

TOWN OF WATERTOWN FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

SECTION: Manual of Operations
SUBJECT: Introduction
REVISED: 7/2013

PURPOSE:

To set forth and establish a standard, written source of departmental guidelines which will promote the effective and efficient operation of the Fire Department.

POLICY:

The Town of Watertown Fire Department shall establish an Operations Manual containing written standardized operational guidelines. Said manual shall be utilized by the fire department personnel as the Official reference source of written guidelines pertaining to departmental operations of an organizational, routine, or emergency nature.

AUTHORITY:

- A. The Authority will be authorized by a vote of the general membership to accept this manual.
- B. The contents of the Operations Manual shall supersede any conflicting information contained in any other departmental publication.

RESPONSIBILITIES:

It shall be the responsibility of all members to familiarize themselves with the Operating Guideline Manual.

PHILOSOPHY:

- A. Policies in the form of reasonable guidelines are necessary for the proper operation of any organization. Such guidelines must be standardized in a workable, readable format which is available to all levels of the organization
- B. Knowledge of these guidelines by fire department members is essential for the maintenance of discipline and the development of teamwork, and morale.
- C. The guidelines contained within the manual are intended to be reasonable and workable guidelines of a positive nature.
- D. Periodic review and revision of the guidelines will be the responsibility of the SOG committee.
- E. These guidelines cannot be expected to provide a solution to every question or problem which may arise in an organization established to provide an emergency service delivery system. It is expected, however, that it will be sufficiently comprehensive to cover, either in a specific or general way, the majority of operational activities which involve the members of the Town of Watertown Fire Department.

- F. The existence of these written guidelines is not intended to limit any member in the exercise of judgment or initiative in taking the action a reasonable person would take in extraordinary situations which may arise in the fire service. Much necessity must be left to the loyalty, integrity, and discretion of its members.