

SUBJECT: Preparation of Policies**SECTION:** 100.03**REVISED:** MARCH 1, 2008**PAGE(S):** 4

PURPOSE

- A. To provide policy, procedure and guidelines relative to the preparation, change and distribution of fire department policy.
- B. To insure the proper, timely, systematic and controlled review, revision and update of the operations manual

RESPONSIBILITY

- A. It is the responsibility of the Fire Chief to review and edit new and proposed policies.
- B. It is the responsibility of the members who are assigned to review or revise policies to follow the prescribed review process and to ensure continuity with existing policies.
- C. The Fire Chief shall be responsible for the distribution of all policies and procedures, and shall maintain the master copy of the operations manual. The Fire Chief shall also maintain an "out of date SOG" file.
- D. All fire department officers shall be responsible for communicating established policy to all employees in their command. All members shall be responsible for the maintenance and updating of the copies of the operations manual which are assigned to them.

FORM

- A. The appropriate standard format and letterhead shall be used when composing the final draft of any given policy or procedure. All numbering and coding shall be consistent with existing policies.
- B. Although not all inclusive, the breakdown of a Standard Operating Guideline (SOG) may include.

(1) **Purpose:** This section provides the user with the reason for the development and circulation of the Standard.

- (2) **Policy:** This section identifies a policy if not addressed by a separate heading and may include background information about this topic.
- (3) **Procedure:** This section identifies the tasks that should be performed, specifies who should perform specific tasks, and lists the order in which the tasks should be performed. More than one section may be necessary to address a complex topic. For example, a SOG on the operation of power saws may address the operating procedure in one section and may require that additional sections be included on fueling procedures, maintenance, and safety operations.
- (4) **Responsibility:** This section assigns responsibility to specific individuals and groups for complying with the provisions of the Standard and establishes a mechanism for holding members accountable for complying with the Standard.
- (5) **Other headings:** Other functional sub-headings as appropriate to the subject matter may be used as necessary, to provide continuity.

DISTRIBUTION

- A. The Fire Chief shall insure that the final copy of the policy has been typed using the correct format for distribution by compact disc (CD).
- B. The appropriate number of copies (CD's) shall be made and distributed to members.
- C. The master copy of the manual shall be updated by the Fire Chief and those copies of policies being replaced shall be placed into the file.
- D. Master copies will be maintained in the alarm rooms of both stations.
- E. Members receiving a new CD will promptly discard old versions.

PREPARATION OF PROCEDURES

Those members involved in the preparation or change of policy must correctly follow the prescribed standard procedures listed in this text. This is essential in order to insure uniformity and continuity of department policy. The following procedure shall be followed when developing a new policy.

- A. When a need for change is realized or a new policy is desired, the proposed policy should be formulated into a rough draft.
- B. The proposed change should then be compared to existing policy and further refined, if necessary.
- C. Additional staff input may be incorporated into the formulation process through staff meetings and/or other means.
- D. The refined proposal should then be drafted and sent through proper channels to the Fire Chief for review and approval.
- E. The Chief will review the proposal and decide whether the new policy is needed or not. The Fire Chief may approve the policy as is, or re-contact the originating member(s) for discussion, but the final decision remains with the Fire Chief.
- F. If revision is necessary prior to approval, the Chief will contact the originating member(s) and coordinate the revision process.
- G. After approval of a policy, the Fire Chief will have policy prepared and distributed to all members.
- H. The Fire Chief is the final review level in the policy preparation process. As such, it is his prerogative to establish policy directly or seek staff input as he may see fit.

REVIEW AND REVISIONS

The review and revision of existing policies will take place yearly, by staff and Fire Chief every January.

- A. If the policy being reviewed is considered no longer to be valid, then this should be noted and a recommendation for removal from the system should be forwarded to the chief.
- B. The chief will review the recommendation and either approves the removal or may re-contact the reviewing member(s) for questions and discussion or leave the policy as is.
- C. If the Chief will not approve the removal, he may re-contact the reviewing member for discussion. After said discussion, the Chief may maintain his original decision or he may reconsider. If he decides to reconsider, he may either decide to remove the policy from the system or he may decide to have it revised.

- D. If it was felt that revision was necessary, then a proposed revision would be formulated and sent to the Chief for review and approval
- E. The Chief would review the proposed revision and either approves it or may re-contact the member(s) for discussion and possible further revision, or leave policy as is.
- F. The Fire Chief will submit it to the Safety Director for final approval.