



## WRITTEN DIRECTIVES & POLICY DESSEMINATION SOG

### SCOPE

This guideline shall apply to all members of the Stoney Point Fire Department (SPFD) and shall be adhered to by all members regarding dissemination of written directives and standard operating guidelines.

### PURPOSE

The purpose of this standard is to inform all firefighters and to establish guidelines with respect to the dissemination of departmental operating guidelines and written directives.

**The Deputy Fire Chief** is charged with the duties of serving as the Chairman of the Policy Committee.

- I. This guideline sets forth the guidelines to ensure uniformity in the development, revision, and issuance of written Stoney Point Fire Department guidelines and written directives.

All members of Stoney Point Fire Department are charged with the responsibility of being familiar with and abiding by the provisions of written guidelines and directives.

The written guidelines of Stoney Point Fire Department shall include:

- Standard Operating Guidelines Manual – Intranet Site

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- Forms (Intranet) consisting of Stoney Point and other agencies forms and reports.
  - Memorandums issued by the Fire Chief's Office

## II. Function and Preparation of Written Guidelines & Forms

Written guidelines governing Stoney Point Fire Department in its internal and external affairs shall be issued only by the Fire Chief's Office subject to approval of the Board of Director's. The Fire Chief's Office shall have authority to issue, modify and approve written directives.

**Effective Date:** The date the policy is first issued. This date shall be considered the effective date of the rule, regulation, or written directive unless otherwise directed in writing by the Fire Chief's Office. This date shall be placed on the front page in the lower left corner above the revision date.

**Revision Date:** This date shall be placed on the front page in the lower left corner below the effective date. This date shall be considered the effective date of the revision of the rule, regulation or written directive. All portions of the guideline which has changed shall be underlined in order to identify the revised segments of any policy.

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### **Forms Intranet Site**

- Forms are located and updated to the Fire Department's intranet site where each form can be downloaded by department members for completion.
- All forms shall be typed or completed using a black ink.
- **Each form shall be assigned a form number by the chairman of the Policy Committee** to be printed in the upper left corner of each form. The words "New" or "Rev" preceding the (month/year) date of approval shall fall immediate below the form number. The issuance or revision date shall be considered the effective date of the form.
- The chairman of the Policy Committee may request to create a committee consisting of process owners to modify and or improve a selected form. The committee shall make recommendations concerning the revision of a form to the Policy Committee Chairman. The Policy Committee Chairman shall be responsible



for providing information concerning the process of a form to the Fire Chief for final approval.

- When it is determined that the creation of a new form is needed or an existing form needs to be deleted, the Chairman of the Policy Committee shall be notified to start the appropriate process.

#### Review of Guidelines by Process Owner

- **At Least once within the calendar year**, the Chairman of the Policy Committee shall convene the policy committee for the purpose of thoroughly reviewing assigned guidelines and directives to ensure they accurately reflect operational procedures currently being used by Stoney Point Fire Department.
- Once the guidelines have been reviewed all recommendations shall be forwarded to the Chairman of the Policy Committee for review and possible implementation upon approval of the Fire Chief.

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#### New or Revised Guidelines / Forms

- All Department Supervisors charged with administrative duties requiring generation of rules, regulations or forms shall forward through the chain of command any needed guideline/form changes or recommendations affecting their section to the Chairman of the Policy Committee.
- Any member who discovers material that is no longer current or has a discrepancy is encouraged to report such information via the chain-of-command to the chairman of the Policy Committee.
- Proposed changes of written guidelines or forms must be made in writing (In Memorandum format) and directed to the Chairman of the Policy Committee. The Chairman will evaluate the proposal in consultation with the Fire Chief and determine the appropriate course of action, which may include the member making the request for the changes to provide all documentation that will support the proposed change(s). Additionally, the member should be prepared to discuss any proposed change(s) to guidelines or forms during the scheduled officer staff meetings.
- When it is determined that a new or revised written guideline/form is needed, the Chairman of the Policy Committee can task the process owners with the



responsibility of assisting with research and development of a revision or draft guideline or form.

- Revised or draft guidelines / forms shall be returned to the Chairman of the Policy Committee for review, editing, and or formatting.
  - The Chairman shall ensure that proposed revisions or additions are reviewed by the Fire Chief and others deemed appropriate.
  - Prepare the Guideline change in final form and submit to the Fire Chief and Board of Directors for final approval.
  - Prepare necessary documents for posting to department Intranet forms and policy site.
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- When a change of Guidelines must be made without delay, the Fire Chief shall issue a memorandum changing the Guideline immediately. Each member shall follow such memorandum even when it conflicts with existing guidelines. The memorandum will remain in effect until the Fire Chief revokes it or the appropriate guideline is changed in accordance with the memorandum.
  - The Chairman of the Policy Committee is responsible for indexing, distribution and/or purging of all written guidelines.

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### **III. Distribution of Written Guidelines**

- Each member of the Stoney Point Fire Department shall have access to a department Standard Operating Guidelines Manual or the Department's Intranet site.
- Each revision or new guideline will be accompanied by updated instructions as an order issued and signed by the Fire Chief.
- Each member will be required to acknowledge that he/she has received the new or revised guideline by signing and dating the Dissemination of Guidelines form (form - 1A.001) with the understanding that they are accepting responsibility for reviewing the content within policy.



#### IV. Other Correspondence

- In order to facilitate effective, efficient communications and inform members of specific correspondence related to training issues, law changes, or other pertinent information, the following forms of communication may be utilized: CAD, E-Mail, Mobile Data Computer (MDC), memorandum, Station newsletter, Intranet, etc.

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