

# BOSSIER CITY FIRE DEPARTMENT ADMINISTRATIVE PROCEDURE

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SUBJECT: <b>Policy and Procedure Manual</b>			
CALEA: 6.1.3			

## I. PURPOSE

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

## II. OBJECTIVE

The Bossier City Fire Department shall establish a Policy and Procedures Manual containing written standardized administrative and operational policies and procedures. All Fire Department personnel shall use this manual as the official reference source for written guidelines pertaining to all departmental operations of an organizational, routine or emergency nature.

## III. PROCEDURES

### A. Authority

1. Pursuant to the authority in the Fire Chief by state Law and Local Ordinance, the Policy and Procedure Manual is hereby established as the standard written reference source of Departmental Policies and Procedures.
2. The contents of the Policy and Procedures Manual shall supersede any conflicting information contained in any other departmental publication.

### B. Responsibilities

1. It shall be the responsibility of all employees to familiarize themselves with and conform to the policies and procedures contained within the Policy and Procedure Manual.
2. It shall be the responsibility of all Fire Department Officers to supervise and command their subordinates within the guidelines and philosophies contained within the Policy and Procedures Manual.

### C. Philosophy

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1. Policies, in the form of reasonable guidelines, are necessary for the proper operation of any organization. Such policies must be standardized in a workable and readable format that shall be made available to all personnel in all levels of the organization.
2. Knowledge of these policies and procedures by Fire Department members is essential for the maintenance of discipline and development of teamwork and morale.
3. The policies and procedures contained within this manual are intended to be reasonable and workable guidelines of a positive nature.
4. Periodic review and revision of policies and procedures has been incorporated as part of this manual.
5. This Manual cannot be expected to provide a solution to every question or problem that may arise in an organization established to provide emergency services. It is expected, however, that it will be sufficiently comprehensive to cover, either in a specific or general way, the majority of operational and administrative activities that involve the members of the Bossier City Fire Department.
6. The existence of these written guidelines is not intended to limit any member in the exercise of judgement or initiative in taking the action any reasonable person would take in extraordinary situations which may arise in the fire service. Much, by necessity, must be left to the loyalty, integrity, and discretion of members.