

	GENERAL GUIDELINE DEVELOPMENT		2014revb
	AUTHORED BY: Lt. Cy Pollema	FESSAM # 3A	EFFECTIVE DATE: 9/12/2014
	APPROVED BY: Fire Chief Mark Miller <i>Mark Miller</i>		REVISION DATE: 9/12/2017

Procedure

General guidelines provide the written instruction for non-incidecnt related operations by all personnel. Guidelines contain sufficient detail to provide for consistent operations within the department. Guidelines are developed and reviewed prior to implementation. They follow a consistent format and procedures are in place to assure guidelines represent current best practices. Updates are performed based on either a time-frame or a demonstrated need. Guidelines can be removed if they are shown to no longer reflect a valid practice of the department. A flowchart is provided in Appendix A for reference.

Guideline Identification

Each guideline will be titled by subject and identified by the date it was written and the current revision identified by letter. Revision identification letters will start at 'a' and continue in order through the alphabet. If revision continues past 'z' a second column will be started (i.e. x, y, z, aa, ab, ac). If a guideline is in the initial draft phase, the term 'draft' will be used at the end of the title. If a guideline is undergoing revision, the phrase 'under revision' will be used at the end of the title.

Guideline Selection

The topic of a guideline is determined by command staff. A new guideline topic can also be requested by any member of the department. This request should be submitted to the operations chief through the chain of command for consideration. The operations chief will present the idea to command staff. If command staff determines a need for a new guideline, it will be assigned an appropriate title and identification number by the operations chief.

Guideline Author

The author of a guideline will be selected by the operations chief. This selection will be based on the background knowledge of the author. Consideration will be made for current workload and assignment. The operations chief will obtain approval from the author's supervisor and will submit a request in writing to the author which includes the title and basic goals for the guideline as determined by

command staff. The deadline for completion of the first draft will be determined by the author, the author's immediate supervisor, and the operations chief.

Guideline Terminology

A guideline should be written using clear and concise language. All guidelines will follow a consistent format as outlined in Appendix B 'Guideline Format'. The content of the guideline should be written in plain English at a level to be understood by all ranks. The guideline should be unambiguous while still allowing for flexibility based on the situation. If a specific aspect of the guideline represents a critical safety factor that cannot be considered flexible, then the author will use the term "shall" to describe this aspect. **The term "shall" will only be used in reference to critical life safety aspects of the guideline.**

Guideline Review

A guideline draft/revision will be reviewed by three personnel. The personnel will be selected by the 'Guidelines' program coordinator. The review process is a peer review. All feedback and revision provided in the peer review process needs to be addressed by the author. If, after revision is complete, the author and reviewers do not agree on final content, the operations chief will have the authority to provide direction on final content. Once a draft/revision has completed review, the revision history will be updated to include the time frame of review and a summary of significant changes made and reasons for those changes.

Guideline Approval

Final approval is provided by the fire chief. The operations chief will provide command staff with the guideline draft. Command staff will examine the guideline and provide the operations chief with input. The operations chief will discuss this input with the fire chief. The fire chief will make the final determination as to whether the guideline will be placed into practice or if additional revision/review is required. If accepted into practice, the guideline will have one final review for grammar and format, at which time "draft" will be removed from the title and the guideline will be provided to the fire chief for signature. Finally, the guideline will be placed in the appropriate folder and notification will be made to the department that the guideline is now in effect.

Guideline Updates

All guidelines must be returned to "revision" status three years after approval. The 'Guideline' program coordinator will monitor guideline status to assure necessary revisions are completed. Review and approval must be completed before the guideline can be put back into practice. Command staff can also return a guideline to revision status based on a significant change in operating procedures of the department. Request for updates can be made by all personnel through the chain of command.

Guideline Removal

A guideline can be removed by command staff if it no longer represents a valid procedure in the department. If a guideline is removed, this information should be provided to the department including

the reasons for removal. The guideline will then be archived to provide historical record. The term “rescinded” will be placed in the Revision Date field. All rescinded guideline information should be archived in a consistent location.

