

COLUMBIA FIRE DEPARTMENT

STANDARD OPERATING GUIDELINES ADM-001

Standard Operating Guidelines Manual

PURPOSE: To establish an easily accessible reference for communicating Columbia-Richland Fire Service guidelines to all personnel.

SCOPE: These guidelines apply to all Columbia-Richland Fire Service personnel and to Columbia Central.

POLICY:

I Knowledge of the Contents of the Manual. All Columbia-Richland Fire Service personnel shall be familiar with the contents of the SOG manual and shall adhere to the guidelines contained in the manual to the extent possible. 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 alarm room of each fire station that has living accommodations and will be accessible to all personnel. Additionally, one SOG manual will be assigned to the City Manager's Office, the City Personnel Department, the Fire Chief, each Assistant Chief, each Battalion Chief and to the Fire Prevention Bureau, Training Bureau, Records Bureau, Logistics Bureau and Columbia Central. Manuals assigned to the bureaus and to Central will be kept in an accessible location available to all employees of the work unit.

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, a copy of the SOG and an updated Table of Contents will be sent to each station, bureau and individual who has a manual. The SOG and Table of Contents are to be placed in the SOG Manual and the old Table of Contents, and any SOGs that are rescinded by the new SOG, will be removed from the manual and discarded.

D. The memorandum shall be placed on the memos clipboard. The contents of a manual can be confirmed by referring to the Table of Contents which lists each current SOG, its assigned number and the date it was issued. The issued date for the Table of Contents will be shown on each page of the Table of Contents so that personnel can ensure that they have a current version.

E. At a fire station, when the SOG is received the officer on duty will,

1. Meet with all on-duty personnel to explain the guideline.
2. Replace the old table of contents with the new table of contents.
3. Insert the new guideline according to its number.
4. Remove any old guidelines that are rescinded.
5. Post the accompanying memorandum about the guideline on the clip board.

F. At a bureau or at Columbia Central the appropriate supervisor will,

1. Meet with all personnel to explain the guideline.
2. Replace the old table of contents with the new table of contents.
3. Insert the new guideline according to its number.

4. Remove any old guidelines that are rescinded.

G. All individuals who are issued manuals shall,

1. Read the new SOG.
2. Replace the old table of contents with the new table of contents.
3. Insert the new policy according to its number.
4. Remove any old policies that are rescinded.

IV Referring to the Manual. The manual is divided into two sections. One is for administrative guidelines, the other for operational guidelines. To find an SOG, look in the appropriate section of the Table of Contents. In general, administrative guidelines transmit internal regulations and procedures that support administration of the Fire Department, while operational guidelines indicate how services are to be provided to the public.

A. Administrative Guidelines will be designated ADM-[number]. Operational Guidelines will be designated OPS-[number]. While the numbering will generally be sequential, there may be gaps in numbers as the result of anticipated SOGs and rescinded SOGs. The Table of Contents will show all current SOGs.

V Limitations of the Manual. The SOG Manual is a dynamic document that provides guidelines for the operation of the Columbia-Richland Fire Service. It is being issued initially with a limited number of SOGs. Additional SOGs will be issued with a priority placed on developing SOGs that are central to the Department's administration and services. 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 judgement 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.

C. Nothing in this manual or in any of the City's or Fire Departments policies shall be deemed to constitute a contract of employment and all employees of the City are employees-at-will who may quit at any time for any reason and who may be terminated at any time for any or no reason. No oral or written promises or representations by a manager or supervisor will change the at will status of an employee. Only the City Manager has authority to enter into contracts of employment and any such contracts must be in writing and signed by him.