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**Ocean City Fire Department  
Standard Operating Guidelines**

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## Organization

Subject: Introduction  
Revised: 07.01.2022  
Approved: 07.01.2022  
Effective: 07.13.2022  
Section: 100.00

### 100.01 Purpose

To set forth and establish a standard, written source of policies and procedures that promote the effective and efficient operation of the Fire Department

### 100.02 Policy

The Fire Department shall establish an Operations Manual containing written, standardized operational policies, procedures, regulations, and guidelines. This manual is to be utilized by the Fire Department personnel as the official reference source pertaining to operations of the Department.

### 100.03 Authority

- A. The Operations Manual is hereby established as the standard, written reference source of the service rules, regulations, policies, procedures, and operational guidelines.
- B. The contents of the operations manual shall supersede any conflicting information contained in any other departmental publication. In matters addressed in the Collective Bargaining Agreement, the Collective Bargaining Agreement shall apply. The operations manual shall apply to the Ocean City Volunteer Fire Company to the extent they have agreed upon with the Fire Chief and the Town of Ocean City.

### 100.04 Responsibilities

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

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### 100.05 Philosophy

- A. Knowledge of these policies and procedures by members is essential to maintain discipline and develop teamwork and morale.
- B. The policies, procedures, regulations, and guidelines contained within this manual are intended to be reasonable and workable.
- C. Periodic review and revision of this document has been recognized as necessary and has been incorporated as part of this manual.
- D. These standard operating guidelines cannot be expected to provide a solution to every question or problem that 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 that involve members of the Ocean City Fire Department.
- E. The existence of these guidelines is not intended to limit any member in the exercise of good judgement or initiative or in taking the action a reasonable person would take in extraordinary situations, which may arise in the Fire Department. Much by necessity must be left to the loyalty, integrity and discretion of members.