Revision History

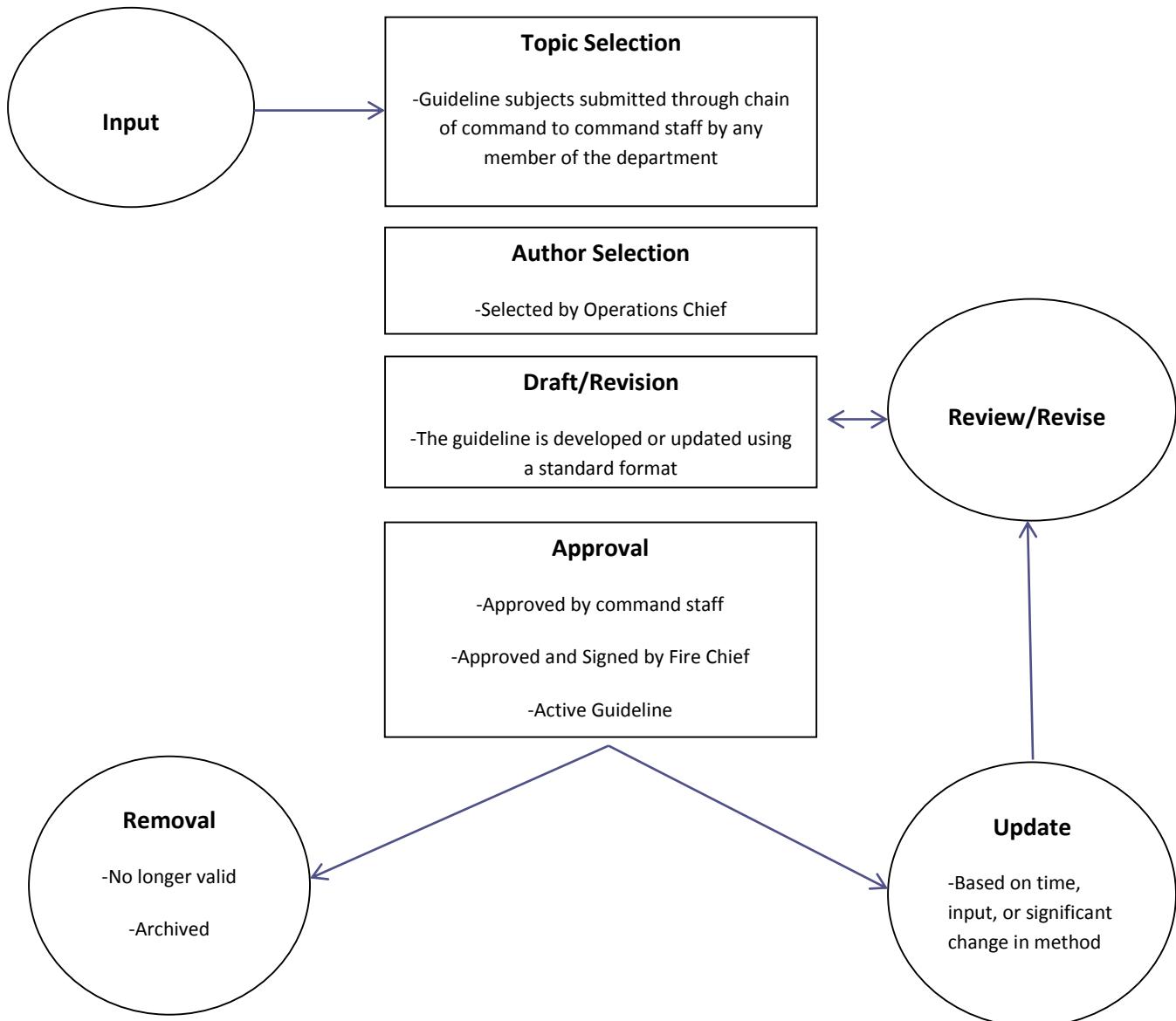
9/12/14 Updates made to simplify the identification number and provide space for a specific FESSAM # reference. Summary and Purpose sections removed since they provided only redundant information. Guideline identification changed to only reflect date and revision letter. The previous identification number provided category, application, and date. The category and application are now identified in the FESSAM #. References to an identification number have been removed. Guideline draft/revision section removed since it was devoted to the identification number. Guideline review changed to allow the program coordinator to assign appropriate reviewers instead of the operations chief. Appendix B updated to show the simplified date/revision and FESSAM #. Appendix C and D removed since no identification number is used and no summary report is written with the current procedure.

6/1/15 Added recommended changes as suggested by employee transfer law firm.

References

No references cited.

Appendix A: Flowchart



Appendix B: Guideline Format

	TITLE	2014 revA
	AUTHORED BY: APPROVED BY: Fire Chief	FESSAM # EFFECTIVE DATE: 2/1/2012
		REVISION DATE: 2/1/2015

Procedure:

- Sets forth procedural guidelines for fire department operations.

Revision History

- Provides record of all changes made through the history of the document.

References:

- References should utilize standard American Psychological Association (APA) format:
 - **Books:** Last Name, Initial Author, followed by last names and initials of other authors if any. (Year of Publication). *Title*. Place of Publication: Publisher.
 - **Journal Articles:** Last Name, Initials of Author, followed by last names and initials of other authors if any. (Year of Publication). Title of article. *Title of Journal, Volume*, Page Numbers.
 - **Online Works:** Last Name, Initials of Author, followed by last names and initials of other authors if any. (Year of Publication). *Title of work*. Publisher or Organization that placed work online. Retrieved Month Day, Year, from the World Wide Web: URL