


Campbell County Fire Department		
Policy		
General/Administration	Policy and Standard Operating Procedure: Origination and Implementation	 100.01

I. PURPOSE:

To establish a method of originating, presenting, modifying, approving, and implementing Policies and Standard Operating Procedures (SOPs).

II. SCOPE:

This policy applies to all members and employees of the Campbell County Fire Department (CCFD) organization.

III. PROCEDURE:

1. Any member may propose a new Policy or Standard Operating Procedure or a modification to an existing Policy or Standard Operating Procedure through the appropriate chain of command.

2. Policy Origination and Implementation:
 - 2.1. Policies will be processed in the following order:
 - 2.1.1. All draft policies will be forwarded to the Training Chief for numbering. The Training Chief will forward the draft policy to the administrative staff for grammatical and formatting corrections.
 - 2.1.2. The draft policy will be reviewed by the Fire Chief and/or Comptroller. They will determine if the policy needs legal review and when necessary will forward to legal counsel.
 - 2.1.3. The Fire Chief will determine if the policy is also to be reviewed by other officers and/or member of the department.
 - 2.1.4. After all reviews and necessary modifications have been made, the policy will receive a final review by the Administrative Staff for grammar and/or punctuation corrections.
 - 2.1.5. The policy will be presented to the Fire Board for final approval pending any changes by the Fire Board.
 - 2.1.6. It should be noted that many policies will require minimal review due to the fact they address issues that are:
 - 2.1.6.1.required by law, or
 - 2.1.6.2.determined to be the standard of practice by the Fire Chief.

 - 2.2. Policy Distribution
 - 2.2.1. All approved final policies will be returned to the Training Chief and converted to PDF format.
 - 2.2.2. The Training Chief will forward the final policy to the CCFD Web Page Manager for inclusion on the department’s web site.
 - 2.2.3. Originals will be maintained by the Comptroller in a central location.

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2.2.4. Hard copies will be provided to each fire station and each career CCFD employee and kept in designated binders. These binders will be updated by the Comptroller as policies change.

2.3. Policy Implementation: Completed and final policies will become effective when approved by the Fire Board.

3. Standard Operating Procedure (SOP) Origination and Implementation:

3.1. SOPs will be processed in the following order:

- 3.1.1. All draft SOPs will be forwarded to the Training Chief for formatting and numbering. The Training Chief will forward the Draft SOP to the Administrative Staff for grammatical and formatting corrections
- 3.1.2. The draft SOP will be reviewed by the Fire Chief.
- 3.1.3. The Fire Chief will determine if the SOP requires the Comptroller's review.
- 3.1.4. The Fire Chief will determine if the SOP is to be reviewed by other officers and/or members of the department.
- 3.1.5. After all reviews and necessary modifications have been made, the SOP will receive a final review by Administrative Staff for grammar and/or punctuation corrections.
- 3.1.6. If deemed necessary, the legal counsel will review the SOP.
- 3.1.7. The SOP will be presented to the Fire Board; however, SOPs do not require Fire Board approval.

3.2. SOP Distribution

- 3.2.1. All approved final SOPs will be returned to the Training Chief and converted to PDF format.
- 3.2.2. The Training Chief will forward the final SOPs to the CCFD Web Page Manager for inclusion on the department's web site.
- 3.2.3. Originals will be maintained by the Comptroller in a central location.
- 3.2.4. Hard copies will be provided to each fire station and each career CCFD employee and kept in designated binders. These binders will be updated by the Comptroller as SOP's change.

3.3. SOP Implementation: Completed and final SOPs will become effective when approved by the Fire Chief.

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