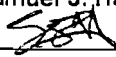


BOSSIER CITY FIRE DEPARTMENT ADMINISTRATIVE PROCEDURE

DATE ISSUED: October 10, 2001	EFFECTIVE DATE: November 4, 2005	REVIEW DATE: October 3, 2005	PROCEDURE NUMBER: 1002.2
ISSUED BY: Chief Samuel J. Halphen 	REFERENCE:	REVISION DATE: November 4, 2005	PAGE: 1 of 7
SUBJECT: Policy Implementation			
CALEA:			

I. PURPOSE

The purpose of the Bossier City Fire Department Policy Implementation Procedure is to provide a systematic approach to developing new policies and procedures, and revising existing policies and procedures when organizational needs dictate.

II. OBJECTIVE

This procedure will provide channels by which personnel affected by policies may offer recommendations to be considered during the developmental stages of policies. Therefore, time frames for feedback from personnel and committee members have been established in this procedure. The organizational flow shall consist of a policy review committee, sub-committees, as needed, and personnel feedback.

III. DEFINITIONS

Administrative Procedure - Any procedure that defines the general orders of the department that all personnel must adhere to.

Standard Operating Procedure - Any policy or procedure that defines the work standard for the Department, the way the assignments will be carried out and to ensure unification for all personnel to follow that standard.

Directive - Any policy or procedure that defines a specific direction for a Division, i.e.: Suppression, EMS, Communications, Fire Prevention, Training, Maintenance, etc.

IV. PROCEDURES

A. Policy Review Committee

1. The Fire Chief will appoint members to a Policy Review Committee for the purpose of reviewing suggestions from the membership, as it pertains to developing new policies.
2. All policies of the Bossier City Fire Department shall be reviewed annually for changes and updates. This committee will not review policies implemented from external offices, such as City Hall.

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3. All members will serve at the discretion of the Fire Chief.
4. The Policy Review Committee will be comprised of a member of each Division.
5. The Policy Review Committee will meet a minimum of four (4) times per year.
6. The Fire Chief will appoint a Chairperson for the Policy Review Committee.
7. A Vice-Chairperson and a Scribe will be elected from this group.
8. All Minutes of the meetings and transactions shall be recorded.

B. Sub-Committee

1. The Policy Review Committee may appoint a Sub-Committee to research and draft new policies.
2. The majority of Sub-Committee members will be made up of individuals who will be impacted the most by the policy.
3. The Sub-Committee will be comprised of individuals representing a cross-section of the Fire Department, such as Division Chief, Assistant Chief, District Chief, Captain, Driver, Firefighter, etc.

C. Policy Requests

1. Any member of the Fire Department can submit a request to the Policy Review Committee to create a new policy or make changes to an existing policy. This request shall be in writing, signed and dated, and specific to the request. The Chairperson will receive the initial request. In the event the Chairperson is unavailable, the Vice-Chairperson will receive the request.

D. Draft Policies

1. When the need for a new policy, or revision to an existing policy, is identified, an initial draft will be originated.
2. All Drafts will include the word "DRAFT", which will be created as a watermark in the footer.
3. The responsibility for the draft may be assigned to any member of the Policy Review Committee or the Sub-Committee.

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4. If a Sub-Committee has been used to write the draft, it will be submitted to the Policy Review Committee for review, at which time the committee will either vote to accept the draft "as is" or to return the draft to the Sub-Committee for the recommended changes.
5. Once written, the draft shall be submitted to the Document Book for all personnel to review.
6. Comments or recommendations shall be returned to the Policy Review Committee in writing, dated and signed, within ten (10) days.
7. The Policy Review Committee shall consider changes based on these comments. If changes are made, a modified draft shall include any new language in bold print and deleted language will have strikeouts based on the comments submitted to the Policy Review Committee for this policy. The modified draft may be redistributed to all personnel for another review or submitted to the Fire Chief.
8. The Fire Chief shall decide whether to return the draft to the Policy Review Committee for further review or to implement the policy as is.
9. The Fire Chief reserves the right to administratively execute or change any policy.

E. Final Draft

1. The Fire Chief is the final review level in the policy implementation process.
2. Once approved, the policy will be given to the Administrative Assistant to the Chief for policy number assignment, publication and distribution.
3. The Policy and Procedures Manual will be divided into two sections: 1) Administrative Procedures (information members are legally required to know); 2) Standard Operating Procedures (reflect day to day procedures). The functional Divisions within the Department are reflected in both Administrative Procedures and Standard Operating Procedure sections. All procedures shall be assigned numbers according to the type of procedure and revision number using the following format:

Procedure Number. Revision Number

Example: This Administrative Procedure is assigned #1002.1 which means the procedure number is #1002 and this was the first version. If this procedure were to be modified it would change the procedure number to #1002.2

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4. Administrative Procedures shall be assigned numbers in the 1000 category and Standard Operating Procedures shall be assigned numbers in the 2000 category. In order to make information easier to locate, functional Division Standard Operating Procedures will be designated in the one hundredth.

