


**DAVIE FIRE RESCUE DEPARTMENT
POLICY MANUAL**

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PURPOSE:

The purpose of this Standard Operating Policy (SOP) manual is to provide written policies for the efficient operation and to provide guidance to management and members of the Davie Fire Rescue Department (DFRD) in the performance of their daily duties.

POLICY:

The content of this manual shall not be construed to interfere with or delay the prompt response to any emergency. Where there is doubt as to the intent of any policy and time does not permit an opportunity for clarification, good judgment shall be exercised in performing the required duties and responsibilities by all members of the DFRD.

Emergencies may arise from time to time which cannot be foreseen and for which no policy is provided. It is expected that all members of DFRD shall act at such times with discretion, good judgment, promptness, and in the best interest of the citizens and the Department.

In matters of general conduct not within the scope of Department policies, members shall be true to the best instincts of law-abiding, self-respecting citizens. They shall always be aware of and guard and uphold the good name of the fire rescue service.

This document was developed with the intent to provide the highest possible level of safety for all firefighter and citizens of the community. The prevention of accidents, injuries, exposures, and occupational illnesses are goals for the DFRD and shall be the primary considerations at all times. This concern for safety and wellness shall apply to all members when contemplating any type of operation or action; whether emergency or non-emergency in nature.

All members of the DFRD shall familiarize themselves with the Town of Davie's policies especially regarding personnel issues such as the harassment policy, affirmative action policy, etc. A link to the Town of Davie policies may be obtained on the Fire Department intranet.

RESPONSIBILITIES:

- 1) Members of the DFRD shall be required to familiarize themselves with the contents of these policies, paying particular attention to those that address the duties and responsibilities of his/her position within the organization.
- 2) The Assistant Chief of Operations will be the manager and focal point for processing all matters relating to the Standard Operating Policies.

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- 3) The Fire Chief or designee is responsible for the development, administration, interpretation, and enforcement of Department policies. These policies may be modified, deleted, edited, changed or revised at the discretion of the Fire Chief or designee

PROCEDURE:

The Department policies, and guidelines are developed and continually revised to guide all personnel in the performance of their assigned duties. They address and document organizational structure, personnel roles and responsibilities, administrative functions, emergency operations, standing orders and programs, and other related DFRD issues.

All policies implemented by DFRD are in good faith and designed to maintain consistency, efficiency, and standardization throughout the organization and provide a safe working environment for all personnel. All policies attempt to support all Federal, State, and local laws, rules, and regulations pertaining to an organized fire rescue service.

It is understood and expected that there may not be a written guide or directive to address every situation faced by DFRD personnel. Unforeseen situations may require personnel to act without guidance from rules, policies, guidelines, or direct orders. Faced with these situations, personnel will be forced to make prudent decisions based on their fire rescue service experience and current level of training. However, all personnel will be held responsible for initiating or participating in any action that is grossly negligent, contrary to their current level of training, or performed without due regard for the safety of the public, co-workers, or themselves.

Mission Statement

The Davie Fire Rescue Department is dedicated to the preservation of Life, Property and Homeland Security as well as the prevention of fire and other hazards to the community. We accomplish this through our highly trained professionals and state-of-the-art equipment with our citizens' safety being our number one priority.

Core Values

The success of the Davie Fire Rescue Department is measured by the quality and professionalism of its employees. We value quality public service, leadership, professionalism and integrity. We believe in conducting ourselves with honesty and work ethic and possess a strong commitment to serving with pride while honoring the noble traditions of the fire service

Vision

To be service driven by putting life safety for the citizens and visitors of the Town of Davie always first, becoming a nationally recognized leader in providing emergency services with exceptional leadership, open effective communication, state of the art resources, and maintaining a healthy and highly trained motivated workforce.

Motto

Serving with Pride and Professionalism