

# **Galveston Fire Department**

## **1000.03 SOP Review Policy**

**Fire Chief** \_\_\_\_\_

Implementation Date: March 2009

Revision Date: January 2011

Review Date: August 2012

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It will be the policy of this department to review standard operating procedures every 18 months or as needed. The process will include;

1. A department comment period
2. Administrative Review
3. Revision of document

Once an SOP has been revised or a new SOP is developed, it will be forwarded to all Divisions and stations. The signed SOP shall be placed in the appropriate section of the policy & procedure manual, replacing the original document (if applicable). Place the Memo explaining the revisions or New Policies on the Bulletin board and note receipt of these documents in the Station Log Book.

The Captain on duty at the station, the day the revised SOP and/or a new SOP arrives will sign the SOP sign off sheet. This will serve as verification that each station has received their copies and that these copies are distributed according to this policy. It will be the responsibility of the Captains on each shift to review the SOP with their crew and document such in a Firehouse training report.