

**(Insert Name) Fire Department  
OPERATIONAL GUIDELINE**

<b>Preparation of Operational Guidelines</b>	O.G.# 0.03	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 and procedures.

**SCOPE**

The Fire Department personnel.

**POLICY**

The (insert name) Fire Department will be committed to the production and use of operational guideline to maintain and ethical, high moral and efficient operation.

**PROCEDURES**

- The establishment of policies shall be a management prerogative, except that participation may be sought from personnel in the development of an Operational Guidelines. However, all personnel are encourage to write and or develop Operational Guidelines for the betterment of the organization
- It is the responsibility of the Fire Chief to review and edit new and proposed guidelines to ensure that they do not interfere with the standards and or direction of applicable rules or regulations as set out for fire departments
- Upon implementation of any Operational Guideline it is encourage and the responsibility of every employee/member to be able to understand and appreciate the aspect of each issued Operational Guideline
- The Fire Chief or designate shall be responsible for the correct distribution of the current Operational Guidelines and shall maintain the current master copy
- The Fire Chief or designate shall be responsible to format all draft Operational Guidelines into the current format and maintain a numbering system that is in conjunction with the manual number system

**REFERENCE:**

<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature of Fire Chief	This O.G. replaces:  Issued on:
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