

# Hurricane Fire Rescue

Hurricane, WV

## Administrative Guidelines

<b>Subject</b>
<b>Guideline Number</b>
<b>Adopted</b>
<b>Effective Date</b>
<b>Pages</b>

SOG Development
800.106
March 1, 2007
April 7, 2007
3

**Purpose:** To define a process for adopting procedures and guidelines within the department.

**Scope:** All personnel.

**Responsibility:** All personnel.

### Standard Operating Guidelines

#### A. Adherence to S.O.G.'s

A standard operating guideline (SOG) establishes a process that in most instances will be followed by all department personnel. Deviations from SOGs are permitted when circumstances indicate. SOGs are part of a continuing program and will remain valid until written change is approved and released. Deviation from SOGs without cause may be handled as a disciplinary action.

#### B. Preparing an SOG

1. Any member of Hurricane Fire & Rescue who sees a need for the establishment or modification of a current policy or guideline may submit the suggested policy or guideline to the Chief. The member should advise the Chief if the policy or guideline can or cannot be included in existing SOGs. The Chief will review the initiator's draft for content and need. If necessary, the draft will be revised and returned to the initiator for review or further completion.
2. Draft SOGs will be prepared in a plain text file consistent with the current SOG. manual. Each SOG will begin with clear, concise purpose statement.
3. The Chief will forward the SOG to each of the Officers for review and comments and it will be posted for membership review. There will be

a 15-day period for review from all members regarding the SOG. All comments will be submitted back to the Chief prior to the end of the 15-day review period.

4. The comments will be reviewed by the Board of Directors and a decision made as to the adoption, modification, or deletion of the proposed SOG.
5. The decision of the Board concerning the SOG shall become effective no later than 14 days after the decision.
6. The Administrative Assistant will maintain all original signed SOG's and oversee the distribution of SOG's.

#### C. Revision of SOG's

1. Revisions to SOG's will be highlighted by any text being deleted with a line through the deleted text and any new text underlined.

#### D. Distribution of maintenance of SOG's

1. When distributing copies of a new SOG, the Administrative Assistant will ensure that each member has access to a copy of every SOG adopted.
2. Distribution of a new or revised SOG or document page automatically cancels the existing issue of the same SOG or document, and is identified by the revised date. Existing SOG's or document pages that have been revised will be removed from the manual and replaced with the new/revised version. SOG and document pages removed from the manual will be destroyed at all staff levels except the Fire Chief who will retain such copies in a separate file.
3. Introduction, cancellation, and revision of entire SOG's or separate pages will be done in writing and issued by the Administrative Assistant with the Board's approval.

#### E. Issuance of SOG manual

1. Since SOG's are a critical component of a member's orientation, they will be reviewed during the processing of each new member. The Administrative Assistant will maintain a log of members that have been trained on SOG's and each new member will sign it to indicate

they understand the SOG.

#### F. Department Personnel Responsibilities

1. Familiarizing themselves with, maintaining a constant awareness of, and following the SOG's contained in this manual.

#### G. Administrative Assistant Responsibility

1. Reviewing all suggestions for new and revised SOG's submitted to them by subordinate personnel and transmitting these proposals for approval as appropriate.
2. Reviewing and commenting on all other draft SOG's in a timely manner.
3. Reviewing draft SOG's for consistency and compatibility with existing documents.