



POLICY & GUIDELINE DISSEMINATION & REVISION

SCOPE

This guideline applies to all members of the Stoney Point Fire Department and shall be adhered to by all members regarding dissemination of written directives, policies, and standard operating guidelines.

PURPOSE

The purpose of this guideline is to establish a standard for dissemination of written directives, policies, and guidelines to the members of Stoney Point Fire Department.

DEFINITIONS

Board of Directors – governing body of Stoney Point Fire Department
Committee - group of people appointed for a specific function, typically consisting of members of a larger group (Planning, Policy, Training, Apparatus etc.)
Directive - official or authoritative instruction, serving to direct or guide toward an action

Guideline - a general rule, principle, outline of a policy

Policy - guiding principle used to set direction in an organization

Responsibility - the state or fact of having a duty to deal with something or of having control over someone, being accountable for one's actions

Shall - indicates a mandatory requirement

Standard - model used as a measure or norm in comparative evaluations

Standard Operating Guidelines – (SOG) documents that establish how an organization shall operate and expected performance of its members to specific duties outlined in generalized terms

GUIDELINES

The Deputy Fire Chief serves as the Chairman of the Policy Committee. This guideline establishes the standards to ensure the uniformity of development, revision, and dissemination of Stoney Point Fire Department guidelines, policies, and written directives. All members of Stoney Point Fire Department shall have the responsibility to read, understand and follow the provisions of all guidelines, policies and directives contained within this Operations Manual.

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The Stoney Point Fire Department Operations Manual shall include:

- Standard Operating Guidelines
- Policies
- Directives
- Forms consisting of Stoney Point and other agencies forms and reports
- Governing documents

Preparation of Policies, Directives, Forms and Standard Operating Guidelines

All Documents governing the internal and external operations of Stoney Point Fire Department shall be produced by the Policy Committee, approved by the Board of Directors, and issued by the Fire Chief. The Fire Chief possesses the authority to issue, modify and approve written directives.

Effective Date: The date that the document is initially issued, and the information contained within it becomes effective for all members of the department. This date shall be placed in the lower left corner of every page.

Revised Date: Upon completion of any review or revision, the Revised Date shall be updated. This date shall be placed in the lower left corner of every page, below the Effective Date and shall be considered the effective date of the document.

Approved By: The name of the approval authority for the document. This name shall be included in the bottom right of each page of the document.

Review of Guidelines, Policies, Directives or Forms

- Each document shall be reviewed, at a minimum, once within the calendar year. To this end, the Chairman of the Policy Committee shall convene the policy committee for the purpose of reviewing assigned documents to ensure that they reflect operational realities and best practices currently being used by Stoney Point Fire Department.
- Once the documents have been reviewed by the committee, all recommendations shall be forwarded to the Chairman of the Policy Committee for revision and implementation upon approval of the Fire Chief.

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New or Revised Guidelines / Forms

- Stoney Point Fire Department Supervisors with administrative duties that require the creation of rules, directives or forms shall forward recommendations to the Chairman of the Policy Committee
- Any member that discovers a document that has a discrepancy, or is no longer current, is encouraged to report such information to their Chain of Command for forwarding to the Chairman of the Policy Committee
- Formal proposed changes to any document shall be made using the memorandum format and directed to the Chairman of the Policy Committee. The Chairman in consultation with the Fire Chief will evaluate the proposal and determine an appropriate course of action. This may include the member providing documentation to support the proposed change(s) or being called during a scheduled Officer meeting to discuss the proposed change(s).
- Upon determination that a new or revised policy, guideline or form is required, the Chairman can task the process owners to assist the committee. This assistance could include research into or development of a revised or draft guideline or form.
 - The Chairman of the Policy Committee shall review revised or draft documents for editing and formatting
 - The Chairman shall review all proposed revisions or additions with the Fire Chief and others deemed appropriate
 - The Chairman shall prepare the new or revised document into final form and submit to the Fire Chief and Board of Directors for approval
- Changes to policies, procedures or documents of an immediate nature shall be made by the Fire Chief in memorandum format. The memorandum shall supersede the existing document and shall be followed until a formal change to the policy, procedure or document has been made or until the memorandum has been revoked by the Fire Chief.
- The Chairman of the Policy Committee shall be responsible for indexing, distribution and/or purging of all policies, directives, guidelines, and forms.

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Webpage Forms Site

- Forms are located and updated on the Stoney Point Fire Department's webpage, from which each form can be downloaded as needed
- Each form shall be assigned a number by the Chairman of the Policy Committee and printed in the upper left corner of each form. New or revised forms shall be identified by the words "New" or "Rev" preceding the approval date. The issuance or revision date shall be considered the effective date.
- Upon determination that a new form is needed or that an existing form needs revision or deletion the Chairman of the Policy Committee shall be notified. Creation, revision, or deletion by the Policy Committee shall be at the direction of the Chairman of the Policy Committee. Recommendations concerning the creation, revision or deletion of a form shall be presented to the Policy Committee Chairman. Revised forms shall be presented to the Fire Chief for approval before becoming effective.

Distribution of Written Guidelines

- Each member of the Stoney Point Fire Department shall have access to the Operations Manual or the Department's webpage
- Each new or revised document shall be accompanied by updated instructions as an order issued and signed by the Fire Chief
- Each member shall acknowledge that they have received the new or revised document by signing and dating the Dissemination of Guidelines form (form - 1A.001) accepting responsibility for reviewing the content within policy

Other Correspondence

Facilitation of effective and efficient communications to relay specific correspondence to members related to training, law or policy changes and other pertinent information may be affected through the following formats: I am Responding, email, texts, memorandum webpage announcements, or the mobile computer terminal (MCT).

REFERENCES

Stoney Point Fire Department By Laws

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