

LOW RISK/LOW FREQUENCY

HUDSON FIRE DEPARTMENT

Standard Operating Guidelines

GUIDELINE NO: 100.01B

**SUBJECT: UPDATING, AMENDING AND
ADDING NEW GUIDELINES**

APPROVAL: Scott St. Martin, Fire Chief

Effective Date: 5-16-16

Revised Date: n/a

PURPOSE

To provide a process for which guidelines can be updated and amended

RESPONSIBILITY

1. All Chief and Company Officers have the responsibility to comply with and ensure that the personnel under their command are adequately trained, fully understand, and comply with this guideline.
2. All personnel writing guidelines shall comply with this guideline.

GUIDELINE/PROCEDURE

- A. The following guideline will be used to update, amend or add guidelines.
 1. All Hudson Fire Department Guidelines will be reviewed every two years at a minimum or as seen fit by the membership and the Chief.
 2. In the event of a change to any guideline, revised guidelines will be posted for a minimum of 30 days for review.
 - a. Posting shall include emailing the guideline with changes to all members of the fire department and posting it in the radio room for the 30 day period
 3. Changes to a guideline will be presented to the membership in the following format
 - a. A line shall be drawn through any redactions to existing guideline with the original text remaining readable
 - b. Any additional verbiage to existing guideline shall be highlighted in Red
 - c. Any new guideline shall be formatted pursuant to Guideline No. 100.01 and Guideline No. 100.01A
 4. After the 30 day review period, the revised guideline will be presented for discussion and voted on by the membership at the next business meeting with a quorum present.