

GLASGOW FIRE DEPARTMENT

Standard Operating Guideline

GUIDELINE: SOG's AND COMMAND			SECTION: 101
WRITTEN 08/13/1990	REVIEWED	REVISED 08/25/2021	Page 4

PURPOSE

So that the entire department has a detailed and understandable version of the Standard Operating Guidelines of the Fire Department.

POLICY

1. All Guideline manuals shall be maintained in an updated, complete condition.
2. All new and updated Standard Operating Guidelines shall be read and understood.
3. Once Guidelines have been approved and placed in the proper format, the Guidelines shall be circulated to all fire department employees.
4. When employees have read and understood the procedure, then employees shall date and sign-off on the Read/Sign-off Form. When all employees have read and signed-off on the guidelines, the Read/Sign-off Form shall be returned to the office of the Fire Chief and placed on file.

PROCEDURES

1. All Guidelines, although they may be authored by others, shall be assigned an S.O.G. number, and effective date. The new SOG update will then be forwarded to the Mayor and City Council for adoption, upon approval the new SOG will be issued by the office of the Fire Chief. All new Guidelines shall be drafted in the standard format.
2. Standard Operating Guideline Manuals shall be maintained by Glasgow Fire Department employees. The manuals shall be updated upon the issuance of new or revised Guidelines. Any Guidelines that are replaced shall be removed from the manuals and destroyed.

FORMAT

1. Each S.O.G. shall be given an S.O.G. number.
 - a) Operating Manual (100 series)
 - b) Emergency Response (200 series)
 - c) Incident Command (300 series)
2. Each S.O.G. shall be given an effective date.
3. An appropriate short subject title shall be designated for each S.O.G.
 - a) For example: Driving Fire Department Vehicles
4. S.O.G.'s shall be written in clear manner with any emphasis placed on avoiding the possibility of misinterpretation.
5. When applicable, S.O.G.'s shall be constructed in a step-by-step manner.

CHAIN OF COMMAND

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The purpose of this SOG is to ensure that all Glasgow Fire Department personnel understand the order of rank within the Glasgow Fire Department which is to be utilized at all times whether on an emergency or at the fire station during non-incident activities and training. At every level within the Department, personnel are given the authority to make decisions necessary for the effective execution of their responsibilities.

PROCEDURES

All members shall recognize and respect the chain of command in all official correspondence and communications.

ORGANIZATIONAL STRUCTURE

The structure of the Glasgow Fire Department shall consist of (3) three divisions.

1. Operations
2. Inspection
3. Training

DIVISION RESPONSIBILITIES

Operations Division

- a. Fire prevention
- b. Community relations
- c. Firefighting operations
- d. Fire investigating
- e. Emergency operations
- f. Enforcement of city policy and department guidelines
- g. Operational duties as assigned
- h. Any other duties deemed necessary

Inspection Division

- a. Operational duties as assigned
- b. Fire inspectors and inspections
- c. Fire equipment and property upkeep
- d. Any other duties deemed necessary

Training Division

- a. Operational duties as assigned
- b. Hazardous Materials Coordinator
- c. Training Coordinator
- d. Any other duties deemed necessary

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CONDUCT TOWARD COMMANDING OFFICERS

No member shall at any time be insubordinate or disrespectful to any personnel. Members shall treat commanding officers, and subordinates with respect. They shall always be courteous and civil in their relationship with one another. Personnel shall not use derogatory or abusive language regarding an order or instructions issued by a commanding officer.

INSUBORDINATION

- a. Failure or deliberate refusal of any member or employee to obey an order given by a superior officer shall be considered insubordination. Ridicule of a superior officer in or out of his/her presence is also considered insubordination.
- b. A supervisor may, at his/her discretion, relay an order by an employee of the same or lesser rank. These orders shall be considered a direct communication from the supervisor and shall be obeyed as such.
- c. Every member is required to establish and maintain a working knowledge of all laws and ordinances applicable in his/her jurisdiction and the policies and guidelines of the department.

STATION VISITATION

Family and friends can visit at any time at the stations but are required to leave by 10:00 pm.

