

<b>TITLE</b> ADMINISTRATION MANUAL	<b>STANDARD</b> INSTRUCTION 01		<b>DEPARTMENT</b> FIRE-RESCUE
<b>SUBJECT</b> INTRODUCTION	<b>SECTION</b> I	<b>PAGE</b> 1 of 1	<b>EFFECTIVE DATE</b> 04/01/2006

I. SAN DIEGO FIRE-RESCUE DEPARTMENT

The San Diego Fire-Rescue Department is funded by the citizens of the City of San Diego. The responsibility for administering the Department is a function of the Fire Chief with the approval of the Mayor and City Council.

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II. THE PURPOSE OF SAN DIEGO FIRE-RESCUE DEPARTMENT

The objective of the San Diego Fire-Rescue Department is to minimize death, injuries, and property loss by taking all feasible actions to prevent fires, provide medical aid, provide rescue services on land and in the water, and to provide immediate response to hazardous material spills and exposures. If fires occur, to extinguish them promptly; if injury or illness occurs, to provide immediate basic and advanced life support medical care and transportation to the patient; if near-drownings occur, to respond rapidly to prevent drownings or to recover and provide medical aid to drowning victims; if hazardous material spills or exposures occur, to immediately respond and remove hazards while protecting exposed individuals as well as to perform other life safety and property protection functions as needed.

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III. GENERAL CONTENT OF ADMINISTRATIVE MANUAL

- A. This Manual contains statements of policy and procedural requirements developed by the San Diego Fire-Rescue Department and references to City regulations related to Fire-Rescue Department operations.
- B. The policies and procedures included are designed to establish standards that make for a consistent, efficient and equitable administration of the Fire-Rescue Department. These guidelines are intended to complement, not replace, the contents of other official rules or regulations. In case of conflict the latter will apply.

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IV. PURPOSE OF ADMINISTRATIVE MANUAL

The purpose of this Manual is to provide guidance to San Diego Fire-Rescue Department employees, assist in the training of new personnel, and provide for the documentation of mandatory requirements governing the operation of the Department. It is designed to keep employees informed of current Department policies and procedures.

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V. AUTHORITY OF ADMINISTRATIVE MANUAL

As stated in the City of San Diego Administrative Regulations, Section 1.05, the Department Head is responsible for setting forth, in a comprehensive manner, the policies and objectives of this Department and to include these statements in his/her Department regulations. Sections contained in this Manual will supersede any other policy or procedural requirements previously issued. Each employee will be responsible for complying with the Manual. Matters not covered in this Manual will be handled in conformance to the established policies and authority of the Department.

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VI. RESPONSIBILITY

The Human Resources Manager is responsible for the preparation and distribution of the Manual and any amendments. The Manager shall be responsible for seeing that all copies of the Manual and Manual sections issued to Department employees, are current.

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VII. INTERPRETATION OF MANUAL

If uncertainty arises as to the meaning of any provision of the Administration Manual, the employee shall inquire of his/her immediate supervisor as to the meaning. If the question cannot be resolved in this manner, the question shall be referred through proper channels to the Human Resources Manager, who shall interpret the instruction and take the necessary steps to clarify the language.

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VIII. AMENDMENTS TO THE MANUAL

- A. Instructions and statements will remain in effect until amended or deleted. Amendments to the Manual shall be dated with the effective date of the amendment.
- B. All draft amendments and deletions shall be reviewed and approved by the San Diego Fire-Rescue Department Human Resources Division prior to being finalized in the Manual.



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IX. SUGGESTIONS FOR CHANGING THE MANUAL

- A. Department employees are encouraged to call attention to any necessary changes in this Manual. A written statement of the suggested changes should be submitted to your supervisor and include:
1. The number and title of the instruction.
  2. The prescribed procedure for which changes are proposed.
  3. The reasons for the proposed changes.
  4. The proposed wording of the revision.
- B. After reviewing, the supervisor shall forward the suggestion to the Human Resources Manager.