Grant County Fire Protection District 3

POLICY AND PROCEDURE

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1. NUMBER: 1.1.02

2. SUBJECT: ***Policy and Procedures***

3. POLICY: It is the policy of Grant County Fire District 3 to provide a Policy and Procedure Manual for all members. This Policy and Procedure is established to define that process.

4. SCOPE: This Policy and Procedure is applicable to all personnel of Grant County Fire District 3.

5. RESPONSIBILITIES:

   A. The District Secretary and District Fire Chief are responsible for preparation and maintenance of a current index of all Policies and Procedures of Grant County Fire District 3.

   B. The District Secretary will oversee final preparation and numbering of all Policy and Procedures.

6. PROCEDURE:

   A. The official printed Policy and Procedure Manual will be stored in a secured location determined by the District Secretary. The official electronic Policy and Procedure Manuals will be held by the District Secretary and designee.

   B. New or revised Policy and Procedures will be submitted to the Board of Commissioners for approval via resolution. Upon approval by the Board of Commissioners, the official Policy and Procedure manuals will be updated, and updates will be forwarded to Grant County Fire District 3's members and available upon request.

   C. Format: All Policy and Procedures will be in standard format and will have as a minimum the following elements.
      1. Number
      2. Subject
      3. Policy
      4. Scope

5. Responsibilities
6. Definitions- when needed or Procedures
7. Procedures
8. Date or Date of Revision

Sub-elements may be included as required.

D. Deviation from the Grant County Fire District 3's Policy and Procedure manual not approved by the District Fire Chief or designee may be cause for disciplinary action.