



# Winsted Fire Department

## Standard Operating Procedures

01/01/2026

SOP # II-201

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The Organization

### **PURPOSE:**

To identify the Winsted Fire Department's Organization.

### **POLICY:**

Winsted Fire Department members shall be familiar with the Department's formal organization and chain of command.

### **WINSTED FIRE DEPARTMENT**

The Winsted Fire Department's *Mission Statement* is:

*"The mission of the Winsted Fire Department is to protect the lives, property, and well-being of the residents and visitors of the Town of Winchester through dedicated volunteer service, fire suppression, rescue operations, emergency medical assistance, and proactive public education."*

*"We are committed to excellence, teamwork, integrity, and continual training to ensure the highest level of preparedness and professionalism in every response. Our members proudly serve with honor, courage, and compassion to safeguard our community—day and night."*

The Winsted Fire Department's *Vision Statement* is:

*"The Winsted Fire Department strives to be a model of volunteer service excellence—respected for our professionalism, trusted by our community, and recognized for our commitment to innovation, safety, and continuous improvement."*

*"We vision a department that empowers its members through training, leadership, and mutual respect, ensuring that every response reflects our dedication to protecting and enhancing the quality of life in the Town of Winchester."*

The Winsted Fire Department's *Core Values* are:

#### ***Service***

We place the needs of our community above all else, responding with dedication, compassion, and pride.

#### ***Teamwork***

We operate as one team, supporting one another and working together to achieve our mission safely and effectively.



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### ***Professionalism***

We hold ourselves to the highest standards of conduct, competence, and accountability in every action we take.

### ***Preparedness***

We commit to continuous training, education, and readiness to meet the evolving challenges of emergency response.

### ***Integrity***

We act with honesty, fairness, and respect, maintaining the trust and confidence of the community we serve.

### ***Safety***

We prioritize the safety of our members and the public in all that we do, ensuring that every operation is conducted with care and diligence.

## **SCOPE OF DUTIES AND RESPONSIBILITIES**

The Winsted Fire Department's responsibilities include traditional firefighting as well as handling all types of public safety emergencies, such as hazardous materials incidents, transportation accidents, utility related emergencies, water rescues and natural disaster mitigation.

- Fires – structural and non-structural, car fires, brush fires and rescues related to these fires.
- Utility emergencies disruption – Utility emergencies involving gas, electric, water and sewer prompt the Department to interact with many utility agencies, both public and private.
- Fire prevention and awareness – Fire prevention and awareness activities have continued with a proactive fire safety education program to all age groups.
- Hazardous Materials – The Department works with all City, State and Federal agencies to provide a comprehensive hazardous materials response team to the community. The Department continues to train and upgrade the equipment to meet the ever-changing demands of hazardous materials response requirements.
- Transportation incidents – The Department trains and continues to upgrade equipment to meet the requirements to respond to various transportation type incidents and crashes.
- Catastrophic weather events – The Department assists the community in all weather-related emergencies and natural disasters, including storms, floods, blizzards and heat waves. The Fire Department plays a critical role during these events by protecting life and property.
- Special emergencies – the Department continues to train and remain proficient in cold



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water rescue, confined space and other special emergencies which may occur within our boundaries

- Provide input into the community development related to fire prevention and protection.

### **CHAIN OF COMMAND**

The Winsted Fire Department is a paramilitary organization providing a clearly defined rank structure for operational efficiency.

As a paramilitary organization each member is identified by rank, these ranks shall be arranged in a hierarchical order, designed to clearly explain who is in charge.

Every member of the Department has a supervisor who is of higher rank. Many of the ranks have subordinates whom members of a higher rank are responsible for.

Each rank within the Winsted Fire Department carries with it specific responsibilities. The higher the rank the more responsibility afforded to that member.

All members will be assigned to a specific Company Officer, normally a Lieutenant, for administrative and operational purposes.

If problems, questions or other needs arise, other than at an emergency scene, the member shall address the issue within their Lieutenant first. Lieutenants may take such action as is necessary and may pass the request up the chain of command as is needed.

If problems, questions or other needs arise at an emergency scene, the member shall address the issue with their crew leader or officer first. Crew leaders or officers may take such action as is necessary and may pass the request up the command structure as set forth by the National Incident Management System or the established Incident Command System.

All members of the Winsted Fire Department shall work within the chain of command for all non-emergency situations. (i.e. Firefighter to Lieutenant, Lieutenant to Captain, Captain to Deputy Chief, Deputy Chief to Assistant Chief, Assistant Chief to Fire Chief).

### **ORGANIZATIONAL STRUCTURE**

The following organizational chart denotes the rank structure of the Winsted Fire Department

