



## GALENA FIRE DEPARTMENT Policy and Procedure Manual

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### INTRODUCTION

Policies and Procedures are necessary for the effective management of a fire service organization. For individual firefighters, Policies and Procedures reflect both every day rules as well as address the most efficient and effective way to handle exceptional circumstances. Policies and Procedures ensure that all members are 'reading from the same page', and they are designed to safeguard against inconsistencies.

Policies and Procedures clarify rules and expectations in a format that can be readily applied to every members of the Department. They help to explain in sufficient detail the department's expectations and how things get done during situations that members are most likely to encounter. This results in less potential for bias and confusion, as well as improved safety, consistency, performance, and morale. To this end, the Fire Chief has the authority to make an exception to any policy, specifically and with definition, if he/she feels it is in the best interest of the Department

For Officers, the advantages are obvious. Tasked with supervising and managing people and events, Policies and Procedures are succinct and reasonable, and address the professional culture that the Department is attempting to create. Policies and Procedures provide a mechanism to identify needed changes, articulate strategies, document intentions, implement regulatory requirements, enhance training, evaluate operational performance, and define parameters of behavior. The overall result is improved operational efficiency, greater accountability, and reduced liability. Organizations that choose to ignore this fact are increasingly vulnerable to accidents, lawsuits, public scrutiny, unnecessary costs, personnel problems, and damage to their professional image.

These Policies and Procedures do not require a vote of the membership, but were designed with member input and review. Policies and Procedures will be reviewed periodically, with a full assessment on a two-year cycle. Obviously, if a change is critical to the Department, due to a legal issue or an inconsistency with other Department standards, the Policy Committee will address such concerns immediately.

The following pages set forth the Policies and Procedures as standard for the Galena Fire Department. All GFD members will function in full compliance with all provisions set forth in this document.

Respectfully,

Randy Beadle, Fire Chief  
Galena Fire Department