

## Chapter I - Administration

## Subject 1 - Introduction

## 101.01 Purpose

To provide a standard, written source of Departmental policies and procedures which will promote the effective and efficient operation of the Fire Department.

## 101.03 Policy

The Cincinnati Fire Department shall establish a Procedures Manual containing written, standardized policies, procedures and rules. This manual shall be utilized by Fire Department personnel as the official reference source of written guidelines pertaining to departmental operations that are organizational, routine or emergency in nature.

## 101.05 Policy Adopted by Reference

Current manuals, references, orders, agreements and books referred to in this manual, with additions and exceptions, are considered part of this manual, when approved by the Fire Chief. These manuals are referred to by title, in the appropriate sections of the chapter affected and shall include, but not be limited to; the Drill Manuals, Cincinnati Fire Prevention Code, Report Manual, et al.

## 101.07 Objective

To set forth and establish the procedure manual for the Cincinnati Fire Department and explain its underlying philosophy.

## 101.09 Authority

- A. Pursuant to the authority vested in the Fire Chief by State Law and local ordinance, the procedure manual and all references therein are hereby established as the standard, written reference source of Department rules, regulations, policies, procedures and operations.
- B. The contents of the procedures manual shall supersede any conflicting information contained in any other departmental publication, except General Orders issued by the Fire Chief or his designee.

#### 101.11 Responsibilities

- A. It shall be the responsibility of all members to familiarize themselves with and conform to the policies, regulations and procedures contained within the procedures manual.
- B. It shall be the responsibility of all Fire Department Officers to supervise and command their subordinates within the guidelines and philosophies contained within the procedures manual.

#### 101.13 Philosophy

- A. 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 made available to all levels of the organization.
- B. Knowledge of these policies and procedures by Fire Department members is essential for the maintenance of discipline and the development of teamwork and morale.
- C. The policies, procedures and rules contained within this manual are intended to be reasonable and workable guidelines.
- D. The necessity of periodic review and revision of policies and operational procedures is recognized as a highly important component of this system. Such a process has been incorporated as part of this manual.
- E. This procedure manual 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, 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 members of the Cincinnati Fire Department.
- F. The existence of these written guidelines is not intended to limit any member in the exercise of good judgment or initiative in taking an action a reasonable person would take in extraordinary situations which may arise in the fire service. By necessity, many things must be left to the loyalty, integrity and discretion of the members.