

Organization

Book:	1 Organization
Chapter:	I Manual of Operations
Subject:	Preparation of Policies
Code:	1- I- 3
Revised	1/01/2003

3.01 Purpose

- A. To establish a systematic procedure for the preparation or change and distribution of Jersey Village Emergency Services policies.
- B. To insure a proper, systematic, and regular review of the Manual of Operations.
- C. To insure the proper, timely, systematic and controlled revision and update of the Manual of Operations.

3.02 Policy

- A. A “policy or regulation” shall be defined as: a declared intent or objective that shall be used as a basis for decision or action.
- B. A “procedure or guideline” shall be defined as: a prescribed or acceptable routine or method of performing or implementing a desired course of action.
- C. The establishment of policies, procedures, rules, regulations and guidelines shall be a management prerogative, except that participation may be sought from employees and members in the development of it.
- D. It shall be the policy of this department, insofar as possible, to establish, in writing, the guiding principles and acceptable methods of action to be used by our personnel.
- E. These policies are intended to provide internal consistency.

3.03 Responsibility

- A. It is the responsibility of the Fire Chief to review and edit new and proposed policies.
- B. It shall be the responsibility of the member or members who are assigned to review or revise policies to follow the prescribed review process and to ensure continuity with existing policies.
- C. It shall be the responsibility of the Administrative Secretary to the Fire Chief to copy and distribute the completed, new or revised policy to the designated personnel.
- D. Division Assistant Chiefs shall be responsible for the maintenance and updating of the copy or copies of the Operations Manual, which are assigned to them.

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- E. The Jersey Village Emergency Services Officers shall be responsible for communicating established policy to all employees and member.

3.04 Form

- A. The appropriate standard format and letterhead shall be used when composing the final draft of any given policy or procedure. All numbering and coding shall be consistent with existing policies.
- B. The standard typing format will be utilized when typing the final draft of any policy or procedure.
- C. Although not at all inclusive, the breakdown of a policy may include the following:
 - 1. **PURPOSE:** The general goal of the policy stated in such a manner so as to indicate why the policy is necessary.
 - 2. **POLICY:** Statements as to what the policy shall be.
 - 3. **SCOPE:** The parameters of the subject.
 - 4. **ORGANIZATION AND STAFFING:** The policy may either change existing or create new organizational structure to accomplish its purpose. This may include the formation of a special committee to carry out some function. Staffing may be treated separately, with a description of duties and responsibilities.
 - 5. **AUTHORITY AND RESPONSIBILITY:** For purposes of implementing the policy and ensuring its effective operation, authority and responsibility must be clearly defined. Authority may be treated separately from responsibility if the nature of the policy requires it.
 - 6. **PROCEDURE:** Generally, the procedures shall be stated at the end of a policy.
 - 7. **OTHER HEADINGS:** Other functional sub-headings that are appropriate to the subject matter may be used as necessary.

3.05 Distribution

The Fire Chief shall maintain the “Master Copy” of the Operations Manual and shall coordinate with the Administrative Secretary to the Fire Chief the distribution of policies within the parameters of the following process:

- A. After approval by the Fire Chief the final copy of the policy will be updated and placed in the appropriate “Master Copy” of the Operations Manual.
- B. The Policy Review and Revision Schedule shall be updated.
- C. Copies of the final policy will be sent to the Division Assistant Chiefs, and Officers. They will insure that the copy of the manual in their charge is promptly updated.
- D. Policies will have attached a memorandum, instructing the receiving person as to the procedure for placing the policy in the Manual of Operation in their custody.

- E. Personnel receiving the copy of the new or revised policy with its attached memorandum will follow any instruction included in the memorandum. They will also inform all members under their command of the new policy.
- F. The copies of the old policies, which are being replaced, shall be removed and discarded.

3.06 Preparation Procedure

In order to insure uniformity and continuity of departmental policy, those members involved in the preparation or change of a policy must correctly follow the prescribed standard procedures listed in this text. The following procedure shall be followed when developing a new policy or when processing an unscheduled change to a policy.

- A. When a need for a change is realized or a new policy is desired, the proposed policy should be formulated into a rough draft.
- B. Additional member input should be incorporated into the formulation process through staff meeting and/or other means.
- C. The refined proposal should be drafted and sent through proper channels to the Fire Chief for review.
- D. At the next scheduled Officers Meeting the Fire Chief shall present the proposal to the Officers for review and possible revisions.
- E. If revision is necessary, the Fire Chief will contact the originating member(s) and coordinate the revision process.
- F. After final review of a policy, the Administrative Secretary to the Fire Chief will prepare the policy for distribution and initiate the distribution process.
- G. The Fire Chief is the final review level in policy preparation process. As such, it is the Fire Chief's prerogative to establish policy directly or seek staff input as seen fit.

3.07 Review and Revisions

A regular periodic review has been built into the system in order to review and revise the existing policies. Policy reviews are scheduled on an annual basis. The different books of the manual are reviewed each year. The process begins with Book 1, being reviewed in the fourth quarter of the 1st year. A zero based approach will be utilized as the basis for this review process. This approach involves asking basic questions in order to determine the validity of an existing policy. The idea is to decide whether or not a given policy is still necessary, needs revision, or can remain in effect as it is.

The following procedure shall be the process for review and revision of existing policy.

- A. The Fire Chief or designee will initiate the review process by checking the Policy Review Schedule each month and sending out a review notice to those members charged with review of the given policies on the schedule for that month.
- B. When the involved member receives the above-mentioned notice for a given policy, the zero based approach will be utilized during the review process.

- C. If the policy being review is considered invalid, then this should be noted on the review notice and a recommendation for removal from the system should be forwarded to the Fire Chief.
- D. The Fire Chief will review the recommendations and either approve or disapprove the removal.
- E. If removal is not approved, the Fire Chief may re-contact the reviewing member(s) for discussion. After said discussion, the Fire Chief may maintain the original decision or may reconsider. If the decision is to reconsider, the Fire Chief may decide to remove the policy from the system.
- F. If, at the beginning of the review process the member charged with that review decides that the policy in question is still valid, then the next step is to determine whether or not a revision of the policy is in order.
- G. If no revision is needed, then this would be indicated on the review notice and the notice would be returned to the Fire Chief or designee. The Fire Chief or designee would then simply reschedule the policy for the next review period.
- H. If revision were in order, then a proposed revision would be formulated and sent to the Fire Chief.
- I. At the next scheduled Officers Meeting the Fire Chief shall present the proposal to the Officers for review
- J. If further revision is necessary the Fire Chief shall re-contact the member for discussion and possible revision.
- K. After final review of a policy, the Administrative Secretary to the Fire Chief will prepare the policy for distribution and initiate the distribution process.