

TITLE OPERATIONS MANUAL	STANDARD INSTRUCTION 06		DEPARTMENT FIRE
SUBJECT STATION MANAGEMENT: PARADE POLICY	SECTION 10	PAGE 1 of 2	EFFECTIVE DATE 10/19/2011

I. PURPOSE

The San Diego Fire-Rescue Department in keeping with its mission statement “To Serve the community of San Diego”, will actively participate in community events. Requests for the SDFD to participate in a parade usually will be approved by the Fire Chief and routed to the appropriate parties through the Public Information Office (PIO).

II. SCOPE

This policy shall apply to all SDFD Personnel.

III. AUTHORITY

The Fire Chief authorizes the information within this policy.

IV. POLICY

A. Approval and routing of requests

1. The PIO will forward a request for participation to the affected company through their chain of command.
2. If companies decline participation:
 - a. An Office of the Chief memo will be distributed to all fire station crews and administrative offices announcing the parade and outlining the details.
 - b. The memo will make a request for volunteers to participate.

B. Staffing

1. The aforementioned memo will include an opportunity for a qualified, uniformed engineer to staff the apparatus.
2. SDFD will first seek a non-paid volunteer for the assignment.
3. In the event that a non-paid volunteer is not available for the assignment, the department may assign an engineer on an overtime basis.
4. Engineers shall be selected from a volunteer list maintained by the PIO.
 - a. Interested Engineers shall submit their name and contact information to the PIO.
 - b. The availability list shall be maintained in alphabetical order.
 - c. Candidates shall be selected for an assignment in alphabetical order.
 - d. When a candidate is selected, the next person on the list will be contacted for the next availability.
 - e. If a candidate refuses an assignment, they will be passed and the next candidate will be offered the assignment.

C. Apparatus

1. The department will be represented in the parade by a front line (if possible), out-of-service apparatus

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2. The front line apparatus will be replaced at the station with an in-service ready reserve apparatus.
3. On the day prior to the event, the Battalion Chief responsible for that station shall coordinate with the on-duty crew to secure a ready reserve apparatus.
4. The qualified engineer who has volunteered and is assigned to the parade will be responsible for picking up the front line apparatus prior to the parade.
5. This Engineer will also be responsible for driving the apparatus to the parade staging location.
6. At the conclusion of the parade, the front line apparatus will be returned to the station.
7. The Battalion Chief will coordinate with the on-duty crew to return the ready reserve apparatus.

D. Compensation

1. Any Fire-Rescue Department personnel who volunteer and participate in the parade shall not be compensated.
2. An Engineer selected on an overtime assignment will compensated for a minimum of four (4) hours.