

Manhattan Fire Protection District

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| Standard Operating Procedure | Section: ADMINISTRATION | Page 1 of 1 |
| | Subject: Preparation, Revision, Deletion, and Approval of Standard of Operating Procedure | Date 8/27/90 SOP# 100-1 |

PURPOSE

The purpose of this procedure is to provide a guideline for preparation, revision, deletion and approval of a Standard Operating Procedure (SOP) for the Manhattan Fire Protection District.

SCOPE

This procedure applies to ALL personnel Implementing or revising any SOP.

ENFORCEMENT

The primary responsibility for adherence to this procedure rests with each individual. The SOP Committee is responsible for enforcement of this procedure. Authority to deviate from this procedure rests with the SOP Committee.

DEFINITION

SOPs shall consist of a purpose, scope, enforcement, definition and application.

APPLICATION

This SOP shall be used by all personnel according to the following guidelines:

1. Identify the need for a new procedure or a revision to an existing procedure.
2. Utilize standard SOP format (ATTACHMENT) to outline the requirements of the procedure.
3. Submit the completed procedure (or revision) to the SOP Committee for review.
4. The SOP Committee shall determine the need for further explanation or alterations to the submitted procedure.
5. The SOP shall state:
 - a. Section- the applicable section of the SOP index.
 - b. Subject- a description of the operation or equipment to which type procedure applies.
 - c. Purpose- clear statement of the actual purpose of the procedure,
 - d. Scope- statement of who the procedure applies to.
 - e. Enforcement- statement of responsibility for adherence to the procedure.
 - f. Definition- a description of subject matter.
 - g. Application- step by step instructions required to perform the function or task.
6. Upon completion or review by the SOP Committee, the new or revised procedure shall be submitted to the Fire Chief and his officers for review and signature of the Fire Chief or his designee.
7. Distribution of the Approved SOP to all fire department personnel shall be accomplished by the SOP Committee.

Chief Signature Dale VanderBoegh Date 8/27/90

