

	<h1>COMMERCE FIRE DEPARTMENT</h1> <p>Standard Operating Guidelines</p>
	<p>Subject: Introduction</p>
	<p>Reference Number: 1.00</p>
	<p>Effective Date: 12/5/2013 Last Date Revised: 9/1/2015</p>
<p>Approved By: Chief Kevin Dean</p>	

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 Commerce Fire Department.

Policy:

The Commerce Fire Department shall establish a manual containing written, standardized operational guidelines, procedures and regulations. Guidelines shall be in accordance with *NFPA 1500, Standard on Fire Department Occupational Safety and Health Program*, and/or *NFPA 1201, Standard for Providing Emergency Services to the Public*. 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.

Responsibilities:

It shall be the responsibility of all members to familiarize themselves with and conform to the policies, regulations and procedures contained within the S.O.G.

It shall be the responsibility of all Fire Department Officers to supervise and command their subordinates within the guidelines and philosophies contained within the S.O.G.

Policies in the form of reasonable guidelines are necessary for the proper operation of any organization. Such policies must be standardized in a workable, readable format which is available to all levels of the organization.

General:

These Standard Operating Guidelines cannot be expected to provide a solution to every question or problem which may be encountered in an organization dedicated to rendering fire protection. They are expected to be sufficiently comprehensive to cover the primary responsibilities of each firefighter of the Commerce Fire Department.

Should a situation or incident be encountered for which there is no specific rule or regulation and no specific guideline and no officer available, each individual is expected to utilize common sense, initiative, and established fire service procedures. This approach will hopefully render the situation with no injury and result in respect and honor for the individual and the Department.

It is obvious that much must be left to your loyalty, integrity and discretion. Your level of professionalism shall determine whether the Fire Department is meeting its important responsibilities to the residents of the City of Commerce and the East Jackson Fire District.

Please take the time to become thoroughly familiar with the Standard Operating Guidelines. If you have any questions contact any Officer of the Department.