



PROGRAM DEVELOPMENT AND NEEDS ASSESSMENT

SCOPE

This guideline shall apply to all members of the Stoney Point Fire Department and shall be adhered to by all members.

PURPOSE

To establish the procedures to review current operational and administrative programs to assess for viability, efficiency, and justification of those programs. This guideline also provides the procedures for the development of new departmental programs to enhance organizational effectiveness.

DEFINITIONS

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

Member – any career, volunteer, staff, and auxiliary personnel affiliated with the department

Shall - indicates a mandatory requirement

GUIDELINES

Stoney Point Fire Department requires many different operational and administrative programs to function efficiently in our role as emergency responders. However, the changing nature of our society, personnel and the fire service require the regular review of these programs to maintain that efficiency. This regular review provides feedback to the department's Chief Officers that are charged with administering these programs. The review also identifies the need for any new programs required to meet Stoney Point Fire Department's responsibilities.

Annual Review

Every Stoney Point Fire Department operational and administrative program is reviewed annually by a committee appointed by the Fire Chief, comprised of Officers and Firefighters. This committee will meet in August of every calendar year to conduct the review and make recommendations. The Fire Chief will appoint a Chairman to supervise the review process and provide a written report on the recommendations of the committee. The Fire Chief shall provide the committee Chairman with a list of all existing departmental programs and a list of all programs that the Chief deems potentially necessary for the upcoming fiscal year.

Policy Number

5C.001

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Programs

Standard Operating Guidelines (SOG)

Annual Review Process

The committee shall schedule sufficient meetings to effectively review every program administered by Stoney Point Fire Department. Each program shall be reviewed for inclusion in the upcoming fiscal year. This review includes but is not limited to:

- The cost effectiveness of the program (staffing and financially)
- Justification (what is the purpose and reason for the program)
- Validation (does the program meet the needs of the requirements)

Additionally, the committee shall address the necessity of new programs to meet requirements or suggestions. This assessment shall include but not be limited to:

- Determining the need for a program to address a requirement
- Determining the financial and staffing costs
- Ascertaining whether an existing program can be modified to include the new requirement
- Providing examples from other departments

Upon completion of the review, the Chairman shall complete a written report detailing their recommendations for the existing programs and any new programs. This report shall be presented to the Fire Chief by December of the calendar year. The Fire Chief will review the report and present the findings to the Board of Directors for review and approval.

References

Stoney Point Fire Department By Laws

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