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|  | Standard Operating Guideline | |
| | SOG Name: | Fire Prevention Inspection Program |
| | SOG Number: | 200.18 |
| | Standard: | TBD |
| | Guideline Owner: | Non-Emergency Operations |
| | Implementation Date: | May 31, 2017 |
| | Date of Last Revision: | March 4, 2021 |
| | Authority: | Larry H. Williams, Jr, Fire Chief |

PURPOSE: To establish guidelines, procedures, and record keeping processes to be used by all personnel for conducting Life Safety Inspections.

A. LIFE SAFETY INSPECTION DOCUMENTATION

SECTION 1

Use of Fire House Software:

1. Members conducting Life Safety Inspections shall enter all detailed inspection information into Fire House using the appropriate check list, based on type of inspection performed.
2. All inspection documentation must be concise and complete.
3. Members conducting Life Safety Inspections are responsible for correctly completing the Fire House Software checklist.

SECTION 2

Enforcement Notices:

1. When violations of fire code and ordinances are discovered during regular or spot inspections, the business owner of occupant must be notified of the violation at the time of inspection.
2. When the situation is not corrected during the inspection or is a recurring uncorrected violation, the member conducting the inspection shall take appropriate action to correct the problem.

SECTION 3

Warning or notices of violation:

1. The inspection official may issue written notices to the owner or occupant stating that a specific violation of regulations and/or a fire code has been identified during the inspection.
2. Using discretion and judgment, the Fire Official may designate an appropriate period of time for correction of the violation cited.
3. The owner or occupant must sign the form and keep a copy of the document.
4. Re-inspection will be conducted after the allotted time.

B. FIRE PREVENTION INSPECTION GUIDE**SECTION 1**

Duties are as follows:

1. All Fire Department members shall, when involved in Fire Prevention Inspections, expand their best efforts to accomplish a professional and thorough inspection of each assigned occupancy.
2. Members conducting fire prevention inspections shall be guided by the basic guidelines contained within this policy.
3. Personnel performing fire inspections must have a thorough knowledge and understanding of:
 - The statutes that create their position or designate them to perform inspections.
 - The statutes that provide the legal basis and requirements for fire prevention activities.
 - The laws, codes, and ordinances that detail various fire safety requirements and establish a fire inspector's duties and responsibilities.
 - The statutes that set the limits of authority.
 - The edition of the code that is adopted and used.
4. Authority for inspection and enforcement.
5. The Fire Chief is authorized to administer and enforce this code. Under the Fire Chief's direction, the Fire Department is authorized to enforce all ordinances of the jurisdiction pertaining to:
 - Adopted fire codes.
 - The suppression or extinguishment of dangerous or hazardous fires.
 - The storage, use, and handling of hazardous materials.
 - The installation and maintenance of automatic, manual, and other private fire alarm systems and fire extinguishing equipment.
 - The maintenance and regulation of fire escapes.
 - The maintenance of fire protection and the elimination of fire hazards on land, in buildings, in structures, and on other property, including those under construction.
 - The investigation of the cause, origin, and circumstances of fire and unauthorized releases of hazardous materials.

C. RECORD KEEPING

SECTION 1

Records Kept:

1. All instruments and records of code enforcement, documents relating to inspections, violation notices, summonses, plans review comments and approvals, fire reports, investigations, permits, and certificates issued are to be handled as legal documents.
2. All actions taken by the Fire Prevention's Office are to be maintained in a well-organized and retrievable filing system.
3. For each licensed property, information should be established in the Fire House Software summarizing all information about the occupancy and contains a current record of all inspection data.
4. Records and reports should be clear, concise, and complete.
5. Each time an inspector or Fire Prevention Officer inspects an occupancy, information about that occupancy should be included in a record or a report.

D. FIRE COMPANY FIRE PREVENTION INSPECTIONS

SECTION 1

1. All Fire Department members shall, when involved in Fire Prevention Inspections expend their best efforts to accomplish a professional and thorough inspection of each occupancy.
2. Members conducting fire prevention inspections shall be guided by the basic Guidelines contained within the adopted codes.
3. Fire Department personnel assigned to the suppression forces of the firefighting division shall be actively engaged in the fire company fire prevention inspection program.

SECTION 2

The purpose of company-based inspections is:

1. To secure the correction of common fire hazards and identify other violations of applicable codes and ordinances through the inspection efforts of the various fire companies and units of the Dothan Fire Department.
2. To provide a means of familiarization of fire company personnel with the various properties located within the City of Dothan.

SECTION 3

1. The Fire Chief shall have the overall responsibility for the Fire Department's fire prevention efforts.
2. The Fire Prevention Chief shall be responsible for establishing the frequency and scheduling of fire company inspections based on occupancy for each business. They shall also monitor this program for quality and consistency of inspections performed.

3. The Operational Battalion Chief's shall be responsible for conducting and managing the fire prevention inspection assignments which they receive.
4. All Fire Department members are responsible for expending their best efforts towards prevention of fire related laws and regulations.

SECTION 4

1. The various fire companies shall receive specified fire prevention inspection assignments each year from the Fire Prevention Chief.
2. Fire Prevention inspections shall be conducted quarterly with each company striving to complete their assigned inspections by the end of the quarter.
3. The appropriate Fire House Software fire prevention inspection checklist shall be utilized in the inspection process.
4. Company Officers shall coordinate with the Fire Prevention Division and their respective Battalion Chief.

(Signature on File)

Larry H. Williams, Jr.

Fire Chief

DOTHAN FIRE DEPARTMENT