



RUSSELLVILLE FIRE DEPARTMENT
POLICY MANUAL

Policy Number:
Section:
Original Date:
Revised Date:

PURPOSE

The goal of the Fire, Building & Safety Division is to obtain compliance of violations of the Arkansas Fire Prevention Code (AFPC) and/or locally adopted ordinances. The Division shall issue either a notice or citation for violations of the AFPC and/or locally adopted ordinances that pertain to fire and building safety. Notifications can include verbal or written warnings.

POLICY

Members of the Division shall issue either a notice or citation on violations observed upon inspection. A member may consult with his/her superior prior to issuing a written notification. Inspections may include scheduled visits, responses to citizen complaints or coincidental discovery. It will be at the discretion of the Division member to issue a notice or citation. As a general rule citations are issued to violations that constitute a high degree of danger if no action is taken. Notices are generally issued when violations are of no immediate life or safety hazard. Violation compliance procedures shall follow a progressive process, typically a verbal warning, followed by a written warning, with a citation issued as the final step. However, if there is a blatant disregard to the AFPC or if after multiple attempts are made to have the violation corrected and the individual(s) refuses to comply, a citation shall be issued. Written warnings or citations shall be issued using Department and/or City of Russellville citation forms. Issuance of some citations i.e., illegal burning, malicious acts, endangering the public may require RPD involvement.

Common violations that may require notice of violation include, but are not limited to:

- Open Burning
- Fire Protection System Repairs
- Obstructing Fire Hydrants
- Fire Lane Violations
- Electrical Issues
- Flammable Liquids
- Housekeeping
- Exit Signs
- Exit Doors Blocked
- Emergency Lights
- Immediate Life Safety Hazard

The amount of time allowed to correct a violation shall be at the discretion of the Division.

Prior to issuing the notice or citation, an attempt should be made to educate the individual on the consequence of their actions in a polite and professional manner. The Division Chief shall be notified prior to issuing a citation. All violations shall be recorded and documented. If a citation is issued, a copy of the citation shall be submitted to the Russellville Police Department or Russellville Municipal Court by the end of the next business day. The form shall in return travel to record retention with a copy of the citation. The Division member shall appear in uniform at the request of the Court.

Approved

Fire Chief

1 of 1