



DELAWARE CITY FIRE COMPANY, NO. 1, INC.  
815 5TH STREET  
P.O. BOX 251  
DELAWARE CITY, DELAWARE 19706-0251

|   |                            |                    |
|---|----------------------------|--------------------|
| Delaware City Fire Company Documented Administrative Policies |                            |                    |
| Policy Development & Revisions                                |                            |                    |
| Policy #: 15-001  | Original: February 3, 2017 | Revised: July 2022 |
| Approval: Company Floor                                       |                            | Date: 7/6/2022     |

**Objective:** To establish a formal procedure on implementing, revising, and maintaining documented administrative policies within the Delaware City Fire Company. This procedure also outlines how policies can be written and implemented a documented administrative policy.

- 1.0.1 Documented administrative policies are intended to cover areas of managing the Delaware City Fire Company on items that are not outlined in the by-laws.
- 1.0.2 Policies can either be initiated by the President, Vice President or the By-Laws Committee.
- 1.0.3 Rough drafts of new policies, after approved by the President, shall be presented to the Company for approval.
- 1.0.4 If approved by the Company, the new policies will be immediately implemented following a favorable vote.
- 1.0.5 Policy revisions, on established policies, will follow the same approval process as outlined above.
- 1.0.6 Items identified in the By-Laws that can be removed and implemented as a documented administrative policy will also follow the same procedure as above along with an introduction and three readings at the subsequent company meetings. After approval at all three meetings, will the item be removed from the by-laws and inserted into the documented policy manual.
- 1.0.7 The President and or Vice President will be responsible for routine reviews of these policies to ensure they are kept current. These policies will be treated as living documents and updated as necessary to ensure we are compliant with Local, State, and Federal Laws; along with an accurate reflection of how the Delaware City Fire Company is being managed.
- 1.0.8 Fire Line policies will be administered by the Fire Chief through our Standard Operating Procedures. Those policies will mostly apply to the operation of emergency scenes and will not be incorporated into these policies.