Saturday following the return of said member to duty.

62. Officers shall report promptly to the Chief or Ass't Chief any repairs or adjust-

ments needed on the apparatus, the Chief or Ass't Chief will in turn notify the mechanic.

63. Officers in command of companies will be guided by the following signals: Raising and lowering of the hand, hat or lantern in a perpendicular manner thus, **|** means lay in water line. Swinging of the hand, hat or lantern from left to right thus, **U** means come on with the apparatus for the purpose of using chemicals, tools or ladders, and the swinging of the hat, hand or lantern in a circle thus, **O** means return to company quarters.

Department Mechanic

64. It shall be his duty to inspect all department cars, apparatus periodically or as often as he thinks necessary and give advice or instructions that may be required or requested.

Drivers

65. It shall be their duty to see that the apparatus is ready to respond to alarms of fire, that there is plenty of oil in the crank case, sufficient gasoline in the gas tank, that all friction parts are well lubricated, and that the relief valve on the pump works freely. They shall report storage batteries when down to 1150 and on return from fires make a thorough inspection of the apparatus.

66. Drivers will not exceed 35 mph when responding to fires, except by special orders and they must comply strictly with traffic rules when returning from fires. Apparatus should not be driven to exceed 20 mph in business and congested area of the city and suburbs.

67. Exercise great care when approaching railroad crossings and slow down car or apparatus to a safe speed when turning corners.

68. Drivers are cautioned to keep storage batteries supplied with water and the terminals shall be kept clean.

69. Drivers shall not make adjustments on apparatus, except in case of emergency. All adjustments shall be made by the master mechanic or by his orders.

A. All Chiefs car drivers will be under the captains orders or officer in charge when at the station and shall be assigned his share of house duties.

Company Members

70. It shall be their duty to keep the hose in good condition at all times and ready for use, to keep the apparatus in good condition and the house clean and in good order and perform such duties as their superior officers may direct.

Power and Duties

71. Officers shall be just and dignified and firm in their intercourse with subordinates, being careful to abstain from violent, abusive or immoderate language in giving orders and directions, as well as in conversation with them. See that all rules and orders are strictly carried out and obeyed, and promptly report by writing, well sustained charges, any transgressions of laws, ordinances, rules or orders.

72. In case of absence or disability of any officer of the fire department, all duty, power, authority and obligations of said

officer shall for all purposes and occasions, devolve upon the officer next in rank.

73. All members of the department shall be subject to the orders of their superior officers.

74. It shall be the duty of all members of the department to wear the prescribed uniform at all times, when on duty, except in cases where permission is granted by superior officers.

75. In all cases when inspection duty is being performed, members must wear the prescribed uniform.

76. In laying in lines of hose, the apparatus shall be driven on the same side of the street where hydrant is located, keeping as near the curb as practicable until opposite the fire. After hose is uncoupled this will allow hose apparatus to be stationed as near as possible to the fire without obstructing the street.

Care of Equipment

77. Officers who have charge of companies shall see that tools are kept in perfect order, examine the ladders, ropes, etc., after use to see that there is no defects in them, and be sure that the equipment is in good shape, tank properly charged and ready for immediate use.

78. Hose, when wet or damp, shall in no case, when it can be avoided remain on the apparatus more than twenty-four hours.

79. Apparatus of the department must not be driven over the hose lines, except in case of absolute necessity, and all other vehicles shall not be allowed to cross hose lines.

80. Too much care cannot be given nozzles, as a light dent or rough surface may prevent the delivery of a solid stream, and the same care should be given hose couplings, as an injured coupling may destroy the efficiency of a stream or result in delay in putting on nozzle or connecting hose to hydrant.

Offenses and Penalties

81. Driving any of the apparatus carelessly or maliciously in such manner as to collide with or injure the vehicles or property of citizens, or any other wanton or malicious conduct, whereby damage to citizens may result, is an offense for which any member of the department found guilty shall be at the discretion of the Chief, subject to reprimand, forfeiture of pay or discharge from service.

