

FARMINGTON HILLS FIRE DEPARTMENT

ADMINISTRATIVE PROCEDURE

PRIORITY: 3

PROCEDURES MANUAL

NO: 301.0

EFFECTIVE: 02/16/04

(Rescinds Version: 04/15/02)



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FIRE CHIEF APPROVAL:

A handwritten signature in black ink, appearing to read "R. A. ...", is written over a horizontal line.

PURPOSE

The purpose of the Procedures Manual is to:

- Communicate the organization's expectations of members during emergency, non-emergencies, and conduct when off duty
- Improve efficiency during emergencies and non-emergencies
- Improve member safety by prescribing safe work practices

RESPONSIBILITY OF MEMBERS

It shall be the responsibility of all members to comply with all Policies and Procedures of the City and the Farmington Hills Fire Department

POLICY AND PROCEDURES

- I. Policy and procedure development and review shall be the responsibility of the Policy and Procedure Committee. The Fire Chief shall appoint members to the Committee. Policies and procedures may be developed and implemented as needed, at the sole discretion of the Fire Chief. The Committee shall develop and/or review all policies/procedures yearly and shall submit a draft to the Fire Chief for approval. Members and/or other committees may submit proposed policies/procedures to the Policy and Procedures Committee for consideration. The Fire Chief may, at his/her discretion consult with officers of the Department for comment prior to approval. Approved policies/procedures will be forwarded to those listed on the distribution sheet, along with the IAFF Local #2659 President, in accordance with the Agreement at least 5 days prior to the effective date.
- II. Policies and procedures shall be sent to each Fire Station for posting by the senior career officer. A specific posting area will be designated for the posting of policies and procedures. Policies and procedures shall be posted for 30 calendar days. It is the responsibility of each member to read and comply with all policies and procedures. Each policy or procedure shall be prioritized as follows:
 - A. Priority #1 - All members shall understand and/or be able to demonstrate compliance
 - B. Priority #3 - All members shall know the basic principles and be able to reference the document

- III. At the end of the posting period, the District Chief shall insert the policy or procedure into the Station Procedures Manual. It shall be the responsibility of each District Chief to ensure the Station Procedures Manual is kept up to date and readily accessible to all members working in the station.
- IV. Distribution list (15):
- A. Fire Chief (1)
 - B. Secretary to the Fire Chief (1)
 - C. Deputy Fire Chiefs (2)
 - D. Fire Marshal (1)
 - E. Lieutenants (2)
 - F. Inspector – Hazardous Materials Specialist (1)
 - G. Station Procedures Manual (5)
 - H. IAFF Local 2659 President (1)
 - I. Dispatch Center (1)
- V. All policies and procedures shall be converted to a Portable Document Format (PDF) and posted to the computer network by the Secretary to the Fire Chief. The computer posted version shall be considered the official document.
- VI. Policy/Procedure Format
- Each policy or procedures shall contain in the header the following:
- A. Section Title
 - B. Policy/Procedure Title
 - C. Reference Number
 - D. Effective Date
 - E. Priority Number
 - F. Approval (Signature of the Fire Chief)