	<p>Policies, Procedures and Standard Operating Guidelines Manual</p> <p>Policies, Procedures & SOG Development</p>	<p>Page 1 of 2 Document ID: Operational SOG # 102 Issue No: 1 Issued 07/05/2007 Reviewed 01/19/2021 Approved by: District Fire Chief Board of Fire Commissioners</p>
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1. Purpose and Scope

1.1 The Mantua Township Fire Department maintains a written Policies, Procedures and Standard Operating Guidelines (SOG) Manual. This document is not meant to hinder operations but rather enhance them. SOG's should be written in clear concise text and present the user with identifiable goals that are practical and can be measured to provide the desired and expected outcome. SOG's should be used as a basis for training objectives, measure performance and reviewed on a periodic basis so as to ensure that they are current.

2. Formatting


2.1 SOG's should be preempted with a statement of purpose and/or scope. The single most goals of these guidelines are to keep the firefighter, and the people that interact with the operation, safe.

2.2 The specific document verbiage shall follow the basic formatting:


Level	Length of indentation	Example
1.	None	5. Procedure
Text	¼ inch	When the alarm ...
1.2	1/2"inch	5.1 Types of alarms
1.2.3	¾ inch	5.1.1 Dwelling fires
1.2.3.4	1 inch	5.2.1.1 Life safety is
Etc.	Add ¼" per level	

2.3 The format should be Arial 12-Point.

2.4 The header shall contain the document name, ID Number, Issue Number, Issue Date, Revised Date and approvals as illustrated in the following example:

	<p>Policies, Procedures and Standard Operating Guidelines Manual</p> <p>SOG Development</p>	<p>Page 1 of 1 Document ID: Operational SOG #101 Issue No: 1 Issued 07/07/2007 Reviewed 07/07/2007 Approved by: District Fire Chief Board of Fire Commissioners</p>
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2.5 The footer shall contain the statement, "Uncontrolled copy when printed".

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3. Development and Approval Process

3.1 SOG’s shall be developed to describe the required duties that are undertaken by the Department members. The process will usually begin with a draft that is tested, reviewed by the Officers and then receive final approval by the District Chief and the Board of Fire Commissioners. New policies shall be covered with all personnel as soon as practical.

4. Distribution and Use

4.1 The Policies, Procedures and Standard Operating Guidelines Manual will be distributed via the Mantua Township Fire District website, www.mtfd22.com/sogs, to members on an annual basis and covered as one of the mandatory training topics.

4.2 New members will be directed to the Mantua Township Fire District website to review the SOG’s prior to being approved for membership.

4.3 One updated controlled copy shall be maintained at each one of the Stations along with a copy at the Commission Office. All other copies are ‘Uncontrolled copies when printed’ which means that they will not necessarily be the most current edition.

4.4 The SOG’s are operational guidelines that should be followed to achieve the desired and expected outcomes. There may, on occasion be times when extenuating circumstances will necessitate a change from the guideline. Variances from these guidelines shall be communicated and will be under the guidance of the Officer in charge.

5. Review Process

5.1 The SOG’s will be reviewed on a periodic basis, usually annually, and changes will be made as necessary. Regulatory changes may also necessitate the need to update these documents.