



POLICY MANUAL

Daily Operations - Policy Manual Changes

Revised: 07-21-95

Code: 1 – 10 – 8

Book Chapter Subject

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8.0 Purpose: Establish Procedures For Handling Manual Changes and Updates.

8.01 Scope: All Fire Department Personnel.

8.02 PROCEDURE

Memos that notify personnel of any changes in Department procedures or policy and will necessitate a manual update should be so noted in the upper right hand corner of the memo. Noted will be the SOP effected, e.g., 1-9-3.

Priority ____	SOP _____
Memo No.	_____
Reference	_____
Signature	_____

After all personnel have read the new updated policy, it should be placed in the appropriate manual. All Department memo's, after being read to a crew by a Company Officer, will be signed off by that Company Officer. Once signed off by all 3 shift Company Officers, the memo will be placed in its appropriate designated file folder.