



FIRE RESCUE

ALBEMARLE COUNTY

STANDARD ADMINISTRATIVE POLICY

Subject:	Establishing SAPs and SOGs
Reference Number:	SAP-DEP-001
Effective Date:	1 January 2004
Last Revision Date:	N/A

Signature of Approval:

J. Dan Eggleston, Chief

Purpose:

The purpose of this policy is to define and initiate a process in establishing Standard Administrative Policies and Standard Operating Guidelines for the Albemarle County Department of Fire Rescue.

Background:

This Standard Administrative Policy is designed to provide a procedure in establishing Standard Administrative Policies and Standard Operating Guidelines for all Albemarle County Fire and Rescue personnel. It has been determined that time is of an essence, so each Standard Administrative Policy or Standard Operating Guideline should be developed, reviewed, and distributed within three months of the policy committee receiving the request from the Chief of the Department of Fire Rescue.

Definitions:

Albemarle County Fire Rescue Policy Committee (ACFRPC) – Committee responsible for reviewing the need for and writing Standard Operating Guidelines and Standard Administrative Policies.

Standard Administrative Policies (SAP) – Standard Administrative Policies will be prepared for administrative functions such as the hiring/promotional process, 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 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 Department of Fire Rescue:

1. If a member of the Department of Fire Rescue feels that a SAP or SOG needs to be established, the member must draft a memorandum or send an e-mail describing briefly the need, importance, and the procedures of the future policy/guideline. The policy committee will analyze the need for the policy/guideline and forward their recommendations to the Chief of the Department of Fire Rescue.
2. The Chief of the Department of Fire Rescue 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 gather information, identify and analyze alternatives, select an alternative, and write the policy/guideline. This policy/guideline should be written clearly and concisely, using a logical and consistent format.
4. The written SAP/SOG will be clearly marked "DRAFT" while the document is under review. At this point, the "DRAFT" will then be returned to the Chief for review/comments, or approval. If the Chief has comments, he/she

will then send the "DRAFT" to the policy committee for corrections. Step 3 and 4 will take place until the Chief has approved the policy/guideline.

5. The approved policy/guideline will be signed and distributed by email to all personnel. If the SAP/SOG requires the participation of the volunteer organizations, a copy will also be distributed by email to the volunteer chiefs. The SAP/SOG will also be located on the Albemarle County Fire Rescue team services site. It is the responsibility of the station officer to make sure the station SAP/SOG book is updated with new and revised copies.