



GLASTONBURY FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES



SOG NUMBER: ADM-002 ISSUED DATE: 12-16-96 EFFECTIVE DATE: 12-16-96
REVISION #: 2 REVISED DATE: 01-11-16 EFFECTIVE DATE: 01-11-16
CATEGORY: ADMINISTRATION
SUB-CATEGORY: STANDARD OPERATING GUIDELINES
SUBJECT: STANDARD SOG FORMAT

Section I – Introduction

A. Objectives

To provide a uniform format for SOGs that is clear, concise and easily stored, received and reproduced. *< This section describes the objectives that the SOG is intended to accomplish. It generally consists of one sentence or paragraph only.>*

B. Applicability

This standard format applies to all SOGs.

<This section describes to whom the SOG applies and under what situations or conditions it is intended to be utilized.>

C. References

<This section lists any texts, periodicals, course materials or other reference sources reviewed, in-part or in-whole, in the preparation of the SOG. This information is included for reference purposes only and does not mean nor imply that the referenced item is part of the requirements of the SOG or any GFD policy.>

Section II – Format Notes

A. General

<Items within this SOG which are in the same format as this paragraph are format notes. This format applies only to this SOG.>

The font for all SOG text is to be Times New Roman 10 CPI. The text should be worded to provide the flexibility needed to ensure that members can use discretion in applying the SOG(s). Mandatory language, such as "shall" and "will", is to be avoided except where the intent of the text is set by department policy.

The format for section titles, sub-section titles, text and list should be as demonstrated below:

Section Title (left justified)

A. Sub-Section Title

Text in plain letters

- 1. Subtitle, item or text in plain letters.
 - a. Item or text in plain letters.
 - b. Etc....

B. New Sub-Section Title

B. Headers

The full header is to appear only on the first page of each SOG. This header is to indicate the SOG No. assigned by the Fire Chief, the Issue Date, the Effective Date, the Revised Date, and the Effective Date. The category will refer to the section in SOG manual. Sub-Category will pertain to the topic and the subject will pertain to the content of the SOG.

The header for pages two and on shall consist of the SOG No., Revision No. (Left justified, large print) and the page number.

Section I will consist of the information shown above and is to be completed for each SOG. When there were no references reviewed in developing the SOG simply state "None" under Item C of Section I.

Section II and on, with the exception of the last section, are to include the description and procedure.

The last section contains the fire chief's signature and the date which the SOG was approved.

Section III – Approval

Fire Chief Michael P. Tracy

Date of Approval: 1/11/16