

TRURO FIRE RESCUE

GENERAL ORDERS

G.O. # 101 DEFINITIONS **EFFECTIVE 03-27-95**

1.1. The following definitions shall be the way Truro Fire Rescue will be structured and operated.

1.2. General Order: (GO)

This is a written policy outlining specific concepts how the Department will operate. It is a rule, a law if you like, that does not allow for any deviation or flexibility. The only way to deviate from a General Order is to rewrite the order. Failure to follow a General Order could result in disciplinary action.

1.3. Rules & Regulations: (R&R)

These are for all intent and purpose the same as General Orders. They cover the general overall operation and administration of the Department. Like General Orders, the only way to deviate from a Rule & Regulation is to rewrite the Rule & Regulation. Failure to follow Rules & Regulations could result in disciplinary action.

1.4. Standard Operating Guidelines (SOG)

This is a detailed guide for physical action. It details in writing steps that are to be followed in carrying out Department policies for specific reoccurring situations. It recognizes that within the Department duties and certain situations, though similar, may vary and allow for flexibility when coping with the individual situations, however there must be a very good reason to deviate from these procedures. It is possible that portions of a **S.O.G.** may contain certain standards that are not flexible.

1.5. Protocols:

Protocols are a mix of General Orders & Standard Operating Procedures that will relate to the Emergency Medical Services provided by the Department. The word **Protocol** will be limited to the Departments Emergency Medical Operations.

1.6. Memos:

That of a letter providing information, or that of a directive. A directive is essentially a written order to carry out a Department Policy, Rule & Regulation, S.O.P., protocol.

The content of the **Memo** should make it apparent whether it is an informational letter or a written order.

1.7. Orders:

A command given by a superior officer or a person in charge who has the delegated authority to direct Department personnel. Non-compliance to an order could result in disciplinary action