

SOUTH LANE COUNTY FIRE & RESCUE BOARD POLICY

SECTION COMMUNICATIONS
POLICY C-1

FIRE DISTRICT COMMUNICATIONS

1.0 INTRODUCTION:

All organizations need a system for internal communications to insure all personnel, from the Board of Directors to the newest recruit have an understanding of the District Policies and Standard Operating Guidelines. This policy is a guideline for the preparation and distribution of District communications. As a local government (special district) we are required by law to formalize many of our communications in the form of public records. These documents are subject to public review upon request.

1.1 RESPONSIBILITIES:

The Board of Directors recognizes the need for a reliable internal communication system and supports the development of such system. The Board will render its policy statement to written form for distribution to affected persons. Only the Board may change such policies.

The Board authorizes the Fire Chief to cause the development of an internal communications system. The system will address written formal communications, and the method of distributing communications, including internal mail, email, US mail and electronic forms of communication.

Once adopted the internal communications system will be used by all District personnel.

Adopted: 06-04-2003

Revised: 2-20-2020

Reaffirmed: