



<b>Revision History:</b>				
<b>Rev.</b>	<b>Description of change:</b>	<b>Initiated By:</b>	<b>Approved By:</b>	<b>Effective Date:</b>
-	Initial formatting and sections added	S.Weigold	R.Bubemyre	04/19/05
A	Added OPS-P-030, OPS-P-031	S.Weigold	R.Bubemyre	04/29/05
B	Added ADM-F-001, OPS-F-008, OPS-F-013, OPS-F-016, OPS-F-017, OPS-F-019, OPS-F-020, OPS-F-021	S.Weigold	R.Bubemyre	05/22/05
C	Added PER-P-023, PER-F-017, PER-F-018, OPS-P-032, OPS-F-023, OPS-P-033, OPS-F-024, PER-P-023, PER-P-024  Removed OPS-P-024	S.Weigold	R.Bubemyre	07/27/05

<b>Section</b>	<b>Number</b>	<b>Policy</b>
Structure	DOC-P-001	Mission and Values Statement
Structure	DOC-P-002	Table of contents
Structure	DOC-P-003	Policy Documentation Process
Personnel	PER-P-001	Uniforms/dress code
Personnel	PER-P-002	Attendance
Personnel	PER-P-003	Discipline, Resignation, and Termination
Personnel	PER-P-004	Chain of Command and Officer Development
Personnel	PER-P-005	Shift Scheduling and Requirements
Personnel	PER-P-006	Internal Communications
Personnel	PER-P-007	Trainees
Personnel	PER-P-008	Part Time Employment
Personnel	PER-P-009	Leave of Absence
Personnel	PER-P-010	Pay Per Run
Personnel	PER-P-011	Orientation
Personnel	PER-P-012	Scene Behavior and Safety
Personnel	PER-P-013	Member Conduct
Personnel	PER-P-014	Sexual Harassment
Personnel	PER-P-015	Job Description
Personnel	PER-P-016	Employment Cap
Personnel	PER-P-017	School/Education
Personnel	PER-P-018	Under the influence
Personnel	PER-P-019	Pregnancy
Personnel	PER-P-020	Probationary Period
Personnel	PER-P-021	Grievance
Personnel	PER-P-022	Cadets
Personnel	PER-P-023	Interview Process



**Title: Table of Contents, SOP Manual**

<b>Section</b>	<b>Number</b>	<b>Policy</b>
Personnel	PER-P-024	Recruits
Personnel	PER-P-025	Observers
Operations	OPS-P-001	Drivers Training
Operations	OPS-P-002	Department Meetings
Operations	OPS-P-003	Building Parking
Operations	OPS-P-004	Department Trainings
Operations	OPS-P-005	Triage
Operations	OPS-P-006	Incident Command
Operations	OPS-P-007	Radio Communications
Operations	OPS-P-008	Protocol Directive
Operations	OPS-P-009	Station Duties
Operations	OPS-P-010	Privately Owned Vehicles
Operations	OPS-P-011	Vehicle Safety Check
Operations	OPS-P-012	Vehicle Equipment Check
Operations	OPS-P-013	Mutual Aid
Operations	OPS-P-014	Scene Responsibility
Operations	OPS-P-015	Response Time
Operations	OPS-P-016	On Duty From Home
Operations	OPS-P-017	Drug Access
Operations	OPS-P-018	Manpower, Backup, and Lift Assist
Operations	OPS-P-019	Transport
Operations	OPS-P-020	Weapons of Mass Destruction
Operations	OPS-P-021	Mass Casualty
Operations	OPS-P-022	Major Response
Operations	OPS-P-023	Building Operations
Operations	OPS-P-024	Removed
Operations	OPS-P-025	Severe Weather
Operations	OPS-P-026	Special Events
Operations	OPS-P-027	Bicycle Patrol
Operations	OPS-P-028	Smoking
Operations	OPS-P-029	Infectious Control
Operations	OPS-P-030	Part Time Shift Coverage
Operations	OPS-P-031	ALS Request
Operations	OPS-P-032	Information Systems
Operations	OPS-P-033	Patient Personal Property
Equipment	EQU-P-001	Vehicle Maintenance – Periodic
Equipment	EQU-P-002	Vehicle Maintenance - Routine
Equipment	EQU-P-003	Medical Supplies Acquisition
Equipment	EQU-P-004	Medical Equipment Acquisition
Equipment	EQU-P-005	Miscellaneous Supplies Acquisition



