

ADOPTED: JANUARY 1, 2016

REVIEWED: MARCH 1, 2017

**A. STANDARD OPERATING GUIDELINES**

The Jefferson Rural Fire Protection District has established Standard Operating Guidelines as its rules, regulations and procedures. The Fire Chief is responsible to supervise, maintain and administer the Fire District and its personnel.

**B. STATEMENT OF FUNCTION****1. Purpose**

To provide a uniform method of recording and processing Standard Operating Guidelines for the Jefferson Rural Fire Protection District

**2. Scope**

This Standard Operating Guideline manual is applicable to all personnel in the Jefferson Rural Fire Protection District.

**C. RESPONSIBILITIES****1. Each Officer is responsible for:**

- a. Reviewing and understanding the information contained in this manual.
- b. Following the standard set forth by these guidelines.
- c. Carrying out the direction given in these guidelines in a consistent manner.
- d. Assisting Fire District members in comprehending and following the guidelines set forth in this manual.
- e. Meeting and exceeding the standards set forth by the policies and guidelines.

**2. Each Member is responsible for:**

- a. Understanding and following the guidelines set forth in this manual.
- b. Reviewing the contents of this document on an annual basis.

**D. DEVIATION**

The unique demands of emergency incidents may require operations or procedures which are not covered within these guidelines. Any deviation from these Standard Operating Guidelines may be made as the situation dictates as long as no violation of basic safety standards occurs. Such deviations may be reviewed by the Officers of the District to determine the necessity and result of the action or actions. Deliberate deviation from these guidelines when not appropriate is just cause for further investigation and possible disciplinary action.

**E. EXPECTATIONS OF MEMBERS**

1. Observe and promote safety standards for the protection of yourself, Fire District members, and those we serve.
2. Commit to serving the citizens of the District, through the activities of the Fire District, after considering the commitments to family and job.
3. Demonstrate a respectful attitude towards the citizens we serve.
4. Realize that the needs of the community and Fire District are more important than the needs of the individual.

5. Demonstrate a respectful attitude towards officers, firefighters, EMTs and support members of this Fire District.
6. Consistent response to emergency calls when you are available.
7. Maintain equipment provided in an operable condition.
8. Commit to helping yourself and the Jefferson Rural Fire Protection District become the best it can be.
9. Maintain moral and ethical behavior of the highest standard.
10. Consistently follow all policies, guidelines, and standards established by this Fire District.

**F. EXPECTATIONS OF THE FIRE DISTRICT**

1. Provide the safest possible working environment during both emergency and non-emergency activities.
2. Provide a working environment free from any form of harassment.
3. Respect the time given to this Fire District by the members and use it wisely.
4. Provide training that is organized, current, and appropriate for the services provided by this Fire District.
5. Provide needed equipment and protective clothing and maintain it in operable condition.
6. Provide training opportunities, within budgetary means, outside of this Fire District whenever necessary or desired.
7. Promote feelings of belonging to one of the finest organizations in existence.

**G. OFFICER MEETINGS**

1. Officer meetings will be held once a month.
2. An agenda will be provided for each meeting.
3. A record of the meeting will be taken and minutes will be provided to each Officer.
4. The Training Officer shall present the monthly training schedule and present teaching assignments for the following month.
5. The Chief will provide information affecting the Fire District or Officers.
6. The Officers will present any information brought to them by the firefighters for discussion. Also any problems noted or positive actions should be discussed. It is very important to have dialogue from the officers of the Fire District. Additional meetings may be called by the chief should events warrant it. These should be held to a minimum, but should they occur, attendance is expected.