



Wintergreen Fire and Rescue Standard Administrative Policy	
Subject:	Establishing SAP & SOGs
Reference Number:	ADM 05-001
Effective Date:	21-Jul-04
Last Revision Date:	24-Dec-20
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:

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 the 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 an 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 Chief and/or Deputy Chief.
2. The Chief or Chief's 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 draft and format the policy for final review.
3. The approved policy/guideline will be signed and distributed to all personnel via email for review. The SAP/SOG will also be located on the Wintergreen Fire and Rescue website. All full-time staff shall review the updated policy when notified by the end of their next scheduled shift.
4. 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.

5. 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 would do?)
 - g. ethical (fair and honest in every way)
6. All decisions by management as to the interpretation of such policies and guidelines will be final and binding on all personnel concerned.