


SHELBYVILLE FIRE & RESCUE STANDARD OPERATING PROCEDURES

	SECTION: Preparation of Policies	S.O.P 100.03
	SUBJECT: Organizational	PAGE: 1 of 2
	Approved By:	Effective Date: December 1, 2012
		Revision Date:

Purpose:

To establish a systematic procedure for the preparation or change and or revisions of the Shelbyville Fire Department policies and procedures manual.

Policy:


1. A “policy” shall be defined as: a declared intent or objective that shall be used as a basis for decision and action.
2. A “procedure” shall be defined as: a prescribed or acceptable routine or method of performing or implementing a desired course of action.
3. The establishment of policies shall be a management prerogative, except that participation may be sought from employees in the development of those policies concerning conditions of employment and/or procedures and methods of an operational nature.
4. It shall be the policy of this department, insofar as possible, to establish, in writing, the guiding principles and acceptable methods of action to be used by our personnel.
5. These policies are intended to provide internal consistency.

Responsibility:

1. It is the responsibility of the Chief to review and edit new and proposed policies. It is the responsibility of the members who are assigned to review or revise policies to follow the prescribed review process and to ensure continuity with existing policies.
2. The Fire Department Officers shall be responsible for the distribution of all policies and procedures.
3. The Fire Department Officers shall be responsible for communicating established policy to all employees in their command. Captains shall be responsible for updating the copies of the Operations Manual, which are assigned to their command.

Form:

1. The appropriate standard format and letterhead shall be used when composing the final draft of any given policy or procedure. All numbering and coding shall be consistent with existing policies.
2. The standard typing format will be utilized when typing the final draft of any policy or procedure.
3. Although not at all inclusive, the breakdown of a policy may include:
 - a. ***Purpose:*** The general goal of the policy stated in such a manner so as to indicate why the policy is necessary.
 - b. ***Policy:*** Statements as to what the policy shall be.
 - c. ***Scope:*** The parameters of the subject.
 - d. ***Organization & Staffing:*** The policy may either change existing or create new organizational structure to accomplish its purpose. This may include the formation of a special committee to carry out some function. Staffing may be treated separately, with a delineation of the number of classifications required, and a description of duties and responsibilities.
 - e. ***Authority & Responsibility:*** For purposes of implementing the policy and ensuring its effective operation, authority and responsibility must be clearly defined. Authority may be treated separately from responsibility if the nature of the policy requires it.

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- f. **Procedure:** Generally, the procedures shall be stated after the policy.
- g. **Other Headings:** Other functional sub-headings that are appropriate to the subject matter may be used as necessary.

Preparation Procedure:

In order to insure uniformity and continuity of departmental policy, those members involved in the preparation or change of policy must correctly follow the prescribed standard procedures listed in this text. The following procedure shall be followed when developing a new policy or when processing an unscheduled change in policy.

1. When a need for change is realized or a new policy is desired, the proposed policy should be formulated into a rough draft.
2. Additional staff input may be incorporated into the formulation process through staff meetings and/or other means.
3. The refined proposal should be drafted and sent through proper channels to the Fire Chief for review and approval.
4. The Chief will review the proposal and decide whether the new policy is necessary or not and may approve the policy as is or re-contact the originating member(s) for discussion.
5. If revision is necessary prior to approval, the Chief will contact the originating member(s) and coordinate the revision process.

Review & Revision:

A periodic policy review is recommended on an annual basis. A zero based approach will be utilized as the basis for this review process. This approach involves asking basic questions in order to determine the validity of an existing policy. The idea is to decide whether or not a given policy is still necessary, needs revision, or can remain in effect as it is. The following procedure shall be the process for review and revision of existing policy.

1. If the policy being reviewed is considered invalid, then this should be noted and a recommendation for removal from the system should be forwarded to the Chief.
2. The Fire Chief will review the recommendations and either approve the removal or re-contact the reviewing member for questions and discussion.
3. If removal is not approved, the Fire Chief may re-contact the reviewing members for discussion. After said discussion, the Fire Chief may maintain the original decision or may reconsider. If the decision is to reconsider, the Fire Chief may decide to remove the policy from the system or to have it revised.
4. If, at the beginning of the review process the member charged with that review decides that the policy in question is still valid, then the next step is to determine whether or not a revision of the policy is in order.
5. If no revision is needed, then this recommendation should be made to the Fire Chief for approval.
6. If revision were in order, then a proposed revision would be formulated and sent to the Fire Chief for review and approval.