Falmouth Fire-EMS Operating Guideline
SOG Review and Revisions

Objective:
To provide the review and revision process for Standard Operating Guidelines (SOGs).

Guidelines:

A. SOG Review

1. The Falmouth Fire-EMS Department will review Standard Operating Guidelines on an annual basis.
   a. The Fire Chief, or designee, will initiate an annual review of all SOGs.
   b. The officers may be asked to review sections of the SOGs.

2. The Fire Chief may initiate review and revisions of SOGs at any time.

3. A member may request a review or proposed change to an SOG.
   a. If a member requests a review of an SOG the Fire Chief may initiate a review outside of the annual review process if it is deemed necessary.

B. SOG Revision

1. If it is determined that an SOG needs to be updated/changed or added/deleted, the Fire Chief, or designee, will initiate a change using the following process:
   a. Proposed changes will be drafted into the current SOG or a new proposed SOG.
   b. Notification to the membership will occur via e-mail, posting, or at a department meeting.
   c. A review of the proposed change may occur at a department meeting or officers meeting, as deemed necessary by the Fire Chief.
   d. Proposed changes will be posted at all stations for a minimum of 2 weeks (14 days).
      i. Members will be encouraged to provide feedback to the Fire Chief through the chain of command.
      ii. Officers may discuss the changes at an officers meeting.
   e. Final proposed changes will be approved by the Fire Chief.
   f. Updated finalized SOGs will be posted at all stations with the date of revision.
C. SOG Posting

1. SOGs will be posted at each station or on the Falmouth Fire-EMS website.
2. All members are required to read and comply with the SOGs.

These guidelines may be changed or altered by the Fire Chief at any time.