

Chapter I Administration

Subject 3 Preparation of Policies

103.01 Purpose:

- A. To establish a systematic procedure for the preparation or change of Fire Department Policies.
- B. To insure the proper and systematic review, updating, and revision of the Procedure Manual.

103.03 Policy:

- A. It shall be the policy of the Fire Department in so far as possible to establish in writing the procedures and acceptable methods and actions to be used by Fire Department personnel.
- B. These procedures are intended to provide consistency within the Cincinnati Fire Department.

103.05 Objective:

- A. To provide procedures relative to the preparation, change, and distribution of Fire Department policy.

103.07 Responsibility:

- A. It is the responsibility of the Fire Chief to have new and/or proposed procedures edited and reviewed annually.
- B. The Human Resources Division Assistant Chief shall be responsible for the distribution of all procedures and shall maintain the master copy of the Procedure Manual, General Orders and Notices at the Fire Training Center, and current copies of each of these on the Fire Department Intranet Server "S" Drive.
- C. All proposed new procedures, updates and amendments to procedures shall be submitted attached to a F-47 through the chain of command to the Division Assistant Chief responsible for that section of the Procedures Manual. The Division Assistant Chief can then request the changes be sent via electronic mail. Upon approval by the assigned Division Assistant Chief, the new or updated section will be forwarded to the Human Resources Division for distribution. The Training Section will then finalize the procedure as to format and content, and, upon final approval of the Human Resources Division Assistant Chief, will update the Procedure Manual.
- D. The Human Resources Division Assistant Chief shall coordinate the annual scheduled review, January 1st – March 1st each year, of the Procedure Manual, General Orders and Report Manual.
 - 1. Each Division Assistant Chief will be responsible to review and update any and all necessary changes to their appointed sections of the Procedure Manual during this period.
 - 2. The following sections of the Procedure Manual are the responsibility of their assigned Division Assistant Chief:

- a. Administration Assistant Chief
 - i. Chapter I- Administration
 - ii. Chapter III- Fire Department Vehicles
 - iii. Chapter IV- Equipment for Firefighting
 - iv. Chapter VII- Reports & Communication
 - v. Chapter XI- Station Repair and Maintenance
 - vi. Chapter XII- Supplies
 - vii. Chapter XIII- Computer Operations / Management Information
 - viii. Report Manual
- b. Operations Assistant Chief
 - i. Chapter II- Operations
 - ii. Chapter VI- Personnel- Assignments and Duties
 - iii. Chapter VII- Reports & Communications
- c. Human Resources Assistant Chief
 - i. Chapter V- Personal Behavior and Appearance
 - ii. Chapter VIII- Training and Education
 - iii. Chapter IX- Leaves of Absence / Employee Health Service
 - iv. Chapter XV- Management of Fire Company Finances
- d. Fire Prevention Assistant Chief
 - i. Chapter X- Inspection Duties
 - ii. Chapter XIV- Hazardous Materials Management

Note: Chapter VII Reports and Communication updates will be coordinated between the Operations and Administration Divisions.

- 3. Once each Assistant Chief completes their respective revisions, they will submit them to the Human Resources Assistant Chief for publication on the "S" Drive. Notification of all changes will be sent out via email to all members by April 1st of each year.
- E. The Human Resources Division Assistant Chief shall maintain the dead file for the Procedure Manual, General Orders and Notices.
- F. All Fire Department Officers shall be responsible for communicating new and/or updated Procedures, General Orders, Notices, and Staff Notes to all employees under their command.
- G. All members are responsible for checking their email daily and reviewing all new and/or changes to Procedures, General Orders, Notices, and Staff Notes.

103.09 Format

- A. The standard numerical coding format shall be used when composing procedures.
- B. Although not all inclusive, the breakdown of a procedure may include:
 - 1. Purpose: Why the procedure is necessary.
 - 2. Policy: Statement as to what the policy shall be.
 - 3. Objective: Specifically, what the procedures hope to accomplish.
 - 4. Scope: The parameters and limitations of the subject.
 - 5. Other Headings: Other functional sub-headings that are appropriate to the subject matter may be used as necessary to provide continuity.

103.11 General Orders

- A. General Orders shall be published and updated on the Fire Department Intranet Server “S” Drive.
- B. Whenever an immediate or emergency need for a new procedure or change in existing procedure occurs, a General Order may be initiated to expedite the immediate communication of the procedure in question. The preferred method of changing a procedure is to change the page/s in the Procedure Manual.
- C. Changes in existing procedures that are known to be temporary in nature may be issued as a General Order, but should include an expiration date.
- D. All General Orders should be incorporated into the Procedure Manual during the annual update period, January 1st - March 1st.

103.13 Staff Notes

- A. Staff notes pertaining to changes in procedures will terminate in 90 days unless converted to written procedure in the form of a General Order or Procedure Manual change.

103.15 Notices

- A. Notices are issued for a specific purpose and are not considered permanent procedures, such as capacity test service training, volunteers, etc.
- B. The termination date on a notice is the date after which the notice is no longer valid.

103.17 Notice/General Order Tracking

- A. Notice/General Order review compliance can be tracked through the vendor provided online learning product.