

Tempe Fire Department Policies and Procedures
Volume Management
108.00
Rev 7-30-07

PURPOSE

The purpose of this policy is to provide guidelines on the management of Department policies and procedures.

POLICY

There shall be:

- A. A consistent format for all department policies.
- B. A uniform method of development, implementation, distribution, and maintenance of these policies.

PROCEDURE

Format

Entries into these volumes should typically include the following three categories:

- 1. Purpose – why it's being written.
- 2. Policy – what will be accomplished.
- 3. Procedure – how it will be done.

Implementation

When the need for a policy or change is identified an initial draft will be written. The responsibility for the initial draft may be assigned to any member of the Department. Drafts will be typed by the executive assistant. All drafts will include the "DRAFT" heading and new language will be highlighted and deleted language will have strikeouts. Once written, the initial draft will be submitted to staff and union trustees for review. Drafts will be returned to the originator with comments within ten days (originator must be sure to include his/her name on initial draft). The originator will make changes based on staff comments and submit the modified draft to the Administrative Services Assistant Chief who will decide whether to resubmit for further staff review or to finalize the policy. Once approved it will be given to the executive assistant for publication and distribution. The "DRAFT" heading will not be removed until this point in time. Policy numbers will be assigned by the assistant chief.

Distribution

Complete hardcopy sets of policies and procedures will be maintained in the following locations:

Administrative Services Assistant Fire Chief
Executive Assistant

The policies and procedures will also be available and maintained on the internet by going to the Fire Department web site. Members may also bring a CD or flash drive to administration and get a copy made for their personal computer.

Maintenance and Training

Individuals assigned sets are charged with the responsibility of maintaining them in a current state (removal of outdated pages and insertion of new ones).

It will be the responsibility of the Chief Officers to see that all personnel in their respective divisions/sections are informed of (and trained in, when necessary) new or updated policies and procedures.

Layout and Font

The page layout should be as follows:

Margins:

Top -- .75

Bottom -- .5

Left -- 1.0

Right -- .5

Gutter -- 0

From Edge:

Header -- .5

Footer -- .5

The standard font is to be Arial 10 point.

The page heading should be bold 12 point using upper and lower case.

The purpose, policy, procedure, and guidelines headings should be bold 12 point using all upper case.

Other sectional headings should be bold 10 point using upper and lower case and/or (based on need) underlined.