

## **Standard Operating Guidelines**

### **PREPARATION of POLICIES**

Guideline # 100.03

Date: 1/09 R

#### **PURPOSE**

- A. To establish a systematic procedure for the preparation or change and distribution of District policies.
- B. To insure the proper and regular systematic review of the Operations Manual.
- C. To insure the proper, timely, systematic and controlled revision and update of the Operations Manual.

#### **POLICY**

- A. A "policy" shall be defined as: a declared intent or objective that shall be used as a basis for decision and action.
- B. A "procedure" shall be defined as: a prescribed or acceptable routine or method of performing or implementing a desired course of action.
- C. The establishment of policies shall be a management prerogative, except that participation may be sought from employees in the development of those policies concerning conditions of employment and/or procedures and methods of an operational nature.
- D. It shall be the policy of this department, insofar as possible, to establish, in writing, the guiding principles and acceptable methods of action to be used by our personnel.
- E. These policies are intended to provide internal consistency.

#### **RESPONSIBILITY**

- A. It is the responsibility of the Company Chief and District Chief to initiate a 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 District Chief shall be responsible for the distribution of all policies and procedures and shall maintain the master copy of the Operations Manual. The District Chief shall also maintain the Dead File and the Policy Review Schedule and shall coordinate the scheduled review of all policies and procedures.
- D. The Fire Department Officers shall be responsible for communicating established policy to all employees in their command. The Chief's shall be responsible for the maintenance and updating of the copy or copies of the Operations Manual, which are assigned to their command.

## **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. The standard typing format will be utilized when typing the final draft of any policy or procedure.
- C. Although not at all inclusive, the breakdown of a policy may include:
  1. PURPOSE: The general goal of the policy stated in such a manner so as to indicate why the policy is necessary.
  2. POLICY: Statements as to what the policy shall be.
  3. SCOPE: The parameters of the subject.
  4. ORGANIZATION AND STAFFING: The policy may either change existing or create new organizational structure to accomplish its purpose. This may include the formation of a special committee to carry out some function. Staffing may be treated separately, with a delineation of the number of classifications required, and a description of duties and responsibilities.
  5. AUTHORITY AND RESPONSIBILITY: For purposes of implementing the policy and ensuring its effective operation, authority and responsibility must be clearly defined. Authority may be treated separately from responsibility if the nature of the policy requires it.
  6. PROCEDURE: Generally, the procedures shall be stated at the end of the policy.
  7. OTHER HEADINGS: Other functional sub-headings that are appropriate to the subject matter may be used as necessary.

## **DISTRIBUTION**

The District Chief shall coordinate the distribution of policies and memorandums within the parameters of the following process:

- A. After approval by the Chiefs, the District Chief shall insure that the final copy of the policy has been typed using the appropriate format and letterhead.
- B. The appropriate number of copies shall be made, and a cover memorandum, providing any necessary information and/or instructions, shall be attached to each one.
- C. The master copy of the Manual shall be updated by the District Chief and those copies of polices being replaced shall be placed in the Dead File.
- D. The Policy Review and Revision Schedule shall be updated accordingly by the District Chief.
- E. The copies of the policy with the attached memorandum will be sent to the appropriate members having charge of the various operations.

- F. Personnel receiving the copy of the new policy with its attached memorandum will follow any instructions pertaining to pen and ink corrections of the appropriate Table of Contents and/or Index, which may be on that memorandum. They will insure that the copy of the Manual in their charge is promptly updated and that the cover memorandum is placed into the Memoranda Book. They will also inform all personnel in their command of the new policy. The copies of the old policies, which are being replaced shall be removed or discarded.

## **PREPARATION PROCEDURE**

In order to insure uniformity and continuity of departmental policy, those members involved in the preparation or change of policy must correctly follow the prescribed standard procedures listed in this text. The following procedure shall be followed when developing a new policy or when processing an unscheduled change in 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. Additional staff input should be incorporated into the formulation process through staff meetings and/or other means.
- C. The refined proposal should be drafted and sent through proper channels to the Chief and District Chief for review and approval.
- D. The District Chief will review the proposal and decide whether the new policy is necessary or not and may approve the policy as is or re-contact the originating member(s) for discussion, but the final decision remains with the District Chief.
- E. If revision is necessary prior to approval, the District Chief will contact the originating member(s) and coordinate the revision process.
- F. After approval of a policy, the District Chief will prepare the policy for distribution and initiate the distribution process.

## **REVIEW AND REVISIONS**

A regular periodic review has been built into the system in order to review and revise the existing policies. Policy reviews are scheduled on a annual basis. The different books of the Manual are reviewed, each year. The process begins with Book 1 being reviewed during the year and ends with the Memoranda Book and the Index being updated by the end of the fourth quarter of the year. A zero based approach will be utilized as the basis for this review process. This approach involves asking basic questions in order to determine the validity of an existing policy. The idea is to decide whether or not a given policy is still necessary, needs revision, or can remain in effect as it is. The following procedure shall be the process for review and

revision of existing policy.

- A. The District Chief will initiate the review process.
- B. When the involved member receives the above-mentioned notice for a given policy, the zero-based approach will be utilized during the review process.
- C. If the policy being reviewed is considered invalid, then this should be noted on the review notice and a recommendation for removal from the system should be forwarded to the Company and District Chief.
- D. The Chief's will review the recommendations and either approve the removal or re-contact the reviewing member for questions and discussion.
- E. If removal is not approved, the Chief's may re-contact the reviewing members for discussion. After said discussion, the Chief's may maintain the original decision or may reconsider. If the decision is to reconsider, the Chief's may decide to remove the policy from the system or to have it revised.
- F. If, at the beginning of the review process the member charged with that review decides that the policy in question is still valid, then the next step is to determine whether or not a revision of the policy is in order.
- G. If no revision is needed, then this would be indicated on the review notice and the notice would be returned to the District Chief. The District Chief would then simply reschedule the policy for the next review period.
- H. If revision was in order, then a proposed revision would be formulated and sent to the Chief's for review and approval.
- I. The Chief's would review the proposed revision and either approve it or re-contact the member for discussion and possible further revision. The Chief's would coordinate the revision process.
- J. Any approved revisions will be sent to the District Chief for preparation and distribution.

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Approved:

District Chief

Date:

Company Chief

Date:

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