TOLEDO FIRE & RESCUE DEPARTMENT

B-5 Update, Change Or Creation Of A New Procedure

Non-Emergency Manual

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Purpose

To create a procedural management system that allows for appropriate updating of existent or creation of new procedures. Also, to provide an easily accessible up to date single master document.

Policy/Procedure

Any updates or new additions to the Procedure Manuals will be created by or submitted to the Deputy Chief of the Bureau the procedure pertains to.

1. The initial proposal shall be in an editable document where changes may be tracked. It shall also be formatted uniformly with current procedures.

2. The Deputy Chief of the Bureau the proposal affects shall review and have the draft edited as needed.

3. When ready, the proposal will be presented to the Fire Chief for review. If edits are requested, it will be kicked back to the Bureau of origination to be finalized. Once completed, the Fire Chief and the Deputy Chief shall sign the procedure, which will then be made into a PDF document.

4. This new PDF will be sent to L92 (per 2125.49 Rules and Orders), L3382 (per 2113.43 Rules and Orders) and the Executive Fire staff allowing seven (7) calendar days for feedback.

1. If there are objections or request for explanations, efforts shall be made to clarify the procedure for implementation in a timely manner.

2. Once cleared of 4a or if no objections, the procedure is adopted and shall be distributed in a timely manner department wide through the Office of the Fire Chief. If it is a particularly important procedure, consideration may be made to include it as part of training.

5. The signed hard copy shall be kept for records in the Office of the Fire Chief.

6. A non-image PDF of the new procedure, in the proper format with no cover sheet or signatures, shall be created and used to be added to the master Procedure Manual document.

7. The Procedure Manual document index pages will be changed to reflect the updated or added procedure. This index will be dated and have the Fire Chief's signature and the date for each procedure's adoption.

See Also:

Permanent link:
https://www.tfrdpolicies.com/dokuwiki/doku.php?id=b_manual:b5

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