

**JEFFERSON COUNTY FIRE DISTRICT #1
STANDARD OPERATING GUIDELINES**

SOG 100

STANDARD OPERATING GUIDELINES MANUAL

I. PURPOSE

- A. To define the standardized procedure for development, distribution and update of Standard Operating Guidelines Manual.

II. AUTHORITY AND RESPONSIBILITY

- A. It will be the responsibility of the Chief and the Officers to insure that these guidelines are followed.

III. STANDARDS

- A. SOG's address guidelines which are routine and on-going. They are not written to cover single incidents or one-time activities. SOG's are written in a broad scope to cover as wide a topic as possible. When the need for written guideline is recognized, the first step is to research to determine if the subject is covered, or can be covered, under existing SOG's.

- B. Each SOG is assigned a number corresponding to the classification of contents.

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|------------|----------------------------------|
| Series 100 | Administration |
| Series 200 | Training |
| Series 300 | Non-medical Emergency Operations |
| Series 400 | Medical Emergency Operations |
| Series 500 | Vehicle and Equipment Operations |
| Series 600 | Safety |

- C. SOG format shall contain:

1. Title of SOG in broadest scope possible to identify intent of policy, i.e., ladder maintenance rather than maintaining wooden ladders.
2. Purpose - Defines in general terms the need or intent of the SOG.
3. Authority & Responsibility - Defines division or person responsible for assuring compliance with the SOG.
4. Standards - Specific enough to define who, what, when, where and how the SOG is to be accomplished.
5. Date - Date of Chief approval.
6. Revised Date - Date of latest approved revision.

D. Initiation and Revision of SOG's:

1. Personnel may initiate draft SOG's and revisions of existing SOG's and submit them to the Chief for approval.
2. Upon Chief approval, new/revised SOG's will be presented to the Officers who will:
 - a. Review memos, directives, training bulletins or other official communication issued prior to the SOG to ascertain that needed information from them is incorporated into the SOG.
 - b. Collect all information from the review, and in conjunction with the initiating individual make appropriate changes.
 - c. Resubmit the revised SOG to the Chief for final approval.

E. Distribution:

One copy of approved SOG's will be placed in all department SOG books.

APPROVED:

DATE 1-01-2001

Earl Cordes
Fire Chief