

# BURLINGTON TWP. FIRE DEPARTMENT

## STANDARD OPERATING GUIDELINE #1

### STANDARD OPERATING GUIDELINES

**Purpose:** To establish standardized guidelines for members of the Burlington Twp. Fire Department to ensure the effective and efficient administration of the department and its operations.

**Scope:** The Burlington Twp. Fire Department Standard Operating Guidelines (SOG) cover a broad set of administrative and operational aspects of the department. Each listed SOG covers a specific section of the department's functions and provides a general outline of the purpose, scope, roles and responsibilities, requirements, procedures, and applicable references.

#### **Formatting:**

1. All SOGs shall be formatted using Microsoft Word. SOGs shall follow a standard format consisting of commonly accepted numbering and listing procedures. All SOGs shall be completed in Times New Roman size 12 font with single spacing.

#### **Documentation:**

1. Digital copies of each SOGs will be maintained on the Burlington Twp. Fire Department desktop computer.
2. Hard copies of each SOG will be printed and maintained in the dedicated SOG binder.

#### **Revision Process:**

1. Fire Officers of the Burlington Twp. Fire Department will conduct an annual review and revision of the SOGs.
2. The annual review and revision will take place as close to the prior revision date as possible.

#### **Member Acknowledgement:**

1. Members of the Burlington Twp. Fire Department shall review each SOG on an annual basis.
2. Members shall sign a document indicating the date of review and acknowledgement of their understanding of each SOG. The documents shall be maintained in the dedicated SOG binder.
3. Members shall be afforded the opportunity to receive clarification of any unclear information prior to signing the document.
4. Members shall be afforded the opportunity to provide input and recommendations to the Fire Officers prior to the Fire Officer annual review and revision.

Enacted: 09/16/24

Revision: