

STANDARD OPERATING PROCEDURES AND POLICIES

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Supersedes Editions:

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Purpose: *In order to provide for safe and efficient operation of the fire department Standard Operating Procedures and Policies have been adopted.*

Policy:

1. It is the responsibility of each member to know, understand and comply with fire department Standard Operating Procedures and Policies.
2. A *Standard Operating Procedure* is intended to be the “default” action to be taken by members during the applicable events. It should be understood that there are many variables encountered by the fire service and the occasion may arise where strict compliance with Standard Operating Procedures is unwise, inappropriate or may be ineffective. Should these occasions arise, latitude is given to appropriate individuals to deviate from strict adherence to the applicable procedures. When such deviation takes place the individual must be able to articulate a reasonable justification for the deviation.
3. A *Policy* differs from a Standard Operating Procedure because there is no latitude for deviation, except when authorized by the person or entity enacting the Policy.
4. All Standard Operating Procedures and Policies shall be posted on the fire department’s website for access by fire department members except for certain procedures where public dissemination is inappropriate such as those relating to Homeland Security response procedures. These procedures can be obtained on the fire department local area computer network which requires a log-on action.
5. Fire Department officers are responsible to ensure those members within their line of supervision review Standard Operating Procedures and Policies at least annually.
6. Whenever possible, Standard Operating Procedures and Policies shall be communicated to department members prior to the effective date. This shall be in the form of electronic communication to fire department officers who shall in turn inform their personnel of the new or changed documents.
7. Any member of the fire department may suggest a new procedure or change to an existing procedure by submitting written proposals up the chain of command.