

# HAMILTON FIRE DEPARTMENT STANDARD OPERATING GUIDE

PROCEDURE:	ADMINISTRATIVE	POLICY A-1
TITLE:	Operating Guides	

**PURPOSE:** The purpose of this guide is to establish a procedure for generating and implementing Standard Operating Guidelines for the Hamilton Fire Department. The Hamilton Fire Department utilizes Standard Operating Guides in place of Standard Operating Procedures.

**SCOPE:** Operating Guides are general sets of written direction that shall be followed as appropriate. They are useful as reference guides and should promote a consistent and healthy atmosphere in which to perform duties. These SOGs establish guidelines and since no written document can anticipate every foreseeable situation they shall be implemented in a general sense. Personnel must also rely on their training and experience to make appropriate decisions while performing their duties.

The Hamilton Fire Department will establish guidelines in the following categories:

- Operations
- Personnel
- Administrative

**ESTABLISHMENT:** SOGs may be established by one of the following methods:

- The Chief of the department may establish an SOG at any time
- Any Officer or Firefighter of the department may generate an SOG. The proposed draft shall be reviewed by the department Line Officers and then forwarded to the Chief with their recommendations for final approval.
- New SOG's shall be publicly announced and conspicuously posted for 30 days prior to adoption.

**DISTRIBUTION:** All members will have access to the SOGs. SOGs will be maintained in a binder located in the radio room. Electronic access will also be available on the official webpage located at [www.hamiltonfd.org](http://www.hamiltonfd.org). All HFD SOGs are available for viewing by the general public. HFD SOGs are the property of the Village of Hamilton and may not be copied or redistributed without the approval of the Fire Chief.

**NOTICE:** Hamilton Fire Department SOGs are subject to update/change without notice. The department is responsible for maintaining current SOGs at the locations listed above. The reader is responsible for verifying that they have current information.

**REVIEW:** All SOGs shall be reviewed on an annual basis by the Fire Chief.

APPROVED BY:	Ross Hoham	EFFECTIVE DATE:	4/09/05
TITLE:	Fire Chief	LAST REVISION:	2/25/08