

# LOS PINOS FIRE PROTECTION DISTRICT STANDARD OPERATING PROCEDURE



TITLE	NUMBER	EFFECTIVE DATE	REVISION DATE
SOP IMPLEMENTATION	101	June 12 <sup>th</sup> , 2003	

## PURPOSE

This SOP describes the process for initiation, approval, and implementation of new or revised SOP's. It also provides a format to be used, providing consistency in the development and appearance of SOP's.

## SOP INITIATION

Any member of the department may initiate a new SOP or revision to an existing SOP by submitting a draft copy to the Deputy Chief. For ease of review, changes to existing SOP's should be noted legislatively. New language in the SOP should be underlined and old language should be struck out. As an example, if a draft SOP was submitted to request a change to the Command Post Operations SOP, the draft submitted should look like this:

~~There is no need to wait for a chief officer to arrive to establish a command post. It should be done by the first unit on scene. Size up of the incident and initial command can be easily accomplished by the first arriving company officer.~~ The incident commander is responsible for the overall management of an incident. The first arriving fire district member will assume the role of the incident commander and carry out its functions until command has been formally passed to another fire district member or officer.

Revised language in an approved and distributed SOP should be marked by a vertical line in the left margin opposite the new language.

## SOP APPROVAL

New and revised SOP's will be reviewed at regularly scheduled fire district meetings. Personnel initiating new SOP's or revisions to existing SOP's may be requested to attend the meeting to present the proposed changes. The fire chief will review the merits of the submitted SOP or revisions, make any necessary changes, and concur on implementation or rejection. Approved SOP's will be assigned an appropriate section and number in the SOP manual. In all cases, the initiating person will be informed of the disposition of their submittal.

# LOS PINOS FIRE PROTECTION DISTRICT STANDARD OPERATING PROCEDURE



## SOP IMPLEMENTATION

Approved and unsigned SOP's will be posted at Station #1 for comments. During the posting period, any member of the district may present written information to the chief opposing or modifying the SOP. The chief, after review of any submitted information, will decide to continue with implementation or recall the SOP for further review. If no comments are received during the posting period, the SOP will be distributed and take effect on the signature date.

The administrative assistant shall be responsible for removing SOP's posted at Station #1, obtaining the chief's signature and date, and distributing copies to the fire district's personnel.

*Larry Behrens*

---

Larry Behrens, Fire Chief

June 12<sup>th</sup>, 2003

Date