

San Mateo County Fire Service
Policy & Guideline Manual

P-106

Creation/Update of Policies and Guidelines

P-106.1 PURPOSE & SCOPE

The purpose of this policy is to identify how policies and guidelines that affect San Mateo Operational Area fire-rescue agencies are created/updated.

P-106.2 POLICY

It is the policy of the San Mateo County Fire Chiefs that all San Mateo Operational Area fire-rescue agencies shall follow the procedures contained in this policy when creating future policies and guidelines that impact all San Mateo Operational Area fire -rescue agencies.

P-106.3 REFERENCES

N/A

P-106.4 PROCEDURES

1. Notwithstanding the origin of a policy or guideline, each proposed policy or guideline shall be reviewed by each adjunct group of the San Mateo County Fire Chiefs' Association prior to formal action being taken by the San Mateo County Fire Chiefs' Association.
2. The Fire Chief for each San Mateo Operational Area fire-rescue agency shall indicate their support or opposition to a proposed policy or standard.
3. The attached flow chart will be used to ensure all stakeholders review and approve a policy/guideline before it is presented to the Fire Chiefs for final approval. If changes are recommended/directed the originator of the new/updated policy/guideline will be notified. The originator will be responsible for making any changes/corrections and resubmitting the updates at the same level where the comment(s) came from (i.e. Training Officers, etc.).
4. A supermajority (unanimous) of all San Mateo Operational Area fire-rescue agencies shall be required to adopt a proposed policy or guideline.

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5. Once a policy/guideline/update is approved by the Fire Chiefs the Deputy Fire Chiefs will be responsible to ensure that it is implemented per the guidelines listed in items 8 – 10 of this policy.

6. Each San Mateo Operational Area fire-rescue agency shall adhere to the adopted policy or guideline and ensure that its employees follow it.

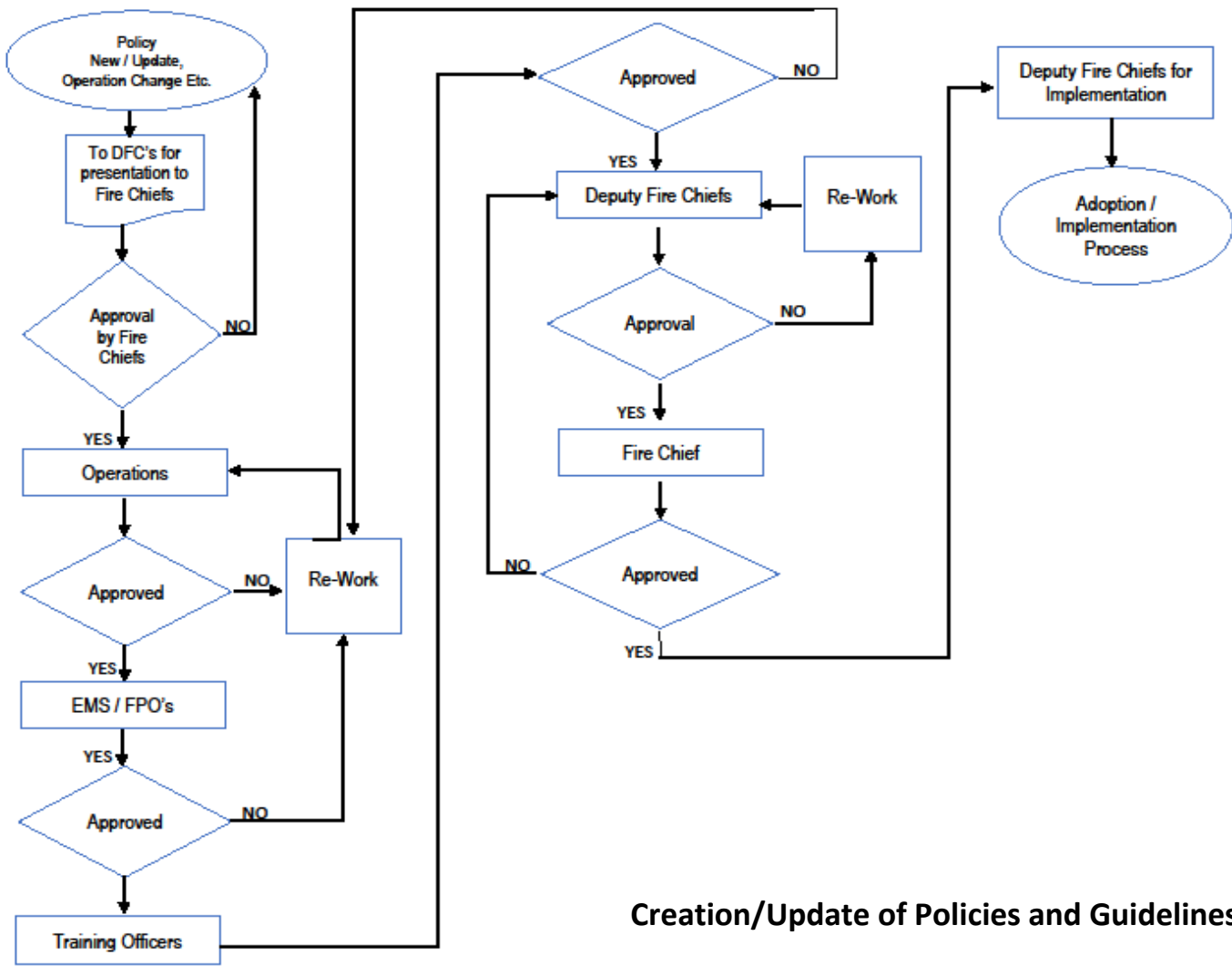
7. Policies and Guidelines approved by the San Mateo County Chiefs' Association will go into effect within the following time-frame.
 - a. 1st Quarter – Effective Date April 15th
 - b. 2nd Quarter – Effective Date July 15th
 - c. 3rd Quarter – Effective Date October 15th
 - d. 4th Quarter – Effective Date January 15th of the subsequent year.

8. The San Mateo County Fire Chiefs' Association may take an "Emergency" exception to this procedure and designate an effective date upon approval of said policy or standard.

9. An e-mail notification will be sent to all San Mateo County Fire Chiefs and to the presidents and committee chairs of the San Mateo County Fire Chiefs Adjunct Groups when policies or guidelines have uploaded to the www.smcfireservice.org website.

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Creation/Update of Policies and Guidelines Flow Chart