82. Habitual carelessness resulting in the injury of a member of the department or the apparatus or other property of the department, driving across hose lines without orders from a superior officer, except as provided for in case of necessity, inefficiency or incapability in service or neglect of duty, may at the discretion of the Chief, constitute grounds for dismissal.

83. Disorderly conduct or the use of profane language, neglect within a reasonable time to pay a just debt incurred while in service, making a false report or gossip of a member of the department, either concerning personal character, conduct or as to the business of the department, or to the discredit or detriment of a superior officer, shall be dealt with according to the judgment of the Chief.

84. Neglect to wear the department uniform or badge, neglect or refusal to obey the authorized orders of a superior officer, or intentionally making a false report, may be dealt with at the discretion of the Chief.

85. Members of the department who are performing special detail service or who are attending shows in uniform, at the various theatres, are hereby requested to familiarize themselves with the location of all auxiliary fire fighting appliances, such as inside stand pipes, water curtains, fire extinguishers, and sand and water pails, know how to operate same in case of emergency, to see to it that all exits are indicated by red lights and all exit doors are unlocked and passage way is free from obstructions so as to permit free egress in case of fire.

86. The Chief, or in his absence the Ass't Chief, may require each company to perform regular department drill whenever he deems it necessary.

87. The officers will be called for meetings at the discretion of the Chief but not to exceed once each month for timely discussions, schools and drills. The drill and school will be conducted by the Drill Master and supervised by the Chief.

88. All drivers shall shut off their motors at fires, when they are sure they will not be used for some time, unless there is danger of the motor freezing.

89. No company will be allowed to sound their siren when returning from a fire unless it is absolutely necessary. Drivers are to strictly abide with the traffic ordinances when returning from fires.

90. All members of the department must promptly and willingly obey an order given them by any officer, of the department, providing however, they are in the act of complying with a previous order given by some other officer. In such event they shall make it known to the officer requesting their service and comply with the first order given.

91. All members are forbidden to rest, recline or sit on, or in, the seats of apparatus while in company quarters.

92. All members of the department must be familiar with first aid operations as set forth in the first aid manuals. Officers must see to it that first aid drill is held in conjunction with the regular department drill.

Department Drill

93. The duties of the Drill Master will be the supervision of all phases of drilling and schooling. He will perform other duties the Chief finds necessary. This position will carry the authority between the Assistant Chiefs and the Battalion Chiefs. This authority will pertain only to drilling and schooling procedures.

94. All members of the department except officers and members excused by the Chief must take active part in all drills. Officers should attend drills and assist the Drill Master.

95. The company officer will drill each member of his company 4 hours each week. Drills held by Drill Master will be part of this procedure. He will enter time drilled in day book and fill out necessary forms.

96. Any ordinances, laws or rules in force or hereafter adopted by authority at the City Hall will have priority over these rules and regulations.

97. A recent survey by the National Board of Fire Underwriters has made the revision and rigid enforcement of these rules and regulations necessary. Any infraction thereof will not be tolerated and will be dealt with by the Chief as circumstances warrant conforming to the city ordinances and city merit rules and regulations.

98. These orders and regulations have been approved by the proper city authority and it's the duty of the Chief and officers of the Fire Department to see that they are carried out in a just and proper manner at all times.

Rules for Promotions and Demotions

The following rules and regulations will be followed hereafter in promotions or demotions of members of the Fire Department.

Promotions and demotions will be made by the Chief of the Fire Department after they have been submitted to the Director of the department for his approval or disapproval. The Chief will promote all personnel, Ass't and Battalion Chiefs, Master Mechanics, Drill Master and Inspectors as he thinks merits his choice and with the welfare of the department in mind, with all qualifications considered.

Junior and Senior Captains will be promoted by the Chief after their qualifica-

tions have been proven by competitive examination and by the records of the drill procedures submitted by the Drill Master. Years of service will be considered a total of 10 points, 2 for each year or fraction thereof. Points will be added for merit rating up to a total of 20.

Assisting the Chief in this promotional operation will be the Assistant Chiefs and the Drill Master. No promotions will be considered until members have had 6 years experience on the Fire Department. At least 2 years should elapse between a promotion to a higher position. No promotions will be made to members after having attained 50 years of age that have not received a promotion prior to that time.

