



GLASTONBURY FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES



SOG NUMBER: ADM-003 ISSUED DATE: 03-04-96 EFFECTIVE DATE: 03-04-96
REVISION #: 2 REVISED DATE: 01-11-16 EFFECTIVE DATE: 01-11-16
CATEGORY: ADMINISTRATION
SUB-CATEGORY: STANDARD OPERATING GUIDELINES
SUBJECT: DEVELOPMENT, REVISION AND ADOPTION

Section I – Introduction

A. Objectives

To provide a uniform, manageable means of SOG development, revision and adoption that provides for maximum participation amongst department members.

B. Applicability

This applies to the creation, revision and adoption of all SOGs.

C. References

Fire Command, Alan Brunancini, NFPA, 1985

Section II – Creation and Adoption of New SOGs

Any member may submit a proposal for the creation of a new SOG to the Fire Chief. The Fire Chief may review the background behind the need for the SOG with the member and will bring it before the chief officers at their next regular meeting for consideration. At that time the chief officers will decide if:

A. The subject matter of the proposed SOG is better left to policy statements, training materials, training/safety bulletins, department directive or other forms of educational communication, or;

B. The proposed SOG is needed and it correctly addresses a legitimate problem.

If it is determined that the SOG is needed a member (most likely the one submitting it) or an officer will be assigned to developing the SOG.

The author(s) of the SOG must submit the SOG to the Fire Chief in Microsoft Word or in legible hand writing. SOG is to be put into the standard format and will be reviewed for accuracy by the Fire Chief. Once proof read the draft SOG, clearly labeled "Draft – for Chief Officers Meeting" written on the first page will be distributed for posting at the individual companies at least 15 calendar days prior to the next officer's meeting.

All members should review the posted SOG and forward their comments or concerns to their Captain. The Captains will then forward their recommendations for improvement/adoption to the Fire Chief at least one working day prior to the next officer's meeting. Any comments not received one working day prior to the officers meeting will not be considered.

Based on comments and or recommendations the Fire Chief will present the SOG to the chief officers for adoption as-is, adoption as modified (based on comments received) or recommend further revision and posting for the next month.

If adopted, the SOG will be assigned a number, distributed and become effective as of the date signed by the Fire Chief.

Section III – Revision of Existing SOGs

The procedure for seeking the revision of an SOG will be the same as that outlined for creating a new SOG.

Section IV – Approval

Fire Chief Michael P. King

Date of Approval: 1/11/16