

# *Grant County Fire Protection District 3*

## **POLICY AND PROCEDURE**

1. NUMBER: 1.1.1
2. SUBJECT: *Policy and Procedures*
3. POLICY: It is the policy of Grant County Fire District 3 to provide a uniform method of recording and processing Policies and Procedures for all members.
4. SCOPE: This Policy and Procedure is applicable to all personnel of Grant County Fire District 3.
5. RESPONSIBILITIES:
  - A. The District Fire Chief is responsible for preparation and maintenance of a current index of all Policies and Procedures of Grant County Fire District 3.
  - B. Final preparation and numbering of all Policy and Procedures.
  - C. Distribution to all stations sufficient copies to permit one for each member. Copies shall be numbered.
6. PROCEDURE:
  - A. Format: All Policy and Procedures will be in standard format and will have as a minimum the following elements.
    1. Number
    2. Subject
    3. Policy
    4. Scope
    5. Responsibilities
    6. Definitions- when needed or Procedures
    7. Procedures
    8. Date or Date of RevisionSub-elements may be included as required.
  - B. Number: The assignment of numbers to Policies and Procedures will be by

the District Fire Chief at the time of issuance and will be in accordance with the following system:

- 1.0 ADMINISTRATIVE POLICIES
  - 1.1 Administrative Services
  - 1.2 Board of Commissioners
  
- 2.0 STRATEGIC PLAN
  - 2.1 Departmental Mission
  - 2.2 Service Delivery Levels
  - 2.3 Performance Analysis
  
- 3.0 PUBLIC RELATIONS
  - 3.1 Public Relations
  - 3.2 Contact with News Media
  - 3.3 Workplace Dispute Resolution
  
- 4.0 PERSONNEL MANAGEMENT
  - 4.1 Job Descriptions
  - 4.2 Personnel Recruitment and Hiring
  - 4.3 Labor Relations
  - 4.4 Personnel Relations
  - 4.5 Personnel Responsibilities and Conduct
  - 4.6 Discipline and Termination
  - 4.7 Leaves and Time Off
  
- 5.0 FINANCIAL MANAGEMENT
  - 5.1 Budget Management
  - 5.2 Accounts Receivable
  - 5.3 Accounts Payable
  - 5.4 Financial Reporting
  - 5.5 Payroll
  
- 6.0 FACILITIES
  - 6.1 General Facilities Use
  
- 7.0 EQUIPMENT
  - 7.1 Acquisition and Control
  - 7.2 Usage
  
- 8.0 INFORMATION MANAGEMENT
  - 8.1 Disaster Recovery

- 8.2 Software Copy Protection
- 8.3 Electronic Mail
- 8.4 Supervision
- 8.5 Disaster Recovery

9.0 INCIDENT READINESS AND RESPONSE

- 9.1 Tactical Action Guidelines
- 9.2 Training
- 9.3 Emergency Medical
- 9.4 Fire Investigation
- 9.5 Emergency Management
- 9.6 Fire Prevention

10.0 WAC 296-305 SAFETY STANDARDS

- 10.1 Clothing / Equipment
- 10.2 Environmental Work Conditions

Any deviation from this Policy and Procedure or those to follow will be cleared by the District Fire Chief or designee. Any and/or all deviations not cleared will be cause for disciplinary action.