

POLICY AND PROCEDURES
BLOOMFIELD GENOA CITY
FIRE & RESCUE

CREATING POLICY

ACCEPTED DATE:

01-01-03

REVISED DATE:

01-18-2007

POLICY NUMBER:

12

NUMBERS OF PAGES

2

ACCEPTED BY:

PURPOSE:

To create policies and procedures, including rules, practices, methods, operating procedures and guidelines necessary for the efficient and effective operation of Bloomfield Genoa City Fire & Rescue (BGCFR).

Policies and procedures should not be confused with day-to-day operational orders issued as the needs arise. The policy and procedure manual is designed to address those issues which are general in scope and of long-term interest.

POLICY:

Creation of Policy and Procedures- Any member or employee of BGCFR may draft a policy and submit it for consideration.

Content and Scope of policies and Procedures- The content of a policy should focus on a single issue, topic or procedure. The issue should relate to the operation of BGCFR.

Policy and Procedure format - Draft policies should be developed using the current format. The format identifies the accepted and revised dates, number or pages, policy and procedure number (provided by the Chiefs Office), subject heading, purpose of policy and the policy itself.

Policies shall be submitted to the Deputy Chief or the Assistant Chief for consideration and review. The Deputy Chief or the Assistant Chief may reject, modify or accept the policy. Policies which have been approved by the Deputy Chief or the Assistant Chief shall be submitted to the Fire Chief for consideration. The Chief may accept, modify or reject the policy.

The decision by the Deputy Chief or the Assistant Chief to reject or modify a proposed policy may be appealed to the Fire Chief by the author of the proposed policy.

Upon acceptance of new/revised policy/procedure it shall be forwarded to the Board of Directors (BOD) and the Board of Fire Commissioners (BOC) for approval. All policies shall be approved by the Chief, BOD and BOC.

Dissemination of New Policies – New or revised policies shall be distributed by the Chief in the following manner.

*One copy to the Chief

*One copy to each Member

*One copy shall be placed in the Chief's Policy and Procedure Manual.

*One copy shall be placed in the Board of Directors Policy and Procedure key manual.

* One copy shall be placed in the Board of Fire Commissioners Policy and Procedure key manual.

*Two copies shall be sent to each station. One copy shall be placed in the station policy and procedure manual and one copy shall be posted on the station bulletin board for a period of not less than fourteen days.

*Note-everyone is encouraged to keep a copy of new or revised policies or procedures in their own manual.

Station Captains shall be responsible for maintaining the station copy of the policy and procedure manual and assuring that it is made available to the personnel in their respective stations. Station Captains should cross check the station copy of the policy and procedure manual against the copy maintained by the Board of Directors manual at least annually.

Company Officers shall conduct in station training, as needed, on the contents of the policy and procedure manual to assure that personnel under their command understand its content.

All BGCFR members and employees are responsible to read and understand the contents of the policy and procedure manual.

Any policy, which is declared to be illegal by federal, state or local government, shall become immediately null and void. The voiding of any one or more policies for this reason shall in no way nullify any other policy, rule, regulation or procedure.

Modifications may be required at time to time to adjust to changing conditions and regulations. New or revised policies/procedures shall become effective when proper approval is obtained.