



GLASTONBURY FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES



SOG NUMBER: ADM-006 ISSUED DATE: 12-17-95 EFFECTIVE DATE: 12-17-95
REVISION #: 2 REVISED DATE: 01-11-16 EFFECTIVE DATE: 01-11-16
CATEGORY: ADMINISTRATION
SUB-CATEGORY: STANDARD OPERATING GUIDELINES
SUBJECT: ELECTRONIC COPY FILE NAME

Section I – Introduction

A. Objectives

To provide a uniform means of designating the file name for the electronic copy of all SOGs in order to avoid confusion as to their identification, vintage and state of adoption.

B. Applicability

This procedure applies to all SOGs.

C. References

None

Section II – Storage Location for Official Version of SOGs

The official version of all SOG files, including the latest and outdated revisions, shall be kept on the Fire Department server and on the computer in the Fire Chiefs office.

Only the Administrative Assistant and Fire Chief are permitted to save, modify or delete a file from the official SOG directory.

All other electronic copies of any SOG are to be considered working or draft copies only.

Section III – File Name Convention

The official file name for any draft or example copy of an SOG is not to be used except within the official SOG directory. SOG files being worked on or stored outside of the official SOG directory (originals or revisions) should be assigned a standard file name consisting of an eight character (max) prefix (related to its title) followed by the

three digit suffix "SOG" for identification purposes. As an example, the file name "PPV.SOG" would be a member's working copy of a draft SOG on the use of positive pressure ventilation.

The following convention is to be used in assigning a file name to a draft SOG once it is entered into the official SOG directory:

D (Category) -- (SOG No.). (Revision No. being worked on)

As an example, file DADM-006.0 would be the official copy of the draft of the original version of this SOG.

Upon the adoption of an SOG, the Administrative Assistant or Fire Chief will modify its file name in the SOG directory by eliminating the "D" in the prefix. As an example, the file name for the original version of this SOG will be ADM-006 upon adoption.

Section IV - Approval

Fire Chief 

Date of Approval: 1/10/16