



RUSSELLVILLE FIRE DEPARTMENT
POLICY MANUAL

Policy Number:
Section:
Original Date:
Revised Date:

PURPOSE

The purpose of this Policy Manual is to provide a means of compiling all departmental policies in a simple, readily accessible manual that is easily updated.

POLICY

According to the National Fire Protection Association (NFPA), a standard operating procedure is “an organizational directive that establishes a standard course of action.” In other words, SOPs are written guidelines that explain what is expected and required of fire service personnel in performing their jobs.

SOP’s vs SOG’s

An issue sometimes arises within fire service organizations about whether to use the terminology “standard operating procedures” (SOPs) or “standard operating guidelines” (SOGs). Some experts feel that the term “procedures” implies relatively inflexible task steps or instructions, while “guidelines” implies more discretion in performing the job. A review of related legal proceedings indicates that terminology is less important than content and implementation of SOPs/SOGs. Courts tend to assess liability based on factors such as:

- Systems in place to develop and maintain SOPs/SOGs
- Compatibility with regulatory requirements and national standards
- Consideration of unique departmental needs
- Adequacy of training and demonstration of competence
- Procedures used to monitor performance and ensure compliance

For convenience, the traditional terminology “standard operating procedures” is used throughout this manual.

The policies in this manual are intended to provide direction and guidance to all Fire Department personnel in a uniform and consistent department wide application. Fire Department policies are not intended to replace the City of Russellville Administrative Policies, Personnel Policies, or Civil Service Rules and Regulations.

It is the responsibility of the members of the Department through the Executive Staff to recommend policies, revisions to policies and to recommend discontinuance of obsolete or inappropriate policies.

The Fire Chief and/or his designee is responsible for receiving proposed policies, to schedule reviews, and to assign sections and numbers.

It is every member’s responsibility to be familiar with the contents of the RFD Policy Manual and related documents. The Policy Manual is indexed electronically and accessible through the department website.

Approved

Fire Chief

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Review and Adoption:

- A. Individual employees may submit proposed policy to the Fire Chief or his designee through the Executive Staff. All draft policies shall be marked “draft” prior to final approval. The proposal shall provide any necessary clarification, background or supporting documentation.
- B. All proposals will be reviewed by the Executive Staff.
- C. The Executive Staff may recommend to the Fire Chief any or all of the following:
- Revisions to the proposed policy,
 - Cancellation of an inappropriate policy,
 - Return the policy to the originator for revisions,
 - Adoption of the policy.

Approved

Fire Chief

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