



## Madeira Beach Fire Department Standard Operating Protocol

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**Subject:** S.O.P. Administration

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**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 Madeira Beach Fire Department.

**Scope:** The Madeira Beach Fire Department shall establish a Standard Operation Protocol which shall be used and utilized by the Department's personnel as an official source of guidelines pertaining to operations of organizational, routine, and/or emergency in nature. Pursuant to the authority vested in the Fire Chief by Federal, State, and Local laws and ordinances, this document, in conjunction and in harmony with the City of Madeira Beach Employee's Manual and the Agreement between Pinellas County Professional Firefighters Local #4966, establishes a written reference source of rules, regulations, policies, procedures, and operational instructions. The establishment of policies shall be a management prerogative. However, member participation may be sought in the development of those policies concerning conditions of employment and/or procedures and methods of an operational nature. These policies are intended to provide internal consistency. The contents of this document shall supersede any conflicting information contained in any other departmental publication.

**Responsibility:** It shall be the responsibility of all members to familiarize themselves with, conform to, and comply with the policies and procedures contained within this document. It shall be the responsibility of all Fire Officers to supervise and command their subordinates within the guidelines and philosophies contained within this document. Knowledge of these policies and procedures by all Fire Department members is essential for the maintenance of discipline and the development of teamwork and morale.

**Philosophy:** 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. The policies, procedures and regulations contained within this Manual are intended to be reasonable and workable guidelines of a positive nature. Periodic review and revision of policies and operational procedures, recognized as necessary, will be completed in a timely manner.

While this document 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 that it will be sufficiently comprehensive to cover, either in a specific or general way, the majority of operational and administrative activities which involve the members of the Madeira Beach Fire Department.

The existence of these written guidelines is not intended to limit any member in the exercising of good judgment or initiative in taking the action a reasonable person would take in extraordinary situations which may arise in the fire service. Much, by necessity, must be left to the professionalism, integrity, dedication to public safety, and discretion of the membership. Members are encouraged to exercise initiative and ingenuity in the mitigation of situations with the best interest of the citizenry with the emphasis on customer service.

**Distribution:** The Fire Chief or his/her designee shall be responsible for the distribution of all policies and procedures. These documents shall be distributed to each member via their City e-mail address. For reference purposes, a hard copy will be provided and maintained in Lieutenant's Office and in the Administration Office. In addition, the Standard Operating Protocol will be available on the City's "T" drive. The Department's Administration shall be responsible for the maintenance and updating of the copy of the Standard Operating Protocol.