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**Ocean City Fire Department  
Standard Operating Guidelines**

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## Organization

Subject: Manual Organization and Use  
Revised: 4-24-2012  
Effective: 4-24-2012  
Approved: 4-24-2012 (Fire Chief)  
Section: 101.00

### 101.01 Purpose

To explain the organization and usage of the Ocean City Fire Department Standard Operating Guidelines so that personnel will understand how to correctly utilize the system.

### 101.02 Policy

- A. The Standard Operating Guidelines shall contain sufficient information pertaining to its organization and usage that will assist Fire Department personnel in their use and understanding of the Manual.
- B. Members shall familiarize themselves with the organization and use of the Standard Operating Guidelines.

### 101.03 Content

All Rules, Regulations, Procedures, Guidelines, Memos, General Orders and Special Orders of the Ocean City Fire Department, which are of concern to its members are contained within the Standard Operating Guidelines.

### 101.04 Organization

- A. The Manual is composed of one book and is identified by an Arabic number and its title.
- B. Each chapter is divided into subjects that are identified by Arabic number and title.
- C. Each subject is divided into sections that are identified by a decimal number. This decimal number is composed of the whole number assigned to the subject and a decimal number ranging from .01 to .99, depending upon the number of sections.
- D. Sections may be further broken down, if necessary, by using standard outline techniques beginning with a capital letter following the section number.
- E. To simplify reading and writing guidelines, the masculine pronoun in general will be used, knowing the meaning to be gender neutral.

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### 101.05 Procedure

Standard Operating Guidelines are designed to facilitate rapid and easy reference of desired information. To accomplish this, two different methods have been devised for locating areas of concern.

- A. To locate a subject within a given general area, a member can simply refer to the manual, which covers that area and utilize its "Table of Contents" to locate the desired subject.
- B. The memoranda contained in this Manual are temporary in nature and must be removed and filed as soon as they become out of date or no longer valid. Memoranda that become permanent policy are converted to regular policy format.
- C. Standard Operating Guidelines shall be distributed in electronic format, posted on organizational websites, and a paper copy shall be available and posted in the stations.