

NUMBERED MEMOS LISTING

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6-17-82	3 Rev B	Unit Response to Calls	Fire Chief
5-1-80	4	Energy Conservation-Heating and Cooling	Fire Chief
5-1-80	5	Prefire Planning and Inspection	Fire Chief
5-1-80	6	Implementation of Fire Prevention Practices	Fire Chief
11-8-79	7	Improper Use of Gasoline	Fire Chief
5-1-80	8	Legal Question Concerning Extingishment of Fire Involving Air Pollution	Office
6-27-79	9	Safety Precautions when Riding Fire Equipment	Fire Chief
5-1-80	10	Hydrants	Fire Chief
5-1-80	11	Fire Hose	Training
5-1-80	12	Vehicle Safety	Assistant Chief
5-1-80	13	Recommended Tire Pressure Apparatus	Assistant Chief
4-15-77	14	Vehicle Accidents-Revision of procedure on numbered memo 1976-55.	Assistant Chief
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6-5-78	16	Non-city Employee riding Fire Dept. Vehicles	Fire Chief
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5-9-77	18	Weekly Pump Test	Training
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5-1-80	20	Securing Fire Stations-Securing Fire Equipment	Fire Chief
5-1-80	21	Fuel Distribution and Reporting-Fuel Receipts- Route of Fuel Truck	Fire Chief
12-7-78	22	Revised Standard Procedure on Sick Leave	Fire Chief
2-15-83	23	Bulletin Boards at Fire Stations	Fire Chief
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NUMBERED MEMOS LISTING

DATE	NUMBER	SUBJECT	FROM
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(REVISED ANNUALLY)	27	Equal Employment Opportunity- Affirmative Action Plan of the City of Raleigh	Fire Chief
5-1-80	28	Holidays and Quiet Hours	Fire Chief
11-21-81	29	Prohibition of unauthorized Scanners, and etc. in Raleigh Fire Department Building	Fire Chief
10-24-75	30	Installation of Equipment	Fire Chief
3-10-80	31	Filling Water Tankers for Private Business	Fire Chief
11-1-76	32	Fire Protection Contracts	Office
11-22-82	33 Rev.A	List of Names, Addresses, and Telephone Numbers of Fire Department Personnel	Fire Chief
-80	34	Telephones-Long Distance Calls	Fire Chief
6-11-80	35	City of Raleigh Property Outside City Limits	Fire Chief
2-4-83	36 Rev.A	Regulation Uniforms of Raleigh Fire Department	Fire Chief
2-15-83	37	Press Conferences	Fire Chief
7-21-80	38	Subpoena's (call city Atty. office if one rec'd)	Fire Chief
3-15-80	39	Truck Co. Cpts. as Relief Capt./Firefighter II as Acting Capt.	Fire Chief
3-1-80	40	Roll Call	
10-21-80	41	Storage of Hazardous Materials in Raleigh Area	Fire Chief
3-15-82	42 Rev.A	Vacation Leave Policy	Fire Chief
1-6-82	43	<i>Acting Captains and Assistant Drivers Driving Apparatus</i> Driving and Operating Fire Apparatus	Rev. A Fire Chief
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3-3-83	46	News Media	Fire Chief
		<i>Probationary Period Following Promotion</i>	
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11/29/84	51	Light Duty	Fire Chief

**CITY OF RALEIGH
NORTH CAROLINA**

INTER-OFFICE CORRESPONDENCE

TO: All Captains
FROM: Fire Chief
SUBJECT: New Numbered Memo Books

ROOM:
DATE: June 19, 1980

MESSAGE:

All numbered memos have been reorganized, renumbered, some have been revised, and some have been discarded. A new procedure will be followed for handling numbered memos effective with receipt of the new memo books. This procedure is explained in memo #1.

All Captains are requested to familiarize yourself and your personnel with the new memos as there have been significant changes.


R. E. Keith
Fire Chief

CITY OF RALEIGH
NORTH CAROLINA

INTER-OFFICE CORRESPONDENCE

No. 1

TO: All Captains

ROOM:

FROM: Fire Chief

DATE: May 1, 1980

SUBJECT: Notebook for Numbered Memos

MESSAGE:

All numbered memos will be placed in the Numbered Memo Notebook. Each memo will have a permanent assigned number. When a new memo is issued that pertains to a memo previously assigned, the new memo will replace the old memo in the book. The old memo is to be discarded.

All old and new memos will be kept for reference in the Fire Chief's office. Captains on each shift will sign the numbered memos to assure that they are informed of its contents. The Captains must make sure his personnel is familiar with these memos.


R. E. Keith
Fire Chief

CITY OF RALEIGH
NORTH CAROLINA

INTER-OFFICE CORRESPONDENCE

No. 2

TO: All Personnel **ROOM:**
FROM: Fire Chief **DATE:** May 1, 1980
SUBJECT: Suggestions

MESSAGE:

Any and all suggestions on improvements or changes on any matter pertaining to our department is appreciated. These suggestions will be reviewed and honestly considered by Fire Department Administration. Personnel may submit their suggestions via interoffice mail (by District Chief), Post Office mail, bring directly to the Chief's office or submit them at a quarterly voluntary meeting either verbally or in writing. No signature is necessary unless a personal answer is requested. It is recommended that all suggestions be submitted in a sealed envelope and addressed to the Fire Chief.


R. E. Keith
Fire Chief

**CITY OF RALEIGH
NORTH CAROLINA**

INTER-OFFICE CORRESPONDENCE

No. 2 Rev. A

TO: ALL PERSONNEL
FROM: Fire Chief
SUBJECT: Suggestions

ROOM:

DATE: 11-15-83

MESSAGE:

Suggestions will be accepted in writing in letter form.

This letter will then be forwarded to the Chief's Office through the chain of command.


T. T. Kuster
Fire Chief

TTK:mb

**CITY OF RALEIGH
NORTH CAROLINA**

No. 3 Revision B

INTER-OFFICE CORRESPONDENCE

TO: All Personnel
FROM: Fire Chief
SUBJECT: Unit Response to Calls

ROOM:
DATE: June 17, 1982

MESSAGE:

I. Truck Companies

Truck companies will respond to a call when dispatched or as requested by an officer on the scene of a call.

On calls to high rise for the elderly, convalescent and rest homes, one truck company will be dispatched along with two engines by the Communications Center.

The Communications Center will only dispatch one engine company to N. C. State University for calls from an alarm box. On calls received by telephone, two engine companies will be dispatched.


II. Rescue Units

Rescue Units will respond automatic 10-40 to a Code II Condition Red fire call unless the officer at the scene directs the response as 10-33.

It is up to the discretion of an officer at a fire scene as to whether rescue units will respond to a Code I Condition Red call, or any other type of emergency call. The officer will direct whether response will be 10-40 or 10-33.

III. Engine Companies

To cut down on unnecessary 10-33 running all units will respond 10-40 alarm to dumpster trash fires unless the officer in charge has preplanned the dumpster as a 10-33 response or has reason to believe there are exposures indicating the response should be 10-33 traffic.


R. E. Keith
Fire Chief

**CITY OF RALEIGH
NORTH CAROLINA****INTER-OFFICE CORRESPONDENCE**

No. 4

TO: All Personnel
FROM: Fire Chief
SUBJECT: Energy Conservation -
Heating and Cooling

ROOM:
DATE: May 1, 1980

MESSAGE:

The Captain of each station will be responsible to maintain heating and cooling temperature restrictions. You are urged to make every effort possible to turn off any unnecessary lights; plan meals that take less energy to cook; use as little hot water as possible; close windows and doors in all areas that are air conditioned; and take any and all measures to reduce energy consumption levels.

<u>AREA</u>	<u>HEATING MAXIMUM TEMPERATURES</u>	<u>COOLING MAXIMUM TEMPERATURES</u>
Living Area	68° Fahrenheit	78° Fahrenheit
Apparatus Floor	50° Fahrenheit	Not Air Conditioned
Dormitory	62° Fahrenheit	78° Fahrenheit

These temperatures are imposed on all city owned buildings. A representative from City Government will make periodic checks to assure that these temperatures are adhered to. District Chiefs will also make periodic checks.


R. E. Keith
Fire Chief

**CITY OF RALEIGH
NORTH CAROLINA**

INTER-OFFICE CORRESPONDENCE

No. 5

TO: All Personnel

ROOM:

FROM: Fire Chief

DATE: May 1, 1980

SUBJECT: Prefire Planning and Inspection

MESSAGE:

All Captains are required to take a four-week training program in the Fire Prevention Bureau.

Newly promoted Captains will be scheduled as soon as possible.

Each Captain, as he completes the four-week training program with the Fire Prevention Bureau, will begin Prefire Planning and Inspections. One day every month will be set aside for inspections and pre-fire planning of businesses. The regular inspections of homes upon request will continue. Two copies will be made of each inspection with one copy turned in with the monthly reports. The second copy will be retained at the station with the Pre-Fire Plan.

It will be the Captains' responsibility to assure that this program is begun and is carried out. This program will be coordinated over the entire district by the District Chief, Fire Prevention Bureau and Training Division.


R. E. Keith
Fire Chief.

**CITY OF RALEIGH
NORTH CAROLINA**

INTER-OFFICE CORRESPONDENCE

No. 5 Rev. A

TO: ALL PERSONNEL

ROOM:

FROM: Asst. Fire Chiefs

DATE: Sept. 23, 1983

SUBJECT: Inservice Inspection Program

MESSAGE:

All Captains are required to follow the procedures in the attached "Inservice Inspection Program 4-83" in making inspections and pre-fire planning.

All newly promoted Captains will be scheduled to take a minimum of two (2) eight (8) hour days' training in the Fire Prevention Bureau. The days will be scheduled on assigned shift days.

A Fire Prevention Bureau officer will accompany all newly promoted captains while making the first monthly inspection assignments.

JTO/lgb

Att.

APPROVED BY:



"INSERVICE INSPECTION PROGRAM"

Company officers will make annual inspections in all occupancies in their assigned territory.

The territory will be divided by the number of company officers assigned to the station and each company officer will receive an assignment. To insure that all shifts are familiar with all occupancies, the assignments will be rotated annually so each shift will inspect all occupancies every three years.

A list of occupancies, including name, address and the month the inspection is due will be prepared by the district inspectors.

These inspection assignments will vary depending on the type and size of occupancy, and it will be necessary to make some inspection assignments in adjoining territories. During the months in which no inspection assignments are due, a copy of the inspection assignment will be received by the district chief indicating "No inspection due."

The district chief will receive two (2) copies of all inspection assignments in his district; one copy of the assignment to be given to the company officer, and one copy to be retained by the district chief for his file. The district chief is to monitor the inspection program in his district and it will be his responsibility to see that inspection assignments are made by the date due.

The responsibilities of each company officer are as follows:

- Make inspections and re-inspections, if needed, within the month the inspection is due.
- Send inspection reports in with the monthly reports.
- Maintain inspection records at the fire station.

District inspectors will assist company officers in areas of interpretation, research, and enforcement problems.

When it is necessary for the district inspector to handle an assignment, a letter of request in duplicate is to be sent to the district inspector through the district chief, with details of the problem, the difficulties encountered, and recommendations made by the company officer. The copy is for the district chief's file.

Pre-fire planning will be done in conjunction with inspections. Occupancies that already have a pre-fire plan should be updated while making the inspection.

Home inspections will be made monthly in company's assigned territory. Each company, each shift, will inspect residential occupancies four (4) hours each month in addition to regular inspection assignments. Companies which are not assigned regular monthly inspections will inspect eight (8) hours in that particular month.

"INSERVICE INSPECTION PROGRAM"

Page 2

Priority will be given to single and multi residential occupancies built before 1975. (Th law requires smoke detectors in residential occupancies built since 1975.) Public relations will be improved by advising the residential occupancies of the advantages of smoke detectors, the exit drill in the home, and general home fire safety. Information concerning fire department services offered to the public such as the First Responder Program, will also be given to each residential occupancy.

Operation EDITH and home inspection check list will be used in this program, and a record of each home inspection will be kept as use for statistics on smoke detectors.

**CITY OF RALEIGH
NORTH CAROLINA**

INTER-OFFICE CORRESPONDENCE

No. 6

TO: All Stations

ROOM:

FROM: Fire Chief

DATE: May 1, 1980

SUBJECT: Implementation of Fire Prevention Practices

MESSAGE:

In the past, many fire hazards have developed as a result of carelessness, poor housekeeping, and ignorance of preventive practices. In order to make our fire stations a showcase of good fire prevention practices, the following rules will be enforced, without exception, beginning immediately:

1. All boiler rooms will be kept clean, neat and free of all combustibles.
2. Plastic jugs will be used only for the storage of liquid soap.
3. Only metal storage containers will be used to store gasoline and solvent. Containers will be plainly marked "Gasoline" and "Solvent". Each combustible fluid will be stored only in the properly labeled can, with no exceptions. All storage containers will have caps on tightly at all times, except when in use.

CITY OF RALEIGH
NORTH CAROLINA

INTER-OFFICE CORRESPONDENCE

No. 7

TO: ALL PERSONNEL
FROM: Fire Chief
SUBJECT: Improper Use of Gasoline
ROOM:
DATE: November 8, 1979

MESSAGE:

The Raleigh Fire Department shall follow the rules and regulations as issued by the Raleigh Fire Department to the General Public. The improper use of gasoline by Fire Department personnel shall cease immediately.

