

Purpose:

To provide instructions on how to format new or revised POLICIES or PROCEDURES in a consistent manner.

Policy:

The County Fire Chiefs Operations Section shall provide clear direction and guidance on the policies and procedures of the organization. These policies and procedure shall be provided in the approved format.

Definitions:

POLICY is defined as the declared intent or objective that shall be used as the basis for decision and action. Generally, POLICY will be short and concise.

PROCEDURE shall be defined as a prescribed or acceptable routine or method of performing or implementing a desired course of action.

Procedure:

All originators shall ensure that new Policies or Procedures being submitted are typed to conform to the required format.

A standard format shall be followed by all originators writing Policies or Procedures for inclusion in the Operational Area manuals. The format is as follows:

- Subject in lower left of header
- Policy number in upper right of the header
- Page number - Upper right of the header
- Effective date below Policy or Procedure Number
- The date will be in numerical form (11/1/91) and correspond with the date the Policy or Procedure was adopted
- All Policies or Procedures are to follow a basic narrative format and include the following sections:

PURPOSE

POLICY

DEFINITIONS

REFERENCE

PROCEDURE

- The numbers and headings must correspond with the Table of Contents; all headings will be properly centered on the forms
- Forms used as attachments will be reduced and placed on the Policy or Procedure format; these pages will be numbered to be included in the total number of pages for each Procedure
- All forms will be of reproductive quality and straight on the page, produced in Arial font 12 with single spacing
- Listed items will be indented; if it is desired to identify thoughts or points, this should be accomplished by the use of bullets preceding the first word; items are to be numbered only to indicate priority or order of sequence to be followed