

FIRE DEPARTMENT POLICY AND PROCEDURES MANUAL

PREFACE

The mission of the Washington Township Fire District is to provide a professional level of community fire protection and rescue services to the citizens and property within Washington Township in order to prevent or minimize the loss of life, pain and suffering, and property damage as a result of fire or other emergency. The Fire District's mission will be accomplished by the effective use of its volunteer, career, and physical resources, in cooperation with other public agencies, utilizing state-of-the-art equipment, innovative techniques, and available technology to provide a high level of cost efficient, quality service.

The Washington Township Board of Fire Commissioners, with the authority vested with them in accordance with N.J.S.A. 40A:14-70 et seq., herein establish fire department standard operating procedures and fire department policies. These procedures and policies are applicable to all members of the fire district's fire companies, all employees of the fire district, and any others assigned to enable the fire district to accomplish its mission.

Standard Operating Procedures, or SOPs are designed and developed to provide pre-established guidelines or *Standards* for the daily operations of the fire department organization including; general rules and regulations, fireground operations, training regulations, membership, incident management, departmental discipline, respiratory protection, EMS and rescue operations, emergency management, and other operational issues. SOPs generally provide for specific procedures to be followed for specific operational events. SOPs are generally developed by fire department line officers and approved for implementation by the Board of Fire Commissioners.

Fire Department Policies are designed and developed to provide a statement of policy by the Board of Fire Commissioners on a broad range of issues that affect the fire district. Fire department policies establish fundamental principles to guide members of the department through administrative issues and in their performance of other non-operational duties. The Board of Fire Commissioners may issue some policy statements that are clarified in more detail in the form of an SOP. Fire department policies are generally developed by the district staff with input from others as designated by the Board of Fire Commissioners and approved for implementation by the Board of Fire Commissioners.

The Board of Fire Commissioners has established an **Employees Policy and Procedures Manual**, which provides fundamental principles and practices that, are specific to employees of the fire district only. In addition to SOPs and Fire Department Policies, these policies and procedures provide additional guidance, direction, and standing orders for employees of the fire district and for the Board of Fire Commissioners. The Employee Policy and Procedures Manual additionally provides rules and regulations that specifically apply to all employees and it provides practices for the Board of Fire Commissioners to conduct business as an employer. Employee policy and procedures are developed by the Board of Fire Commissioners and their designees and approved for implementation by the Board of Fire Commissioners.

Directives are documents detailing specific orders for the performance of a specific activity or method of operation, usually issued by the District Fire Chief. Directives may include interim orders pending changes, additions, or amendments to Standard Operating Procedures or Fire Department Policies. Directives may include personnel assignments including a change in assignment, status, or rank in accordance with other established policies of the Board of Fire Commissioners. Directives may also include a special order dealing with a specific circumstance or event that is usually self-canceling. All directives shall be sequentially numbered for the year issued, shall include a brief description of the subject matter, and shall be signed by the authority issuing the document.

Memorandums (MEMOs) are documents issued by authorized members of the fire department or district staff usually intended to provide information to individuals or the department at large. MEMOs are intended to provide clarification, provide general direction, provide notice of an event, or any other information as necessary to keep personnel informed.

It is the responsibility of each member of the fire department and the district staff to ensure compliance with the procedures, policies, directives, and other documents as necessary for the safe and efficient operation of the Washington Township Fire District. Failure to comply with the applicable documents contained herein may subject an individual to the processes contained within.

This PREFACE was approved and adopted at a regular meeting of the Washington Township Board of Fire Commissioners on May 3, 2001.


Chairman, BOFC

5/30/01

Attest

STANDARD OPERATING PROCEDURES

INTRODUCTION

This manual is for the guidance and information of fire company personnel. Its purpose is to give company members complete information regarding the rules, regulations, standard operating procedures, assignments, and general knowledge for proper conduct and behavior as a fire company member in the Washington Township Fire District.

All members will be issued an up-to-date copy of this manual upon their introduction into the fire company and will be responsible for knowing and complying with its contents.

The Washington Township Board of Fire Commissioners reserves the right to amend or revoke any of the rules, regulations, assignments, or standard operating procedures described herein or make additional ones as the circumstances or the good of the companies may require.

It is the responsibility of each member to update his copy when such amendments are made.