

Miami Township Fire and EMS Operating Procedures



TITLE:	INTRODUCTION TO OPERATING PROCEDURES	#102
EFFECTIVE DATE:	11/15/2013	DATE AMENDED: 08/24/2015
REVIEW DATE:	02/24/2016	APPROVED BY: Chief Steve Kelly

This Operating Procedure shall take effect immediately and shall remain in effect until superseded.

PURPOSE

The purpose of an Operating Procedure (OP) is to provide employees with a written source of information that will promote effective and efficient operation of the department. An OP also helps to govern the conduct of the employees of the fire department in their day-to-day activities.

PROCEDURES

- A. An OP is a written document that is intended to have a long life span that covers departmental operations. Most Operating Procedures will require training and/or explanation for an employee to comply.
- B. Miami Township Fire and EMS (MTF&EMS) shall establish and maintain an Operating Procedures Manual (OPM) containing written Operating Procedures that are current. The OPM shall be utilized by the department personnel as the official reference source of written Procedures pertaining to the departmental operations of an organizational, routine or emergency nature.
- C. The OPM cannot be expected to provide a solution to every question or problem, which may arise during the course of day-to-operations of the fire department. It is expected, however, 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 employees of MTF&EMS.
- D. The existence of these written Operating Procedures is not intended to limit any member in the exercise of judgment or initiative in taking the action in the course of one's duties as a MTF&EMS employee.
- E. The OPM, when issued for use, will remain in effect for a period of one year.