

**Purpose:**

To ensure that Policy/Procedure development maintains a process that assures vetting opportunities are provided for regional stakeholders in a consistent manner while maintaining progress in the development process.

**Policy:**

The County Fire Chiefs Operations Section shall provide clear direction and guidance on the policies and procedures of the organization. The development of policies and procedure shall follow the approved sequence of vetting as identified in the procedure and flowchart contained within this Policy.

All draft originators shall ensure that new Policies or Procedures being developed follow the approved vetting sequence provided within this Policy. Final submissions to the County Fire Chiefs are to be typed to conform to the required format as identified on Policy # (Policy and Procedure Format).

**Definitions:**

Vetting is defined as providing opportunities for examination, scrutinizing, testing and providing input.

**Procedure:**

1. **Originator**- if a policy is submitted for review without direction of Policy/Procedure (P/P) revision/development from the Fire Chief's Section, the originator will provide a draft to the County OPS Section for review and rout to Fire Chef's Section for Authorization to pursue.  
**OR**
2. **County Fire Chief's Section**- Authorization for OPS Section to pursue P/P development or existing P/P alterations/updating.
3. **County Operations Section**- Identify Stakeholder impact and identify a Subcommittee consisting of subject matter experts for P/P development/revision. Communicate with County TO Chair for Training Sub Committee participation in P/P & Lesson Plan development.
4. **County Training Section Review Committee**- Participatory involvement via Training Section Subcommittee in development process from a Training perspective. Commence with Lesson Plan research/development.

**AND**

- 4-Zone Policy Subcommittee-** Research existing P/Ps of topics that is currently available and/or identify any potential conflicts with other existing P/Ps. Develop P/P Draft for submittal to OPS Section for review.
5. **County Operations Section-** Review- OPS Section reviews the Draft policy as submitted by the Policy Sub Committee/Training Section committee. Provides input as needed. Prepares P/P development progress update to Zone OPS and County Chiefs as needed. 4-Zone Policy Subcommittee continues with P/P development.
6. **Zone Operations Sections-** Draft of P/P to be presented to each Zone's Operations committee for input during this development phase. This draft can be presented by the developing Sub Committee or by the OPS Section representative. The OPS Section representative will compile all of their respective Zone Operations committee's input for delivery/discussion at the next County OPS Section & Policy Subcommittee meeting.
7. **Zone Fire Chief's Review for Zone Impact (as needed)** – Ensure all Zone impacts are identified.
8. **County Operations Section & Policy Subcommittee-** Review input as provided by the Zone(s) Ops. Provide/discuss revision(s) input as needed. Discuss delivery plan for Training Section and Zone OPS Committee review of proposed/implemented revisions to P/P.
9. **Training Section Committee-** Provide injected revisions to the Training Section Committee for Lesson Plan development.

**AND**

- Zone Operations-** Provide injected revisions to the Zone(s) OPS Committee for final Zone review.
10. **Evaluation Phase- Training Section and Policy Subcommittee-** are to field test lesson plan and proposed P/P. Identify adjustments as needed. Field test is to include company representation from each participating Zone if possible. Provide a detailed report of changes/challenges (if applicable) to the draft to the OPS Section. This can be accomplished

through Training Section/Policy Subcommittee representation or in written format.

**NOTE: if during the Evaluation Phase it is determined that significant changes are required in the field test, the proposed changes will be documented and resubmitted to the Operations Section (#7) and presented by the Evaluation Phase representative. Once changes are approved, the revised Policy/Procedure will then continue with the vetting process (starting at #8).**

11. **County Operations Section**- (FINAL REVIEW) Review of draft policy and lesson plan for submittal to each of the Zone Fire Chiefs Committees. Assure P/P meets approved formatting guideline.
  
12. **Zone Fire Chiefs Approval**- Presented to the Zone Fire Chiefs. Upon review of the proposed draft P/P, input/concerns will be channeled backwards through the OPS Section as needed. OR approval for presentation to the County Fire Chiefs Section for final approval/implementation.
  
13. **County Fire Chief's Section**- Final approval of proposed draft. Identify a proposed P/P implementation date with consideration of training delivery needs.

# Policy/Procedure Development Process