Two examples are as follows: However, there are others.

1. No lighting of charcoal with gasoline
2. No cleaning of parts with gasoline

Gasoline is not to be used for any other purpose than for what it was designed. Any personnel found to be improperly using gasoline will be subject to discipline.


R. E. Keith
Fire Chief

**CITY OF RALEIGH
NORTH CAROLINA**

INTER-OFFICE CORRESPONDENCE

No. 8

TO: All Company Commanders

ROOM:

FROM: Administrative Offices

DATE: May 1, 1980

SUBJECT: Legal Question Concerning Extinguishment of
Fires Involving Air Pollution

MESSAGE:

Attached to this memo is a copy of the North Carolina Rules and Regulations governing the control of air pollution. Please review carefully in regard to extinguishment of open burnings.

In addition, upon the opinion of the City Attorney, N. C. General Statutes 160A-291 gives to fire departments the authority to extinguish any fire within the city limits on public or private property if said fire is in violation of any city ordinance of general statute.

If you have any questions regarding the above, please contact the members of the Fire Prevention Bureau at 755-6392.

(g) Open burning in other than predominantly residential areas for the purpose of land clearing or right-of-way maintenance. This will be exempt only if the following conditions are met:

1. Prevailing winds at the time of burning must be away from any city or town or built-up area, the ambient air of which may be significantly affected by smoke, fly-ash, or other air contaminants from the burning;
 2. The location of the burning must be at least 1,000 feet from any dwelling located in a predominantly residential area other than a dwelling or structure located on the property on which the burning is conducted;
 3. The amount of dirt or the material being burned must be minimized;
 4. Heavy oils, asphaltic materials, items containing natural or synthetic rubber or any materials other than plant growth may not be burned;
 5. Initial burning may generally be commenced only between hours of 9:00 a.m., and 3:00 p.m., and no combustible material may be added to the fire between 3:00 p.m., of one day and 9:00 a.m., of the following day, except that under favorable meteorological conditions deviations from the above stated hours of burning may be granted by the air pollution control agency having jurisdiction. It shall be the responsibility of the owner or operator of the open burning operation to obtain written approval for burning during periods other than those specified above.
- (h) Fires for the disposal of dangerous materials where there is no alternative method of disposal and burning is conducted in accordance with procedures acceptable to the Board of Water and Air Resources.
- (i) Permission granted by the Board under this section shall be subject to continued review and may be withdrawn at any time.

1.4 The effective date of this regulation shall be from and after July 1, 1971.

CITY OF RALEIGH
NORTH CAROLINA

INTER-OFFICE CORRESPONDENCE

No. 9

TO: All Stations, Officers, Captains, **ROOM:**
and Engineers
FROM: Fire Chief **DATE:** June 27, 1979
SUBJECT: Safety Precautions when Riding Fire Equipment

MESSAGE:

As of August 1st, no one shall ride the back of the fire engines going to and from fire calls for safety reasons. They shall ride the side compartments or in the front, unless there are more than two persons for each side, or the engine is carrying hose and it is necessary for someone to ride the back to be responsible for it.

At no time will anyone ride the side of a truck company. If there are 3 persons assigned to a truck company, then all three ride in the front.


R. E. Keith
Fire Chief

**CITY OF RALEIGH
NORTH CAROLINA**

INTER-OFFICE CORRESPONDENCE

No. 9 Rev. A

TO: ALL PERSONNEL

ROOM:

FROM: Fire Chief

DATE: 11-15-83

SUBJECT: Safety Precautions when riding Fire Apparatus

MESSAGE:

In the event there is a need for anyone to ride a fire apparatus when there is no seat available for them, a safety belt attached to the apparatus must be worn at all times while the apparatus is in motion.



T. T. Kuster
Fire Chief

TTK:mb

**CITY OF RALEIGH
NORTH CAROLINA**

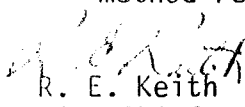
No. 10

INTER-OFFICE CORRESPONDENCE

TO: All Personnel
FROM: Fire Chief
SUBJECT: Hydrants
ROOM:
DATE: August 14, 1981

MESSAGE:

1. Yellow Hydrants have insufficient water pressure and will not under any circumstances be used for firefighting.
2. Hydrants marked 10-7 or 10-8 in your station's territory shall be logged in your station's log book. Fire Station #1 has a master hydrant status book that has all city hydrants marked 10-7 or 10-8.
3. Hydrant Caps will be tightened and secured with a wrench instead of by hand.
4. The top operating nut will be painted black on 12 inch mains or larger. The color signifies that these mains are to be used by city departments in filling flushers and tankers. This method reduces muddy water.


R. E. Keith
Fire Chief

**CITY OF RALEIGH
NORTH CAROLINA**

INTER-OFFICE CORRESPONDENCE

No. 10

TO: All Personnel
FROM: Fire Chief
SUBJECT: Hydrants

ROOM:
DATE: May 1, 1980

MESSAGE:

1. Yellow Hydrants have insufficient water pressure and will not under any circumstances be used for firefighting.
2. Hydrants marked 10-7 or 10-8 in your station's territory shall be logged in your station's log book. Fire Station #1 has a master hydrant status book that has all city hydrants marked 10-7 or 10-8.
3. Hydrant Caps will be tightened and secured with a wrench instead of by hand.


R. E. Keith
Fire Chief

CITY OF RALEIGH NORTH CAROLINA

INTER-OFFICE CORRESPONDENCE

No. 11 Revision A
5-21-81

TO: All Personnel
FROM: Training Division
SUBJECT: Fire Hose

ROOM:
DATE: May 1, 1980

MESSAGE:

1. Use of Hose

- a. All hose will be numbered according to the station to which it is assigned.
- b. Captains at each station are responsible for the hose assigned to their station, its upkeep and condition.
- c. All hose assigned to a station will be tested yearly by the station personnel under the direction and supervision of the Training Division.
- d. No Station personnel shall lend fire hose from a fire station to anyone. Authorization to lend hose must come from the Fire Chief or in his absence, the Assistant Chief.

2. Monthly Hose Report

This report provides a method of recording hose load changes and allows all hose to be accounted for at all times.

The Hose load shall be changed each month. Two copies of this form shall be filled out. The original shall be sent in with the monthly reports and the copy retained at the station for one year. The Training Division will review and file all reports received.

During each load change, the visibility of identification markings should be checked. If the need arises, contact your District Chief for the stencil and paint for remarking.

3. Hose Testing

All hose testing is to be done by stations. The responsibility of testing the fire hose is the stations officers. Time of testing will be co-ordinated through your district chief and training division. It is important that your hose is properly tested so it will not fail on the fire ground. All fire hose must be tested by the end of each May. Here is some information which will be helpful when testing your hose.

1. determine where hose will be tested.
2. pick a good day for drying to test

3. have lines not over 300' long
4. charge lines, bleed all air from lines
5. close discharge ports almost completely (this will be safer if hose should burst)
6. build pump pressure to 250 lbs. psi
7. check entire length of hose for leaks or damage (pay special attention to couplings)
8. test hose for 5 minutes at 250 lbs. psi
9. tag hose that needs to be repaired with information for repairs or replacement
10. take numbers from hose couplings and send a list of hose numbers that you have at your station to the training office via your district chief.
11. confirm all hose with records at station and report any discrepancies to training division.

**CITY OF RALEIGH
NORTH CAROLINA**

INTER-OFFICE CORRESPONDENCE

No. 12

TO: ALL PERSONNEL

ROOM:

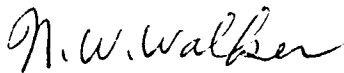
FROM: Assistant Chief/Fire Suppression

DATE: May 1, 1980

SUBJECT: Vehicle Safety

MESSAGE:

1. All fire equipment, with the exception of automobiles, will be chocked when outside the fire station for any reason at any time. The emergency brake on all automobiles will be used whenever parked.
2. The air parking brake must be applied on all CF model Macks when parked for any reason at any place.
3. Periodically the clutch play should be checked on all CF model Macks. There should be a minimum of 1-3/4" to 2" play. If there is less play than these amounts, the condition must be remedied immediately.
4. Do not wash out floorboard areas of Mack cabs with water. Excessive water deteriorates accelerator air seals and causes other mechanical problems.



N W. Walker
Assistant Chief

**CITY OF RALEIGH
NORTH CAROLINA****INTER-OFFICE CORRESPONDENCE**

No. 13

TO: All Apparatus Company Engineers **ROOM:**
FROM: Assistant Chief N. W. Walker **DATE:** May 1, 1980
SUBJECT: Recommended Tire Pressure Apparatus

MESSAGE:

Listed below are the recommended tire pressures for all various types of apparatus. Please check the tire pressure frequently and maintain the recommended tire pressure.

<u>Apparatus</u>	<u>Front</u>	<u>Rear</u>
All Macks	85	70
All 900 Series American LaFrance	75	75
Platform Aerial	90	100
Truck 5	90	75
Truck 1	80	70 Tractor 85 Tillerman
T 6, 7, 11	70	70
All Tankers	90	90



N. W. Walker
Assistant Chief

**CITY OF RALEIGH
NORTH CAROLINA**

INTER-OFFICE CORRESPONDENCE

No. 14

TO: All Operators of City Vehicles **ROOM:**
FROM: Assistant Chief N. W. Walker **DATE:** April 15, 1977
SUBJECT: Vehicle Accidents - Revision of procedure on numbered memo
1976-55.

MESSAGE:

In an attempt to improve our notification process in regards to vehicle accidents, the following procedure is established.

1. Notify Communications Headquarters by the best available means and inform the dispatcher of your accident.
2. Contact your District Chief immediately following notification of headquarters of your accident. If the accident is of a serious nature the District Chief should contact the Assistant Chief on call as soon as possible. The decision to call an Assistant Chief is left up to the discretion of the District Chief.
3. Do not move any vehicle involved in the accident until the investigating police officer directs you to do so.

Your assistance in this procedure will be appreciated.



N. W. Walker
Assistant Chief/Suppression

CITY OF RALEIGH NORTH CAROLINA

INTER-OFFICE CORRESPONDENCE

TO: All Fire Department Personnel

No. 14 D

FROM: Fire Chief

DATE: Oct. 22, 1985

SUBJECT: Vehicle Accident With City Owned
or Leased Equipment-Revision of procedure on numbered memo
1955-76-77

MESSAGE:

The following procedure shall be strictly followed in the event an employee of the City of Raleigh Fire Department is involved in a vehicular accident with city owned or city leased equipment.

A. In the City of Raleigh Jurisdiction and Wake County

1. Notify the Emergency communications Center immediately and inform them of the accident and:
 - a. Advise them if there are any injured persons and request help for them if it is needed.
 - b. Request the Police to respond and when they arrive request that they make an accident report, regardless that the accident may have taken place on private property.
 - c. Request a District Chief to respond. (The District Chief is to investigate the accident on behalf of the Fire Department.) (This in no way is in lieu of a police report.)
 - d. Request the City Safety Officer.
2. Administer aid to the injured.
3. Do not move the vehicle until directed to do so by the investigating police officer.
4. Gather as much information as possible on the accident including names of witnesses and what they had to say. (Write down this information.)
5. In the case of uniform personnel a report is to be submitted to the Chief's office by the:
 - a. Person involved in the accident.
 - b. The immediate superior of the person involved in accident.
 - c. The District Chief investigating the accident. (When the person in items 5b. and 5c. is the same, one report from that person shall fulfill the requirements of 5b. and 5c.)

B. Accidents outside of Wake County and/or beyond reasonable distances to meet the requirements of part A. of this document.

1. Notify the police immediately. (Make arrangements to get a copy of their report of the accident in which you are involved.)
2. Administer aid to the injured.
3. Notify the Raleigh Fire Department by:

17. Who witnessed your accident? _____
(witnesses are to sign on back)
18. Was safety clothing and/or equipment being used at the time? _____
19. Have you had a similar accident? _____
20. Have you previously received Workmen's Compensation? _____
If so, when? _____
21. What would you do to prevent a similar accident from occurring
in the future?

Employee Signature Date Witness as to Signatu

STATEMENT OF WITNESS/ES

The undersigned was/were witnesses to the accident referred to on the reverse side of this form, and the accident occurred in substantially the manner set out by the injured employee except that:

Witness _____ Date _____

Witness _____ Date _____

STATEMENT OF SUPERVISOR

The undersigned supervisor has investigated the accident reported by the injured and finds the facts to be substantially as reported.

Supervisor Signature _____

Rank _____ Date _____

District Chief _____ Date _____

Asst. Chief/
Suppression _____ Date _____

Fire Chief _____ Date _____

CITY OF RALEIGH NORTH CAROLINA

INTER-OFFICE CORRESPONDENCE

TO: All Fire Department Personnel

No. 14

FROM: Fire Chief

DATE: 10-22-85

SUBJECT: Vehicle Accident With City Owned
or Leased Equipment--Revision of procedure on numbered memo
1955-76-77

MESSAGE:

- a. Notifying the Fire Chiefs Office during regular office hours.(Give as much detailed information as possible.)
 - b. Notifying the District Chief at Station # 1 after office hours and on weekends and holidays.(Give as much detailed information as possible.) The District Chief is to notify the Assistant Chief on call and the Safety Officer and give them as much detail as possible.
4. Submit a report along with all the other pertinent data as soon as possible to the Fire Chiefs Office.