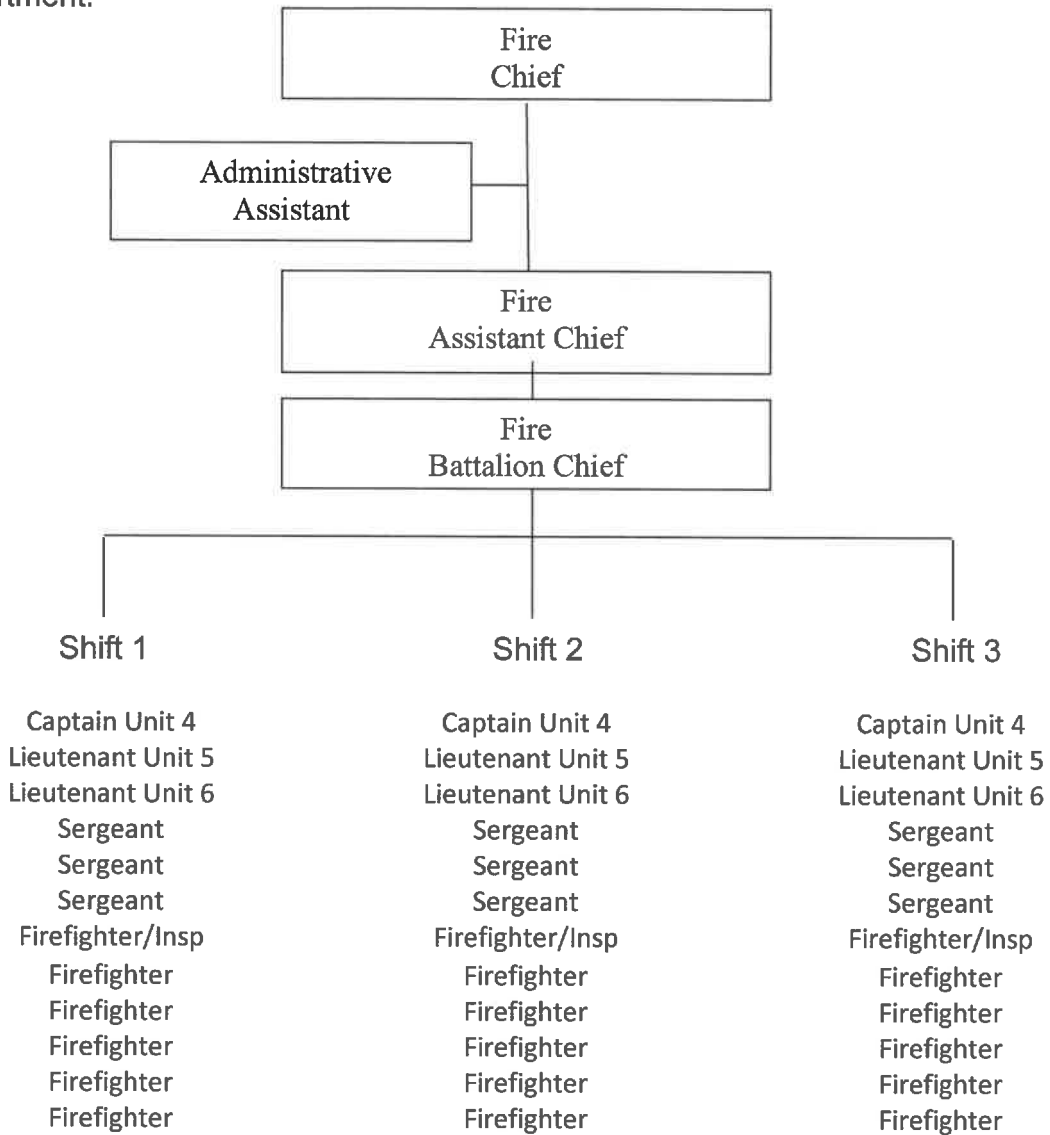
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COMMAND STRUCTURE

The following is the chain of command structure for the Glasgow Fire Department:



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Standard Operating Guidelines
Read/Sign-Off Form

Personnel designated below should attach SOG# _____, date and sign-off below. When sign-off is completed by all relevant employees, this form should be forwarded to the Office of the Fire Chief and placed on file within the appropriate Fire Chief's SOG manual.

_____ / _____
Date / Initials

Employee Signature / Date