



LR/LF

FFCC – Policy/SOG Program

Administration

Development of Policy & SOG

Policy # 12-02

Life Safety Initiative: 1

Issued: 02/29/12

Subject: Development of policy and SOG

Purpose: This policy officially establishes the procedure for the development of department policies and standard operating guidelines

Scope: This policy applies to all members of the Fire Department

Policy

The standard process for the development of department policies and standard operating guidelines is as follows:

1. Policy/SOG is researched and draft version is reviewed by the department officers. The standard review period is ____ weeks. The officer assigned to the policy/SOG is responsible to review and evaluate feedback and make any necessary adjustments to the draft. Dependent on the extent of any changes, the draft is either forwarded to the department for review or sent back to the officers. Once the officer review is completed the policy/SOG is considered approved pending any changes resulting from the department review.
2. The draft policy/SOG is sent via email to all other department members for review and comment. The standard review period is ____ weeks. Firefighters are to forward any comments/suggestions to their company officer/crew leader. Other department personnel are to forward their comments/suggestions to their immediate supervisor.
3. Comments/suggestions are to be forwarded to the officer responsible for the policy/SOG. The officer is to then evaluate and consider the feedback. It is important that questions and suggestions are considered and that timely communications are provided back to the individuals who made comments.
4. Dependent on any changes made during the department review, the policy/SOG is either finalized and issued or is returned to the officers for additional review.
5. The final version of the policy/SOG is to be sent to the _____ for final formatting, numbering, determination of effective date and signature by Fire Chief.

One or more steps of the standard review process may be modified dependent on topic, when minor revisions are made or when a policy/SOG pertains to a specific group (i.e. special team, officers, etc.).

Distribution of new policy/SOG

Department personnel will be notified by email when a new policy/SOG is issued. The effective date of a new or revised policy/SOG is the date listed in the document.

Each station and other location (i.e. Dispatch) on the distribution list will be sent a printed copy of the document.

All personnel are responsible to review and be familiar with department policies and SOG's.

Review cycle

Policies and SOG's will be reviewed and/or revised a minimum of every _____ years. Specific policies/SOGs will be reviewed/revised more frequently as necessary. Dependent on the scope of any necessary revisions, one or more steps of the standard process for the development of policies/SOGs will then be utilized.

By the order of: _____
Fire Chief

Date: 02/29/12

Resources (*click title to access resource*):

[USFA, Developing Effective Standard Operating Procedures for Fire and EMS Departments](#)