St. John's Regional Fire Department
Policy and Operational Guidelines

Title: 01-03-01 Developing Policies

Document Type: Operational Guideline

Status:
Issued By: Administration

Index: 01 Organization
Section: 03 Administration
Title: 01 Developing Policies

Purpose

To outline the normal development, review and approval process for policies and guidelines within the St. John's Regional Fire Department (SJRFD).

Background

The SJRFD is committed to developing and maintaining appropriate policies and operational guidelines (POGs) needed to support the business and operations of the Department. This process is based upon the premise of gathering and considering meaningful input from employees prior to finalizing and approving such POGs.

This is a new guideline, intended to provide clarification on the process for the development of policies and operational guidelines within the SJRFD.

Procedure

1. Proposals for new POGs and/or revisions to existing POGs can be initiated by any employee.
2. These proposals will be in written form and forwarded to either the Policy Coordinator or any POG Committee member, who in return will forward such to the Policy Coordinator.
3. The Policy Coordinator will insure that committee draft POGs are prepared in the prescribed

manner and are forwarded to all POG Committee Members for review and written comment.

4. Written comments received by the Policy Coordinator in the prescribed time frame will be considered by the Policy Coordinator when preparing a station POG. Any written comments received after the prescribed time frame will be considered in conjunction with any/all comments received from the Stations.

5. Station draft POGs will be distributed to all Captains, requesting them to discuss the document with their shift and to return any/all collective comments to the Policy Coordinator in the established manner and time frame.

6. The Occupational Health and Safety Committee will also be requested to comment at this time, should the POG be relevant.

7. All comments received from the Captains will be cataloged by the Policy Coordinator and considered for input into the committee final draft POG.

8. The committee final draft POG will be discussed at a meeting of the POG Committee, who will have received and reviewed the document and cataloged comments prior to the Committee meeting.

9. The Policy Coordinator will keep minutes of the Committee, and based upon the discussion prepare a final draft POG.

10. The final draft POG and all accompanying documents will be forwarded to the Director (Fire Chief) for final review, revision and approval.

11. All approved POGs will be issued by the Policy Coordinator in hard copy to the following:

    a. Suppression Division (Each Station)
    b. Support Services Division
    c. Mechanical Division
    d. Administration Division
    e. Union
    f. Management
    g. Others as appropriate

12. All approved POGs will also be issued in Electronic form on the City's Intranet.

Approvals
Director/Chief of SJRFD

Approval Date
2005/06/15

Revision Date

Rescind Date

Responsibility
St. John's Regional Fire Department

POG # 01-03-01
Approved By:

Michael J. Dwyer, P. Eng
Director of Regional Fire Services
(Fire Chief)

2005/06/06
Date

Appendix/Appendicies

None