

SOUTH PORTLAND FIRE DEPARTMENT

STANDARD OPERATING GUIDELINES

Policy #:	1.410	Effective Date:	3/16/2015
Title:	Standard Operating Guidelines	# of pages:	1
Category:	Introduction	Classification:	Green

1. **PURPOSE:** To establish standards for the format of SOG's, their indexing and use.
2. **POLICY:** Standard Operating Guidelines (SOG's) are intended to provide a decision making guide for administrative issues, operational areas and emergency and non-emergency responses. Personnel are expected to follow the general procedures shown in applicable SOG's unless specific judgement requires a different course of action. Deviation from these guidelines may require a written report to a superior detailing the reasons for the change.

SOG's shall be written in the format shown here with appropriate title adjustments. They shall be numbered and available in each station in a "Master" SOG notebook or notebooks as required. Selected SOG's may be compiled in sub notebooks for specific subject areas as needed.

The SOG numbering system shall be a numerical system similar to that used by many model codes. The current indexing system shall be attached to this SOG and may be modified occasionally as needed.

SOG's will be reviewed and revised as needed with a target revision date noted on the SOG. Review will be every 1, 3 or 5 years as needed.

3. **REFERENCES:**
 - None

By Order Of:

Kevin W Guimond

Kevin W. Guimond
Fire Chief