

Standard Operating Procedure SOP DEVELOPMENT	PEORIA FIRE DEPARTMENT Administration 100.20 Initial 09/28/04 Page 1 of 2
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POLICY

To provide guidelines to all personnel for creating Standard Operating Procedures. This procedure will allow for conformity and consistency in the creation of these documents.

Heading should be set up as a header, which will automatically include the heading on each page.

- "Standard Operating Procedure" shall be in Arial font 12 point bold letters across the top, top left hand corner of the header.
- "PEORIA FIRE DEPARTMENT" shall be in Arial font 12 point bold letters across the top, top left hand corner of the header.
- SOP Section Name - shall be in Arial font 12 point bold letters on the second line from the top, right hand corner of the header.
- The SOP number should appear in Arial font 12 point bold numbers directly underneath the SOP Section Name on the right hand side of the header. If this is a new document, leave number blank and one will be assigned. If it replaces an old document, the number will stay the same.
- Issue date will appear in Arial font 12 point bold directly under the SOP Number on the right hand side of the header. If the policy has undergone review or revision the letters rev. should appear directly in front of the latest revision/review date. Ex) Rev. 10/1/05.
- Page _ of _ should appear in Arial font 12 point bold to the right of the issue date.
- The name of the SOP should appear in Arial font 12 point bold on the left hand side of the header on the third row down from the top.

PURPOSE

This is a statement explaining the purpose of the Standard Operating Procedure. The purpose statement should be kept as brief as possible.

The policy is a detailed outline explaining the Standard Operating Procedure. All procedures, strategy, tactics, directives, etc should be included in the policy section. Lengthy procedural information, lists or information that is likely to change often (Arson Investigator Rosters, for example) may be put in an Appendix. Appendices must be referenced in the text of the Standard Operating Procedure.

