

(Insert Name) Fire Department
OPERATIONAL GUIDELINE

Preparation of Operational Guidelines	O.G.# 0.01.05	Page 1 of 1
	Eff. Nov 25,2005	Init. of FC

PURPOSE

It shall be the objective of these guidelines to establish the procedures for review and revision of policies.

SCOPE

The Fire Department personnel.

POLICY

The (insert name) fire department will be committed to the production and use of Operational Guidelines to maintain safe and efficient operations.

PROCEDURES

- The establishment of policies shall be a management prerogative, except that participation may be sought from personnel in the development of those guidelines concerning procedures and methods of an operational nature.
- It is the responsibility of the Fire Chief to review and edit new and proposed guidelines to ensure that they are appropriate for the fire department.
- Upon implementation, Operational Guidelines will need to be explained to all personnel.
- All fire department officers shall be responsible for communicating the established Operational Guidelines to all personnel under their command.
- Operational Guidelines shall be delivered in a standard form. All Operational Guidelines shall be numbered with existing Guidelines.
- The Fire Chief is responsible for the final copies of all Operational Guidelines and the distribution.
- The master copy of the Operational Guidelines shall be the responsibility of the Fire Chief
- Any new Operational Guideline shall be introduced by the Fire Chief or designate through the appropriate means to ensure that all members are aware of the new OG or changes to existing OGs.
- Revision to existing Operational Guidelines shall be in conjunction with appropriate personnel.

REFERENCE:

_____ Signature of Fire Chief	This O.G. replaces: Issued on:
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