



USE OF REFERENCE MATERIALS SOG

SCOPE

This guideline shall apply to all members of the Stoney Point Fire Department (SPFD) and shall be adhered to by all members.

PURPOSE

The purpose of this guideline is to establish a uniform procedure for members to use when checking out reference materials that belong to the SPFD.

DEFINITIONS

INSTRUCTOR – Person who is certified by SPFD of OSFM to teach classes. Only instructors, who are members of SPFD, teach classes at SPFD, with outside instructors approved on a case by case basis.

SHALL - Indicates a mandatory requirement.

STANDARD OPERATING GUIDELINE (SOG) - Documents that help establish how an organization will operate and how its members are expected to carry out specific duties outlined in general terms.

GUIDELINES

All books may be checked out for members of SPFD to check out and take home at any time.

Any paid shift officer or the training staff of the SPFD may check out these books by having the member to use the reference materials sign out sheet on the clipboard in the office.

Videos may be checked out by Instructors only. Only instructors that are members of the SPFD may check out videos for use at either Station 13 or 19 for classes. . The video(s) may take these with them for lesson planning purposes.

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Only the Duty Chief/Chief of the SPFD may check out these videos by having the Instructor to use the reference materials sign out sheet on the clipboard in the office.

Anyone who checks out reference materials are responsible for the care of the materials in their possession. Any material that is damaged beyond normal wear and tear or lost shall be replaced at the expense of the member who has checked it out.

Any officer that does not use the reference material sign out sheet and allows materials to leave the station will be held financially responsible for the material that is lost or damaged.

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