

LAKWOOD FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

SOG NUMBER: 100.02	ADMINISTRATION
DATE IMPLEMENTED: MARCH 12, 2019 DATE REVISED:	TITLE: FIRE DEPARTMENT COMMUNICATIONS

PURPOSE:

To ensure the consistency of official communications between the Chief of the Fire Department and his/her Fire Officers and Firefighters.

SCOPE:

This SOG shall pertain to the Chief of Department as well as his/her designee(s) in all official communications to personnel of the Lakewood Fire Department both career and volunteer.

GENERAL:

In order to enhance the clarity of communications as well as the safety, efficiency and professionalism of the Fire Department, all official communications issued by the Chief of Department as well as his/her designee(s) shall be distributed through PowerDMS.

1. All official communication shall be designated as either Policies, Standard Operating Guidelines, Memorandums, Notices or Special Orders. These communications are differentiated as noted below:
 - a. Policies – establish and support the principal or direction of the Department. Filed by title. Must be approved by the Board of Fire Commissioners prior to issuance.
 - b. Standard Operating Guidelines (SOG's) – specify a course of action. Filed by number. Must be approved by the Board of Fire Commissioners prior to issuance.
 - c. Memorandums – reminders of events or activities as well as details of same. Filed and referenced by date of issuance.
 - d. Notices – disseminate information of a permanent nature or to clarify an SOG or Policy. Consecutively numbered and referenced as such.
 - e. Special Orders – Specific to the event (Special Details, Fireworks, Parades, etc.) as well as to year issued. Filed in chronological order (2019-1, 2019-2, etc.).
2. Memorandums, Notices and Special Orders issued by the Chief of Department as well as his/her designee(s) shall be in the proper written form with the date of issuance and signature affixed.

3. The Chief of Department or his/her designee shall submit the respective communication to the Fire Administrator or his/her designee.
4. Upon receipt of the respective communication, the Fire Administrator or his/her designee will post and distribute same to all members through PowerDMS.
5. Should the Chief of Department or his/her designee need to issue a time sensitive Memorandum, Notice and/or Special Order, he or she may do so using other means (Active 911, Email, Text, etc.); however, that communication shall be followed ASAP by the Chief of Department or his/her designee by sending same to the Fire Administrator or his/her designee for posting and distribution to all members through PowerDMS.