
	STANDARD OPERATING GUIDELINE				
	ADMINISTRATION				
	STANDARD OPERATING GUIDELINES				
	Effective: 01/Jul/1997	Revised: 26/OCT/2020	S.O.G. #: A-102	Page: 1 of 2	

1.0 Purpose

- 1.1 The purpose of this guideline is to establish a process for the development, review, implementation, and modification of Standard Operating Guidelines of the Highland Park Fire Department.
- 1.2 The objectives of this standard are to define the procedures for the following subject areas related to the Standard Operating Guidelines:
 - 1.2.1 Standard Operating Guideline development and modification.
 - 1.2.2 Standard Operating Guideline review process.
 - 1.2.3 Document implementation.

2.0 General Guidelines



- 2.1 The Standard Operating Guidelines are created to serve as general guidelines established for the administrative and operational functions of the Department.
- 2.2 To the extent the Standard Operating Guidelines cover a subject contained in or conflict with a provision of the Employee Handbook or the collective bargaining agreement, the Standard Operating Guidelines do not supersede the Handbook and/or the collective bargaining agreement and the Employee Handbook and/or the collective bargaining agreement will control.
- 2.3 These Standard Operating Guidelines may be modified in emergency situations, if in the judgment of the Incident Commander, Battalion Chief, or Company Officer, a modification is required to facilitate successful results. Always be able to justify deviating from an operational guideline.

3.0 Development of Standard Operating Guidelines

- 3.1 Guidelines for operational and administrative functions will be developed as required, or when a need for a written procedure is identified by any member of the Department.
- 3.2 Requests for the development or modification of a Standard Operating Guideline should be forwarded to the Operations Battalion Chief.
- 3.3 The Operations Battalion Chief will work with the member(s) suggesting the need for, or modification of, a Standard Operating Guideline to coordinate the development of the document.
- 3.4 A committee format is suggested for procedures requiring feedback from various entities of the Department.

4.0 Review of Drafts of Proposed Standard Operating Guidelines

- 4.1 Drafts of Standard Operating Guidelines will be distributed to the City Manager, Fire Chief, Deputy Fire Chief, Battalion Chiefs, and any other applicable personnel.
- 4.2 After development or modification, the document will go through the Standard Operating Guideline Review Process, which allows the City Manager's Office and all Department personnel the opportunity to comment on the document.

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4.3 All comments and/or questions about the Standard Operating Guideline should return in writing by the date established on the Review Process form. This review period will be for a minimum of seven (7) days.

4.4 Final modifications to the Standard Operating Guideline will then be made, if required, and receive the Fire Chief's signature prior to its distribution in the finalized form.

5.0 Standard Operating Guideline Implementation

5.1 Standard Operating Guidelines, or any applicable modifications thereof, will be implemented and/or become effective immediately upon distribution.

5.2 Company Officers will make sure all personnel are familiar with the implementation and/or modification of Standard Operating Guidelines.

6.0 Reference

Highland Park Fire Department

Highland Park Firefighters Association, Local 822, Contract: Section 3.2, Rules and Regulations

Approved:  Fire Chief