



SOUTHERN PARK COUNTY FIRE PROTECTION DISTRICT

1745 County Road 102 • Guffey, Colorado 80820 • (719) 689-9479

POLICY MANUAL

Table of Contents — Proposed Structure

Version 0.20 — DRAFT

March 11, 2026 — Updated April 12, 2026 (v0.21)

For Board Review Prior to Adoption

20260311_ADMIN_PolicyManual_TOC_v0.21



HOW TO READ THIS TABLE OF CONTENTS

This document proposes the complete structure of the SPCFPD Policy Manual. It maps every policy to a standardized policy number, identifies the current status of each policy, notes which 2013 legacy policies are superseded, and cross-references the Board Administrative Rules, Practices and Procedures Manual (BAM) where applicable.

POLICY NUMBERING SYSTEM

Series	Range	Subject Matter
100-Series	100-1.01 → 100-1.99	Introduction, Mission, Authority, Definitions — manual-wide policies
200-Series	200-2.01 → 200-2.99	Governance & Administration — Board, ethics, meetings, records, communications, finance
300-Series	300-3.01 → 300-3.99	Personnel — Paid and volunteer employment, conduct, discipline, compensation, onboarding
400-Series	400-4.01 → 400-4.99	Operations — Emergency response, ICS, EMS, wildland, mutual aid
500-Series	500-5.01 → 500-5.99	Training & Development — Mandatory training, certifications, continuing education
600-Series	600-6.01 → 600-6.99	Equipment, Facilities & Maintenance — Apparatus, station operations, procurement, assets
700-Series	700-7.01 → 700-7.99	Safety & Risk Management — PPE, incident reporting, workers' comp, health standards
800-Series	800-8.01 → 800-8.99	Financial Management — Staff-level financial controls, grants, billing, fundraising
900-Series	900-9.01 → 900-9.99	Public Relations & Community Engagement — Communications, complaint resolution, CORA
1000-Series	1000-10.01 → 1000-10.99	Emergency Management & Continuity — Hazard mitigation, COOP, post-incident review

STATUS LEGEND

Badge	Status	Meaning
ADOPTED	ADOPTED	Formally adopted by Board resolution — in force
DRAFT	DRAFT	Written but not yet adopted — under Board review
NEW	NEW	Does not yet exist — needs to be created
PENDING	PENDING	Exists informally or in legacy form — needs rewrite/adoption
LEGACY	LEGACY	Exists in 2013 manual — to be superseded by new policy



BAM Ref.: The “BAM Ref.” column identifies the chapter or section of the Board Administrative Rules, Practices and Procedures Manual (Document No. 20260408_GOV_BoardAdminManual_v0.7, currently at DRAFT-v0.7) that governs the same subject matter at the board-governance level. Where a BAM reference exists, the Policy Manual must be consistent with the BAM and should cross-reference it explicitly. The BAM controls on matters of Board-internal governance; this Policy Manual governs organization-wide operations and personnel.

**PART 1 — INTRODUCTION & MANUAL FRAMEWORK**

Note: Part 1 policies are manual-wide framework documents. They do not govern specific operational areas but establish the legal basis, definitions, and amendment rules that apply throughout the entire Policy Manual.

Policy No.	Policy Title	Status	Supersedes	BAM Ref.
Framework				
100-1.01	Purpose, Scope and Authority of the Policy Manual	ADOPTED	—	BAM Intro
100-1.02	Mission, Vision, Values and Code of Ethics	ADOPTED	010	BAM §2.3
100-1.03	Definitions, Acronyms and Abbreviations	ADOPTED	—	—
100-1.04	Document Formatting Standards	ADOPTED	—	—
100-1.05	Electronic Document and File Naming Convention	ADOPTED	—	—
100-1.06	Amendment and Annual Review Procedures	ADOPTED	—	BAM Ch.10
100-1.07	Three-Manual System — Hierarchy and Conflict Resolution	ADOPTED	—	BAM Intro

Legacy note: Policy #010 (Rules of Conduct, 2007) contains mission and ethics content that will be split: ethics for all personnel moves to Policy 100-1.02; board-specific conduct standards are already in BAM Chapter 2. Policy #010 is superseded in full by the combination of BAM Chapter 2 and Policy 100-1.02.

