

Grand Forks Fire Department

Standard Operating Procedures

SOP# 100.01	Section Rules and Regulations	Title Administration
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1. Each fire station will have a bulletin board to display general orders, special orders, and memos. The purpose of the bulletin board shall be to facilitate communications and promulgate policy. No item shall be posted without the approval of the Fire Chief or his designee.
2. A bulletin board shall also be provided for posting items of general correspondence. No item shall be posted without the approval of the Station Captain.
3. A manual containing the department's official rules and regulations and standard operating procedures shall be in each station. In addition, the same will be located on the "G" drive on the computer.
4. The Station Captains shall be responsible for maintaining the bulletin boards and manual described above.
5. Definitions:
 - A. General correspondence: Letters of appreciation, meeting notices, and other items of an informational nature to be posted for review. Letters of appreciation and commendation shall be discarded after 30 days. Before discarding any letters of appreciation or commendation, check to see if copies have been distributed as necessary. Other items shall be discarded as appropriate.
 - B. General orders: Written directives used to amend or clarify a policy or procedure and for information of a permanent nature. General orders shall be posted for review and added to the Department Operations manual. The officer-in-charge shall read new general orders aloud to all members at roll call. Members shall also be required to initial new general orders to indicate that they have read the order.

- C. Memo: Generally of an informational nature. Memos may address administrative policies and alter or clarify routine practices but may not alter or amend an item addressed in the rules and regulations and SOP manual. Memos shall be posted for review, if appropriate, and shall be maintained in a permanent file.
- D. Special order: A written, unnumbered directive that addresses a specific instance where a policy or procedure will be changed, altered, or amended for a specific period of time. Special orders will be posted during the specified time period and shall be discarded after they expire.
- E. Standard operating procedure: A written, numbered organizational directive that establishes a standard course of action.