



POLICY MANUAL

Daily Operations - Reports Recommendation Format

Revised: 05-04-98

Code: 1 – 12 – 4

Book Chapter Subject

Page 1 of 1

4.0 Purpose: Establish Format Guidelines for Written Recommendations.

4.01 Scope: All Fire Department Personnel.

4.02 **GOAL**

To use a standardized format to submit recommendations for approval.

4.03 **FORMAT**

This format will be used City-wide and should expedite the approval process:

TO: Use Rank & Last Name

FROM: Use Rank & Last Name

DATE:

SUBJECT: Short Title

Recommendation

State the recommendation beginning with an action verb; for example, "Approve procedure," or "Revise policy."

Background

Short description of what is at issue. How much will it cost (include price quotes)? Is it budgeted? What is the schedule? Who is affected?

Reasons for Recommendation

Justify the recommendation. When possible, refer to adopted policy or budget.

Steps Following Approval

What happens next? (For example, "Revise Manual of Operations," or "Train all personnel in new procedure.")

4.04 **PROCEDURE**

This format shall be used whenever a recommendation is submitted for consideration or approval. The submittal should be through the chain of command.