St. Clair Twp.  
New Miami  
Life Squad

Document No.: **DOC-P-002**

Revision: **C**

Pg. **3** OF **4**

Title: **Table of Contents, SOP Manual**

<b>Section</b>	<b>Number</b>	<b>Policy</b>
Admin	ADM-P-001	Life Squad Member's Association
Admin	ADM-P-002	Quality Assurance
Admin	ADM-P-003	Administrative Appointments
Admin	ADM-P-004	Run Documentation
Admin	ADM-P-005	Reportable Incidents
Admin	ADM-P-006	Bulletin Board Use
Forms	OPS-F-001	Form, Controlled Substance Use
Forms	OPS-F-002	Form, Medic Bag Log
Forms	OPS-F-003	Form, Narcotic Bag Log
Forms	OPS-F-004	Form, Drug Sign Out
Forms	OPS-F-005	Form, Drug Expiration Log
Forms	OPS-F-006	Form, Equipment Checkout
Forms	OPS-F-007	Form, Station Log
Forms	OPS-F-008	Form, Death Scene Report
Forms	OPS-F-009	Form, Driving Training Log
Forms	OPS-F-010	Form, Observer
Forms	OPS-F-011	Form, Signature Log, Blank
Forms	OPS-F-012	Form, Read and Sign Memo, Blank
Forms	OPS-F-013	Form, Continuation Sheet
Forms	OPS-F-014	Form, Zoll Battery Monitor Log
Forms	OPS-F-015	Form, Zoll Daily Check
Forms	OPS-F-016	Form, Run Report, Numbered
Forms	OPS-F-017	Form, Run Report, Unnumbered
Forms	OPS-F-018	Form, Meds List
Forms	OPS-F-019	Form, Refusal Checklist
Forms	OPS-F-020	Form, Refusal Information Form
Forms	OPS-F-021	Form, Rehab Log
Forms	OPS-F-022	Form, Part Time Shift Coverage
Forms	OPS-F-023	Form, Computer Support Request
Forms	OPS-F-024	Form, Patient Personal Property
Forms	PER-F-001	Form, Equipment Issuance
Forms	PER-F-002	Form, Equipment Returned
Forms	PER-F-003	Form, Attendance Report
Forms	PER-F-004	Form, Disciplinary Action
Forms	PER-F-005	Form, Resignation
Forms	PER-F-006	Form, Termination
Forms	PER-F-007	Form, Schedule Request
Forms	PER-F-008	Form, Scavenger Hunt
Forms	PER-F-009	Form, Trainee Run Log



St. Clair Twp.  
New Miami  
Life Squad

Document No.: **DOC-P-002**

Revision: **C**

Pg. **4** OF **4**

Title: **Table of Contents, SOP Manual**

<b>Section</b>	<b>Number</b>	<b>Policy</b>
Forms	PER-F-010	Form, Interview Report
Forms	PER-F-011	Form, Schedule Request
Forms	PER-F-012	Form, Complaint
Forms	PER-F-013	Form, Orientation Checklist
Forms	PER-F-014	Form, Pregnancy Liability Release
Forms	PER-F-015	Form, Pregnancy Physician Documentation
Forms	PER-F-016	Form, Member Documentation Checklist
Forms	PER-F-017	Form, Application
Forms	PER-F-018	Form, Badge Agreement
Forms	PER-F-019	Form, Leave Request
Forms	ADM-F-001	Form, On Scene Review Report