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.