

## POLICY

The Standard Operating Procedures or Guidelines (SOPs or SOGs) are work rules and instructions that assist in consistent and effective training, performance, and supervision of employees in administrative and operational environments.

SOPs or SOGs must be consistent with District policies and practices and may not provide employee entitlements, beyond those contained in the District policies and practices. The District will neither honor nor support SOPs or SOGs which conflict with or are contrary to District policies and practices.

SOPs and SOGs shall not constitute an agreement or contract, and may be changed, amended, or rescinded with or without notice to employees. SOPs or SOGs must be submitted to the Personnel Officer for record review and retention.

## RESPONSIBILITY

The **District Manager** and **Fire Chief** are responsible for developing SOPs or SOGs, obtaining a review of a SOP or SOG from the Personnel Officer, and for communicating SOPs or SOGs to employees.

The **Personnel Officer** is responsible for reviewing SOPs or SOGs and for advising the Fire Chief on a SOP's or SOG's consistency with District policies and practices.

The **Personnel Officer** is also responsible for maintaining records of SOPs or SOGs.

## PRACTICES

1. SOPs or SOGs may include but are not limited to: leave requests and reporting procedures; orientation and training; time accounting; apparatus and equipment maintenance schedules; on-call schedules; uniform requirements; the National Incident Management System (NIMS); communications; accountability; Rapid Intervention Teams; etc.

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2. Prior to implementation, SOPs or SOGs, including revisions, must be submitted to the Personnel Officer for review. The Personnel Officer will advise the District Manager or Fire Chief of a SOP's or SOPs' consistency with District policies and practices.
3. SOPs or SOGs should be communicated to employees verbally and in writing, which may include emailing, distributing printed copies, or posting on the District's website.

RELATED POLICIES

Policy Revisions 130

Employee Orientation 212

Security 854

REVISION HISTORY

Revision Date	Author	Revision Details
May 24, 2021	Monte Olsen	Initial version