

715 POLICY DEVELOPMENT

PURPOSE:

To outline those persons that can propose a policy or amendment, the format of the proposal and the way in which the proposal is acted upon for development as a policy or amendment.

SCOPE:

Any member of the Department or members of other emergency agencies can propose a new policy or amendment. This policy is also applicable to those persons that review the proposal and adopt it as a policy.

FORMAT:

In order to make a proposal a **Policy Proposal Form (DF-SPF-01)** must be filled out and signed by the person making the submission.

PROCEDURE:

Once the **Policy Proposal Form (DF-SPF-01)** has been completed and signed by the individual making the proposal he shall forward the original to the Board of Officers.

The Board of Fire Officers shall review the proposal and give the person making the submission an opportunity to further elaborate on its contents. Whether it is for or against the proposal any person or any correspondence regarding the proposal shall be heard.

In the event that the Board of Fire Officers feels that the SOP proposal or amendment is not needed they must correspond with the person making the submission. The correspondence shall state the specific reason for declining the submission. A copy of the correspondence shall be forwarded to the Board for their review. In the event that the Board feels that the decision of the Board of Fire Officers is not warranted or substantiated then they shall give the person that made the submission the opportunity justify it.

In the event that both the Board of Fire Officers and Board of Fire Commissioners feel that the submission is just and would help to advance the Department then they can move to memorialize the submission by adopting it as a new or revised policy.

The Board can adopt a policy or amendment for any **Section** other than **Section 600** despite its being denied by the Board of Fire Officers. **Section 600** policies and amendments to them must be adopted and approved by the Board of Fire Officers prior to the Board's approval. The Board shall exercise good judgment and act in good faith for the safety and advancement of the Department when approving a policy or amendment that the Board of Officers does not endorse.

The Board of Fire Officers shall forward the policy to the Board if approved. The Board would call for a vote on the proposal and if approved by a majority the proposal would then become a policy. Once approved, the secretary for the Board would give the policy a number and place it into the appropriate section of the policy book. Adequate copies will be forwarded to the respective persons / agencies for placement into their policy books.