Example: Suppression 2100, Communications 2200, EMS 2300, Training 2,400, Fire Prevention 2,500, and Maintenance 2,600. Functional division operating procedures will appear in the Policy and Procedure Index and will be located in tabbed sections of the Policy and Procedure Manual.

5. Division Directives will not appear in the Policy and Procedure Manual, however in order to standardize the numbering scheme, directives will begin with the letter "D" followed by their one hundredth number designation and the revision number.

Example: An EMS directive is assigned D-301.1 which means that it is Directive number 301 and is the first version.

6. The "DRAFT" watermark shall not be removed until the policy number is assigned and the policy is ready for publication and distribution.
7. An entire set of Bossier City Fire Department procedures will be maintained in a Policy and Procedures Manual kept in the Captain's office at each fire station. A copy shall also be distributed to each Division.

F. Procedure Formatting

1. The document heading at the beginning of this procedure provides a sample of a properly filled out primary procedure heading. The heading format illustrated below is to be used by all Divisions. Each numbered block is to be completed as instructed.

BOSSIER CITY FIRE DEPARTMENT			
1			
PROCEDURE			
DATE ISSUED: 2	EFFECTIVE DATE: 3	REVIEW DATE: 4	PROCEDURE NUMBER: 5
ISSUED BY: 6	REFERENCE: 7	REVISION DATE: 8	PAGE: 9

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SUBJECT:
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CALEA:
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<u>Block #</u>	<u>Description</u>
1	Type of procedure (Administrative, Standard Operating Procedures)
2	Date procedure is issued
3	Date procedure becomes effective
4	Date procedure was last reviewed
5	Procedure number assigned to the procedure
6	Person issuing procedure
7	Other procedures to refer to
8	Date of last revision
9	Page number
10	Subject or title of procedure
11	Accreditation reference number

2. Secondary pages of each procedure shall use the following heading:

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3. All new and revised policies shall include the following three (3) categories:
- a. Purpose- why the policy is being written
 - b. Objective- what the policy will accomplish
 - c. Procedures- how it will be done
4. A category for Definitions, if needed, shall be inserted between the Objective and Procedures categories.
5. All new and revised policies shall use the following layout, font, tabs and spacing:
- a. Layout
 - i. Margins
 - 1.) Top- 0.5"
 - 2.) Bottom- 0.5"

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- 3.) Left- 1.0"
- 4.) Right- 0.5"
- 5.) Gutter- 0
- 6.) Header (from edge)- 0.5"
- 7.) Footer (from edge)- 0.5"

ii. Outline Form

- 1.) Documents should follow the standard outline form using capitalized Roman numerals first (in bold), capital letters second, standard numbers third, lowercase letters fourth, lowercase Roman numerals fifth and continuing with standard numbers with parenthesis, lowercase letters with parenthesis, lowercase Roman numerals with parenthesis, etc.
Example: I, A, 1, a, i, 1.), a.), i.), etc.

b. Font

- i. The standard font shall be Arial 12 point.
- ii. The primary header shall be bold 14 point using upper case lettering.
- iii. The secondary headers shall be bold 9 point using upper case lettering.
- iv. The Purpose, Objective, Definitions, and Procedures section headings shall be bold 12 point upper case lettering.
- v. The sub-section headings shall be 12 point lower case lettering.
- vi. The definitions in the Definitions category shall be underlined.
- vii. Footer text shall be 10 point lower case lettering with right side justification.

c. Tabs and Spacing

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- i. All tabs should be set 0.5 inches apart.
 - ii. Lines should be single-spaced except when beginning a new paragraph or section and then should be double-spaced between sections.
6. Any attachments (forms, samples, etc.) noted in the text are to be listed, in parenthesis, at the point it in which it is referenced.
7. All forms, samples, etc. are to have a number assigned to reference it to the procedure it refers to. Example: A form attachment to this procedure would be assigned as Form #1002 since it references procedure #1002.1. If there are two or more attachments, they shall be designated as Form #1002-A, Form #1002-B, etc.
8. Form numbers shall be noted in the footer with a right side justification.