



Wintergreen Fire and Rescue Standard Administrative Policy	
Subject:	Establishing SAP & SOGs
Reference Number:	ADM 01-001
Effective Date:	21-Jul-04
Last Revision Date:	N/A
Signature of Approval	Curtis Sheets, Chief

Purpose:

The purpose of this guideline is to define and initiate a process in establishing Standard Administrative Policies and Standard Operating Guidelines for Wintergreen Fire and Rescue Departments.

Definitions:

Policy/Guideline Committee – Committee responsible for reviewing the need for and writing Standard Operating Guidelines and Standard Administrative Policies. The committee shall be the Chief, Assistant Chiefs, and Presidents when appropriate.

Standard Administrative Policies (SAP) – Standard Administrative Policies will be prepared for administrative functions such as equipment maintenance, pre-plans, in addition to procedures for following specific regulations, standards, and laws. All personnel are required to follow the Standard Administrative Policies. Standard Administrative Policies shall remain in effect until a written change or revision is approved and released by the Chief of Department. Violations of an SAP shall be handled as a disciplinary issue.

Standard Operating Guidelines (SOG) – Standard Operating Guidelines are organizational directives that establish a standard course of action. They explain what is expected and required of the fire rescue personnel in performing their job safely and define in detail how the department intends to operate under normal circumstances. An SOG will be prepared for emergency response operations such as fire suppression, MVC, hazardous material response, etc.

Policy:

The following steps shall be utilized to establish SAPs and SOGs for the Departments of Fire and Rescue.

1. If a member of the Department feels that a SAP or SOG needs to be established, the member must draft a memorandum or send an email describing briefly the need, importance, and the procedures of the future policy/guideline to the committee chair. The policy committee will analyze the need for the policy/guideline.
2. The Chief will approve or deny the request after analyzing the need for the policy/guideline. If the Chief agrees, the policy/guideline should be written, he/she shall instruct the policy committee to draft the suggested SAP/SOG. If he/she believes the policy/guideline is not necessary, the policy committee will be notified as to why the request was denied.
3. After the policy committee has received the approval of the future policy/guideline, the committee will then start to write the policy/guideline. This policy/guideline should be written clearly and concisely, using a logical and consistent format.

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4. The written SAP/SOG will be clearly marked “DRAFT” while the document is under review.
 5. The approved policy/guideline will be signed and distributed to all personnel. The SAP/SOG will also be located on the Wintergreen Fire and Rescue website and both stations.
 6. Nothing in these policies or guidelines is to be construed as creating any rights to continued membership nor any cause of action against the department, its Officers, or members. These policies and guidelines may be modified, amended, or canceled at any time by the Chief.
 7. Because incidents do not always fit into the fixed categories of Standard Operating Guidelines, all personnel are empowered to undertake courses of action they deem necessary to handle the incident, SO LONG AS THOSE ACTIONS ARE:
 - a. safe
 - b. team-based (with regard to other members and agencies)
 - c. attentive to human needs (of patient, family)
 - d. respectful (to patient, family, public, and other agencies)
 - e. appropriate
 - f. reasonable (what would others with your training and experience do?)
 - g. ethical (fair and honest in every way)
 8. All decisions by management as to the interpretation of such policies and guidelines will be final and binding on all personnel concerned.