PART 2 — GOVERNANCE & ADMINISTRATION

Boundary note: Part 2 contains organization-wide administrative policies. Board-internal governance (composition, elections, fiduciary duties, meeting procedure, executive session, motions, voting, resolutions) is governed exclusively by the BAM and is NOT restated here. Part 2 policies address: (a) organizational-level ethics and conflict of interest applicable to all personnel; (b) administrative processes the District Chief and staff execute; and (c) public-facing governance obligations. Where a BAM reference is listed, these policies supplement — and must remain consistent with — the BAM.

Policy No.	Policy Title	Status	Supersedes	BAM Ref.
Ethics & Conduct — Organization-Wide				
200-2.01	Organizational Code of Ethics and Standards of Conduct	DRAFT	010	BAM §2.3
200-2.02	Conflict of Interest — All Personnel	DRAFT	—	BAM §2.2
200-2.03	Dual-Role Policy — Directors Serving as Operational Members	DRAFT	—	BAM §2.2.3



200-2.04	Confidentiality and Non-Disclosure	DRAFT	—	BAM §2.3.3
Governance Reference — Cross-Reference to BAM Only				
200-2.05	Board Governance — [See BAM Ch. 1–2]	DRAFT	—	BAM Ch.1–2
200-2.06	Board Meeting Procedures — [See BAM Ch. 3–4]	DRAFT	—	BAM Ch.3–4
Administrative Policies				
200-2.07	Board Meeting Procedures Policy	ADOPTED	130	BAM Ch.3–4
200-2.08	Public Comment Policy	ADOPTED	—	BAM §4.4
200-2.09	Social Media Policy — All Personnel	DRAFT	—	BAM §9.1.3
200-2.10	Community Engagement and Public Education Policy	DRAFT	—	BAM §9.2
200-2.11	Records Retention Schedule and Procedures	DRAFT	030	BAM §5.2
200-2.12	Colorado Open Records Act (CORA) Compliance Procedure	ADOPTED	030	BAM §5.3
<i>Companion document: 200-2.12C — CORA Response Letter Templates (Appendix C to Policy 200-2.12). Document No. 20260408_ADMIN_200-2.12C_CORALetters_ADOPTED-v1.0. Four model letters: (1) Acknowledgment of Receipt, (2) Extension Notice, (3) Partial Production with Redaction Notice, (4) Full Denial Notice. Internal reference document maintained by Secretary/Treasurer. Status: ADOPTED (April 8, 2026 — Resolution 2026-04-04).</i>				
200-2.13	Citizen Complaint Procedure	ADOPTED	—	BAM §9.2
200-2.14	Release of Information and Media Relations Policy	DRAFT	030	BAM §9.1
200-2.15	Electronic Signatures, Remote Governance, and Consent Agenda Procedures	DRAFT	--	BAM §3.3, 6.2.2

PART 3 — PERSONNEL POLICIES & ADMINISTRATION

Boundary note: Part 3 governs the employment relationship for all District personnel — paid full-time, paid part-time, and volunteer. Board authority over senior employment agreements (District Chief, Deputy Chief) is established in BAM Chapter 7; these policies implement that authority at the operational level. Policy 300-3.03 (Employee Onboarding) has already been created and is cross-referenced by BAM §7.2.3.

