	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
	CHAPTER: I – INTRODUCTION	APPROVED BY: Chief Jeremy K. Moore
Subject 1: Introduction		CODE# 1. I
Initiated: Sept. 01, 2006		Revised: July 1, 2016

A. PURPOSE

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

B. POLICY


The Broken Arrow Fire Department shall establish an Administrative Operations Procedure (AOP) containing written, standardized operational policies, procedures and regulations. Said manual shall be utilized by the Fire Department personnel as the official reference source of written guidelines pertaining to departmental operations of an organizational, routine or emergency nature.

C. AUTHORITY

1. Pursuant to the authority vested in the Fire Chief by State Statute and City Codes, the AOP is hereby established as the standard, written reference source of Departmental Rules, Regulations, Policies, Procedures and Operations.
2. All rules, regulations, or orders issued or promulgated heretofore, in any manner conflicting with the operating procedures herein contained, are hereby revoked, repealed, and rendered inoperative and of no force. Additionally, all previous Memorandum of Understanding (MOU) documents have been incorporated into this AOP effective July 1, 2016 or, if otherwise being maintained and considered as separate, existing MOU documents after July 1, 2016, are listed within Chapter VI of the AOP, Book 1. This shall not preclude either party from raising arguments in meetings and/or grievance processes related to past arbitration rulings that they may believe are appropriate and/or relevant to a particular issue. This will in no way effect Arbitrator rulings, including those prior to July 1, 2016, unless agreed to by both parties. Upon such agreement, this AOP shall be amended to reflect such policy change.

D. RESPONSIBILITY


1. It shall be the responsibility of all employees to familiarize themselves with and conform to the policies, regulations and procedures contained within the AOP.
2. It shall be the responsibility of all Fire Department Officers to supervise and command their subordinates within the guidelines and philosophies contained within the AOP.

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E. PHILOSOPHY

1. Policies in the form of reasonable guidelines are necessary for the proper operation of any organization. Such policies must be standardized in a workable, readable format, which is available to all levels of the organization.
2. Knowledge of these policies and procedures by Fire Department members is essential for the maintenance of discipline and the development of teamwork and morale.
3. The policies, procedures and regulations contained within this Manual are intended to be reasonable and workable guidelines of a positive nature.
4. Periodic review and revision of policies and operational procedures, recognized as necessary, has been incorporated as part of this manual.
5. This AOP cannot be expected to provide a solution to every question or problem, which 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, which involve the members of the Broken Arrow Fire Department.
6. The existence of these written guidelines is not intended to limit any member in the exercise of judgment or initiative in taking the action a reasonable person would take in extraordinary situations, which may arise in the fire service. Much by necessity must be left to the loyalty, integrity and discretion of members.

END

	BROKEN ARROW FIRE DEPARTMENT ADMINISTRATIVE OPERATING PROCEDURES	
	CHAPTER: I – MANUAL OF OPERATIONS	APPROVED BY: Chief Jeremy K. Moore
SUBJECT 2: MANUAL ORGANIZATION & USE		CODE# 1.I.2
Initiated: Sept. 01, 2006		Revised: July 1, 2016

A. PURPOSE

To explain the organization and usage of the Broken Arrow Fire Department Manual of Operations so that Fire Department personnel will understand how to correctly and fully utilize the Manual of Operations.

B. POLICY

1. The Manual of Operations shall contain sufficient information pertaining to its organization and usage which will assist Fire Department personnel in their use and understanding of the AOP.
2. Fire Department personnel shall familiarize themselves with the organization and use of the AOP.

C. CONTENT


1. All rules, regulations, operational or administrative procedures, memos, general orders and special orders of the Broken Arrow Fire Department, which are of concern to its uniformed members, are contained within the AOP.

D. ORGANIZATION

1. The Manual is composed of four books; each (except the Memoranda Book) is identified by an Arabic number and its title.
 - a. Book 1. Administrative Operations
 - b. Book 2. Emergency Operations
 - c. The Memoranda Book

The Memoranda Book is located in Chapter VI of the Administrative Operating Procedures Book, Book 1.

2. Each of the first three Books is divided into chapters that are designated by Roman numeral and title.
3. Each chapter is divided into subjects, which are identified by Arabic number and title.
4. Each subject is divided into sections that are identified by a capital letter.

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5. Sections may be further broken down, if necessary, by using a format similar to the one shown here:

1. Sample
 - A. Sample
 - 1) Sample
 - a) Sample

1. Each Book contains a Table of Contents that lists its chapters and subjects.

E. CODING


1. The basic unit of information in the Manual is the subject.
2. Each subject receives an alphanumeric code number for identification purposes.
3. The code number is composed of three digits; the Book number, the chapter numeral and the subject number.
4. A typical reference code would be written in the following manner: (1.IV.4). This identifies the fourth subject in chapter four of Book One. Restated, the code is composed of the BOOK NUMBER, CHAPTER NUMERAL, and SUBJECT NUMBER.


F. PROCEDURE

The Manual of Operations is designed to facilitate rapid and easy reference of desired information. To accomplish this, two different methods have been devised for locating areas of concern.

- a. To locate a subject within a given general area, a member can simply refer to the Book that covers that area and utilize its Table of Contents to locate the desired subject.
- b. The memoranda contained within this Book shall be considered valid until the next, successor collective bargaining agreement is approved. The parties shall either (1) incorporate any MOU's into the AOP or the collective bargaining agreement (CBA) during negotiation processes **or by language in the original MOU**, (2) MOU's not incorporated through the negotiations process by incorporation into the next collective bargaining agreement or AOP shall cease to be valid and shall be considered null and void.

