



**HORRY COUNTY  
FIRE RESCUE DEPARTMENT**  
PROUD \* PREPARED \* PROFESSIONAL



**STANDARD OPERATING PROCEDURE**

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APPROVED BY GARRY B. ALDERMAN, FIRE CHIEF:

DATE: 02/11/11

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**SOP 201**

**STATION MANAGEMENT**

**PURPOSE OF THIS STANDARD**

To establish a station management program to provide for the proper use of resources to meet the goals and objectives of Horry County Fire Rescue (HCFR).

**SECTION 1 – GENERAL**

**1. APPLICABILITY**

A. This standard applies to all Field Operations Personnel.

**2. DEFINITIONS**

A. Station Manager: The Station Manager is the highest-ranking member assigned to a particular station. In cases where multiple members are of equal rank, the Battalion Commander will assign the Station Manager with the approval of the Assistant Chief.

**3. RESPONSIBILITY**

A. The Station Manager is responsible for the administration of activities and programs at the station level. This includes, but is not limited to, Station Inventory, Hydrant Maintenance, Tactical Surveys, Mapping, Building Maintenance, Apparatus Maintenance, and any special programs that are delegated to the station.

- B. Stations with career members will have a Career Station Manager. Volunteer Officers assigned to stations with career personnel will be responsible for supervising the volunteer training and pay-per-call, but will not have Station Management responsibilities.

## **SECTION 2-GUIDELINES**

### **1. STATION INVENTORY**

- A. The Station Manager will complete the Station Inventory on the day that their shift works over the weekend (Friday, Saturday, or Sunday). The Inventory report will be forwarded to the Warehouse via the means approved by the Division Chief of Materials Management.
- B. The Inventory report will be returned to the Station with along with any supplies from the Warehouse personnel. In the event supplies are delivered on a day the Station Manager is not working, the report should be placed in a location where it can be reviewed by the Station Manager before the completion of the next week's inventory.
- C. If the Station Manager is going to be on leave on their weekend shift, they must assign the inventory responsibility to an appropriate member to complete in their absence.