Policy No.	Policy Title	Status	Supersedes	BAM Ref.
Membership & Classification				
300-3.01	Personnel Classification — Paid, Volunteer, Reserve, Auxiliary	PENDING	020	BAM §7.1
300-3.02	Recruitment, Application and Background Check Procedure	NEW	020	—
300-3.03	Employee Onboarding Procedure	DRAFT	—	BAM §7.2.3



Compensation & Benefits				
300-3.04	Compensation Structure and Pay Administration	PENDING	020	BAM §7.4
300-3.05	FLSA Exempt/Non-Exempt Classification Procedure	NEW	—	BAM §7.4.1
300-3.06	Benefits — FPPA Pension, Health Insurance, Paid Leave	NEW	—	BAM §7.4.2
300-3.07	Reimbursement and Expense Policy	NEW	—	BAM §6.2.5
300-3.08	Duty Hours, Scheduling and On-Call Procedures	NEW	—	—
Leave				
300-3.09	Leave Policy — PTO, Sick Leave, Compensatory Time	NEW	—	—
300-3.10	FMLA and Extended Leave Procedures	NEW	—	—
300-3.11	Wildland Deployment Leave and Reimbursement	NEW	—	—
Conduct & Discipline				
300-3.12	Standards of Conduct and Professional Expectations	PENDING	010, 060	BAM §2.3
300-3.13	Progressive Discipline Procedure	PENDING	060	—
300-3.14	Grounds for Immediate Termination	PENDING	060	—
300-3.15	Drug and Alcohol Policy	LEGACY	100, 101	—
300-3.16	Anti-Discrimination and Harassment Policy	LEGACY	040	—
300-3.17	Off-Duty Conduct Policy	NEW	—	—
Performance & Development				
300-3.18	Performance Evaluation Procedure — Bi-Annual	NEW	—	—
300-3.19	Promotion, Demotion and Career Development	PENDING	050	—
300-3.20	Uniform, Appearance and Equipment Standards	NEW	—	—
Grievance, Separation & Records				
300-3.21	Grievance and Appeal Procedure	NEW	060	—
300-3.22	Separation and Exit Procedure	NEW	—	—
300-3.23	Personnel Files — Maintenance, Access and Retention	NEW	—	BAM §7.2.2
300-3.24	Annual Policy Acknowledgment and Training Requirement	NEW	—	—



Volunteer-Specific Policies				
300-3.25	Volunteer Membership Standards and Minimum Participation	PENDING	020, 080	BAM §7.3
300-3.26	Volunteer Benefits and Workers' Compensation	PENDING	020	—
300-3.27	Fire Department Reserve Program	PENDING	080	—
300-3.28	Auxiliary — Relationship and Coordination Policy	PENDING	090	—
300-3.29	Health, Wellness and Fitness for Duty	NEW	—	—

PART 4 — OPERATIONAL PRACTICES & PROCEDURES

Boundary note: Part 4 establishes Board-level policy governing emergency operations. The specific step-by-step procedures — how to execute a structural attack, ICS span of control, apparatus deployment checklists — are in the SOG Manual (Chief's authority). These policies establish the Board's expectations and legal framework; the SOGs implement them operationally. Where a SOG exists for a topic, the policy should cross-reference it.

Policy No.	Policy Title	Status	Supersedes	BAM Ref.
Emergency Response Framework				
400-4.01	Emergency Response Policy — Standards and Expectations	NEW	—	—
400-4.02	Incident Command System (ICS) Adoption Policy	NEW	—	—
400-4.03	Fire Suppression and Rescue Operations Policy	NEW	—	—
400-4.04	Emergency Medical Services (EMS) Policy and EMS Integration	NEW	020	—
400-4.05	Wildland and WUI Fire Operations Policy	NEW	—	—
400-4.06	Mutual Aid and Intergovernmental Agreement Policy	PENDING	—	BAM §8.3
400-4.07	Out-of-District Deployment Policy (CRRF/DFPC)	NEW	—	—
400-4.08	Incident Reporting Requirements and Timelines	NEW	—	—
400-4.09	NFPA and Regulatory Compliance — Operations	PENDING	120	—

PART 5 — TRAINING & DEVELOPMENT



Policy No.	Policy Title	Status	Supersedes	BAM Ref.
Training Standards				
500-5.01	Mandatory Training Requirements by Classification	PENDING	020	—
500-5.02	Certification Standards and Minimum Qualifications	NEW	—	—
500-5.03	Continuing Education and Outside Training Approval	NEW	—	—
500-5.04	Drill and Simulation Requirements	NEW	—	—
500-5.05	Certification Tracking and Records Maintenance	NEW	—	—
500-5.06	OSHA Compliance and Safety Training Requirements	NEW	—	—
500-5.07	Training Records — Documentation and Retention	NEW	—	—

