

CITY OF BEND FIRE & RESCUE
POLICY, PROCEDURE, AND INSTRUCTION

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SECTION: Organization

TITLE: Policy, Procedure and Instruction Manual

NUMBER: 1000-000

A. POLICY

B. PROCEDURE

- 1) It is the policy of Bend Fire and Rescue (BF&R) to maintain written policies, procedures and instructions. This document shall be known as the Policy, Procedure and Instruction Manual. A master copy of the PPIs will be maintained and distributed through the BF&R electronic records system.
- 2) For the purposes of this and other sections, BF&R Policy, Procedure and Instruction Manual may be referred to as the PPI(s).
- 3) Creation of a Policy section for the PPI Manual is normally generated by the Fire Chief or Deputy Chief and may be delegated as necessary.
- 4) Policies that are expected to continue for an unspecified period of time, including long term programs must be authorized under a PPI or an appropriate Standard Operating Guideline (SOG).
- 5) The PPI Manual shall be indexed into the following sections:
 - 1000 - Organization Policy
 - 1100 - Administration Policy
 - 1300 - Emergency Medical Services
 - 1400 - Fire Prevention Policy
 - 1500 - Fire Operations Policy
 - 1600 - Training Policy
 - 1900 - Safety Policy
 - 2000 - Volunteer Policy
 - 2100 – Logistics Policy
- 6) Individual policies shall be numbered first by section number and then by policy number i.e., (1500-001).
- 7) Individual policies shall contain a brief policy statement. Procedures shall contain all information necessary to accomplish the policy. Instructions shall be clear and concise and support the procedure. Policy statements begin with the letter **A**, procedure statements begin with the letter **B**, instruction statements begin with the letter **C**.

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- 8) The various Divisions and Sections of the Fire Department may require the establishment of an SOG. When such a document is necessary, it shall be written under the authority of the appropriate PPI section, which will detail the scope of the SOG. The SOG Manual carries the same authority and weight as the PPI.

EXAMPLE: Fire Operations Manual - Established by 1500-018.

C. INSTRUCTION

- 1) All PPIs shall be approved by the Fire Chief and must be reviewed by and receive a number from the Fire Chief's Assistant, who is the control coordinator for all Department documents.
- 2) All PPIs shall be reviewed by the issuing division at least annually and be updated as needed for routine changes, contract compliance and conflict with other new or existing policies.
- 3) Additions and deletions to, and new sections of the PPI Manual shall be coordinated through the Fire Chief's Assistant and Deputy Chiefs.
- 4) An index of all PPI's will be maintained at the front of the manual and will be updated with the issuance of new PPI's by the Fire Chief's Assistant.