SPECIAL NOTES

1. There are to be no exceptions to getting a police report.
2. All written reports are to be submitted through the chain of command.
3. All reports are to be completed and submitted as soon as possible and with only very special exceptions the reports should be submitted no later than the end of a shift.
4. Raleigh Fire Department employees who fail to follow this procedure shall be subject to disciplinary action.

CITY OF RALEIGH
NORTH CAROLINA

INTER-OFFICE CORRESPONDENCE

Numbered Memo: 15

TO: All Personnel

ROOM:

FROM: Fire Chief

DATE: 11-15-83

SUBJECT: Fire Companies Reporting to the Training Center

MESSAGE:

The following procedures will take effect when companies are scheduled for drill at the Training Center:

1. Companies will report to the Training Center as scheduled or requested.
2. The scheduled drill will be between the hours of 8:30 a.m. and 4:30 p.m., with morning and afternoon sessions. The morning session will be from 8:30 a.m. and last until 12:00 noon. The afternoon session will begin at 1:00 p.m. and last until 4:30 p.m.
3. When a company leaves their station, they shall call in by radio and report "On the Air", upon reaching their district line they shall call in by radio and report "10-7". Upon returning to their district line, they shall report their unit "10-8".
4. When Engine 15 and 16 are scheduled for the Training Center they shall be replaced by Engine 4 and 9 respectively.
5. Engine company 2 shall remain 10-8 while at the Training Center.

T. T. Kuster
T. T. Kuster
Fire Chief

TTK:mb

INTEROFFICE MEMO

No. 15

TO: ALL PERSONNEL

FROM: FIRE CHIEF

SUBJECT: FIRE COMPANIES AT DRILL TOWER

DATE: JUNE 14, 1976

MESSAGE:

Effective 6/21/76 the following procedures will take effect in regards to fire companies at the drill tower.

1. The fire department Training Officer or his representative will call the fire dispatcher by telephone between 8:00 a.m. and 8:30 a.m. and notify the dispatcher of which fire companies will be at the fire department drill tower each day Monday - Friday except on holidays.
2. Each fire company Captain scheduled to be at the drill tower will telephone the fire dispatcher immediately prior to leaving their respective station to inform the dispatcher that their company is enroute to the drill tower. In the mornings the Captains will call between 8:30 and 8:45. In the afternoon the Captains will call between 12:30 and 12:45.
3. The fire dispatcher will announce over the air at approximately 9:00 a.m. for the morning drill and at 1:00 p.m. for afternoon drill the companies 10-7 at the drill tower.
4. Engine company two will always be available for a fire call when they are at the tower for drill due to the fact that they are in their response territory when at the tower. If engine two is actively involved in drill practice, the men from that pumper will take another engine to the fire call.
5. All fire companies after leaving the drill tower and arriving back in their respective territory will report 10-8 to headquarters via radio.


R. E. Keith
Fire Chief

**CITY OF RALEIGH
NORTH CAROLINA**

INTER-OFFICE CORRESPONDENCE

No. 17

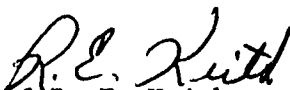
TO: All Captains
FROM: Fire Chief
SUBJECT: Personnel

ROOM:
DATE: January 27, 1975

MESSAGE:

In an attempt to allow men to gain more experience in hose operation on the fire ground and to have better trained fire department personnel, I strongly recommend that each engine company commander begin immediately to alternate personnel in the position of hydrant man and nozzle man.

In the past the youngest man has been assigned the responsibility of "catching" the hydrant. I feel it is best to give each man an opportunity to be trained and experienced in all phases of hose operation and not be held to one particular job at all times.


Chief R. E. Keith
Fire Department



CITY OF RALEIGH

NORTH CAROLINA

INTER-OFFICE CORRESPONDENCE

No. 18

TO: All Engineers
FROM: Training Division
SUBJECT: Weekly Pump Test

ROOM:
DATE: 5-9-77

MESSAGE:

The weekly pump test is to be pulled every Monday. These tests have helped to keep our pumpers in good condition by finding and correcting problems before we get to the fire grounds.

It has been learned that during the dry vacuum test if a discharge gate is not fully closed the vacuum can cause the pressure gauge on that discharge line to bend or break. To prevent this from happening it is requested that you close each discharge gauge line valve, which is located on the pump panel near the gauge. It is important to open these valves after the test to make the pressure gauge operational again.

Your co-operation in this matter will be appreciated.

**CITY OF RALEIGH
NORTH CAROLINA**

INTER-OFFICE CORRESPONDENCE

No. 19

TO: All Fire Department Personnel **ROOM:**
FROM: Training Division **DATE:** September 20, 1974
SUBJECT: Individual Training File

MESSAGE:

The Training Division has set up an individual training file on each person in the department. It is the desire of the Training Division to place each person's individual training record in his personal file so we can keep up with what training he has had and what is needed.

If you will furnish the Training Division with a copy of any diploma or certificate showing you have completed a Fire Department related course or school, I can then write it down in your file so we can have a record of your training. I will see that you get them back.

We hope that this file will enable us to better familiarize ourselves with what each individual is doing training wise.

**CITY OF RALEIGH
NORTH CAROLINA**

INTER-OFFICE CORRESPONDENCE

No. 20

TO: All Captains**ROOM:****FROM:** Fire Chief**DATE:** May 1, 1980

SUBJECT: 1. Securing Fire Stations
2. Securing Fire Equipment

MESSAGE:

1. Securing Fire Stations

- a. The company officer shall make sure the fire station is locked and secure when leaving the station any time, day or night.
- b. When answering a fire call, the apparatus which leaves the station last will pause and make sure the automatic door closes completely before leaving the apron.
- c. NUMBER ONE STATION - A person shall remain on watch at #1 Station when companies are responding to emergencies at all times day or night. Since a foam unit, reserve pumper and the fuel truck are housed here, this person will be available if any extra equipment is called by the District Chief. This person is responsible for assuring the security of Station #1.

2. Securing Fire Equipment

The company commander and the vehicle operator are responsible by law to assure that all equipment is secure on all fire apparatus. Negligence in securing their equipment could result in court cases and fines, Especially if equipment falling off the truck causing an accident.



R. E. Keith
Fire Chief

**CITY OF RALEIGH
NORTH CAROLINA**

INTER-OFFICE CORRESPONDENCE

No. 20 Rev. A

TO: ALL COMPANY OFFICERS

ROOM:

FROM: Fire Chief

DATE: 11-15-83

SUBJECT: 1. Securing Fire Stations
2. Securing Fire Equipment

MESSAGE:

1. Securing Fire Stations.

- a. The company officer shall make sure the fire station is locked and secured when leaving the station any time, day or night.
- b. When answering a fire call, the apparatus which leaves the station last will pause and let one person close doors before leaving apron.

2. Securing Fire Equipment.

The company officer and the vehicle operator are responsible to assure that all equipment is secure on all fire apparatus. Negligence in securing equipment could result in court cases and fines, especially if equipment falling off the apparatus causes an accident.


T. T. Kuster
Fire Chief

TTK:mb

**CITY OF RALEIGH
NORTH CAROLINA**

INTER-OFFICE CORRESPONDENCE

No. 21

TO: All Personnel**ROOM:****FROM:** Fire Chief**DATE:** May 1, 1980

SUBJECT: 1. Fuel Distribution and Reporting 2. Fuel Receipts
 3. Route of Fuel Truck

MESSAGE:**1. Fuel Distribution**

- a. On the last day of every month, the tanks on all cars must be filled to enable us to keep correct and detailed fuel records.
- b. Effective December 20, 1977 the Fire Department does not distribute fuel to any other vehicle other than Fire Department vehicles. Any other City vehicles should be directed to the Police Service Center beside the bus station.
- c. Fuel Receipt Tickets
 1. When Dispensing Fuel

All tickets should have the exact amount of fuel dispensed including tenths. (Example: 9.9 gallons)
 2. When Recording Fuel Dispensed in the Log Book

When the amount dispensed is less than five tenths of a gallon, record the gallon figure. (Example: Record 9 gallons for 9.1 gallons dispensed.)

When the amount dispensed is more than five tenths, record the next higher gallon figure. (Example: Record 10 gallons for 9.9 gallons dispensed.)
 3. All tickets shall be turned in to the Administrative offices at the end of the month with the monthly reports.

2. Fuel Receipts

- a. All fuel received, i.e. gasoline, diesel, heating oil, gas service, at a fire station shall be turned into the Administrative Office the same day the fuel is received.
- b. On the first day of the month, please take a stick reading of the fuel tanks and call it in with the book balance.
- c. The Captains at stations 1, 2, 6 7 will call the Chief's Office daily and report the gasoline and diesel levels. On weekends and holidays, the Captain will make note of the fuel level.

TO: All Personnel

SUBJECT: 1. Fuel Distribution and Reporting 2. Fuel Receipts
 3. Route of Fuel Truck

3. Route of Fuel Truck

- a. The fuel truck will go to all stations on Saturday morning beginning Saturday, July 15, 1978.

When the fuel truck goes to a station it will make sure all vehicles are full.

- b. In addition to gasoline and diesel, the fuel truck has oil and diesel for clean up. These will be provided to stations if needed.
- c. The fuel truck will go to #2 station only when a gasoline engine is filling in at #2 station.

**CITY OF RALEIGH
NORTH CAROLINA**

INTER-OFFICE CORRESPONDENCE

No. 22

TO: All Personnel
FROM: Fire Chief
SUBJECT: Revised Standard Procedure on Sick Leave

ROOM:
DATE: December 7, 1978

MESSAGE:

The standard procedure for sick leave has been revised. Personnel are authorized three 24-hour periods (6 days) to stay out with members of their family living at home. Any personnel using more than 6 days for sick-family or found to be abusing sick leave will be subject to consequences authorized by standard procedures, such as docked pay, suspension or dismissal.

Doctor's statements will not be required for employees or employee's family. However, doctor's statements may be specifically required for personnel when it is deemed necessary by the Fire Chief.

Supervisors of all personnel are authorized to check and report on sick leave abuse.


R. E. Keith
Fire Chief

**CITY OF RALEIGH
NORTH CAROLINA**

INTER-OFFICE CORRESPONDENCE

No. 23

TO: All Stations**ROOM:****FROM:** Fire Chief**DATE:** May 1, 1980**SUBJECT:** Radio Procedures**RE:** DOI 1000-6 Radio Procedures**MESSAGE:**

In addition to DOI 1000-6 the following procedures shall be followed.

1. TIME NOTIFICATION
 - a. At 7:30 AM each morning the station buzzer will be sounded at each station by the Central Communications Center.
 - b. At 7:55 AM each morning the tone control will be sounded over the radio and the correct time will be noted verbally by the dispatcher.
 - c. At 8:00 AM each morning the tone control will be sounded over the radio and the correct time will be noted verbally by the dispatcher. Immediately following this time notification, roll call will begin.
 - d. At 8:10 AM each morning all radios will be tested by the Central Communications Center. All radios will be turned on shortly after 8:00 AM.
2. ACKNOWLEDGEMENT OF FIRE CALL DISPATCH - Any multiple fire units which are dispatched simultaneously to the same call will acknowledge (10-4) their call in numerical order by stations.
3. In all radio transmissions to the Central Communications Center, the center will henceforth be designated as "Headquarters." Example: "Car 7 to Headquarters."
4. From the time a fire call is received, until the time the first 10-23 is given, there shall be no radio transmission except in an emergency such as clarification in instructions. Radios shall be mute as a matter of courtesy during this time, giving the responding companies an opportunity to verify instructions and/or call for additional equipment or help.



R. E. Keith
Fire Chief

**CITY OF RALEIGH
NORTH CAROLINA**

NUMBERED MEMO - 23

INTER-OFFICE CORRESPONDENCE

TO: ALL PERSONNEL
FROM: Fire Chief
SUBJECT: Bulletin Boards at Fire Stations

ROOM:
DATE: February 15, 1983

MESSAGE:

Fire Department bulletin boards are to be used for Departmental information and information of general interest that is not controversial or for the gain of a special interest group or person.

Any information outside of these restrictions must have prior approval from the Fire Chief's Office.



Thomas T. Kuster, Chief
Fire Chief

**CITY OF RALEIGH
NORTH CAROLINA**

Page 1 of 3

INTER-OFFICE CORRESPONDENCE

No. 24

TO: ALL STATIONS

ROOM:

FROM: Chief N. W. Walker

DATE: March 31, 1980

SUBJECT: Operating Procedure in Responding to Calls at Glenwood Towers

MESSAGE:

Engine #5 crew or first arriving company will take equipment to the apartment involved.

Second Company will stand by Alarm System and wait for message from captain through telephone or radio, what equipment is needed and nature of call.

Truck company will standby in staging area until notified.

Staging Area for Truck 5 is Boylan and Johnson

Staging area for Truck 1 is Glenwood & Tucker

COMMON SENSE prevails overall.

N. W. Walker

N. W. Walker
Assistant Chief

EQUIPMENT TO TAKE UP ON FIRST ALARM AT GLENWOOD TOWERS

Engine #5 or First Responding Company:

- 2 sections of 1½" Hose
- 1 - 1½" Nozzle
- 1 - Scott Air Pack
- 2 - Spanner Wrenches
- 2½ x 1½ reducer
- Keys
- Telephone (Pick up on First Floor)
- Hand Light

Engine #13 or Second Engine Responding

- 2 - Scott Air Packs
- 1 - Hux bar

Truck Company

- 2 - Scott Air Packs or other Equipment needed

1st Engine - Arrival - Answer off Johnson Street to Front Door.