PART 6 — EQUIPMENT, FACILITIES & MAINTENANCE

Policy No.	Policy Title	Status	Supersedes	BAM Ref.
Apparatus & Equipment				
600-6.01	Apparatus and Vehicle Use Policy	NEW	—	—
600-6.02	Take-Home Vehicle Policy	NEW	—	—
600-6.03	Apparatus and Equipment Inspection and Maintenance Policy	NEW	—	—
600-6.04	Equipment Inventory and Accountability	NEW	—	—
600-6.05	Asset Disposal Procedure	NEW	—	BAM §8.2
Facilities				
600-6.06	Station Operations — Station 1 (Guffey)	NEW	—	—
600-6.07	Facility Use and Access Policy	NEW	—	—
Procurement				
600-6.08	Purchasing and Procurement Procedures — Staff Level	NEW	—	BAM Ch.8
600-6.09	Grant Administration and Management Policy	NEW	—	BAM §6.1

PART 7 — SAFETY & RISK MANAGEMENT

Policy No.	Policy Title	Status	Supersedes	BAM Ref.
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Health & Safety				
700-7.01	Occupational Health and Safety Standards	NEW	—	—
700-7.02	Personal Protective Equipment (PPE) — Issuance and Standards	NEW	—	—
700-7.03	Infection Control and Bloodborne Pathogen Exposure Policy	NEW	—	—
700-7.04	SCBA and Respiratory Protection Policy	NEW	—	—
Incident Reporting & Injury				
700-7.05	On-Duty Injury and Illness Reporting Procedure	NEW	—	—
700-7.06	Workers' Compensation Claims Procedure	PENDING	020	—
700-7.07	Post-Incident Critique and After-Action Review Policy	NEW	—	—
700-7.08	Critical Incident Stress Management (CISM) Policy	NEW	—	—
Preparedness				
700-7.09	Emergency Preparedness for District Personnel	NEW	—	—

PART 8 — FINANCIAL MANAGEMENT

Boundary note: Board-level financial oversight — budget adoption, expenditure authority tiers, annual audit, and monthly financial reporting — is governed by BAM Chapter 6. Part 8 policies govern the operational and staff-level execution of financial activities: how the District Chief processes expenditures within the approved budget, how grants are administered, how billing is conducted, and how donations are received. These policies implement BAM Chapter 6; they do not duplicate it.

✅ **BAM §6.2 RESOLVED:** All dollar thresholds previously flagged as blank in the BAM have been filled per Policy 110 (Financial Controls, Aug 2022) and are now fully incorporated in BAM v0.4 Ch.6: §6.2.1 Expenditure Authority (Chief up to \$2,000; \$2,001+ two-signature; \$5,000+ Board vote), §6.2.2 Two-Signature Rule and Exceptions, §6.2.4 Credit Cards, §6.2.5 Travel/Expense Reimbursement, §6.2.7 Competitive Bidding (\$5,000 threshold), §6.2.8 Treasurer Duties. No further action required before BAM adoption.

Policy No.	Policy Title	Status	Supersedes	BAM Ref.
Staff-Level Financial Controls				
800-8.01	Financial Controls Policy — Internal Controls and Expenditure Authority	LEGACY	110	BAM §6.2
800-8.02	Purchasing Card and Credit Card Use Procedure	LEGACY	110	BAM §6.2.4



800-8.03	Petty Cash and Minor Expenditure Procedure	NEW	—	BAM §6.2
800-8.04	Travel, Training and Expense Reimbursement Procedure	LEGACY	110	—
Revenue & Billing				
800-8.05	Fire Response Billing Policy	LEGACY	070	BAM §6.2.8
800-8.06	Medical Services Billing Policy	LEGACY	071	BAM §6.2
800-8.07	Grant Application, Administration and Reporting	NEW	—	BAM §6.1
800-8.08	Revenue Sources — Taxes, Mill Levy and Fee Policy	NEW	—	—
800-8.09	Fundraising, Donations and Gift Acceptance Policy	NEW	—	—

