



DELAWARE CITY FIRE COMPANY, NO. 1, INC.
815 5TH STREET
P.O. BOX 251
DELAWARE CITY, DELAWARE 19706-0251

Delaware City Fire Company Documented Policy		
House Rules		
Policy #: 15-007	Original: March 28, 2017	Revised: July 2022
Approval: Company Floor		Date: 7/6/2022

This policy outlines the code of conduct expected of all members.

- 7.1 It shall be the duty of all members to carry into effect these rules. If an officer or member is refusing or neglecting the performance of such duty, shall be subject to discipline.
- 7.2 Members shall, at all times, conduct themselves with the civility and propriety as members of the Delaware City Fire Company This applies to conduct on and off of our premises.
- 7.3 Any member found to be horse-playing, damaging, destroying, or abusing company property will be subject to discipline. A member will also be responsible for the actions of any guests brought into the building.
- 7.4 If an officer is not in the building, the career staff has the authority to enforce these rules and ask the member in violation to leave the building.
- 7.5 At no time will a member allow a non-member access to their company issued key.
- 7.6 Any member leaving the building, knowing they are the last ones to depart, will see that the lights are turned out and the building is secure and in proper order.
- 7.7 All interior and exterior doors will remain locked at all times. The only exceptions will be during alarms, or functions, and will be locked as soon as practical at the conclusion of the event. Engine bay doors can remain open while occupied, weather permitting, but must be secured each night or when responding to alarms.
- 7.8 During the winter months, the engine bay thermostats will remain at 54 degrees to help conserve energy.
- 7.9 All areas of the building will be kept clean at all times. The membership will be responsible for cleaning up after themselves and not relying on the career staff.



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- 7.10 Eating in the building should be limited to designated areas such as the kitchen, lounge or engine bay. No eating is permitted in the member's bunk room. The career staff may eat in their own room and will be responsible for keeping that area clean.
- 7.11 Members may bring guests into the building, as long as they are accompanied by a member and agree to follow all house rules. Visitors and guests must exit the building when the member accompanying them leaves.
- 7.12 School aged members are not permitted in the building while school is in session. The only exception is when school is officially closed for the day or during an approved dismissal by the respective school district.
- 7.13 Members bringing children into the building will make sure they are properly behaved and under their direct supervision at all times.
- 7.14 The social hall is off limits unless a function is taking place or work is being conducted in preparation of an event.
- 7.15 The use of the exercise room is for members only. The log book must be properly filled out during each use. Each piece of equipment must be wiped down and properly sanitized after each use.
- 7.16 There will be a 10 minute time limit on all personal calls. The use of the computer and telephone in the radio room is prohibited and designated for official business only.
- 7.17 When answering the telephones the following greeting will be used. "Hello, Delaware City Fire Company, [your name] speaking, how may I help you.
- 7.18 Personal vehicles will not be parked on the front or rear aprons except for the immediate loading or unloading of equipment or supplies. Vehicles may be washed on the rear apron after receiving permission from an officer but must immediately be removed at the conclusion of being washed.
- 7.19 At no time, will a member be on any of the apparatus under the influence of any type of drugs or alcohol. Any member issued a prescription by a licensed physician must notify the Chief or President immediately with a note indicating any restrictions placed upon the member while on the medication.



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- 7.20 Tobacco products are prohibited from being used inside the building. The designated smoking area must be used at all times on the exterior of the building.
- 7.21 At no time will any weapons (knives, guns, mace, etc.) be carried on company property. This includes both open and concealed carry unless it is in the possession of a sworn law enforcement official.
- 7.22 All members in the building at the time of a work detail, fire school, or other company function are expected to participate. If not willing to participate, the officer or career staff has the right to ask the member to leave the building.
- 7.23 Members participating in the duty crew program are expected to wear their Class B uniforms. Members participating in formal functions are expected to wear their Class A uniforms. All uniforms of the company are expected to be kept neat, clean, and presentable at all times.
- 7.24 Clothing that is offensive and does not represent the proper image of the company is not permitted at any time.
- 7.25 Company vehicles are not to be used for personal business. Company property may be used by the membership after being approved by an officer.
- 7.26 After an alarm, all members are expected to assist with returning the apparatus, and equipment, back into service until released by the officer in charge.
- 7.27 Any member that loses their driving privileges, and operates company vehicles, must notify the Chief or President immediately. Also, any member convicted of a crime that would damage the company's image must also notify the Chief or President immediately.