2nd Engine - Arrival - Answer off Johnson Street. Pull Engine
next to curb at hydrant for standpipe connection.

Truck - Staging Area - For Truck 5 - Boylan and Johnson

Staging Area - For Truck 1 - Glenwood and Tucker

Car Answering - Answer off Johnson Street - Pull in front of Building.

Rescue - will be dispatched if needed by District Chief or Officer in Charge.

Securing Building - It shall be the responsibility of the District Chief
or Officer in Charge to return residents to their
rooms when safe.

CITY OF RALEIGH
NORTH CAROLINA

INTER-OFFICE CORRESPONDENCE

No. 25

TO: ALL CAPTAINS

ROOM:

FROM: Administrative Office

DATE: September 10, 1979

SUBJECT: Calls to State owned or State occupied premises

MESSAGE:

We are now compiling statistics on the number and classification of calls to State owned and/or State occupied premises.

When filling out the No. 1 Fire Report on these calls please note this fact either under building owner or building occupant, and also across the top of the report.

Under ACTION TAKEN: please note what action was taken and whether or not there was an actual fire.

**CITY OF RALEIGH
NORTH CAROLINA**

INTER-OFFICE CORRESPONDENCE

No. 25 Rev. A

TO: ALL OFFICERS
FROM: Administrative Office
SUBJECT: Calls to State owned or State occupied premises.

ROOM:
DATE: September 26, 1983

MESSAGE:

We are compiling statistics on the number and classification of calls to State owned and/or State occupied premises.

The Green copies of the Company Run Report are to be filled out only when responding to calls to State owned/State occupied premises.


T. T. Kuster
Fire Chief

TTK:mb

CITY OF RALEIGH
NORTH CAROLINA

INTER-OFFICE CORRESPONDENCE

No. 26

TO: ALL PERSONNEL

ROOM:

FROM: Fire Chief

DATE: January 15, 1980

SUBJECT: Harassment, Intimidation and Discrimination

MESSAGE:

No member of the Raleigh Fire Department shall be harassed or intimidated by another member of the Raleigh Fire Department for any reason. Also, no member of the Raleigh Fire Department shall be discriminated against in any way because of race, color, religion, national origin, sex, or labor affiliation. Any person in violation of these rules shall be subject to suspension and/or dismissal.


R. E. Keith
Fire Chief

**CITY OF RALEIGH
NORTH CAROLINA**

INTER-OFFICE CORRESPONDENCE

Memo No. 27 Rev. 1982

TO: ALL SUPERVISORS
FROM: Fire Chief
SUBJECT: Equal Employment Opportunity - 1982 AFFIRMATIVE ACTION PLAN
for the City of Raleigh

ROOM:
DATE: March 8, 1982

MESSAGE:

The 1981 City of Raleigh Affirmative Action Plan reaffirming the City's Equal Employment policies will soon be issued. This document makes clear the City's intentions and responsibilities.

Annual departmental affirmative action goals consistent with city-wide commitments have been established. These goals can only be accomplished through the efforts of management and supervisory personnel responsible for decisions affecting this program.

I direct each affected employee of this work unit to implement the Affirmative Action Plan and to contribute to progress toward departmental goals by assuring that neither individuals under your supervision nor those seeking employment in your unit are subjected to employment discrimination because of race, creed, color, religion, sex, age, political or labor affiliation or mental handicap or national origin.



Department Head

cc: City Manager
Employee Relations/Recruitment Officer

**CITY OF RALEIGH
NORTH CAROLINA**

INTER-OFFICE CORRESPONDENCE

No. 28

TO: All Personnel
FROM: Fire Chief
SUBJECT: Holidays and Quiet Hours
ROOM:
DATE: May 1, 1980

MESSAGE:

1. Only Holidays will be observed as adopted by the City Council for that fiscal year. Each year, after adoption, a list will be posted.
2. Quiet hours may be observed after 12:00 Noon on each Sunday and on all legal holidays adopted by the City Council.


R. E. Keith
Fire Chief

**CITY OF RALEIGH
NORTH CAROLINA**

INTER-OFFICE CORRESPONDENCE

No. 29

TO: All Personnel

ROOM:

FROM: Fire Chief

DATE: January 12, 1981

SUBJECT: Prohibition of unauthorized Frequency Monitors (Scanners),
Two Way radios, and related communications equipment, in
Raleigh Fire Department Buildings

MESSAGE:

No Frequency Monitors (Scanners), two way radios or any related communications equipment are allowed in Raleigh Fire Department buildings except as authorized by the Fire Chief.


R. E. Keith
Fire Chief

**CITY OF RALEIGH
NORTH CAROLINA**

No. 29 Rev. A

INTER-OFFICE CORRESPONDENCE

TO: All Personnel
FROM: Fire Chief
SUBJECT: Cable Television Programs
Scanners
ROOM:
DATE: April 13, 1983

MESSAGE:

I. Cable T.V.

It is permissible for fire companies, who have a majority of persons electing to do so, to purchase at their own expense the extra television cable stations available. Each extra cable station is to be voted on individually and the wishes of the plural majority of the persons assigned to that station shall prevail.

II. Scanners

It is permissible to have radio monitors (scanners) in the fire station, providing it is a monitor unit only and not a two way unit. It shall be the responsibility of the company commanders (captain, or acting captains) to see that these monitors do not interfere with the normal fire department radio business of the station.

Note: It will seem that other agencies are being dispatched to fire calls before the fire department, however the make up of the communications center allows the immediate dispatch of other agencies while the dispatcher has to pull a run card for the fire response. (Please do not let this annoy you, it cannot be helped)


T. T. Kuster
Fire Chief

TTK/dem

**CITY OF RALEIGH
NORTH CAROLINA**

INTER-OFFICE CORRESPONDENCE

No. 30

TO: All Personnel
FROM: Fire Chief
SUBJECT: Installation of Equipment

ROOM:
DATE: October 24, 1975

MESSAGE:

Anyone installing equipment such as vending machines, telephones, extension speaker and etc. on fire equipment or in the fire station are required to obtain personal authorization from the Chief before any work can be done. This must be done to avoid any embarrassment or confusion to the Department in relation to unauthorized equipment.

R. E. Keith
Chief R. E. Keith
Fire Department

**CITY OF RALEIGH
NORTH CAROLINA****INTER-OFFICE CORRESPONDENCE**

No. 31

TO: ALL CAPTAINS **ROOM:**
FROM: Fire Chief **DATE:** March 10, 1980
SUBJECT: Filling Water Tankers for Private Businesses

MESSAGE:


All Captains are authorized to fill water tankers for private businesses as necessary. A "Water Receipt Ticket" must be filled out in duplicate. (See Attached) One copy will be sent to the Administrative Offices and one copy will be given to the company. The Administrative Offices' copy will be sent to the Water Billing Department. They, in turn, will send a bill to the Construction Company for the water.

The following information must be included on the form for proper billing.

1. Station received from
2. Amount of gallons - water received
3. Company name and ADDRESS
4. Company driver signature
5. Approval signature of Fire Captain
6. Date

All forms may be turned in at the end of the month in the monthly envelopes.

This information must be logged in the station log book.


R. E. Keith
Fire Chief

CITY OF RALEIGH
FIRE DEPARTMENT
WATER RECEIPT TICKET

RECEIVED FROM FIRE STATION # _____

DATE: _____

AMOUNT OF WATER RECEIVED _____
(Gallons)

COMPANY NAME

DRIVER'S SIGNATURE

FIRE CAPTAINS SIGNATURE

White copy to be forwarded to Fire Administrative Office
Yellow copy to Construction Company

**CITY OF RALEIGH
NORTH CAROLINA**

INTER-OFFICE CORRESPONDENCE

No. 32
Rev. A

TO: All Personnel
FROM: Administrative Offices
SUBJECT: Fire Protection Contracts

ROOM:
DATE: June 17, 1982

MESSAGE:

The following locations have Fire Protection Contracts in effect with the City of Raleigh.

1. Wayside Furniture Store
5425 Hillsboro St.
2. Ajinomoto U.S.A., Inc.
4020 Ajinomoto Dr.

CITY OF RALEIGH NORTH CAROLINA

INTER-OFFICE CORRESPONDENCE

No. 33 Rev A

TO: All Personnel
FROM: Fire Chief
SUBJECT: List of Names, Addresses, and Telephone Numbers
of Fire Department Personnel

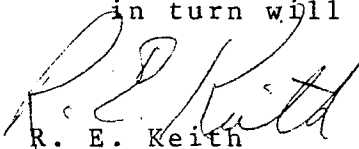
ROOM:
DATE: November 22, 1982

MESSAGE:

Due to recent interpretation of the Right of Privacy Act that passed legislation in 1978, it is unlawful to give unauthorized persons information contained in the Names, Addresses, and Telephone Numbers listing. Any unauthorized person giving out this information is subject to a \$500.00 fine and/or Disciplinary action.

Effective immediately, the following will be implemented concerning this listing.

1. Only the three on-duty District Chiefs and other authorized persons will have copies of this listing. This list will be kept under lock and key.
2. If changes occur, the District Chief or the Chief's Office must be notified immediately.
3. Fire Captains will not be required to keep this information.
4. Personnel may voluntarily give out their personal address and telephone listing to unauthorized persons but are not required to do so.
5. In emergency situations, the District Chief will make decisions on how to handle the listing.
6. Any personnel who is negligent in keeping the correct information available to the District Chief is considered the same as not having a telephone and subject to disciplinary action.
7. All changes submitted to the District Chief will be submitted by the District Chief to the Assistant Chief's Office, who in turn will also notify the District Chiefs of any changes.


R. E. Keith
Fire Chief

CITY OF RALEIGH NORTH CAROLINA

INTER-OFFICE CORRESPONDENCE

No. 34

REVISION #1

TO: All Personnel

ROOM:

FROM: Fire Chief

DATE: November 18, 1980

SUBJECT: 1. Telephones
2. Long Distance Calls

MESSAGE:1. Telephone Usage

Due to numerous complaints concerning the abuse of the telephone, each station should follow the following rules. The fire station is a business establishment and not a place to conduct personal business on duty. All personnel will have an improved working relationship with his fellow employees if everyone observes this.

a. All incoming and outgoing calls shall be limited to a maximum time limit of five minutes.

b. No personal calls should be accepted by anyone while in school or class, except in case of an emergency.

2. Long Distance Calls

No one is allowed to make long distance calls except as authorized by a Chief for an emergency. Telephone numbers of authorized calls must be reported as soon as possible. Detailed information on long distance calls is provided by the telephone company. All unreported long distance telephone calls will be investigated. Any personnel found to have made any unauthorized long distance calls will be subject to disciplinary action, suspension or dismissal.

R. E. Keith
R. E. Keith, Fire Chief

919 781 7051 201 YOUR ACCOUNT NUMBER		NOV 05 1980 DATE OF BILL		0 781 7051 201 ACCOUNT NUMBER	
SA		MPLE			
SERVING CITY RALEIGH		CHGS FOR 781 7052 BILL TO 781 7051 B232 036 1018 DURHAM NC		596 0495AN1039 p.m.	
CURRENT CHARGES PAID DUE ON NOV 28		UNAUTHORIZED			
CITY OF RAL ACCT DIVISION FIRE STA 16 P O BOX 590 RALEIGH NC 27602					
4520 NOV 05 TO DEC 05 45 20					
29					

**CITY OF RALEIGH
NORTH CAROLINA**

INTER-OFFICE CORRESPONDENCE

No. 34 Revision #2

TO: All Personnel
FROM: Fire Chief
SUBJECT: Telephone Use - Fire Stations

ROOM:
DATE: August 24, 1981

MESSAGE:

1. Personal Calls

Due to numerous complaints concerning the abuse of the telephone each station shall follow these rules:

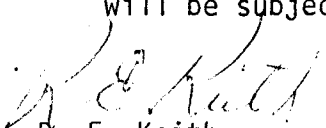
- a. All incoming and out going calls shall be limited to a maximum time limit of five minutes.
- b. All Personal calls shall be limited to the private line at each station.
- c. No personal calls should be accepted by anyone while in school or class, except in case of an emergency.

2. Long Distance Calls

No one is allowed to make long distance calls except as authorized by a Chief for an emergency. Telephone numbers of authorized calls must be reported as soon as possible. Detailed information on each call is provided by the telephone company. All unreported long distance calls will be investigated. Any personnel found to have made any unauthorized long distance calls will be subject to disciplinary action, suspension or dismissal.

3. Other Telephone Use

No one is allowed to interrupt calls or verify a busy line except in cases of strict emergencies. The telephone company charges for each instance. Personnel found to be in violation of this rule will be subject to disciplinary action, suspension, or dismissal.


R. E. Keith
Fire Chief

CITY OF RALEIGH
NORTH CAROLINA

No. 35

INTER-OFFICE CORRESPONDENCE

TO: All Stations

ROOM:

FROM: Fire Chief

DATE: June 11, 1980

SUBJECT: City of Raleigh Property Outside City Limits

MESSAGE:

Attached to this sheet is a list of City properties outside City limits with the agencies that will respond to each location. Note all properties close to your station and be prepared to respond.

