



---

## PROGRAM DEVELOPMENT AND NEEDS ASSESSMENT SOG

### **SCOPE**

This SOG addresses the needs and requirement to develop new or review existing Department programs to enhance organizational effectiveness.

### **PURPOSE**

This SOG outlines the parameters for determining the necessity of Department operational and administrative programs, and whether the programs are justified, efficient and validated.

### **DEFINITIONS**

**SHALL** – Indicates a mandatory requirement.

**Standard Operating Guidelines (SOG)** – Documents that help establish how an organization will operate and how its members are expected to carry out specific duties outlined in general terms.

### **REFERENCES**

### **GUIDELINES**

#### **ANNUAL REVIEW**

- The Chief will convene a committee of officers and firefighters to conduct an annual review the departments existing operational and administrative programs, and to address the need for additional programs.
- This committee will be designated in writing and meet in December of each calendar year to determine the effectiveness of the department’s programs.

#### **GUIDELINES FOR ANNUAL REVIEW:**

All department programs will be reviewed annually for efficiency, staffing and cost effectiveness.

**The Chief will designate the review committee which will be comprised of officers and firefighters.** This committee will be formed and convene no later than September of the calendar year to conduct the review.

The Chief will designate the committee chairman who will supervise the review and provide a written report of the committee’s activities to the Chief.

The chairman will conduct sufficient meetings to review all the programs.

Policy Number  
**5C.001**  
Page 1 of 2



The Chief will provide a list of all existing department programs and a list of programs he deems potentially necessary for the upcoming year(s).

The chairman will conduct an in depth review of the existing programs and consider the following:

- cost effectiveness
- justification (why we have this program)
- validation of the program (determination of why we need or do not need this program)

The chairman will review new program proposals and assess the following:

- actual need
- funding requirements
- if an existing department program can encompass the new requirement
- staffing requirements

**The chairman will provide a written report to the Chief for review.** The Chief will present the report to the Board of Directors for their review.

Policy Number  
**5C.001**  
Page 2 of 2