
**Ocean City Fire Department
Standard Operating Guidelines**

Organization

Subject: Policy and Procedure Maintenance and Review
Revised: 03.28.2024
Effective: 04.22.2024
Approved: 04.08.2024
Section: 102.0

102.01 Purpose

To establish procedures for the regular review, maintenance, and updating of the Ocean City Fire Department's (OCFD) standard operating policies and procedures to ensure their effectiveness, relevance, and compliance with applicable laws and regulations.

102.02 Policy Review Frequency

Biennial Review: All standard operating policies and procedures shall be reviewed at least once every other year to ensure their accuracy, relevance, and compliance with current standards and regulations.

102.03 Conversion of Memoranda and Fire Chief's General Orders to Policy

- A. Memoranda: Any issued memoranda by the Fire Chief or department administration that establish new procedures or guidelines shall be reviewed within one year of issuance for potential incorporation into the standard operating policies and procedures.
- B. Fire Chief's General Orders: Fire Chief's General Orders shall be reviewed within one year of issuance for integration into the standard operating policies and procedures where appropriate.

102.04 Policy Review Group

- A. Composition: The Policy Review Group (PRG) shall be chaired by the Career Fire/EMS Division Assistant Chief, and should be composed of one representative from each division and various ranks within the OCFD, including but not limited to:
 - Battalion Chief of Training, Health, and Safety
 - Lieutenant
 - Volunteer Deputy Chief or designee

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- Fire Marshal Division representative
 - Union E-Board Representative *meets contractual requirement
- B. Responsibilities: The PRG shall have the following responsibilities:
- Review new and existing policies and procedures regularly to identify areas for improvement, updates, or revisions.
 - Evaluating proposed changes or additions to policies and procedures submitted by department personnel.
 - Conducting research and consulting with subject matter experts to ensure that policies and procedures reflect current best practices and regulatory requirements.
 - Drafting and recommending revisions to policies and procedures as needed.
 - Submitting reviewed policies and procedures to the Fire Chief or designated authority for final approval.
 - Maintaining a record of policy review activities, including dates of review, revisions made, and rationale for changes.

102.05 Procedure

- A. Initiation of Review: The initiation of policy review may be prompted by various factors, including changes in laws or regulations, incidents or near misses, feedback from department personnel, or advancements in technology or best practices.
- B. Submission of Proposed Changes: Department personnel may submit proposed changes or additions to policies and procedures to the PRG for review and consideration. All submissions shall be accompanied by a rationale and supporting documentation, if applicable. New proposed policies can be submitted to the Battalion Chief of Training, Health and Safety for review by the PRG.
- C. Responsibility: The Career Assistant Chief is responsible for policy creation, revision, and review. An established timeline has been adopted for the review of policy, procedures and Fire Chief's General Orders. The Career Assistant Chief will periodically advise the Fire Chief and Command Staff of the policies and FCGOs that are in the review process.
- D. Review Process: The PRG shall convene at regular intervals to review those policies and/or procedures that have been created and/or revised by the Career Assistant Chief. The PRG will ensure

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that those created or revised policies are in agreement with other departmental policies, procedures, and/or Fire Chief's General Orders, and when necessary, will offer feedback for improvement to the items being reviewed.

- E. Approval: Drafted revisions shall be submitted to the Deputy Chiefs for review and to the Fire Chief or designated authority for final approval. Once approved, the updated policies and procedures shall be disseminated to all department personnel via email and Google Classroom or current approved software to ensure that the policy has been read and understood. It is the responsibility of the Command Staff to ensure that their assigned personnel review and understand updated policies and procedures.