R. E. Keith

R. E. Keith
Fire Chief

21RL
6/6/80

CITY OF RALEIGH PROPERTY

PURPOSE: To standardize primary dispatch assignments to City of Raleigh owned property located outside the City limits.

GENERAL: Incidents of a police nature which occur at the site listed shall be assigned to the Raleigh Police Department or to the Park Ranger Division as appropriate.

The Edwards Mill Road/Duraleigh Road site is private property taxed by the City.

<u>Site/Location</u>	<u>Fire</u>	<u>Rescue</u>
Camp Durant/Camp Durant Road, off Durant Road	RFD/Falls	EMS 3
Edwards Mill Road/Duraleigh Road	RFD	EMS 3
Johnson Pump Station/off Possum Track Road	RFD	Six Forks
Johnson Water Plant/10301 Falls of Neuse Road (Northside) (847-1143)	RFD	Six Forks
Lake Benson	Garner 1	Garner
Lake Wheeler	Fairview	Garner, East of SR 1404; Cary, West SR 1404
Marsh Creek Park Maintenance Facility/3000 New Hope Road (872-7307)	RFD/WNH	EMS 3
Neuse Wastewater Treatment Plant/ SR 2552, Battle Road (779-2010)	RFD/Garner 1	Garner
Sanitary Landfill/US 64 E (Weyerhouser Plant) (832-6893)	RFD	EMS 3
Sewer Operations Facility/1200 Sunnybrook Road (755-6676)	RFD	EMS 1

ml/Tu972

**CITY OF RALEIGH
NORTH CAROLINA**

INTER-OFFICE CORRESPONDENCE

No. 35 Rev. A

TO: ALL STATIONS **ROOM:**
FROM: Assistant Chiefs' Office **DATE:** November 14, 1983
SUBJECT: City of Raleigh Property Outside City Limits

MESSAGE:

Attached to this sheet is a list of City properties outside the City Limits with the Fire Departments and Units that will respond to each location. Note all properties that you are assigned to respond and prepare to operate at these assignments in your normal professional manner.

R. M. Whittington
R. M. Whittington, Chief
Assistant Chief/Fire Suppression

APPROVED:

T. T. Kuster
T. T. Kuster
Fire Chief

RMW:mb

Att.

CITY OF RALEIGH
NORTH CAROLINA

INTER-OFFICE CORRESPONDENCE

TO: Chief T. T. Kuster **ROOM:**
FROM: Asst. Chief R. M. Whittington **DATE:** Sept. 21, 1983
SUBJECT: CITY PROPERTY OUTSIDE CITY

MESSAGE:

Site/Location

Camp Durant/Camp Durant Road
off Durant Road (Camp Ranoca)

Has 2 structures on property.
6.5 miles from Station 15.
Engine 15, Truck 11, Tanker 4 with Falls
responding with at least 1 pumper and 1 tanker.
E.M.S. 3 will be the Rescue Unit and will advise
if Raleigh Unit is needed.

Edwards Mill Road/
Duraleigh Road

Has 1 dwelling and 1 barn.
1.2 miles from Station 14.
Engine 14, Truck 16 with Fairgrounds responding
with at least 1 pumper and 1 tanker. Hydrant is
available close to property.
E.M.S. will be the Rescue Unit.

Johnson Pump Station/
off Possum Track Road

Has 1 masonry building.
9.4 miles from Station 15.
Engine 15 with Falls responding with
at least 1 pumper and 1 tanker.
Six Forks will be Rescue Unit.

Johnson Water Plant/10301 Falls
of Neuse Road (Northside)

Has a very large masonry structure.
5 miles from Station 15.
Engine 15, Truck 16 with Falls
responding with at least 1 pumper. Hydrants available.
Six Forks will be Rescue Unit.

Lake Benson Pump Station

Has 1 masonry structure which is the pump station.
9 miles from Station 2.
Engine 2 with Garner responding with at least
1 pumper and 1 tanker.
Garner will be Rescue Unit.

Lake Wheeler

Has 1 wood frame snack bar.
7 miles from Station 2.
Engine 2, Tanker 14 with Fairview responding with
at least 1 pumper and 1 tanker.
On east side of Road #1404 - Garner will be Rescue Unit
On west side of Road #1404 - Cary will be Rescue Unit.

TO: Chief T. T. Kuster
SUBJECT: CITY PROPERTY OUTSIDE CITY
DATE: Sept. 21, 1983
Page 2

Marsh Creek Park Maintenance
Facility/3000 New Hope Road

Has 5 wooden structures and 2 glass hot houses.
Their trucks and equipment are stored on the site.
2.5 miles from Station 11.
Engine 11, Truck 11 with New Hope responding with
2 pumpers and 2 tankers.
E.M.S. 3 will be Rescue Unit.

Neuse Wastewater Treatment Plant/
SR 2552, Battle Road

Has several masonry buildings.
8.9 miles from Station 12.
Engine 12, Truck 12 with Garner responding with
2 pumpers. Hydrants are available.
Garner will be Rescue Unit.

Police Fire Range
Battlebridge Road

Has 1 small wooden structure.
8.8 miles from Station 12.
Engine 12, Truck 12 with Garner responding with
2 pumpers.
Garner will be Rescue Unit.

Public Utilities Operations Site
(under construction)
3304 Lake Woodard Drive

Has 2 Large masonry structures.
2.8 miles from Station 11.
Engine 11, Truck 11 with New Hope responding
with 2 pumpers. Hydrants are available.
E.M.S. 2 will be Rescue Unit.

Sanitary Landfill/US 64 E
(Weyerhaeuser Plant)

Has a large metal building with paper storage
inside (Weyerhaeuser).
3.4 miles from Station 12.
Engine 12, Tanker 4 will respond to land fill.
If call is to Weyerhaeuser - Engine 12, Truck 12,
Tanker 4 with New Hope responding with 2 pumpers
and 2 tankers .
E.M.S. 2 will be Rescue Unit.

Sewer Operations Facility
1200 Sunnybrook Road

Has 3 small masonry buildings.
1 mile from Station 12.
Engine 12, Truck 12 with Garner responding with
2 pumpers. Hydrants are available.
E.M.S. 1 will be Rescue Unit.

Waste Treatment Lift Station
Barwell Road

Has 1 masonry pump station.
3 miles from Station 12.
Engine 12, Tanker 4 with Knightdale responding
with at least 1 pumper and 1 tanker.
Knightdale will be Rescue Unit.

R. M. Whittington
R. M. Whittington, Chief
Asst. Chief/Fire Suppression

RMW:mb

CITY OF RALEIGH NORTH CAROLINA

*Supplemented
by 366+2*

INTER-OFFICE CORRESPONDENCE

No. 36 Rev. B

TO: All Personnel **ROOM:**
FROM: Assistant Chief Office **DATE:** November 21, 1983
SUBJECT: Standard Regulation Uniform

MESSAGE:**UNIFORMS**

- Officers:**
1. White short sleeve shirt
 2. White long sleeve shirt
 3. Black tie
 4. Blue car coat
 5. White uniform cap
 6. Blue trousers
 7. Black belt with plain buckle minimum 1" maximum 1½"
 8. Black plain toe shoes (military style)
 9. Dark blue or black socks
 10. Gold badges
 11. Gold name plate

Firefighters: Same as above except shirts are light blue and uniform cap is dark blue. Badges are silver. Name plates are silver.

Normal Uniform of the day in the station.

- A. Officer. White long sleeve or short sleeve shirt. Dark blue uniform trousers. Black uniform belt. Raleigh Fire Department gold breast badge over center of left hand shirt pocket. Gold name plate centered over right shirt pocket. Black shined plain toe shoes. Black or dark blue socks.
- B. Firefighters. Light blue long sleeve or short sleeve shirt. Dark blue uniform trouser. Black uniform belt. Raleigh Fire Department silver breast badge over center of left hand shirt pocket. Silver name plate centered over right shirt pocket. Black shined plain toe shoes. Black or dark blue socks.
- C. Inspections. All personnel shall wear uniform cap in addition to uniform of the day. If coats or long sleeves are worn ties shall be worn. All personnel in a fire company shall be dressed the same for inspections i.e.

(Everyone in long sleeve or short sleeve shirt, everyone with or without uniform coat.)


- D. Other Special Assignments. i.e. (Funeral, service inspections, etc.) Everyone dressed alike with tie.

Rules Governing Use

1. All personnel are to be in uniform of the day by 10:00 a.m. unless there is lengthy clean up or special duty work detail.
2. All personnel are to have black plain toe shoes by June 30, 1984.
3. No patches, jewelry, collar pins or bugles shall be worn except as authorized by the Raleigh Fire Department. No jewelry is permitted in or on the ears and no jewelry around the neck that is exposed. Bracelets are not permitted except for medical reasons. Watches are permitted. Rings are permitted, however the number at a time shall be kept minimal.

In addition to fire department issued badges and name tags the following are authorized for use:

1. E.M.T. Patches-located only on the right shoulder on the uniform shirt. The top of the patch shall be two inches below shoulder seam, center of sleeve and neatly sewn.
2. One service pin may be worn on neck tie at anyone time.
3. One safe driving award pin may be worn on the flap of the right hand shirt pocket at any one time.


E. B. King
Assistant Chief/Services

APPROVED: 
T. T. Kuster

EBK:dms

CITY OF RALEIGH

NORTH CAROLINA

INTER-OFFICE CORRESPONDENCE

No. 36

Rev.A

TO: ALL PERSONNEL
FROM: Fire Chief
SUBJECT: Regulation Uniforms of Raleigh Fire Department

ROOM:
DATE: January 5, 1982

MESSAGE:

The Raleigh Fire Department has always maintained a uniform policy. In order to be uniform, all personnel must be dressed alike. To prevent any further confusion about uniform policy, the following definitions of regulation uniforms are now established. These definitions are made in an attempt to distinguish the Raleigh Firefighters from other groups. This uniform should be worn with pride to receive respect and admiration from Raleigh citizens and visitors from surrounding areas.

I. Regulation Uniform Definitions

The regulation uniform is defined as follows:

A. Class A - Dress Winter Uniform

1. Officer - White uniform cap. White long sleeved uniform shirt with cuffs buttoned. Dark blue uniform coat. Dark blue uniform slacks and black uniform tie. Badge worn on left chest of uniform coat. Name tag worn on right chest of uniform coat even with badge. Completely solid black uniform shoes of shined type, with heels no higher than 1½ inches. Black or dark blue socks and black belt with one inch minimum width.
2. Firefighter - Dark blue uniform cap, blue long sleeved uniform shirt with cuffs buttoned. Dark blue uniform coat, dark blue uniform slacks and black uniform tie. Badge worn on left chest of uniform coat. Name tag worn on right chest of uniform coat even with badge. Completely solid black shoes of shined type, with heels no higher than 1½ inches. Black or dark blue socks and black belt with one inch minimum width.

B. Class B - Dress Summer Uniform

1. Officer - White uniform cap, white uniform short sleeve shirt, dark blue wash and wear slacks. Completely solid black uniform shoes of shined type with heels no higher than 1½ inches. Black or dark blue socks and black belt with one inch minimum width. Badge worn above left shirt pocket. Name tag worn ¼ inch above right shirt pocket.

TO: ALL PERSONNEL
SUBJECT: Regulation Uniforms of Raleigh Fire Department
Numbered Memo - No. 36 Rev. A
Page 2

2. Firefighter - Dark blue uniform cap, blue short sleeved uniform shirt, dark blue wash and wear slacks. completely solid black uniform shoes of shined type with heels no higher than 1½ inches. Black or dark blue socks and black belt with one inch minimum width. Badge worn above left shirt pocket. Name tag worn ¼ inch above right shirt pocket.

C. Class C - Work Uniform

1. Officer - Winter and Summer - Grey or white shirt (old white shirts) dungarees, shoes, belt and socks.
2. Firefighter - Winter and Summer - Grey or Blue shirts (old blue shirts) dungarees, shoes, belt and socks.

II. Rules for Regulation Uniforms

1. The dress uniform shall be worn at the following times:
 - A. During morning roll call
 - B. After 1:00 p.m. unless working or drilling
 - C. At all times when representing the Raleigh Fire Department in public. Three examples of this are:
 1. While at funerals - during summer wear Class A dress slacks with summer uniform.
 2. When attending to official Fire Department business - during wear Class A slacks with summer uniform.
 3. When performing errands for Fire Department (example: going to grocery store).
 - D. In winter wear the Class B wash and wear slacks after 1:00 p.m. while in the fire station.
 - E. If preferred, neckties may be removed by Captains and all Firefighter levels after roll call while at the station. However, neckties must be worn while in Class A uniform and anytime the uniform coat is worn.
2. The work uniform will be worn after morning roll call until 1:00 p.m. unless otherwise authorized by the commanding officer.
3. Only white Tee-shirts are to be worn with dress uniform in summer, when no neckties are worn.
4. No hair ornaments may be worn except those hidden inside the hair, such as bobby pins.
5. No patches, jewelry, collar pins or bugles shall be worn on the uniform except as authorized by the Raleigh Fire Department. No jewelry is permitted around the neck or ears where exposed. Bracelets for medical reasons, rings, and watches are permitted. The following are authorized by the Raleigh Fire Department:
 - a. Badges - Furnished by the Raleigh Fire Department.
 - b. Name tags - Furnished by the Raleigh Fire Department.
 - c. EMT patches - optional - not furnished by the Raleigh Fire Department (EMT patches can be worn on uniform shirts only - located on right shoulder. Top of patch should be two inches below shoulder seam, center of sleeve and neatly sewn.)

