

STANDARD OPERATING PROCEDURE

[Changes to SOG's]



Department: Operations

SOP#109

Applicable to: All Staff

Effective Date: 1 March 2020

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Authority: Chief Of Operations

Applicable CAAS Standard:

Revised Effective Date:

Purpose:

The purpose of this Standard Operating Guideline (SOG) is to outline the position of Brighton Volunteer Ambulance (BVA) regarding notification and awareness of how SOG's may be changed, notified, and effective.

Scope:

The scope of this document applies to personnel that report to the Operations Chain of Command.

Guideline:

1. The agency may, from time to time, discover the need to add, modify, or remove SOG's to remain current. The following outlines how the agency will make personnel aware of such changes.
2. New:
 - 2.1. When a new SOG is written, the following will occur:
 - 2.1.1. Notification in the agencies publication of record of a new SOG for review
 - 2.1.2. SOG will stand for personnel review for thirty (30) days
 - 2.1.3. After thirty (30) days, the SOG will become effective and enforceable.
3. Modification/Edits:
 - 3.1. When an existing SOG is edited, the following will occur:
 - 3.1.1. Notification in the agencies publication of record of a new SOG for review
 - 3.1.2. SOG will stand for personnel review for fifteen (15) days
 - 3.1.3. After fifteen (15) days, the SOG will become effective and enforceable.
4. Removal:
 - 4.1. When an existing SOG is removed and no longer applicable, this will be disseminated via the agency's publication of record. This will be effective and enforceable immediately.
5. Short Notice/Temporary Alterations
 - 5.1. An Administrative Order will be issued.
 - 5.1.1. This will be sent electronically, Posted conspicuously, and disseminated via the agency's publication of record. This will be effective and enforceable immediately.
 - 5.2. See SOG 125 - Administrative Orders.

This document supersedes any documents on the topic dated prior to the effective date noted above.