	Policy and Procedure – West Fargo Fire Department	
	Subject: Official Documents	
	Series: Administration	
	Date Authorized: 12/1/2020	Authorized by: Chief Daniel Fuller
Date Reviewed:		Policy 10.032

Intent

To set policy regarding the creation, formatting, and use of official fire department documents used for communication.

References

Definitions

Memorandum – official departmental communication for announcements, information, clarification on orders, policy, procedure or guidelines

General Order – issued by the Chief of the Department to establish policy, procedures, programs, guidelines, promotions, personnel actions, or methods of operations

General Order from Division – issued by a Deputy Chief or non-sworn civilian, who is assigned the management of a division

General Order from Work Group- issued by a Work Group as assigned by the Chief of the Department or a Division Deputy Chief


Directive- a program or course of action that has a temporary timeline for being in effect

Bulletin – a document outlining educational, safety, or operational initiatives or information

Policy


1. Employees will familiarize themselves with and follow applicable policy, procedures, and regulations. Supervisors will lead, manage, and command subordinates within these guidelines.
2. While intended to be comprehensive, it is impractical to expect that every possible scenario be documented. Personnel will exercise responsible conduct, sound management, common sense, and reasonable judgment.
3. This policy will not limit the Fire Chief’s authority to create or issue documents independent of this process. Moreover, policies that must be revised to maintain compliance with local, state, and/or federal regulations will be updated immediately.
4. General Orders shall supersede any conflicting information except local, state, or federal laws and regulations.

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5. The creation, review, revision and approval of documents will be completed on an ongoing basis.
6. Any Department employees (sworn or civilian) may submit suggested changes or recommend the creation of a new document. Changes to documents, except General Orders, will be communicated in writing via the proper chain-of-command to the respective Deputy Chief.
7. Chief Officers/Civilian Managers may submit proposed revised/draft General Orders to the Work Group Chairperson at their discretion. All other personnel must submit proposed revisions/drafts to General Orders via a Chief Officer/Civilian Manager in their chain-of-command.
8. The Work Group will handle General Order reviews. The Work Group Chairperson will review proposed changes and make recommendations to the Chief of the Department. The Work Group will request resources through the Office of the Fire Chief.
9. The Work Group Chairperson will forward draft General Orders to the Work Group members and to the Chief of the Department.
10. Work Group and review group members will return comments about the draft General Order to the Work Group Chairperson by the deadline identified by the Chairperson
11. The Office of the Fire Chief will forward the draft General Orders, Directives, Policy and Procedure, and Standard Operating Guidelines to the following review group:
 - a. Fire Department Command Staff
 - b. IAFF Local 5307
 - c. City of West Fargo Human Resources
 - d. City of West Fargo City Attorney
12. Electronic copies of new and revised documents are distributed via “Fire Department” email.
13. Electronic copies of current documents are placed on the department SharePoint site
14. A memorandum will accompany General Order, Directive, Policy and Procedure, and Standard Operating Guidelines releases to summarize contents and specify important dates.
15. Each station and office will have and provide access to the above-referenced documents to promote effective operations and reference.

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16. Format of documents shall be times new roman, 12-point font, double spaced.

a. *For Memorandums, follow this format*

- i. DATE:
- ii. TO:
- iii. FROM:
- iv. SUBJECT:
- v. Body of message, that covers the who, what, when, where and why
- vi. Signature block of originating officer

b. *For Directives, follow this format*

- i. ORIGINATING DATE:
- ii. EFFECTIVE DATE:
- iii. EXPIRATION DATE:
- iv. TO:
- v. FROM:
- vi. SUBJECT:
- vii. Body of message, that covers the who, what, when, where and why
- viii. Signature block of Chief Officer

c. *For General Orders, follow this format*


- i. GENERAL ORDER NUMBER:
 1. General orders will be numbered with a six-digit specific number, beginning each year with 01- followed by the year. For example: 01-2021
- ii. ORIGINATING DATE:
- iii. EFFECTIVE DATE:
- iv. EXPIRATION DATE:
- v. SUBJECT:
- vi. Body of message, that covers the who, what, when, where, and why
- vii. Signed “Per order” of the Chief Officer making the order

d. *For Policy and Procedures, follow this format*

- i. A header containing:
 1. Subject
 2. Series
 3. Date Authorized
 4. Date Reviewed
 5. Authorized By
 6. Policy and Procedure Number
 - a. Policy and Procedures will be numbered with a five-digit specific number, with the first two digits being the series number and the last three being the document number in the series. For example: 10.032

ii. Intent

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1. This section will begin with the phrase “To set policy regarding”
- iii. Definitions
- iv. References
 1. Can include other Policies, Standard Operating Guidelines and other documents such as Underwriter Laboratories (UL) technical reports, National Fire Protection Association (NFPA) Standards, local ordinances, North Dakota Century Code, and Federal Statues
- v. Policy
 1. Policy will use language that indicates a very specific intent, with keywords such as “shall” and “will”
- e. *For Standard Operating Guidelines, follow this format*
 - i. A header containing:
 1. Subject
 2. Series
 3. Date Authorized
 4. Date Reviewed
 5. Authorized By
 6. Standard Operating Guideline (SOG) Number
 - a. SOGs will be numbered with a five-digit specific number, with the first two digits being the series number and the last three being the document number in the series. For example: 03.001
 - ii. Intent
 1. This section will begin with the phrase “To establish standardized procedures for”
 - iii. Definitions
 - iv. References
 1. Can include other Policies, Standard Operating Guidelines and other documents such as Underwriter Laboratories (UL) technical reports, National Fire Protection Association (NFPA) Standards, local ordinances, North Dakota Century Code, and Federal Statues
 - v. Policy
 1. SOGs will use language that indicates a broad framework with keywords such as “should” or “may”

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