

	<h1>COMMERCE FIRE DEPARTMENT</h1> <p>Standard Operating Guidelines</p>
	Subject: Amendments to SOGs
	Reference Number: 1.08
	Effective Date: 12/5/2013 Last Date Revised: 9/1/2015
Approved By: Chief Kevin Dean	

Purpose: The purpose of this Standard Operating Guideline (SOG) is to outline the format SOGs are to be written in, the organization of the SOGs, amendments, and the approval process. Also to establish an easily accessible reference for communicating guidelines to all personnel.

Policy: These guidelines shall be in accordance with *NFPA 1500, Standard on Fire Department Occupational Safety and Health Program*, and/or *NFPA 1201, Standard for Providing Emergency Services to the Public*.

Scope: This SOG applies to all department members.

Organization:

The SOGs will be organized in 7 sections as follows:

1. Organization
2. Fireground Operations
3. Incident Management
4. Training
5. Equipment
6. Hazardous Materials
7. Prevention & Special Programs
8. Miscellaneous

General:

I Knowledge of the Contents of the Manual. All Commerce Fire Department personnel shall be familiar with the contents of the SOGs and shall adhere to the guidelines contained within. Failure to comply with an applicable SOG can result in disciplinary action.

II Location of the SOG Manual. One SOG Manual will be maintained in the day room of each fire station that has living accommodations and will be accessible to all personnel. Additionally, one SOG manual will be kept in the Chief's office. Manual shall not be removed from station at any time.

III Updating SOGs. The SOG Manual will require continuous review and updating as the needs of the Department change.

A. A request for the revision, deletion or addition of a SOG may be drafted at any level of the Department and submitted through the chain of command for approval. Upon receipt of a request, the Chief of Department may designate someone with knowledge of the particular subject to consider the request and, if indicated, to draft the SOG. This draft shall be circulated for review to appropriate supervisory personnel and technical experts within the Department.

B. Once the draft has been reviewed and revised, the Chief of Department will decide if the SOG is to be issued and if any further modifications are needed. No SOG will be issued without the Chief's approval.

C. When a new or updated SOG is developed and approved, a memorandum drawing attention to the new SOG, will be sent to each individual. The SOG and Table of Contents will be replaced in the SOG Manual and the old Table of Contents, and any SOGs that are rescinded by the new SOG, will be removed from the manual and discarded.

IV Referring to the Manual. The manual is divided into nine (9) sections. To find an SOG, look in the appropriate section of the Table of Contents.

V Limitations of the Manual. The SOG Manual is a dynamic document that provides guidelines for the operation of the Commerce Fire Department. It is being issued initially with a limited number of SOGs. Existing SOGs will be reviewed periodically and updated as necessary to meet changing administrative and service demands.

A. Because the Manual will never be able to address every situation that may be encountered, personnel will need to use good judgment in applying the guidelines, coupled with training and experience. Just because a guideline does not exist for a particular situation, does not mean that actions should not be taken to address an administrative or operational problem.

- B. The Manual is not intended to take the place of federal, state or local laws, City policies or training that personnel receive. If there is a conflict between an SOG and a City policy, or an SOG and a law, the law or City policy will take precedent.