PART 9 — PUBLIC RELATIONS & COMMUNITY ENGAGEMENT

Policy No.	Policy Title	Status	Supersedes	BAM Ref.
Communications				
900-9.01	Public Information Release Policy	PENDING	030	BAM §9.1
900-9.02	Media Relations Procedure	NEW	030	BAM §9.1.2
900-9.03	Social Media Policy — District Accounts	NEW	—	BAM §9.1.3
Community				
900-9.04	Community Education and Fire Prevention Programs	NEW	—	BAM §9.2
900-9.05	Citizen Complaint Resolution — [See Policy 200-2.13]	ADOPTED	—	BAM §9.2
900-9.06	Colorado Open Records Act (CORA) Compliance — [See Policy 200-2.12 and Appendix C]	DRAFT	030	BAM §5.3
900-9.07	Website and Digital Presence Policy	NEW	—	—

PART 10 — EMERGENCY MANAGEMENT & CONTINUITY

Policy No.	Policy Title	Status	Supersedes	BAM Ref.
Planning & Coordination				
1000-10.01	Hazard Mitigation Planning Policy	NEW	—	—
1000-10.02	Continuity of Operations Plan (COOP)	NEW	—	—



1000-10.03	Coordination with Park County Emergency Management	NEW	—	—
1000-10.04	Post-Incident Review and Lessons Learned Policy	NEW	—	—
1000-10.05	NIMS Adoption and ICS Compliance Policy	NEW	—	—

PART 11 — APPENDICES

Policy No.	Policy Title	Status	Supersedes	BAM Ref.
Appendices				
APP-A	Forms and Templates Index	NEW	—	—
APP-B	Relevant Statutes and Regulations Reference Table	NEW	—	—
APP-C	Legacy Policy Supersession Table (2013 Manual → New Numbers)	NEW	—	—
APP-D	Contact Lists — Board, Staff, Mutual Aid Partners	NEW	—	—
APP-E	District Maps and Service Area Diagrams	NEW	—	—
APP-F	Revision Log	NEW	—	—



LEGACY POLICY SUPERSESSION MAP

The following table shows how each policy from the 2013 Policy Manual maps to the new numbering system. All 2013 policies are superseded upon Board adoption of the corresponding new policy.

2013 No.	2013 Title	New No.	New Title / Notes
010	<i>Rules of Conduct (2007)</i>	100-1.02 + BAM §2.3	Split: org-wide ethics → Policy 100-1.02; Board conduct → BAM Chapter 2
020	<i>Personnel Policy (2012)</i>	300-3.01 through 300-3.08	Disaggregated across multiple 300-series personnel policies
030	<i>Release of Information Policy (2012)</i>	200-2.11, 200-2.12, 200-2.14	Split across records retention, CORA compliance, and media relations
040	<i>Unlawful Discrimination and Sexual Harassment (2007)</i>	300-3.16	Rewritten as Anti-Discrimination and Harassment Policy
050	<i>Command Structure and Promotion Policy (2003)</i>	300-3.19 + SOG	Promotion policy → 300-3.19; command structure detail → SOG Manual
060	<i>Discipline Policy (2007)</i>	300-3.13, 300-3.14, 300-3.21	Split: progressive discipline, immediate termination, grievance/appeal
070	<i>Fire Billing Policy (Dec 2015)</i>	800-8.05	Rewritten as Fire Response Billing Policy. Petition for Inclusion form → App-A. Rates exhibit → 800-8.05 Exhibit A.
071	<i>Medical Billing Policy (Dec 2015)</i>	800-8.06	New entry — previously omitted from 2013 TOC. Rewritten as Medical Services Billing Policy. Subcommittee structure and revenue account provisions retained.
080	<i>Fire Department Reserve (2003)</i>	300-3.27	Rewritten as Reserve Program Policy
090	<i>SPCFPD Auxiliary (2003)</i>	300-3.28	Rewritten as Auxiliary Coordination Policy
100	<i>Drug and Alcohol Policy (2000)</i>	300-3.15	Rewritten with current legal standards (COMPS, ADA, Colorado law)
101	<i>Random Drug Test Policy (2010)</i>	300-3.15	Incorporated into unified Drug and Alcohol Policy (300-3.15)
110	<i>Financial Control Policy (rev. Aug 2022)</i>	800-8.01, 800-8.02, 800-8.04 + BAM Ch.6	Most recent revision (2022, not 2013). Staff-level controls → 800-8.01; credit card rules → 800-8.02; travel/expense → 800-8.04; board oversight → BAM Ch.6. Dollar thresholds from this policy (\$2,001 / \$5,000 / \$15,000) fill BAM §6.2.1 and §8.2.1 placeholders.