CITY OF RALEIGH
NORTH CAROLINA

INTER-OFFICE CORRESPONDENCE

No. 36, Rev. D

TO: All Personnel **ROOM:**
FROM: Administration **DATE:** 7/13/87
SUBJECT: Standard Uniform Regulations

MESSAGE:

This uniform code regulation is established to promote a professional image of the Raleigh Fire Department. Company Officers and District Chiefs are responsible to see that these regulations are strictly adhered to at all times.

At no time shall any part of the regulation uniform be worn with any other visible item of civilian clothing.

The effective date for the winter uniform regulation shall be November 15.

The effective date for the summer uniform regulation shall be April 1.

WINTER UNIFORM

I. Firefighters

- A. Light blue LS shirt with necktie
- B. Silver badge centered over left shirt pocket
- C. Silver name tag centered over right shirt pocket
- D. Silver collar pin on each side of shirt collar
- E. Raleigh Fire Department patch centered on both shirt sleeves two inches below shoulder seam
- F. Uniform pants
- G. Uniform jacket
- H. Black belt of one and one-half inch maximum width and one inch minimum width
- I. Dark blue uniform cap

J. Black or dark blue socks

K. Black shoes (issued)

II. Officers

A. White LS shirt with necktie. Necktie shall be worn until 18:00 hours and at all times when away from station in dress uniform

B. Gold badge centered over left shirt pocket

C. Gold name tag centered over right shirt pocket

D. Gold collar pin on each side of shirt collar

E. Raleigh Fire Department patch centered on both shirt sleeves two inches below shoulder seam

F. Uniform pants

G. Uniform coat

H. Black belt of one and one-half inch maximum width and one inch minimum width

I. White uniform cap

J. Black or dark blue socks

K. Black shoes (issued)

L. When needed, a work uniform consisting of an old uniform shirt and wash-and-wear pants shall be worn

M. When wearing long-sleeve shirts, all sleeve buttons must remain buttoned

SUMMER UNIFORM

III. Firefighters

A. Light blue SS shirt

B. Silver badge centered over left shirt pocket

C. Silver name tag centered over right shirt pocket

- D. Silver collar pin on each side of shirt collar
- E. Raleigh Fire Department patch centered on both shirt sleeves two inches below shoulder seam
- F. Dark blue wash-and-wear pants
- G. Black belt of one and one-half inch maximum width and one inch minimum width
- H. Dark blue uniform cap
- I. Black or dark blue socks
- J. Black shoes (issued)

IV. Officers

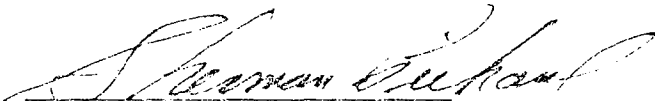
- A. White SS shirt. If a coat is worn with the summer uniform, a necktie shall also be worn
- B. Gold badge centered over left shirt pocket
- C. Gold name tag centered over right shirt pocket
- D. Gold collar pin on each side of shirt collar
- E. Raleigh Fire Department patch centered on both shirt sleeves two inches below shoulder seam
- F. Dark blue wash-and-wear pants
- G. Black belt of one and one-half maximum width and one inch minimum width
- H. White uniform cap
- I. Black or dark blue socks
- J. Black shoes (issued)
- K. When needed, a work uniform consisting of an old uniform shirt and wash-and-wear pants shall be worn

V. Rules Governing Use

- A. All personnel shall be in dress uniform no later than 13:00 hours unless duty requires work clothing
- B. While on inspections and other out-of-station assignments, i.e., funeral services, etc., all personnel shall wear uniform caps in addition to uniform of the day
- C. When coats are worn, ties shall also be worn
- D. When wearing long sleeve shirts, all sleeve buttons must remain buttoned
- E. All personnel in a fire company when on inspections shall be dressed the same (everyone with or without coats and everyone with or without neckties)
- F. No item shall be attached to any part of the Fire Department uniform except as authorized and/or furnished by the City and worn as per Department regulations
- G. No exposed jewelry is permitted in or on the ears and around the neck
- H. Bracelets are not permitted except for medical reasons
- I. Watches are permitted
- J. Rings are permitted; however, the number worn at a time shall be kept at a minimum
- K. One service pin may be worn on the necktie or dress coat lapel
- L. Baseball type caps, knit shirts and/or any other type apparel as furnished by the City may be worn when engaged in work details, i.e., cutting grass, washing apparatus, painting fire hydrants, at the discretion of the Company Officer or Acting Company Officer

VI. Requirements for Wearing Turnout Gear

- A. Complete turnout gear, including helmets, coats, pants, and boots shall be worn when responding to and working at all fire suppression activities, hazardous material incidents or any other potentially dangerous situations. Gloves shall be worn when working at fires or when involved in any hazardous situations.
- B. Driver Engineers who find that wearing full turnout gear interferes with driving fire apparatus may be excused from wearing helmets and coats while driving but must wear helmet while at the fire scene.
- C. If extreme discomfort is experienced in hot weather due to turnout gear, you should request permission from your supervisor to remove the gear, after the incident is under control.
- D. Turnout gear is not required to be worn on first responder calls.
- E. Helmets are required to be worn anytime fire apparatus is in motion, unless otherwise excused.



Sherman A. Pickard
Chief

mm/jmw.13

CITY OF RALEIGH
NORTH CAROLINA

NUMBERED MEMO: 37


INTER-OFFICE CORRESPONDENCE

TO: ALL PERSONNEL
FROM: Fire Chief
SUBJECT: Press Conferences
ROOM:
DATE: February 15, 1983

MESSAGE:

There will be no press conferences in the Fire Stations or on Fire Department property unless approved by the Fire Chief's Office.

Press conferences in the Fire Stations imply that the views expressed are those of the Raleigh Fire Department and not necessarily the views of the individual.


Thomas T. Kuster, Chief
Fire Chief

**CITY OF RALEIGH
NORTH CAROLINA**

INTER-OFFICE CORRESPONDENCE

NO. 38

TO: All Personnel
FROM: Fire Chief
SUBJECT: Subpoenas
ROOM:
DATE: July 21, 1980

MESSAGE:

All employees are requested to notify the City Attorney's office if the subpoena is received to testify in any civil or criminal actions or a subpoena to produce documents for any civil or criminal actions. This will allow the City Attorney to be made aware of interests adverse to the City. The City Attorney's telephone number is 755-6907.



R. E. Keith
Fire Chief

CITY OF RALEIGH
NORTH CAROLINA

NO. 39

INTER-OFFICE CORRESPONDENCE

TO: All Personnel **ROOM:**

FROM: Fire Chief **DATE:** August 14, 1980

SUBJECT: Truck Company Captain's as Relief Captains/ Firefighter II acting Captain

MESSAGE:

Effective 8/15/80 truck company Captain's will fill in, as needed at all stations, for engine company Captain's in their absence. Fire-fighter II's will be paid for Acting Captain when assuming command of the station and personnel exceeding 30 days according to Standard Procedure 300-3, 6.4.

R. E. Keith
R. E. Keith
Fire Chief

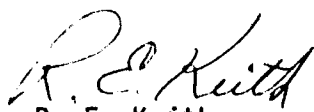
**CITY OF RALEIGH
NORTH CAROLINA****INTER-OFFICE CORRESPONDENCE**No. 40
Rev. A

TO: All Personnel
FROM: Fire Chief
SUBJECT: Roll Call

ROOM:
DATE: June 17, 1982

MESSAGE:

At the sounding of the tone control at 7:55 a.m. all personnel going off duty and coming on duty will line up for roll call unless excused by proper authority. At 8:00 a.m. the tone control will again sound and roll call will begin preferably by the officer going off duty. Personnel who are not in line at 8:00 a.m. will be late for work. All personnel will be fully dressed in proper uniform. Personnel will stand in an orderly manner. Smoking and tobacco chewing will not be allowed while roll call and the conduction of business is in process. The officer conducting roll call will read aloud the log of the stations activities occurring the previous day. The shift going off duty will communicate important details to the on coming shift concerning the department, the station and/or the equipment.


R. E. Keith
Fire Chief

**CITY OF RALEIGH
NORTH CAROLINA**

INTER-OFFICE CORRESPONDENCE

No. 41

TO: ALL PERSONNEL **ROOM:**
FROM: Fire Chief **DATE:** October 20, 1980
SUBJECT: Storage of Hazardous Materials in Raleigh Area

MESSAGE:

The Wake County Emergency Preparedness Radiological Defense Officer has a Radiation Source (Cobalt 60) located in the County Warehouse at the intersection of Hargett Street and Snow Avenue. The source is in the room on the left facing the warehouse.


R. E. Keith
Fire Chief

CITY OF RALEIGH
NORTH CAROLINA

INTER-OFFICE CORRESPONDENCE

No. 42 Rev. C

TO: ALL PERSONNEL **ROOM:**

FROM: Assistant Fire Chiefs' Office **DATE:** November 17, 1983

SUBJECT: Vacation Leave Policy - Raleigh Fire Department

MESSAGE:

The rules listed below will be implemented concerning the use of vacation leave in the Raleigh Fire Department.

SHIFT PERSONNEL

I. Annual Vacation Draw for Shift Personnel

- A. One time annually all shift personnel will have an opportunity to select vacation times for the year by rank according to seniority.
- B. Prior to vacation draw, a departmental memo will be posted at each station with dates and other pertinent information.
- C. It will be each person's responsibility to assure that his vacation accrual does not exceed 30 days. No special vacation will be granted for persons whose vacation accrual exceeds the 30 days.
- D. The following numbers of personnel will be allowed off by rank on each shift.
 - 2 Captains
 - 2 Firefighter II's
 - 3 First Class Firefighters and Firefighter I's Combined.

NON-SHIFT PERSONNEL

II. Vacation Leave for Non-Shift Personnel

Vacation Leave for non-shift personnel will be handled according to division and as directed by the division head.

EMERGENCY Vacation requests will be forwarded through the chain of command for approval by the Chief or Assistant Chief designated. This vacation will be given only when there is a true emergency and trading time is not feasible.

R. M. Whittington
R. M. Whittington, Chief
Assistant Chief/Fire Suppression

APPROVED:

T. T. Kuster
T. T. Kuster
Fire Chief

TTK:mb

CITY OF RALEIGH NORTH CAROLINA

INTER-OFFICE CORRESPONDENCE

No. 42 Rev. 11/83

TO: ALL PERSONNEL
FROM: Assistant Fire Chiefs' Office
SUBJECT: Vacation Leave Policy - Raleigh Fire Department

ROOM:
DATE: November 14, 1983

MESSAGE:

The rules listed below will be implemented concerning the use of vacation leave in the Raleigh Fire Department.

SHIFT PERSONNEL

I. Annual Vacation Draw for Shift Personnel

- A. One time annually all shift personnel will have an opportunity to select vacation times for the year by rank according to seniority.
- B. Prior to vacation draw, a departmental memo will be posted at each station with dates and other pertinent information.
- C. All personnel must draw all the vacation they have accrued the previous calendar year.
- D. The following numbers of personnel will be allowed off by rank on each shift.
 - 2 Captains
 - 2 Firefighter II's
 - 3 First Class Firefighters and Firefighter I's Combined

NON-SHIFT PERSONNEL

II. Vacation Leave for Non-Shift Personnel

Vacation Leave for non-shift personnel will be handled according to division and as directed by the division head.

EMERGENCY Vacation requests will be forwarded through the chain of command for approval by the chief or assistant chief designated. This vacation will be given only when there is a true emergency and trading time is not feasible.

R. M. Whittington
R. M. Whittington, Chief
Assistant Chief/Fire Suppression

T. T. Kuster
Approved T. T. Kuster
Fire Chief

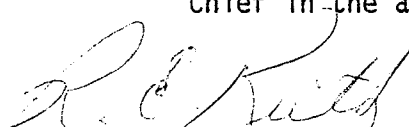
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C. Special Thanksgiving Holiday Requests

1. District Chiefs may authorize personnel to take one 24-hour Thanksgiving Holiday anytime each year between Thanksgiving and Thanksgiving as approved by City Council.
 2. Thanksgiving Holiday Requests and sign up will be handled in the same manner as special vacation requests.
 3. Personnel will not be allowed to take the Thanksgiving Holiday on actual holidays listed in Section B above.
 4. No Thanksgiving Holiday request will be cancelled unless approved by the Fire Chief. Cancellation requests will normally be forwarded to the Fire Chief through the chain of command unless conditions require immediate or direct contact with the Fire Chief.
 5. Thanksgiving Holidays cannot be taken until they are earned.
- D. No Captain or Firefighter II personnel on the same company and shift will be allowed to schedule Special Vacation or Thanksgiving Holiday time off together.
- E. Emergency Vacations will be handled and approved by the District Chiefs on a case by case basis.
- F. In addition to the regular vacation cycles drawn, there may not be more than a total of 5 personnel off on Special vacation or Thanksgiving Holiday requests.

II. NON-SHIFT PERSONNEL

- A. Vacation leave will be handled by the Division Heads as directed by the Division Heads and approved by the Fire Chief (or Assistant Chief in the absence of the Fire Chief.)



