



NORTHERN WAKE FIRE DEPARTMENT
STANDARD OPERATING PROCEDURES

TITLE: SOP and SOG Development and Review Process	SECTION/TOPIC: General Administration
SOP NUMBER: 100-15	ISSUE DATE:
REVISION DATES: 2/20/2023	APPROVED BY: Gary Vickerson <i>G. Vickerson</i> <hr/> PRESIDENT – BOARD OF DIRECTORS Blake S. Wright <i>Blake S. Wright</i> <hr/> FIRE CHIEF

I. PURPOSE

- A. This Standard Operating Procedure defines the process for establishment, and review and implementation of Standard Operating Procedures (SOPs) and Standard Operating Guidelines (SOGs) for the Northern Wake Fire Department.

II. SCOPE

- A. This Standard Operating Procedure applies to all Northern Wake Fire Department Personnel.

III. DEFINITIONS

- A. **Standard Operating Procedure (SOP):** A set of written instructions that describes the step-by-step process that shall be taken to properly perform actions or processes described.
- B. **Standard Operating Guideline (SOG):** are documents that provide a general overview of the best practices in the Northern Wake Fire Department. SOG's provide latitude to deviate from the described best practice if "Reasonable Justification" can be made. SOG's will be related to fire department Operations level practices.
- C. **Reasonable Justification:** Done upon adequate reasons sufficiently supported by credible evidence, when weighed by an unprejudiced mind, guided by common sense and by correct rules of law.
- D. **Purpose:** to provide detailed instructions on how to carry out a task so that any employee can carry out a task correctly every time.
- E. **Scope:** Whom or what in which the set of Procedure/Guideline applies.
- F. **Draft Policy:** a proposed new policy, revision, or rescission that is submitted for review by the Administrative Team.
- G. **Administrative Team:** All Chief Officers and Administrative Assistant(s).
- H. **Operations Team:** Chief Officers assigned to Operations functions within the fire department.
- I. **SOP Review Team:** Three (3) Members of the Northern Wake Fire Department Administrative Team.
- J. **Review Period:** 7 calendar days or 1-week.

IV. PROCEDURE

A. Development of New SOPS.

1. SOP's will be classified as one of 2 series, 100 Series (General Administrative) and 200 Series (Personnel).
2. When the need to establish a new procedure is identified, a Purpose and Scope must be developed.
3. Definitions must be developed and defined to provide clarity and context.
4. The Procedure will be written using the Definition and Scope to provide additional direction and outline as a draft policy.
5. Once the Draft is complete, it will be submitted to the Fire Chief to be presented at the next scheduled Administrative Team meeting for review and vetting.
6. Edits will be made at the Administrative Team meeting.
7. After being vetted by the Administrative Team, the Fire Chief shall share a final "Draft" copy with members of the organizations for a 7-calendar day review period.
 - a. Any comments or concerns shall be submitted back to the Fire Chief in writing.
 - b. The Fire Chief should then share the comments/concerns with the Administrative Team for further review and consideration.
8. After the review period and being fully vetted by the Administrative Team, the Fire Chief shall review the edits and then sign the ~~Policy~~ Procedure and forward it to the President of the Board of Directors ~~for his signature~~.
9. The President of the Board of Directors shall review the policy and ensure best Practices are being established from a legal and human resources perspective.
 - a. If deemed necessary, he or she will request a review by an attorney at the next scheduled Board of Directors Meeting.
10. Once reviewed by the President of the Board of Directors, he or she shall sign the Procedure and send it back to the Fire Chief.
11. Once the SOP has been signed by both the Fire Chief and Board President, it will be sent to the membership and a copy placed on the Membership side of the department website for access.

B. Development of SOG's.

1. SOG's will be classified as 300 Series (Operations).
2. When the need to establish a new guideline is identified, a Purpose and Scope must be developed.
3. Definitions must be developed and defined to provide clarity and context.

4. The Guideline will be written using the Definition and Scope to provide additional direction and outline a draft guideline.
5. Once the Draft is complete, it will be submitted to the Fire Chief and Operations Team.
6. Edits will be made by the Fire Chief and Operations Team.
7. After being vetted by the Operations Team, the Fire Chief shall send a final "Draft" copy to members of the organization for a 7-day review period.
 - a. Any comments or concerns shall be submitted back to the Fire Chief in writing.
 - b. The Fire Chief should then share the comments/concerns with the Operations Team for further review and consideration.
8. After the review period and being fully vetted by the Operations Team, both the Fire Chief and the Chief of Operations, will sign the SOG.
9. Once the SOG has been signed by both the Chief of Operations and Fire Chief, it will be sent to the membership and a copy placed on the Membership side of the department website for access.

C. SOP Review

1. SOP's will be reviewed on an annual basis.
2. The Fire Chief shall select annually, in January, (3) members of the Administrative Team to serve on the SOP Review Team.
3. No one (1) member of the SOP Review Team may serve more than 3 consecutive years, thus requiring the Fire Chief to select one (1) new member each calendar year in January.
4. The SOP Review Team will review 100 Series (General Administrative) from January 1st through June 30th and suggest edits as need to the Administrative Team.
5. The SOP Review Team will Review 200 Series (Personnel) from July 1st through December 31st and suggest edits as needed to the Administrative Team.
6. The Fire Chief may request the review of any SOP, by the SOP Review Team, at anytime to maintain compliance with the Northern Wake By-Laws, Fire Protection Agreement (Wake County Contract), or as needed to maintain best practices.

D. SOG Review

SOG's will be reviewed on an annual basis by the Fire Chief and Operations Team from January 1st through December 31st.