



GENERAL ADMINISTRATION

601.3 – FUNCTION OF THE POLICY AND PROCEDURE MANUAL

- I. **Policy Purpose:** This procedure provides the purpose and format of the East Fork Fire Protection District's Administrative Policies and Procedures Manual.

Policy Coverage: This policy is intended to be applicable to all employees (represented and non-represented, part-time hourly, temporary/casual/seasonal, provisional, board members, volunteers, as well as contract and temporary workers and anyone else on the property) of the East Fork Fire Protection District.

Adopted Date: 11/20/2018

Revised Date: N/A

Policy #: 601.3

***The procedure established in this policy will be superseded and have no effect when covered by a similar or conflicting provision in a Collective Bargaining Agreement and/or Administrative Order. For detailed information, please refer to your Collective Bargaining Agreement or Administrative Order. ***

- II. **Policy:**

The East Fork Fire Protection District's Policies and Procedure Manual is designed to be a comprehensive manual incorporating all policies, procedures, and the East Fork Fire Protection District Board of Directors regulations and directives that affect and guide the actions of the District. They are intended to respect District approved policies and be consistent with the provisions of the collective bargaining agreements.

A. Definitions:

1. Policy: A basic rule established to govern functions so that they are performed in line with desired objectives. A general guideline that regulates organization actions.
2. Procedure: The act, method or manner of proceeding in some process or course of action; the sequence of steps to be followed.

III. Procedure:

A. Function:

1. The Administrative Policies and Procedure Manual will be a resource for all District procedures, policies and directives.

B. Reason for Establishing a Policies and Procedure Manual:

1. To improve communications.
2. To promote uniformity of action.
3. To improve direction setting.

C. Content: The following types of policies and procedures will be included in the manual.

1. Those policies and/or procedures, which cross District lines and require action, compliance or give direction to more than just non-represented employees.
2. Those policies and/or procedures that provide information of value to all District (non-represented and represented) employees.

D. District Policies and Procedures shall be reviewed and signed by the District Fire Chief and authorized by the East Fork Fire Protection District's Board of Directors prior to implementation. Final approved policies shall be forwarded to the Executive Office Manager or designee for distribution.

RESPONSIBILITY FOR REVIEW: The District Fire Chief, or designee and/or the Executive Office Manager, or designee will review this policy every 3 years or sooner as necessary.