R. E. Keith
Fire Chief

CITY OF RALEIGH
NORTH CAROLINA

INTER-OFFICE CORRESPONDENCE

No. 42 Revision A

TO: All Personnel **ROOM:** .
FROM: Fire Chief **DATE:** March 5, 1982
SUBJECT: Policy on Vacation Leave, Special Vacation and
Thanksgiving Holiday

MESSAGE:

I. SHIFT PERSONNEL

A. Regular Scheduled Vacation by Cycle

1. One time annually, in January, all shift personnel will have an opportunity to select vacation leave by cycles for the year by rank, according to seniority.
2. Prior to vacation draw, a departmental memo will be posted at each station with dates and other pertinent information.
3. The number of vacation days available as of the drawing date will be told to the individual at drawing.
4. All personnel must draw enough vacation cycles to keep from building up vacation leave over the 30-day limit set by Standard Procedure 300-10, section 6.9 or lose the vacation leave.
5. All personnel will be allowed at least one chance to draw a vacation in the season of their choice.
6. Per cycle the following number of personnel will be allowed off.
 - 2 Captains
 - 2 Firefighter II
 - 4 First Class Firefighter and Firefighter I combined.
7. A Captain and a Firefighter II on the same company and shift cannot draw the same vacation.
8. Vacation Cycles may only be cancelled through the Fire Chief. Cancellation requests will normally be forwarded to the Fire Chief through the chain of command unless conditions require immediate or direct contact with the Fire Chief.

B. Special Vacation Requests

1. District Chiefs may authorize personnel to take 4 extra vacation times in addition to the scheduled vacation draws in increments of 24 hours or 12 hours (from 8:00 a.m. to 6:00 p.m. or 6:00 p.m. to 8:00 a.m.) not to exceed 4 instances per year from Thanksgiving to Thanksgiving.
2. Special Vacation may be requested no sooner than 30 days and no later than 48 hours in advance. Special vacation may be requested as 12 hours or as 24 hours only, through the chain of command to the District Chief.
3. Only one special vacation may be approved per cycle and not on consecutive cycles.
4. Personnel will not be allowed to take Special requests on actual holidays as listed below, except for strict emergencies.

Independence Day		Christmas Day
Labor Day		Christmas Eve
Veteran's Day	Easter Sunday	New Year's Day
Thanksgiving Day		Memorial Day
5. Sign up for special vacation will be only on duty from 8:00 a.m. to 9:15 a.m. each work day. District Chiefs will remain at their base stations until 9:15 a.m. unless otherwise authorized or responding to an emergency call.
6. District 4 and 6 will forward requests to District 5 via telephone by 9:15 a.m. If a District Chief is out, requests will be made directly to District 5. The first four requests received in District 5 will be granted. Personnel will be notified of approval or disapproval by 9:15 a.m. Approved vacations will be placed on a Special Vacation Leave request form and forwarded to the Administrative Offices later to be charged to the employee vacation leave.
7. No Special Vacation will be cancelled unless approved by the Fire Chief. Cancellation requests will normally be forwarded to the Fire Chief through the chain of command unless conditions require immediate or direct contact with the Fire Chief.

**CITY OF RALEIGH
NORTH CAROLINA**

INTER-OFFICE CORRESPONDENCE

No. 43

Rev. A

TO: ALL PERSONNEL**ROOM:****FROM:** Asst. Chief/Fire Suppression **DATE:** July 11, 1983**SUBJECT:** Acting Captains and Assistant Drivers driving apparatus**MESSAGE:**

In the absence of the officer, the driver will be allowed to act as captain with the assistant driver driving the apparatus.

With prior approval from the District Chief and when the officer of the station, using discretion and sound judgement, approves Firefighters First Class may be assigned to drive ladder service trucks 8, 11 and 12 without the assignment of an officer or Firefighter II to the apparatus. Personnel performing these assignments must be qualified to fulfill the assignment.

Upon approval of the officer in charge, and taking into consideration traffic and weather conditions, a First Class Firefighter or a Firefighter I with two years experience in the fire department may be allowed to drive apparatus for training purposes only, from calls and the Keeter Training Center, and on inspections. It is the responsibility of the Company Officer with the assistance of the Firefighter II assigned to the fire company to have as many of the company personnel within the guidelines, trained and qualified to drive and operate the fire apparatus in their respective stations.

The Department is expanding training at the company level so care must be exercised at all times to drive defensively and to avoid accidents.

R. M. Whittington
R. M. Whittington
Asst. Chief/Fire Suppression

T. T. Kuster
T. T. Kuster
Fire Chief

RMW:ds

**CITY OF RALEIGH
NORTH CAROLINA**

INTER-OFFICE CORRESPONDENCE

Memo No. 43

TO: All Personnel **ROOM:**
FROM: Fire Chief **DATE:** 1/6/82
SUBJECT: Driving and Operating Fire Apparatus

MESSAGE:

Unless otherwise authorized, a Firefighter II will supervise and drive their apparatus in the absence of a Captain. A Firefighter II supervising a company, may authorize a First Class Firefighter to operate the equipment at fire scenes and other emergencies. Ranks below Firefighter II will not be allowed to drive pumpers and ladder trucks except as follows.

- A. A company Captain may allow a First Class Firefighter to drive an apparatus in their territory by authorization of a District Chief or above rank.
- B. A company Captain may allow a First Class Firefighter to drive his equipment in the absence of a Firefighter II, but only under the direct supervision of the Captain.


R. E. Keith
Fire Chief

CITY OF RALEIGH
NORTH CAROLINA

No. 44 Rev. B
Addendum #1


INTER-OFFICE CORRESPONDENCE

TO: All Personnel **ROOM:**
FROM: Fire Chief **DATE:** March 21, 1983
SUBJECT: Stand-by for Relief Person (Holding On)

MESSAGE:

The following policy is granted provided the person requesting someone to stand by for him/her has called in prior to roll call and was granted permission by the appropriate company officer.

It is permissible for the person going off duty at the change of shifts to stand by and remain on duty for a reasonable length of time for the person that is scheduled to work the on-coming shift, with the approval of the officer in charge of the respective unit.


T. T. Kuster
Fire Chief

**CITY OF RALEIGH
NORTH CAROLINA**

INTER-OFFICE CORRESPONDENCE

TO: All Personnel
FROM: Chief Kuster
SUBJECT: Trades

ROOM:
DATE: March 14, 1983

MESSAGE:

Fire Department personnel will be allowed to trade time with personnel on another shift of equal classification with the approval of the affected company officers. It is understood that time traded is to be paid back to the person that worked for the first person in equal measure and that the City and/or Fire Department will not underwrite anytime lost by individuals participating in this privilege.


Trade time shall be paid back within thirty (30) days of the original trade. Persons working the duty tour during a trade will be covered by workman's compensation during that tour of duty.

Any trades between personnel in another District must be approved by the affected District Chiefs.

Officers approving trades must be sure that company strength is not unreasonably sacrificed and that personnel do not abuse the trade privilege.

The attached form will be used for making trades and must be signed by both parties making the trade and all the officers involved.

Trades between company officers must be approved by the District Chiefs whose shift and district is involved; and trades between District Chiefs must be approved by Assistant Chief.


T. T. Kuster
Fire Chief

TRADE REQUEST FORM

COMPANY _____ DATE _____

The following person request permission to trade duty tour time.

_____ will work _____ hrs.
Name, Rank, Company

_____ A.M. _____ A.M.
_____ P.M. _____ to _____ P.M. _____ for
Date Date

_____ who will pay back the time
Name, Rank, Company

_____ A.M. _____ A.M.
_____ P.M. _____ to _____ P.M. _____
Date Date

We, the persons making the trade/trades indicated above, understand and agree to the following provisions:

1. The City of Raleigh or Raleigh Fire Department does not encumber an expense or responsibility for compensation due to this trade.
2. The person working during the trade is to fulfill and satisfy all requirements as if the regular person were on duty.
3. If for any reason the person who is scheduled to work the trade does not work, the person who is normally scheduled to work the tour is responsible for that tour duty. If no one shows up for duty, the normally scheduled person for duty will be considered absent without official leave (A.W.O.L.)

Signature of Persons making trade _____,

Comments and/or special circumstance: _____

Approved: _____, _____
Co. Officer Date District Chief Date

Approved: _____, _____
Co. Officer Date District Chief Date

*Two Copies - One copy retain in the company file.

**CITY OF RALEIGH
NORTH CAROLINA**

No. 45

INTER-OFFICE CORRESPONDENCE

TO: All Personnel

ROOM:

FROM: Fire Chief

DATE: March 3, 1982

SUBJECT: Personnel Quarterly Report of Performance Evaluation

MESSAGE:

Each quarter (as defined below) it is the responsibility of any Officer who supervises personnel to submit a Report of Performance Evaluation on each employee under his supervision to the Training Chief through the chain of command. The Training Chief will check the evaluation for errors and completion. The evaluation will then be reviewed by Administration. Evaluations on all personnel are maintained on file in the Training Division.

When filling out evaluations, officers shall refer to job descriptions for the employee, and materials supplied on employee appraisal which are located in each station's D.O.I. book.

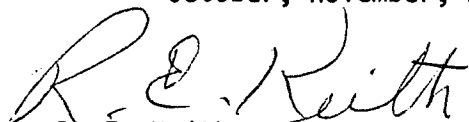
Evaluations shall always be due on the 15th of the month following the evaluation period. If the 15th falls on a weekend, the forms are due on the Monday following the weekend.

First Quarter - due April 15
January, February, March

Second Quarter - due July 15
April, May, June

Third Quarter - due October 15
July, August, September

Fourth Quarter - due January 15
October, November, December


R. E. Keith
Fire Chief

**CITY OF RALEIGH
NORTH CAROLINA**

INTER-OFFICE CORRESPONDENCE

TO: ALL PERSONNEL
FROM: Fire Chief
SUBJECT: NEWS MEDIA
ROOM:
DATE: March 3, 1983

MESSAGE:

Questions from the news media or member of the general public under ordinary circumstances will be referred to the District Chief in charge of the incident. At incidents where no District Chief responds, questions from the news media or general public will be referred to the officer in charge.

However, at incidents where an arson investigator has been called, all questions from anyone outside the fire department or properly authorized investigative authority will be referred to the arson investigator.

This procedure is necessary in order to protect the credibility of court cases or potential court cases.

Arson investigators will advise of the disposition of outstanding cases in very general terms upon request of the District Chief.

If personnel are asked about incidents that have been referred to arson investigators, they may inform the person requesting the information that the incident is under investigation.


T. T. Kuster
Fire Chief

**CITY OF RALEIGH
NORTH CAROLINA**


INTER-OFFICE CORRESPONDENCE

TO: All Personnel
FROM: Fire Chief
SUBJECT: Probationary Period Following Promotion

ROOM:
DATE: March 16, 1983

MESSAGE:

Effective immediately all persons who are promoted will be on six (6) months probation for the first six (6) months of their promotion. If performance is unacceptable, they will be returned to their former classification.


T. T. Kuster
Fire Chief

CITY OF RALEIGH
NORTH CAROLINA

No. 48

INTER-OFFICE CORRESPONDENCE

TO: ALL PERSONNEL **ROOM:**
FROM: Asst. Chief/Fire Suppression **DATE:** July 21, 1983
SUBJECT: Inter-Departmental Communications

MESSAGE:

It has come to my attention that there is a problem with inter-departmental communications. It is important that everyone be kept informed of day-to-day operations and changes that are made. Therefore, it is imperative that we have the same information relayed throughout the Fire Department.

In view of this, each district and each fire company shall keep a log of pertinent day to day business. Information passed on from the Chief's Office, Assistant Chief staff meetings and from any other appropriate source shall be put in these log books. Each officer and acting officer coming on duty shall read the log book prior to the relieved officer going off duty. Any explanation necessary will be given by the relieved officer. After the log is read for each day prior to their duty day, the oncoming officer shall initial the information by the dates that they have had to read to bring them up to date. Each morning this procedure shall be followed.

R. M. Whittington
R. M. Whittington
Asst. Chief/Fire Suppression

T. T. Kuster
T. T. Kuster
Fire Chief

RMW : mb

**CITY OF RALEIGH
NORTH CAROLINA**

INTER-OFFICE CORRESPONDENCE

No. 50

TO: All Personnel **ROOM:**
FROM: Assistant Chief/Suppression **DATE:** November 6, 1984
SUBJECT: Employee Accidents

MESSAGE:

Employees are required to fill out one copy of the revised accident report form for on-the-job injuries.

The information must be printed legibly and signed by all parties concerned. Forms are to be submitted to the Fire Chief's office as soon as possible not to exceed 48 hours after the injury.

R. M. Whittington
R. M. Whittington

RMW/dms

Sample attached

RALEIGH FIRE DEPARTMENT
EMPLOYEE'S REPORT OF ACCIDENT

SUBMIT ONE COPY TO FIRE CHIEF'S OFFICE. PRINT LEGIBLY.

1. Name _____ Rank _____
2. Social Security No. _____
3. Check (X) Married _____ Single _____ Divorce _____
4. Male _____ Female _____
5. No. of children under 18 years _____
6. How long employed _____
7. Date of Injury _____ Time _____
8. Site of Injury _____
9. Will you miss time from work for this injury? _____
10. When did you leave work? Date _____ Time _____
11. Describe fully how injury occurred. State what you were doing at the time and the thing causing the injury.

