
**Ocean City Fire Department
Standard Operating Guidelines**

Organization

Subject: Manual Organization and Use
Revised: 07.01.2022
Approved: 07.01.2022
Effective: 07.13.2022
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, and Guidelines of the Ocean City Fire Department, which are of concern to its members, are contained within the Standard Operating Guidelines. The exception to this are the Fire Chief's General Orders, which are separate, stand-alone documents; these documents are further explained in SOG 103.00, Fire Chief's General Orders.

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. 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.