

# LOS ANGELES FIRE DEPARTMENT



JAIME E. MOORE  
FIRE CHIEF

April 20, 2026

BOARD OF FIRE COMMISSIONERS  
FILE NO. 26-020

TO: Board of Fire Commissioners

FROM:  Jaime E. Moore, Fire Chief

SUBJECT: RULES AND REGULATIONS MODIFICATION REPORT

FINAL ACTION:	<input type="checkbox"/> Approved	<input type="checkbox"/> Approved w/Corrections	<input type="checkbox"/> Withdrawn
	<input type="checkbox"/> Denied	<input type="checkbox"/> Received & Filed	<input type="checkbox"/> Other

## SUMMARY

A modification to the Los Angeles City Fire Department's (Department) Rules and Regulations is needed following a recent litigation matter, in which the Department was a party. The item is located in the Rules and Regulations, ALL OFFICERS, Section 6, r. (Attachment 1). The modification request is to change the term "any officer" to "any member", then move the entire sentence to ALL MEMBERS, Section 11, b. (Attachment 2). The City and Department will benefit from decreased liability in future litigation with this change. This modification request has been reviewed by the Department's Risk Manager and approved by both, the Administrative and Emergency Operations Chief Deputies.

## RECOMMENDATION

That the Board:

1. Approve the recommendation that the Department modify and update the Rules and Regulations Section 6 and 11.

## FISCAL IMPACT

It is unknown due to the broad scope of employee litigation cases. However, liability will be reduced with acceptance of this recommendation and be reflected in decreased monetary awards in future litigation.

## CONCLUSION

The approval of this recommendation will allow this portion of the Rules and Regulations to apply to the entirety of our membership, thus improving our fiscal responsibility in future litigation cases. The consequence of not approving this recommendation will have a negative fiscal impact on the Department and the City when future litigation cases arise.

Board report prepared by Daniel O'Connor, Captain II, Risk Management Section.

ALL OFFICERS

Section 6

All Officers shall:

- a. Be responsible for the enforcement of discipline and the promotion and maintenance of efficiency of their commands and shall consider it their duty to set especially good examples and require their commands to measure up to the high standard of Department requirements.
- b. Put into effect the authorized policies, regulations, practices and procedures of the Department.
- c. Be familiar with the general requirements of their commands sufficiently to enable them to assume their responsibilities and effectively discharge their duties.
- d. Decide promptly any questions of doubt on the part of their subordinates relative to the interpretation of regulations or orders, and in sudden emergencies prescribe the immediate action to be taken.
- e. When in charge at the scene of any fire, have full power and authority to direct the operation of extinguishing the same, take the necessary precautions to prevent the spread thereof, and, in the course of such operations, prohibit approach to such fire by any person, vehicle, vessel or thing, and to remove or cause to be removed and kept away from such fire any vehicle, vessel or thing and all persons not actually and usefully employed in the extinguishing of such fire or the preservation of property in the vicinity thereof.
- f. Cause all injurious fires to be extinguished with the least possible danger to life and property, prevent unnecessary water damage, take proper precautions against rekindle, and leave the premises in as safe a condition as practicable to do so.
- g. If Chief Officers, keep the Signal Office informed of their location at all times while on duty.
- h. Personally and directly administer the departmental business affairs to which they are assigned.
- i. When in charge of a Departmental subdivision for which the maintenance of a journal is not specifically required, keep on file in an orderly manner reports and materials relative to the functions of their offices.
- j. Be responsible for the correct notation in journals of all orders, directions and other information having general application to the operation of their commands, and apprise their relief of occurrences and happenings incidental to their tours of duty.
- k. Preserve all orders, notices, communications and records pertaining to the operation of their respective units, until the purpose of such records have been served.
- l. Be responsible for the completeness, accuracy and dispatch of all reports with which they are concerned; refrain from intercepting or unnecessarily delaying any reports or communications in transit, and where such reports involve questions of policy, forward them promptly to the Chief.

m. Promptly investigate and make oral reports to their commanding officers of any unusual occurrences concerning the Department; when required, make written reports containing the facts of the case and forward promptly through channels to their Bureau Commanders.

n. Maintain the staffing levels of their commands as far as practicable and report deficient staffing levels when efficient operation is jeopardized.

o. Take precautionary measures to prevent the exposure of members to unnecessary danger while on duty.

p. Be just, dignified, and firm in their relations with subordinates; see that good order and proper discipline is maintained, and abstain from use of violent or abusive language.

q. Require subordinates to comply with all orders, regulations, practices and procedures of the Department, and applicable Federal or State laws or City ordinances.

r. Avoid interference in matters or operations for which any officer of equal rank is responsible, except with the latter's consent or by order of a superior officer, strictly avoiding conflicts of authority.

s. Relinquish to a superior officer any authority, to be exercised at the superior officer's discretion that a subordinate officer may have held.

t. Choose members for relief positions on the basis of work-related qualification and experience. When a Civil Service list for the position exists, those members on the Civil Service list who will probably be appointed, shall be considered for relief positions for additional training, provided they have the necessary qualifications and experience.

## Section 11

All members shall:

- a. Make truthful and accurate records or reports, and shall not make misleading entries or statements with intent to deceive, or willfully mutilate any useful Department record, book, paper or document.
- b. Avoid interference in matters or operations for which any member of equal rank is responsible, except with the latter's consent or by order of a superior officer, strictly avoiding conflicts of authority.
- c. Promptly notify their commanding officers of all matters coming to their attention affecting the interest or welfare of the Department.
- d. Report promptly to their commanding officers any accident, sickness or injury occurring to themselves while on duty, no matter how trivial.
- e. Make their supervisors aware of any limitation, condition, or restriction that would compromise the member's duty status or their ability to safely perform the full range of duties and responsibilities for their position.
- f. Notify their commanding officers or the officer on duty at their places of assignment of any inability to report for duty at the time required.
- g. Notify their commanding officers within twenty-four hours of any change of residential address or telephone number.
- h. Report to their commanding officers the loss or finding of any Department badge, identification card, book or equipment.
- i. Upon receiving any order, which is in conflict with previous order, so inform the officer who issued the conflicting order and be governed by his or her instructions.
- j. Under no circumstances, exceed their authority in giving orders. The wrongful or injurious exercise of authority by any member is prohibited. A member acting in obedience to an improper order shall be protected against penalty.
- k. Exercise caution to avoid unnecessary damage or loss of Department property, and be responsible for the safekeeping and proper care of all Department property in their charge.
- l. Practice economy in the use of supplies and metered services.
- m. Notify the Department immediately, as prescribed in the Manual of Operations, if they have been arrested and/or have knowledge that they have been named as a suspect or principal in a written crime report or complaint filed with any law enforcement agency.
- n. Members shall promptly report any violation of the policies, Rules and Regulations, practices and procedures of the Department to their immediate supervisor. Allegations shall generally be forwarded within twenty-four hours after occurrence of the alleged violation, except as provided for in the Department's Sexual Harassment and Complaint Procedure. If this cannot be accomplished due to operational exigency or other circumstances, the allegations shall be forwarded as soon as possible following resolution of those circumstances, with an explanation for the delay.