

**(Insert Name) Fire Department
OPERATIONAL GUIDELINE**

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PURPOSE

The (insert name) Fire Department shall establish an Operational Guideline manual containing written, standardized, operational policies, procedures, references and regulations, which will promote the effective and efficient organization.

SCOPE

All Fire Department personnel

RESPONSIBILITY

It is the responsibility of (insert name) Fire Department Management to ensure that the Operational Guidelines, standard operational polices, procedures, references and regulations are maintained through this manual and that an annual update of the materials is maintained.

PROCEDURES

- It shall be the responsibility of all personnel to familiarize themselves with and confirm to the polices, regulations and procedures continued within the Operational Guideline manual.
- It shall be the responsibility of all personnel to supervise and coordinate with their subordinates within the guidelines and philosophies contained within the Operational Guideline manual.
- It shall be the responsibility of the Fire Chief to approve all new, revised and deleted Operational Guidelines.
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PHILOSOPHY

- Polices in the form of reasonable guidelines are necessary for the proper operations of any organization. Such guidelines must be standardized in a workable, readable format, which is made available to all levels of the organization.
- Knowledge of these guidelines is essential for the development of teamwork and moral.
- The guidelines are intended to be reasonable and workable material of a positive nature.
- The necessity of periodic review and revision of Operational Guidelines is recognized as an important component of this system. This process will take place as deemed necessary by the Fire Chief.

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- The Operational Guideline Manual cannot be expected to provide a solution to every question or problem, which may arise in an organization. It is expected, however, that it will be sufficient and comprehensive to cover either in a specific or general way.
- Operational Guideline importance is emphasized to all level of an organization. In as such all employees shall have the freedom to compose an Operational Guideline as he or she see fit. It shall be conducted in a format that is outlined and the Fire Chief shall approve all Operational Guidelines.
- The existence of these written guidelines is not intended to limit any personnel in the exercise of judgment or initiative in taking the action a reasonable person would take in extraordinary situations, which may arise. In as such is it necessary to leave personnel to express loyalty, integrity and discretion for the organization.

REFERENCE:

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