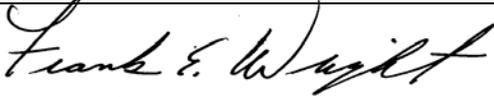


	<b>STANDARD OPERATING GUIDELINES</b>	
	SUBJECT	<b>Operational Member (Active)</b>
	REFERENCE NUMBER	SOG-07-03
	DATE	November 28, 2007
	Signature of Approval	 Frank E. Wright, Fire & Rescue Chief

**Introduction**

This Standard Operating Guideline (SOG) is to inform all members of our department and will be effective on January 1, 2008. The results of a member’s activity in 2008 will determine whether a member is an “Operational Member” for 2009. Members that meet the minimum operational guideline will be able to respond and participate on emergency incidents. The previous years activities will be the record that determines a member’s operational status.

Members that do not meet this SOG in a year and want to participate as an “Operational Member” can do so with the approval of the Station Chief and Department Chief. These members will be placed on a six-month probationary period to evaluate their level of participation. Activity levels during this probationary period must be at least half of the required annual level. There will be allowances for special situations such as medical or family emergencies.

This SOG will allow for the safety of our members and community as well as ensure that we deliver quality service. A member’s activity, at any level, is appreciated and important to our department and this SOG is not intended to stifle anyone’s work.

**Purpose:**

To define an Operational Member of the Winchester Fire and Rescue Department (WFRD). An Operational Member is defined as a member that meets the Minimum Training Certification Standards and maintains the knowledge and skills necessary to respond to emergency incidents.

**Defined:**

One must adhere to the following guidelines in order to be an active operational member within the Winchester Fire and Rescue Department and participate in emergency incidents:

1. Meet Minimum Training Certification Standards and Station Criteria
  - Firefighter I or EMT-B
  - Probationary Member/Juvenile Firefighter
  - NIMS – IS 700 – IS 100 – IS 200
  - Follow the Minimum Training Certification Standards as outlined in the Safety and Survival manual

2. Maintain Minimum Certifications and Continuing Education requirements.
3. **Participate in a minimum of 24 hours of local training annually.** This includes any scheduled organized training, station drills, Spring and Fall Schools and Local Fire Academy. **All training is to be properly logged in the Firehouse Software Training Module Program.** We would encourage all members to participate in any and all training that will improve their knowledge and skills and the service we deliver to our community.
4. Successfully complete Skills Drills for Provider Level as required.
5. Respond to a minimum of 24 Emergency Incidents or scheduled event coverage.  
(Events to include: Apple Blossom, Handley football games, safety fairs, Etc.)
6. Be a member, in good standing, with one of the Volunteer Stations within the City of Winchester or be an employee of the City of Winchester.
7. Meet Department Respiratory Standards.
8. Be physically able to perform on scene related tasks.