

**Manasquan Fire Department  
Manasquan Fire District #1  
Standard Operating Guideline**

100.15

**Title: Policy for the Development of  
Guidelines**

**Date Issued: December, 2006  
Date Last Revised: NEW  
Revision Number: New  
Total Pages: 1**

**Purpose:** To ensure consistency in all guidelines within the Manasquan Fire Department/Manasquan Fire District #1, a Standard Operating Guideline manual shall be established for all members and a standard format should be followed. This guideline will provide guidance for all future guidelines that may be developed, adopted, altered or implemented within the Manasquan Fire Department/District S.O.G. manual.

**Scope:** This guideline shall cover all current and future Standard Operating Guidelines within the organization.

**General:** In order to maintain Fire Department's personnel on going safety, efficiency, and professionalism, modifications of the Standard Operating Guidelines must occur as the need arises. The following will act as a guideline for the audit and modification of all S.O.G.s within the organization.

Whenever a new policy for the S.O.G.s is to be instituted, or an existing S.O.G. is to be revised the following steps will be taken.

- a. Person that is initiating the policy will develop a rough draft of the proposed changes.
- b. Employee will then deliver a copy of the draft to the Fire Chief for review and suggestions
- c. Employee will next complete a final draft taking into consideration remarks and concern from the Fire Chief.
- d. The final draft will be forwarded to the Fire Director for his review and approval.
- e. The reviewed draft will then be forwarded to the Fire Chief for his approval.
- f. Once approved it will be entered into the S.O.G.s manual by the Fire Director.

### **100.15.01 S.O.G.s Copies**

The S.O.G. manual will issued to each company on a CD disk. Printed copies will be kept by the Fire Chief and Fire Director. SOGs will also be available on the Fire District website. [mansquanfire.org](http://mansquanfire.org)