



CHARLOTTESVILLE - ALBEMARLE RESCUE SQUAD STANDARD OPERATING GUIDELINE



TOPIC: Maintenance & Revision Of SOG's	S.O.P. # 1.2
Approved by: Lair D. Haugh, Chief	Revised: 2/8/2003 Approved:

I. PURPOSE

- a. To set forth the location where the current SOG's will be posted.
- b. To set forth the accepted method of making revisions to the SOG's.
- c. To set forth the manner in which revisions to SOG's will be communicated to members.

II. LOCATION OF SOG's

- a. An up-to-date copy of the SOG's will be maintained:
 - i. On the Squad web site.
 - ii. Posted on the "SOG" clipboard on the "Notice to Members" bulletin board located in the hallway outside of the administrative office.

III. REVISIONS

- a. Excepting in cases of emergency, proposed changes and/or additions to will be posted on the "Notice to Members" bulletin board located in the hallway outside of the administrative office for a minimum of two weeks.
- b. Proposed changes and/or additions will be reviewed by the Captains at their monthly meeting.
- c. Proposed changes and/or additions will be reviewed by the Duty-Officers at their monthly meeting.
- d. Adopted changes will be posted with the existing SOG's on the bulletin board as well as on the web site.
- e. Revisions to existing SOG's will be reflected at the bottom of the SOG for historical and tracking purpose.