END

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	CHAPTER: I – MANUAL OF OPERATIONS	APPROVED BY: Chief Jeremy K. Moore
SUBJECT: 3 – MEMORANDA BOOK		CODE# 1.I.3
Initiated: Sept. 01, 2006		Revised: July 1, 2016

A. PURPOSE

To provide policy, procedure, and guidelines to properly manage and control the preparation and distribution of Intra-Departmental Memorandum of Understandings (MOU or memoranda/memorandum).

B. POLICY


1. Memoranda may be initiated by different levels within the department depending upon the nature of such memoranda.
2. All memorandums that affect the entire fire department shall contain a termination date.
3. Only those memorandums, which are of general interest and concern to the entire fire department, shall be placed into the Memoranda Book.

C. RESPONSIBILITY

1. The Fire Chief has the overall responsibility for control and management of the generation, distribution and proper usage of intra-departmental memoranda.
2. All members who are authorized to originate intradepartmental memoranda shall do so in accordance with the guidelines established within this policy.
3. Members who are charged with the care and updating of the Operations Manual sets are responsible for keeping the Memoranda Book current within the guidelines established within this policy.
4. It is the responsibility of the Battalion Chiefs to report all new memorandums to each Fire Fighter under their command and to record this action.
5. It is the responsibility of the Administrative Assistant to convert departmental memoranda to regular policy format and to distribute such on or before the indicated termination date.

D. INITIATION OF MEMORANDA

Memoranda may be initiated by various levels within the Fire Department, according to the following guidelines.


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1. The following types of memoranda may only be initiated by or with the approval of the Fire Chief:
 - a. Memoranda announcing a permanent change in departmental policy.
 - b. Memoranda announcing a temporary change in departmental policy.
 - c. Memoranda announcing promotions, changes of shift assignments and other official personnel actions.
 - d. Memoranda announcing important events, which will affect the general membership of the department.
2. The following types of memoranda may be initiated by any level within the department.
 - a. Memoranda, which are used as a communication medium between specific individuals.
 - b. Unofficial memoranda of general interest to the overall membership of the department.
3. Memoranda initiated within the Fire Department must have a purpose and should not be initiated frivolously or without true necessity.

E. TERMINATION DATE

The termination date on an inter-office memorandum is used to indicate the date after which the memorandum in question is no longer valid.

1. All memoranda, which affect the entire Fire Department, shall have a clearly stated termination date.
2. The time frame between the initiation of a memorandum and its termination date shall be no longer than is necessary to fulfill the function of said memorandum. For example, a memo announcing an event on a certain date would terminate on the day of said event.
3. If the nature of the subject matter of a given memorandum does not lend itself to an inherent termination date, a time frame of not less than thirty (30) days shall be allotted between its initiation and its termination date. For example, a cover memo accompanying a new policy,

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which contains instructions for placing the new policy into the Operations Manual, would go into the Memoranda Book/Chapter to alert Fire Department personnel of the new policy. Such a memo would have a termination date based on a time frame of not less than thirty (30) days.

4. Memoranda shall be discarded whenever their respective termination dates are reached.


F. MEMORANDA BOOK

1. The Memoranda Book is used to contain current memorandums, which affect the entire Fire Department.
2. Only current memoranda, which have not reached their termination date, shall be maintained within the Memoranda Book. All memorandums, which have reached their termination date, shall be removed and discarded.
3. Memorandums shall be maintained within the Memoranda Book in chronological order. The most recent memorandum shall be kept in the front of the Book with all memorandums filed back chronologically, toward the back of the Book where the earliest (but still valid) memoranda is kept.

G. THE COVER MEMO

1. The Cover Memo is used as an instruction sheet to those members who are charged with maintaining the various copies of the Operations Manual.
2. Cover memos are type of memo that contain standardized instructions concerning updates to the Operations Manual.
3. A Cover Memo shall accompany every change, update and new policy of the Operations Manual.
4. Cover Memos are placed into the Memoranda Book for the period specified by the termination date.


H. GENERATION OF DEPARTMENTAL POLICY

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1. New policies and/or changes in the existing policies, which are permanent in nature, shall be placed into the standard policy format via the regular established system for policy preparation.
2. Whenever an immediate or emergency need for a new policy and/or a change in an existing policy (which will be permanent in nature) arises; a memorandum may be originated in order to expedite the immediate communication of the policy in question. In this process, the following must hold true:
 - a. Said memorandum announcing the emergency and/or immediate (permanent) change in departmental policy shall contain a termination date of not more than thirty (30) days.
 - b. Said memorandum announcing such an immediate, permanent change shall contain a statement indicating that said policy shall be converted to regular policy format and shall be distributed for update of the Operations Manual on or before the indicated termination date.
 - c. Said memorandum shall be converted to regular policy format and distributed to those charged with maintaining the various copies of Operations Manual by the Administrative Assistant on or before the indicated termination date.
3. New policies and/or changes in existing policies, which are temporary in nature, are normally communicated via memorandum. Such memorandums shall contain a termination date in accordance with the time frame necessary for the temporary policy change.
4. Any memoranda, whether permanent or temporary in nature, shall be read by the Officers-In-Charge to each shift at their respective morning meeting. The Officer-In-Charge is responsible then to have the memoranda signed by every Fire Fighter, under his/her command, signifying that the Fire Fighter has read and understands said memoranda.
5. The signed memoranda shall be retained and filed in a chronological order by the Officer-In-Charge. The most recent memoranda shall be kept in the front of the file with all others filed back, chronologically toward the back where the earliest (but still valid) memoranda is kept.

I. DEAD FILE

The Administrative Assistant shall keep a Dead File of all Memoranda Book memorandums, which have expired. Members charged with the upkeep of the various Operations Manual sets

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should simply discard any outdated memoranda that may be in the book. Captains should discard outdated, signed memoranda that may be in the file.