



POLICY MANUAL

Daily Operations - Reports

Department Memorandums

Revised: 01-30-97

Code: 1 – 12 – 10

Book Chapter Subject

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10.0 Purpose: To establish a procedure in the handling of Department memorandums.

10.01 Scope: All Fire/EMS Personnel.

10.02 **FILING OF COMMUNICATIONS**

All communications, memorandums, etc., that are to become part of our Department records will be submitted to the Department Secretary so a number is affixed before distribution.

All numbered communications are to be placed in a permanent file in the Fire Administration office.

The file is to be available to all Department Personnel at any time they wish to review any particular communication.

All numbered communications are to be placed on file at each Fire Station and maintained for a two-year period.