

**Effective:** 01-08-1998

**Revised:** 08-16-2006

**Section:** 01.03

## Policy Manual

### Operating Documents

**Purpose:**

To authorize the various operating documents of the College Place Fire Department, and;

To standardize the development, format, and implementation of the operating documents utilized by the College Place Fire Department.

**Scope:**

This policy shall apply to the documents described below as developed by department personnel.

**Responsibility:**

The documents described below shall be developed using the process detailed in the flow chart attached to Standard Operating Procedure [Section 105.01](#) (Document Process and Format).

Memoranda

Memoranda are to be considered temporary or informational in nature. Memo's do not serve to establish or change permanent Department policy, but may modify it temporarily on approval of the Fire Chief or his/her designee. They are to be written in a format approved by the Chief, and initialed by the author.

Any employee may initiate an informational memorandum should the need arise.

Administrative Directives Manual

Administrative Directives shall be issued by the Chief as an interim document detailing Department policy, procedure, rules or guidelines. Administrative Directives may be recommended or initiated by any employee through the Office of the Fire Chief. A primary purpose of Administrative Directives is to ensure and verify that all employees are aware of any changes in department policy, rules and guidelines.

Administrative Directives will be issued in the approved policy format.

They shall be in effect until permanent documents can be developed and published in the appropriate manual, or until they are rescinded.

### Policy Manual

The Department Policy Manual is the document that provides direction on standing department policy. Department policies are to be adhered to by all personnel. Changes in policy may only be made by the Fire Chief, and must be done in writing, with notification given to all personnel.

The policies contained in this document will generally be supported by rules, procedures, guidelines or standards contained in the appropriate operational manual. Supporting documentation in any other manual will be referenced in the policy document.

### Rules and Regulations Manual

The Rules and Regulations Manual establishes specific procedures for department operation. The procedures, rules and regulations contained in this manual may only be modified by the Fire Chief, in writing, with notification of any change given to all personnel.

### Standard Operating Procedures Manual

Standard Operating Procedures Manuals establish general guidelines for day-to-day operation of the department. Procedures may be modified for justifiable cause or reason by department officers and personnel on an as needed basis without the permission of the Fire Chief. These procedures may be driven by Fire Department Policy; careful consideration must be given before modifying them.

### Maintenance Standards Manual


This manual contains the procedures to be used for the care, maintenance and use of the department's tools, equipment, vehicles and apparatus. Building and grounds maintenance guidelines will also be found in this manual. This manual may contain both procedure and guidelines.

### Training Manual

The College Place Fire Department Training Manual is developed and maintained by the Department Training Officer. It specifies the levels and types of training to be received by department personnel. All mandated areas of training shall be addressed by this manual. Appropriate reference shall be made to applicable requirements, standards, goals and objectives.

All employees shall verify that they have read and acknowledge Administrative Directives, Policies, Rules and Regulations, or Procedures by signing or initialing the master document in the space provided. (When all employees have initialed the master, it shall be placed in a permanent file.)

The Fire Chief shall cause the documents listed above to be reviewed at least bi-annually, or more often as may be needed. Any changes to these documents shall be made in accordance with this policy.

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| <b>Approved:</b>  | <b>Date:</b> 08-16-2006 |
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