

(Insert Name) Fire Department
OPERATIONAL GUIDELINE

Operational Guidelines - Definition	O.G.# 0.02	Page 1 of 1
	Eff. Nov 25,2005	Init. of FC

PURPOSE

The “purpose” of the Operational Guideline is described in general terms. One or two brief sentences are used.

SCOPE

The “scope” identifies the specific personnel of the organization to whom the Operational Guidelines applies.

POLICY

A “policy” states the guiding principle or course of action to be adopted while achieving the objective or purpose of the Operational Guideline.

PROCEDURES

A “procedure” states the circumstances under which certain actions are to be taken and sometimes those actions are listed. This section describes what actions are to be taken but should avoid describing how the actions are to be performed. However, some Operational Guidelines may have to state how an action is to be performed, because they are unique.

REFERENCE

This section lists document references such as legislation, standards, FNESS polices and procedures and other Operational Guidelines

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