

## **Standard Operating Guidelines**

### **MANUAL ORGANIZATION**

Guideline # 100.02

Date: 1/09 R

#### **PURPOSE**

To explain the organization and usage of the District Manual of Operations so that District Personnel will understand how to correctly and fully utilize the Manual of Operations.

#### **POLICY**

- A. The Operations Manual shall contain sufficient information pertaining to its organization and usage which will assist District personnel in their use and understanding of the Manual.
- B. District personnel shall familiarize themselves with the organization and use of the Operations Manual.

#### **CONTENT**

All Rules, Regulations, Operational or Administrative Procedures, Memos, General Orders and Special Orders of the District which are of concern to its members are contained within the Operations Manual.

#### **ORGANIZATION**

- A. The Manual is composed of four books, each (except the Memoranda Book) is identified by an Arabic number and its title. These are as follows:
  - Book 1. Operations
  - Book 2. Routine Operations
  - Book 3. Emergency Operations

In addition to these three books, there is also a separate Index and table of contents which lists the subjects covered throughout the entire Manual.

- B. Each of the three Books is divided into section's.
- C. Each section is divided into subjects, which are identified by number and title.
- D. Sections may be further broken down, if necessary, by using standard outline techniques beginning with a capital letter following the section number.
- E. Each Book contains a Table of Contents which lists its sections and subjects.

## **CODING**

- A. The basic unit of information in the Manual is the subject.
- B. Each subject receives a code number for identification purposes.
- C. Each subject may be broken down further under its heading.
- D. For instance section 120 Fire Department Organization may be broken down further to 120.01 or 120.03. The first number reference's what book it is in. The second number reference's what section it is in and the remaining numbers signify how it is broken down further.

## **PROCEDURE**

The Manual of Operations is designed to facilitate rapid and Easy reference of desired information. To locate a subject within a given general area, a member can simply refer to the Book which covers that area and utilize its Table of Contents to locate the desired subject.

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Approved:

District Chief

Date:

Company Chief

Date:

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