120	<i>NFPA/COO Inspection Policy (2011)</i>	400-4.09	Updated as NFPA and Regulatory Compliance — Operations
130	<i>Executive Sessions Policy (2011)</i>	200-2.07 + BAM §3.4	Board meeting procedures → 200-2.07 (adopted); exec session detail → BAM §3.4



DEVELOPMENT SUMMARY

Part / Series	ADOPTED	DRAFT	NEW	PENDING	Notes
100-Series — Introduction	0	7	0	0	All 7 policies at DRAFT status — ready for Board adoption
200-Series — Governance & Admin	3	12	0	0	3 adopted (200-2.07, 200-2.08, 200-2.13); 12 at DRAFT; 200-2.05/2.06 are BAM cross-ref stubs
300-Series — Personnel	1	0	16	10	Largest series; 040/100/101 are LEGACY (need rewrite). Most legacy content falls here.
400-Series — Operations	0	0	8	1	Primarily new; operational detail stays in SOG Manual
500-Series — Training	0	0	7	0	All new; supplement existing SOG training sections
600-Series — Equipment / Facilities	0	0	9	0	All new; coordinate with apparatus SOGs
700-Series — Safety / Risk	0	0	9	0	OSHA and NFPA compliance priority
800-Series — Financial	0	0	3	0	Staff-level only; board financial policy is in BAM Ch.6. 070/071/110 all LEGACY.
900-Series — Public Relations	1	0	5	1	Policy 200-2.13 (complaints) cross-listed here
1000-Series — Emergency Mgmt	0	0	5	0	All new; coordinate with Park County EM
Appendices	0	0	6	0	Compile after policies are written
TOTAL POLICIES	4	19	59	14	96 policies total (4 Adopted, 19 Draft, 59 New, 14 Pending, 7 Legacy — rewrite required). Updated to reflect 100-series (7 DRAFT) and 200-series (3 adopted, 11 DRAFT) current status.



DOCUMENT REVISION HISTORY

Document No. 20260311_ADMIN_PolicyManual_TOC_v0.21 • Policy Manual Table of Contents • Southern Park County Fire Protection District

Table with 4 columns: Ver., Date, Author, Changes / Status. Rows include version updates from v0.7 to v0.20, detailing policy changes and status updates.



v0.21	April 8, 2026	Board of Directors	April 8, 2026 Board Meeting adoptions and TOC correction. (1) 100-Series — all seven policies updated DRAFT → ADOPTED per Resolution 2026-04-02: 100-1.01, 100-1.02, 100-1.03, 100-1.04, 100-1.05, 100-1.06, 100-1.07, all effective April 8, 2026. (2) Policy 200-2.12 (CORA Compliance Procedure) updated DRAFT → ADOPTED per Resolution 2026-04-04, effective April 8, 2026. (3) Companion document 200-2.12C (CORA Response Letter Templates) status updated to ADOPTED per Resolution 2026-04-04 § 2. (4) Policy 200-2.15 (Electronic Signatures, Remote Governance, and Consent Agenda Procedures) added to 200-Series table as DRAFT — omitted from prior TOC versions. Document number updated to v0.21.
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