	Policy and Procedure – West Fargo Fire Department	
	Subject: Work Groups	
	Series: Administration	
	Date Authorized: 12/1/2020	Authorized by:
Date Reviewed:	Chief Daniel Fuller	Policy 10.033

Intent

To set policy regarding the creation of, assignment of employees to, and the responsibility of a Work Group.

References

Definitions

Work Group – a group assigned to follow a systematic process for the review, research, and recommendation of policy, procedures, guidelines, and other documents

Policy


1. The Chief of the Department shall form a Work Group when necessary to follow a systematic process for the review, revision, and recommendation of changes to fire department documents including:
 - a. Policy and Procedures
 - b. Standard Operating Guidelines
 - c. General Orders
 - d. Directives

2. Once the need for a Work Group is identified, the Chief of the Department shall assign the group to the responsible division. The Deputy Chief or Civilian Manager responsible for the division shall assign a Chairperson.

3. The Chairperson will determine the number of members and select those members based on knowledge and ability. Outside subject matter experts can be involved as well.

4. The Chairperson will follow a systematic process and document why the provisions in the document were established or selected. Follow these steps:
 - a. Communicate needs to Work Group or appropriate Deputy Fire Chief via chain-of-command.
 - b. Select subject matter experts to assist in document creation/revisions.
 - c. Identification of the specific topic to be addressed and goals of the committee.
 - d. Review related documents for inclusion or reference.
 - e. Conduct research and collect/analyze data.
 - f. Consider regulatory guidelines and industry standards and best practices.
 - g. Gather input from members of the Department.
 - h. Provide rough drafts of General Orders to Work Group.
 - i. Revise rough draft upon return from review group and provide final draft and all related documents to Work Group.

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5. The Chairperson will select a Work Group member to record meeting sessions for review or request the Office Manager to assist with this task. Session meeting minutes shall include:
 - a. Place and time of the meeting
 - b. Attendees at the meeting
 - c. Topics discussed

6. The Chief of the Department shall establish a timeline for the work of the group to conclude by. If, at any time, the Chairperson of the group feels the group will not meet the timeline, contact the Chief of the Department for an extension.

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