Orange County Emergency Services

Standard Operating Guidelines

SOG Name:	**Developing a Standard Operating Guideline**
SOG Number:	**GEN-001**
Submitted By:	**F.R. Montes de Oca**
Approved By:	**F.R. Montes de Oca**
Date Effective:	**September 23, 2008**

I. GOAL

1. To standardize the development and writing of Standard Operating Guidelines.

II. OBJECTIVE

1. Developing and maintaining relevant, accurate guidelines for the effective operation of an agency is integral to safety, effectiveness and communication.
2. This guideline will establish a standard, consistent method for the development and issue of standard, written, operating guidelines for all Emergency Services personnel regardless of section, branch, unit or work group.

III. SCOPE

1. All guidelines will be written, developed and published using the approved, attached template. Any changes will be requested and approved through the chain of command with final approval by the Department Director.

IV. PROCEDURE

1. When a procedure is determined to be necessary to ensure efficiency, safety or organizational effectiveness, the author will research and develop the draft for review and approval. The decision to develop a procedure can be the result of a discussion such as in a meeting, directed by an officer, as a result of an incident or due to the change in equipment, training or technology.
2. In most cases, the draft will be brought to senior staff for review and discussion. Following discussion, the draft will be returned to the author for changes and final review. In instances where safety and/or time are critical, the process can be waived with approval of the Director.
3. The draft will be assigned appropriate numbering, dating and section, branch or unit designation as displayed in this example. Once the draft is approved by the Director, it becomes part of the Department's official guideline library.

4. The master document(s) and index will be maintained by the Director's Administrative Assistant. The final, approved procedure will be available on the department's website and distributed and posted where appropriate.

V. Document Identifiers:

1. The guideline will be assigned a number based on a simple sequential list beginning the GEN-001 issued by the Director's Administrative Assistant.
2. All procedures currently in use will be reviewed, a priority list established and updated for currency, formatting; reviewed, approved and published utilizing the current, template and process.

VI. Guideline Development Committee

1. In order to expedite the updating of current guidelines and development of new guidelines as rapidly as practical, beginning January 2010, at least one guideline per week will be reviewed by the Director and staff.
2. Other department members may be used to develop specific guidelines requiring specialized expertise or input.

*Designated Attorney review time frames are targets. It should be understood that some review items may be complex in nature and require lengthy research, which may cause them to be unable to be processed within the targeted frame. There may also be times during which an attorney is unavailable due to emergency situations. In emergency situations another attorney will make reasonable efforts to review items within the targeted time frames but may be unable to do so.