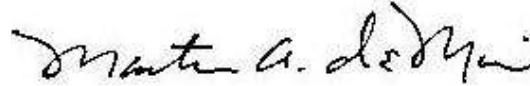


Payson Fire Department Standard Operating Procedures

Section: General
Subject: SOP and General Order
Template & Adoption

SOP # 2.1.1
Date: 12/10
Revision Hx: 9/12, 3/13



PURPOSE

The purpose of this policy is to provide guidelines for the management of the Payson Fire Department SOPs and General Orders

POLICY

All department SOPs and General Orders should be produced in the Microsoft Word 2010 format using this SOG/General Order template. The development, adoption and revisions of SOPs and General Orders shall follow established guidelines.

PROCEDURE

The format of these documents should include three sections. The 'Purpose' section should be the reason the SOP/General Order is being published. The 'Policy' section should describe the desired outcome or what will be accomplished. The 'Procedure' section will detail how to do it.

Implementation

When the need for a policy or change is identified an initial draft will be written. The responsibility for the development or revision of SOPs or General Orders may be assigned to any member of the Department. All drafts will include the "DRAFT" watermark found at 'Page Layout', 'Watermark', click on 'Draft 1' in the dropdown menu. New language in revisions will be highlighted and deleted language will have strikeouts. Once written, the initial draft will be submitted to staff for review. Drafts will be returned to the originator with comments (originator must be sure to include his/her name on initial draft). The originator will make changes based on staff comments and submit the modified draft to the Fire Chief or his designee, who will decide whether to resubmit for further staff review or to finalize the policy. Once approved, the Fire Chief will publish and distribute the final product. The "DRAFT" watermark will not be removed until this point in time. SOP/General Order tracking numbers will be assigned by the Fire Chief or his designee. Originators can use this SOP as a template for SOPs or General orders and insert their text in the appropriate sections. Save your document with a different file name and location.

Distribution

The complete set of SOPs and General Orders will be available for viewing on the Town's intranet.

Maintenance and Training

The originators will be responsible for maintaining the SOP or General Order, revising them when

necessary. It will be the responsibility of the chief officers to see that all personnel in their charge are informed of new or updated policies and procedures.

Layout and Font

The page setup should be as follows:

Margins:

Top – 0.50

Bottom – 0.50

Left – 0.50

Right -- 0.50

Gutter -- 0

From Edge:

Header -- 0.50

Footer --0.50

The standard font is Arial 10 point.

The page heading should be bold 12 point using upper and lower case.

The purpose, policy, procedure, and guidelines headings should be bold 12 point using all upper case.

Line Spacing: Exactly 16 point.

Other sectional headings should be bold 10 point using upper and lower case and/or (based on need) underlined.

Subsequent sections will use the following format:

1. First section indent
 - A. Second section indent
 - 1.) Third section indent
 - a. Fourth section indent