12. Nature and location of injury (broken, bruised, cut, hand, foot, right, left, number of stitches, etc.)

13. Did you see a doctor? _____ When _____
14. Name of doctor and/or hospital _____

15. To whom did you first report your accident? _____
Date _____ Time _____
16. Name of Supervisor _____

17. Who witnessed your accident? _____
(witnesses are to sign on back)
18. Was safety clothing and/or equipment being used at the time? _____
19. Have you had a similar accident? _____
20. Have you previously received Workmen's Compensation? _____
If so, when? _____
21. What would you do to prevent a similar accident from occurring
in the future?
- _____
- _____

Employee Signature

Date

Witness as to Signature

STATEMENT OF WITNESS/ES

The undersigned was/were witnesses to the accident referred to on the reverse side of this form, and the accident occurred in substantially the manner set out by the injured employee except that:

Witness _____ Date _____

Witness _____ Date _____

STATEMENT OF SUPERVISOR

The undersigned supervisor has investigated the accident reported by the injured and finds the facts to be substantially as reported.

Supervisor Signature _____

Rank _____ Date _____

District Chief _____ Date _____

Asst. Chief/
Suppression _____ Date _____

Fire Chief _____ Date _____

CITY OF RALEIGH NORTH CAROLINA

INTER-OFFICE CORRESPONDENCE

Number 51, Rev. A

TO: All Personnel
FROM: Asst. Chief/Suppression
SUBJECT: LIGHT DUTY

ROOM:
DATE: July 31, 1985

MESSAGE:

This revision A of the light duty policy will supercede all prior memos and instructions given on the same:

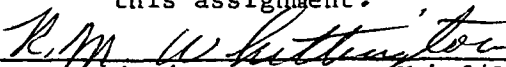
Light duty is a temporary status and is not meant to be a permanent situation. In order to be considered for light duty, Fire Department employees must satisfy the following prerequisites:

A. Light Duty from Sick Leave

1. The employee must send a written request for a light duty assignment through the "chain of command" to the Fire Chief's office.
2. The employee's sick leave records will be reviewed to determine if there has been abuse of sick leave. Sick leave abuse will be grounds for the disapproval of light duty.
3. The employee will be required to use all of his/her accrued sick leave excluding extended sick leave up to but not exceeding thirty days. For example: If you have 60 days accrued sick leave, you must use up 30 of those accrued days before going on light duty.
4. The employee must use all of his/her accrued vacation days except for one cycle/six days.

B. Light Duty from Workmen's Compensation

1. If there is evidence, that is a letter or status slip from a doctor, that an employee who is on workmen's compensation leave is able to perform a "light duty" assignment, a light duty assignment will be considered for the employee by the Fire Department Administration. "Light duty" assignments for employees from workmen's compensation incidents will be re-evaluated periodically to determine the appropriateness of continuing this assignment.


R. M. Whittington, Asst. Chief/Suppression

Approved: 
T.T. Kuster, Fire Chief

als

**CITY OF RALEIGH
NORTH CAROLINA****INTER-OFFICE CORRESPONDENCE**

TO: All Personnel **ROOM:**
FROM: Assistant Chief/Fire Suppression **DATE:** 11/29/84
SUBJECT: LIGHT DUTY

MESSAGE:

The following is a revision of the light duty policy and supercedes all memos and instructions given on the same.

In order to be considered for light duty, Fire Department employees must satisfy the following prerequisites:

1. The employee must send a written request for a light duty assignment through the "chain of command" to the Fire Chief's office.
2. The employee's sick leave records will be reviewed to determine if the employee's sick leave record demonstrates sick leave abuse. Sick leave abuse shall be grounds for disapproval of light duty.
3. The employee shall be required to use all of his/her accrued sick leave (excluding extended sick leave) up to but not exceeding thirty days. Example: If you have 60 days accrued sick leave you would use 30 of those accrued days up before going on light duty.
4. The employee must use all of his/her accrued vacation except for one (1) cycle/six (6) days.


R.M. Whittington, Assistant Chief/Suppression

Approved: 
T.T. Kuster, Fire Chief

drw

**CITY OF RALEIGH
NORTH CAROLINA**

Numbered
Memorandum
51B Revised

INTER-OFFICE CORRESPONDENCE

TO:	ALL PERSONNEL	ROOM:	
FROM:	Administration	DATE:	May 20, 1986
SUBJECT:	Light Duty Policy		

MESSAGE:

This revision of the Light Duty Policy supersedes Numbered Memorandum 51A, dated July 31, 1985.

Light duty is a temporary assignment and is not intended to span an extended period of time. In order to be considered for light duty, the Fire Department employee must satisfy the following prerequisites:

PROCESS

A. LIGHT DUTY REQUESTS

1. In order for the employee to be eligible to request light duty assignment, a physician licensed to practice medicine in North Carolina must certify in writing to the Fire Chief that the employee is unable by reason of temporary disability to perform the normal duties of the position to which the employee is currently assigned.

2. Having satisfied the requirement in Step 1 of the process, the employee must submit a written request for light duty assignment through the "Chain of Command" to the Fire Chief.

B. ATTENDANCE EXPERIENCE

3. The Fire Chief will review the employee's sick leave record to determine attendance experience. Less than acceptable attendance experience shall constitute grounds for rejecting light duty requests.

C. SICK LEAVE

4. Before light duty can be considered, the employee must have used all accrued sick leave, excluding extended sick leave, for a period not to exceed thirty twelve-hour sick leave "days."

EXAMPLE

The employee with sixty twelve-hour accrued sick leave "days" shall have used up to, but not more than, thirty twelve-hour accrued sick leave "days" before a request for light duty assignment can be considered.

D. VACATION LEAVE

5. Before light duty assignment can be considered, the employee must have used all accrued vacation "days" except for one "six-day work cycle."

A six-day work cycle spans three twenty-four hour duty shifts.

The six-day work cycle begins at the end of the four-day break and ends with the beginning of the next four-day break.

EXAMPLE

The employee has accrued fifteen twelve-hour vacation leave "days." Before light duty assignment can be considered, this employee must have used nine twelve-hour vacation leave "days."

E. OTHER STIPULATIONS

6. Before light duty assignment can be considered, the employee must agree to perform suitable work in another City department if no suitable work is available in the Fire Department.

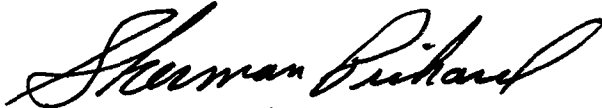
7. The employee cannot work a part-time job while on light duty assignment. There will be no exceptions to this requirement.
8. Light duty assignment will be limited to a maximum of sixty sequential calendar days.
9. The sixty sequential calendar day limit shall begin for employees who are currently on light duty assignment as of the date of this memorandum.

F. LIGHT DUTY FROM WORKERS COMPENSATION

10. The employee on workers compensation who requests light duty assignment is required to furnish the Fire Chief written certification from a physician licensed to practice medicine in North Carolina that the employee is unable by reason of temporary disability to perform the normal duties of the position to which the employee is currently assigned.
11. Light duty assignment for employees resulting from accidents covered by workers compensation insurance will be re-evaluated periodically to determine the appropriateness of continuing light duty assignment.

G. TERMINATION

12. Light duty assignment may be terminated at any time by
the Fire Chief.


Sherman A. Pickard
Fire Chief

SP13(8)

**CITY OF RALEIGH
NORTH CAROLINA**

INTER-OFFICE CORRESPONDENCE

TO: ALL PERSONNEL
FROM: Fire Chief
SUBJECT: Physical Training

ROOM: Number 52
DATE: May 28, 1985

MESSAGE:

In an effort to promote good health and physical fitness, we would like to start each day with all personnel participating in a routine physical training program.

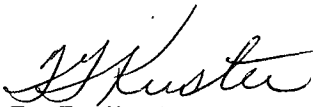
It shall be the responsibility of the station Captain to see that physical training is carried out from 0830 to 0915. A log shall be kept of all participants. Everyone will be required to participate. Each person must do what he or she feels like they can do without injuring themselves.

Exercise clothing may consist of gym shorts, sweat suits and jogging pants, T-shirts, sweat shirts, (No tank tops).

All attire should be in good taste.

If you feel sick or any extreme discomfort, please stop immediately.

Good judgement must prevail.



T. T. Kuster
Fire Chief

TTK/als

**CITY OF RALEIGH
NORTH CAROLINA**

INTER-OFFICE CORRESPONDENCE

TO:	ALL PERSONNEL	ROOM:	Number 52
FROM:	Fire Chief	DATE:	May 28, 1985
SUBJECT:	Physical Training		

MESSAGE:

In an effort to promote good health and physical fitness, we would like to start each day with all personnel participating in a routine physical training program.

It shall be the responsibility of the station Captain to see that physical training is carried out from 0830 to 0915. A log shall be kept of all participants. Everyone will be required to participate. Each person must do what he or she feels like they can do without injuring themselves.

Exercise clothing may consist of gym shorts, sweat suits and jogging pants, T-shirts, sweat shirts, (No tank tops).

All attire should be in good taste.

If you feel sick or any extreme discomfort, please stop immediately.

Good judgement must prevail.



T. T. Kuster
Fire Chief

TTK/als

**CITY OF RALEIGH
NORTH CAROLINA**

No. 53

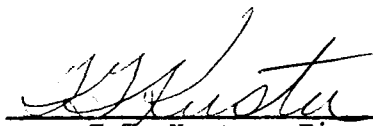
INTER-OFFICE CORRESPONDENCE

TO: All Personnel **ROOM:**
FROM: Fire Chief **DATE:** 5/28/85
SUBJECT: Acting Positions

MESSAGE:

Effective immediately, when anyone is placed in an Acting Position for 30 days, the person in charge of that shift shall write a letter stating the date of the employees Acting status (when started). This same procedure is to be followed when the person is to be taken off the Acting status. This letter (taking an employee off the Acting status) should be written on the morning that the person, for whom an employee is Acting, reports back in to work.

These letters should be sent through the chain of command to the Fire Chief's office , as soon as possible.



T.T. Kuster, Fire Chief

drw

**CITY OF RALEIGH
NORTH CAROLINA**

INTER-OFFICE CORRESPONDENCE

Amendment to NO. 53 Memo

TO: All Personnel
FROM: Fire Chief
SUBJECT: Acting Positions

ROOM:
DATE: June 25, 1985

MESSAGE:

In order for Fire Department personnel to receive appropriate pay for acting in a position in a higher classification than their regular classification, the following procedure shall be used:

1. When an employee in the Fire Department works in a position that is a higher classification than their own for a minimum of 30 days as per city S.O.P.#300-3, Rev. A, Para. 5.4, 5.4.1 an Acting Position Form is to be filled out by the employee's immediate supervisor, putting the employee on acting status. This form is then to be sent to the Fire Chief's office through the chain of command as soon as possible. (Note: Acting Captains and Acting District Chiefs shall make out their own forms.)
2. When the employee returns to (his, her) regular job classification or is no longer entitled to additional pay for acting position status, a second acting position form shall be filled out removing the employee from acting status and this form shall be submitted to the Fire Chief's office as soon as possible in the same manner as the form in item #1.

The accuracy and timeliness of these forms effects the employee's pay check, therefore it is imperative that the utmost care be taken in submitting these forms.



T. T. Kuster, Fire Chief

als

ACTING POSITION FORM

(date) _____

The following employee: _____

is to be (check one) ☐ put on, ☐ taken off ACTING STATUS
effective (date) _____ at Station _____, _____ Shift.

This employee is ACTING for: _____

whose position is: _____ and

who is out due to: Sickness _____

Injury _____

Other _____

(Explain)

INSTRUCTIONS: The above form is to be used when requesting that an employee be compensated for ACTING STATUS DUTY or when requesting that ACTING STATUS be discontinued.

Please be sure to fill out all the necessary information and then turn this form into the Chief's Office.

drw
3/12/85

**CITY OF RALEIGH
NORTH CAROLINA**

INTER-OFFICE CORRESPONDENCE

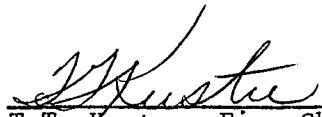
NO. 54

TO: ALL PERSONNEL **ROOM:**
FROM: Fire Chief **DATE:** 6/18/85
SUBJECT: Vacation and Sick Leave with effect on Acting Status Pay

MESSAGE:

Effective immediately, anyone who is in an Acting Position will be allowed to be on vacation or on sick leave for three (3) consecutive 24-hour working days (without missing the next working day) and still remain on Acting Status Pay when you return to work and are still in the Acting Status.

If you are out for more than three (3) consecutive 24-hour working days for any reason and return to work in the Acting Position, you will have to start your Acting Status over again with regard to calendar days and Acting Pay.



T.T. Kuster, Fire Chief

drw

ETA

**CITY OF RALEIGH
NORTH CAROLINA**

INTER-OFFICE CORRESPONDENCE

No. 55

TO: ALL ASSISTANT FIRE CHIEFS
and DISTRICT CHIEFS
FROM: FIRE CHIEF
ROOM:
DATE: 6/26/85
SUBJECT: Take-Home Cars

MESSAGE:

The following personnel have been authorized to take home Fire Department vehicles:

1. Fire Chief
2. Assistant Fire Chiefs
3. Training Chief - call back on major fires.
4. Capt. Dudley Gill - call back for Arson investigations.
5. Capt. J.T. Gattis - call back for major fires and hazardous materials incidents.

No other personnel are to be assigned take-home vehicles without the written authorization of the Fire Chief.



T.T. Kuster, Fire Chief

drw