



RUSSELLVILLE FIRE DEPARTMENT  
POLICY MANUAL

Policy Number:  
Section:  
Original Date:  
Revised Date:

## **PURPOSE**

The Russellville Fire Department Company Inspection Program has been established to proactively identify and mitigate the risk of life and property due to fire and other emergencies, while ensuring a positive working relationship with the stakeholders of Russellville.

Company Inspections are generally non-punitive in nature. The program is designed to be used as a way to help familiarize personnel with local businesses and building construction. In turn, it also offers the opportunity for department personnel to promote the safety of the stakeholders and their investments. The collection of inspection data provides the necessary documentation to help track the occupancy history, including any past issues, as well as vital information for ISO purposes.

## **POLICY**

Battalion Chiefs shall ensure personnel complete assignments within the established deadline.

The Company Officer (CO) shall be responsible for scheduling inspections.

CO should become familiar with applicable codes, standards, and ordinances.

CO shall ensure inspections are performed in accordance to policy and in a professional manner.

All Department members shall become competent in the use of the ESO Inspections program.

The Fire, Building & Safety Division will distribute a list of assigned inspections through ESO software at the beginning of each calendar year.

The inspection will be assigned to the lead inspector, typically the CO.

Inspections shall be completed by a predetermined deadline established annually.

Pre-Incident Planning (SOP 202.11) shall be performed in conjunction with Company Inspections.

The Fire, Building and Safety Division shall provide annual technical assistance and training.

Inspection procedures are as follows:

### **1. Entry**

- a. Class C uniforms shall be worn during Company Inspections.
- b. CO shall introduce the fire company and explain the purpose of the visit.
- c. CO shall request permission to inspect the property.
- d. Whenever possible, request on-site representative to accompany the fire personnel.

Approved

Fire Chief

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- e. Explain the principles of fire prevention as well as point out and correct hazards when the opportunity arises.
- f. If occupant refuses entry or refuses to make an appointment, contact the Fire, Building & Safety Division Office.
- g. Inspection of areas visible to the public way does not require permission from the owner.

## 2. Conducting the Inspection

- a. The ESO Inspections program will be utilized for all inspections.
- b. ESO Inspection can be accessed via iPad devices.
- c. Click *filter* to view assigned inspections.
- d. Assigned inspections can be initiated through the Status> Scheduled and Status > In Progress drop-down.
- e. Update the new Contact Information, by clicking on the 'edit' button.
- f. With the exception of Contact Information, no other changes to the Occupancy shall be made. Suggested edits can be added in the ESO Inspections notes section.
- g. Company inspections should not last more than 30 minutes.
- h. Lead Inspector and Contact sign report.
- i. Email report to recipient and Deputy Fire Marshal.

## 3. Follow-up Inspections

- a. Performed by the Fire, Building & Safety Division.
- b. As the result of the discovery of public safety hazards, significant fire code violations or other noted issues.
- c. When field personnel have been unsuccessful in gaining compliance.
- d. When technical problems arise.
- e. When notice of violation is necessary.
- f. Notice of violation/follow-ups shall follow a three-step progressive protocol: (1) site re-visit; (2) letter to responsible party containing written warning; (3) citation.
- g. Occupancy records, including follow-up and/or citation, shall be recorded.

Approved

Fire Chief

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