



CITY OF WINTER PARK

WINTER PARK, FLORIDA 32789

OFFICE
OF THE
FIRE CHIEF

INTER OFFICE MEMORANDUM

TO: All Fire Department Personnel

DATE: June 28, 1992

FROM: Dennis Michael Sargent, Fire Chief

SUBJECT: FIRE DEPARTMENT ORDERS

The enclosed set of Fire Department Orders shall provide the foundation for the operation of the Winter Park Fire Department. These orders shall establish the baseline for moral, professional and ethical conduct for all members of the department.

Unlike the Standard Operating Procedures of the Department, which provide guidelines for tactical considerations, the Fire Department Orders represent the hard and fast policy established by the Chief of the Department. In essence, these are written standing orders to be adhered to by all members of the department.

Compliance with Fire Department Orders will be the responsibility of each and every member of the department. The responsibility and authority for enforcement of these orders will start with the immediate supervisor of the offending party.

City of Winter Park
Office of the Fire Chief

WINTER PARK FIRE DEPARTMENT

ORDER NUMBER 1

NOTIFICATION OF THE CHIEF

POLICY STATEMENT:

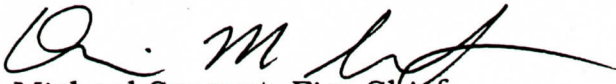
It will be the duty of each Battalion Chief and/or Division Chief to notify the Fire Chief, **immediately**, when any significant incident occurs or information is received that will affect the operation and/or safety of the Fire Department, any of its employees and/or any other individual with whom the Fire Department has had contact. In the absence of the Fire Chief, the Deputy Chief should be notified.

Some examples of significant incidents or information include but are not limited to the following:

Working fires, mutual aid, significant rescue or multi-casualty incidents, fire deaths, death due to accident, death or injury of city employee, accidents involving department vehicles, breakdowns of equipment and/or any other issue that may affect the health, safety or welfare of any member of the department.

It is the duty of each Company Officer and each firefighter to immediately notify their superior of any such incident or information. Failure to notify a superior officer of an incident that subsequently results in adverse impact upon the department will be grounds for disciplinary action.

Page 2 of this order will provide the current listings for notification for the department.


Dennis Michael Sargent, Fire Chief
July 6, 1992

ORDER 1, Notification of the Chief

CURRENT LISTINGS

Dennis M. Sargent, Fire Chief
Office (407) 623-3297
Cellular 325-2722

918 Grover Ave., Winter Park, Fl 32789
Home 628-1423
Pager 236-4621

Tom Fumea, Acting Deputy Chief
Office (407) 623-3299
Cellular 325-2723

Home 678-7583
Pager 236-2438

On Duty Battalion Chief
Office (407) 623-3303
Cellular 325-2724

Radio call 6103

Louis Salado, Training Officer

Office (407) 623-3246
Pager 236-4804

1002 Turkey Hollow Circle,
Winter Springs, Fl 32708
Home 695-0997

Steve Painter, Chief Fire Marshal

Office (407) 623-3260
Pager 236-4718

5045 Tangerine Ave.
Winter Park, Fl. 32792
Home 679-1400

City of Winter Park
Office of the Fire Chief

WINTER PARK FIRE DEPARTMENT

ORDER NUMBER 4

COMMUNICATIONS BOOK

POLICY OVERVIEW:

The Winter Park Fire Department has a strong commitment to improve communications within the department. A communications book will be adopted and used to facilitate this goal.

POLICY STATEMENT:

The Winter Park Fire Department will enforce a consistent impartial policy regarding the use and maintenance of communications books that will be kept in all fire stations and divisions of the Department.

Each member of the department will have the responsibility to read and initial all correspondence placed in the communications book. Each Officer will have the responsibility to insure that their immediate subordinates comply with this policy. It will be the responsibility of the senior officer in charge of each station or division to insure that the books are maintained and that all of the communications are present.

PROCEDURE:

A three inch, D-ring style, binder identified as "City of Winter Park Fire Department, Communications" will be placed at each of the locations listed below:

Fire Chief's Office
Battalion Chief's Office
Fire Prevention Division
Station 61

Deputy Chief's Office
Training Division
Station 60
Station 62

ORDER 4: Communications Book, continued

All correspondence that is distributed on a department wide basis shall be placed in this binder, with the most recent item placed on top. Each item will have a control number that will be assigned by the office of the Fire Chief. This number will consist of the last two digits of the calendar year, a hyphen and the number of the communication starting with one.

This number will be placed in the upper right hand corner of each document. These numbers will identify all documents placed in each book, if a number is missing, a document is missing and must be obtained by contacting the on duty Battalion Chief.

On duty personnel shall read each item when it is received, place their initials in the right margin, and place the document in the binder. Oncoming personnel will read all correspondence that has been received since their last duty day and initial the right margin of each item as soon as possible after the start of the shift.

Anyone wanting to distribute an official memo or item on a department wide basis must contact the office of the Fire Chief to receive a control number. Unofficial and/or informational items that are not intended to be kept in the communications book do not need a control number.

A handwritten signature in black ink, appearing to read "D. M. Sargent", with a stylized flourish at the end.

Dennis Michael Sargent, Fire Chief
July 6, 1992