

SUBJECT: Administrative Requirements: Obedience to Orders	SECTION: 107.01
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PURPOSE

To assure that all reasonable orders are understood, non-conflicting and followed to achieve the objectives of the department.

RULES

- A. Standards of conduct established by departmental rules and regulations shall apply to all employees.
- B. Specific rules of conduct cannot be established that will govern every employee action or behavior. Any act or omission contrary to good order, discipline, or accepted social practice may subject an employee to disciplinary action.
- C. Employees shall obey all lawful orders and instructions issued by a superior.
- D. Orders posted on a bulletin board or distributed through any other official channel shall have the same effect as these rules.
- E. Written or oral orders shall be in clear, understandable language, civil in tone, and issued in pursuit of departmental business, policies, goals, and objectives.
- F. A command or supervisory employee shall not knowingly issue any order which is in violation of any law, ordinance or departmental rule.
- G. No employee shall knowingly obey any order which is contrary to law or ordinance. Responsibility for refusal to obey an order rests with the subordinate and requires justification.
- H. An employee, who receives a lawful order which he feels to be contrary to departmental rules, must first obey the order and then may proceed to appeal.
- I. An employee who receives an order which he feels to be improper or unlawful shall report in writing to the Fire Chief through channels. The report shall contain the facts of the incident and any action taken.

- J. Orders will be countermanded when necessary for the good of the department.
- K. Upon receipt of a conflicting order or instruction, the employee shall advise the person issuing the order of the conflict. Responsibility for countermanding the original order or instruction then rests with the individual that issued the conflicting command. If so directed, the latter command shall be obeyed first.
- L. All general orders and rules and regulations will be signed and approved by the Fire Chief and when possible, Safety-Service Director.