

## Standard Operating Guidelines

### MEMORANDA

Guideline # 100.04

Date: 1/09 R

#### **PURPOSE**

To provide policy, procedure and guidelines to properly manage and control the preparation and distribution of Intra-District memoranda.

#### **POLICY**

- A. Memoranda may be initiated by different levels within the District depending upon the nature of such memoranda.
- B. All memorandums which affect the entire District shall contain a termination date.
- C. Only those memorandums which are of general interest and concern to the entire District shall be placed into the Memoranda Book.

#### **RESPONSIBILITY**

- A. The District Chief has the overall responsibility for control and management of the generation, distribution and proper usage of intra-District memoranda.
- B. All members who are authorized to originate intra-District memoranda shall do so in accordance with the guidelines established within this policy.
- C. Members who are charged with the care and updating of the Operations Manual sets are responsible for keeping the Memoranda Book current within the guidelines established within this policy (See 4.06).
- D. It is the responsibility of the Company Chief / District Chief to report all new memorandums to each Fire Fighter under their command and to record this action.
- E. It is the responsibility of the District Chief to convert District memoranda to regular policy format and to distribute such on or before the indicated termination date.

#### **INITIATION OF MEMORANDA**

Memoranda may be initiated by different levels within the Fire Department according to the following guidelines.

- A. The following types of memoranda may only be initiated by or with the approval of the Fire Chief or District Chief:
  1. Memoranda announcing a permanent change in District policy.
  2. Memoranda announcing a temporary change in District policy.
  3. Memoranda announcing promotions, changes of shift assignments and other official personnel actions.
  4. Memoranda announcing important events which will affect the members of the District.

- B. The following types of memoranda may be initiated by any level within the District.
  - 1. Memoranda which are used as a communication medium between specific individuals.
  - 2. Unofficial memoranda of general interest to the overall membership of the District.
- C. Those memoranda which are initiated within the Fire District must have a purpose and should not be initiated frivolously or without true necessity.

### **TERMINATION DATE**

The termination date on an inter-office memorandum is used to indicate the date after which the memorandum in question is no longer valid.

- A. All memoranda which affect the entire Fire District shall have a clearly stated termination date.
- B. The time frame between the initiation of a memorandum and its termination date shall be no longer than is necessary to fulfill the function of said memorandum. For example, a memo announcing an event on a certain date would terminate on the day of said event.
- C. If the nature of the subject matter of a given memorandum does not lend itself to an inherent termination date, a time frame of not less than thirty (30) days shall be allotted between its initiation and its termination date. For example a cover memo accompanying a new policy which contains instructions for placing the new policy into the Operations Manual would go into the Memoranda Book to alert Fire District personnel of the new policy. Such a memo would have a termination date based on a time frame of not less than thirty (30) days.
- D. Memoranda shall be discarded whenever they're respective termination dates are reached.

### **MEMORANDA BOOK**

- A. The Memoranda Book is used to contain current memorandums which affect the entire District.
- B. Only current memoranda which have not reached their termination date shall be maintained within the Memoranda Book. All memorandum which has reached their termination date shall be removed and discarded.
- C. Memorandums shall be maintained within the Memoranda Book in chronological order. The most recent memorandum shall be kept in the front of the Book with all memorandum filed back chronologically, toward the back of the Book where the earliest (but still valid) memoranda are kept.

### **THE COVER MEMO**

- A. The Cover Memo is used as an instruction sheet to those members who are charged with maintaining the various copies of the Operations Manual.
- B. Cover Memos are a form memo which contain standardized instructions concerning updates to the Operations Manual.

- C. A Cover Memo shall accompany every change, update and new policy of the Operations Manual.
- D. Cover Memos are placed into the Memoranda Book for the period specified by the termination date.

#### **GENERATION OF DISTRICT POLICY**

- A. New policies and/or changes in the existing policies which are permanent in nature shall be placed into the standard policy format via the regular established system for policy preparation (see 1-I-3).
- B. Whenever an immediate or emergency need for a new policy and/or a change in an existing policy (which will be permanent in nature) arises, a memorandum may be originated in order to expedite the immediate communication of the policy in question. In this process, the following must hold true:
  - 1. Said memorandum announcing the emergency and/or immediate (permanent) change in District policy shall contain a termination date of not more than thirty (30) days.
  - 2. Said memorandum announcing such an immediate, permanent change shall contain a statement indicating that said policy shall be converted to regular policy format (See 1-I-2 and 1-I-3) and shall be distributed for update of the Operations Manual on or before the indicated termination date.
  - 3. Said memorandum shall be converted to regular policy format and distributed to those charged with maintaining the various copies of Operations Manual by the Deputy Chief on or before the indicated termination date.
- C. New policies and/or changes in existing policies which are temporary in nature are normally communicated via memorandum. Such memorandums shall contain a termination date in accordance with the time frame necessary for the temporary policy change.
- D. Any memoranda, whether permanent or temporary in nature, shall be read by the Officers-In-Charge to the Volunteers at their next appropriate meeting and to the career shift at their respective appropriate meeting. The Officer-In-Charge is responsible then to have the memoranda signed by every Fire Fighter, under his/her command, signifying that the Fire Fighter has read and understands said memoranda.
- E. The signed memoranda shall be retained and filed in a chronological order by the Officer-In-Charge. The most recent memoranda shall be kept in the front of the file with all others filed back, chronologically toward the back where the earliest (but still valid) memoranda is kept.

#### **DEAD FILE**

The District Chief shall keep a Dead File of all Memoranda Book memorandum which has expired. Members charged with the upkeep of the various Operations Manual sets should simply discard any outdated memoranda that may be in the Book.