

CITY OF CROCKETT



FIRE MARSHAL'S OFFICE



TEXAS LAW AND REGULATORY POLICY MANUAL

FIRE MARSHAL / FIRE INSPECTION / FIRE INVESTIGATION / LAW ENFORCEMENT

AGENCY: City of Crockett Fire Marshal's Office

CITY: Crockett, Texas

COUNTY: Houston County

FIRE CHIEF/FIRE MARSHAL: Jason Frizzell

EFFECTIVE DATE: _____

POLICY VERSION: 1.0

APPROVED BY: _____

RESOLUTION/ORDER# _____

OFFICIAL POLICY STATEMENT

The City of Crockett Fire Marshal's Office shall conduct its operations in accordance with the United States Constitution, Texas Constitution, Texas statutes, applicable Texas Administrative Code provisions, Texas Commission on Fire Protection (TCFP) requirements, Texas Commission on Law Enforcement (TCOLE) requirements applicable to licensed personnel, City of Crockett ordinances, adopted fire codes, and other applicable legal authority.

This manual establishes minimum operational and administrative standards for personnel assigned to the Fire Marshal's Office.

Nothing in this manual shall be interpreted to grant an employee authority not otherwise granted by law, license, certification, ordinance, appointment, or written authorization.

Where a conflict exists between this manual and controlling law or regulation, the controlling law or regulation shall prevail.

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AUTHORITY, ORGANIZATION AND SCOPE

100.1 PURPOSE

To establish the organizational structure, authority, responsibilities, and limitations of the City of Crockett Fire Marshal's Office.

100.2 AUTHORITY

The Fire Marshal's Office shall operate under authority granted by applicable:

- Texas statutes
- Texas Administrative Code
- City of Crockett ordinances
- Adopted fire codes
- TCFP rules
- TCOLE rules, when applicable
- Federal law
- Other legally applicable authority

100.3 FIRE MARSHAL

The Fire Marshal shall administer the Fire Marshal's Office and shall be responsible for the performance of duties assigned by the City and by applicable law.

100.4 FIRE INSPECTORS

Fire Inspectors shall conduct inspections and enforcement activities only within the authority granted by their appointment, certification, training, City ordinance, adopted fire code, and applicable law.

100.5 FIRE INVESTIGATORS

Fire Investigators shall conduct fire investigations within their legal authority, training, certification, and appointment.

100.6 TCOLE-LICENSED PERSONNEL

Personnel holding a Texas peace-officer license shall comply with all applicable TCOLE requirements.

A TCOLE license does not independently expand the authority of a Fire Marshal or Fire Marshal's Office employee beyond the authority otherwise granted by law and the employee's appointment.

100.7 TCFP-CERTIFIED PERSONNEL

Personnel holding TCFP certifications shall perform duties consistent with their certification level, training, appointment, and applicable TCFP rules.

100.8 AUTHORITY LIMITATION

No employee shall:

- Perform an inspection without proper authority
- Conduct an investigation beyond their legal authority
- Exercise peace-officer authority without the required license and legal authority
- Enter private property without lawful authority
- Conduct a search or seizure without lawful authority

LEGAL AUTHORITY

- Texas Occupations Code, Chapter 1701
- Texas Local Government Code, applicable provisions
- Texas Government Code
- Texas Administrative Code
- Texas Commission on Fire Protection rules
- Applicable City of Crockett ordinances
- Adopted fire code

USE OF FORCE

101.1 PURPOSE

To establish standards for use of force by personnel possessing applicable peace-officer authority.

101.2 POLICY

Force shall be used only when legally authorized and objectively reasonable under the totality of the circumstances.

101.3 DE-ESCALATION

When reasonably practical, officers should consider:

- Verbal communication;
- Time;
- Distance;
- Cover;
- Additional resources; and
- Other reasonable alternatives.

101.4 DEADLY FORCE

Deadly force shall only be used as authorized by Texas law.

LEGAL AUTHORITY

- U.S. Constitution, Fourth Amendment
- Texas Constitution
- Texas Penal Code §§ 9.01–9.06
- Texas Code of Criminal Procedure
- Applicable TCOLE requirements

Applicability: TCOLE-licensed personnel only.

VEHICLE PURSUITS

102.1 POLICY

Fire Marshal's Office personnel shall not initiate or participate in a vehicle pursuit unless they possess the legal authority, training, equipment, and authorization necessary to do so.

When a pursuit involves Fire Marshal personnel who are licensed peace officers, the safety of the public and officers shall remain the primary consideration.

102.2 CONSIDERATIONS

Factors include:

- Seriousness of the offense;
- Traffic
- Weather
- Road conditions
- Speed
- Location
- Time of day
- Availability of other officers
- Alternative apprehension methods.

102.3 TERMINATION

A pursuit shall be terminated when the risks outweigh the need for immediate apprehension.

LEGAL AUTHORITY

- Texas Transportation Code, Chapter 546
- Applicable TCOLE requirements

Applicability: TCOLE-licensed personnel with appropriate authority.

PROFESSIONAL CONDUCT

103.1 POLICY

All personnel shall conduct themselves professionally and ethically.

Personnel shall:

- Obey the law;
- Follow lawful orders;
- Treat citizens respectfully;
- Maintain confidentiality;
- Avoid conflicts of interest;
- Protect evidence and records;
- Avoid misuse of authority; and
- Report serious misconduct.

103.2 TRUTHFULNESS

Employees shall not knowingly falsify official reports, records, statements, applications, inspection documents, investigative reports, or other official documents.

103.3 ABUSE OF AUTHORITY

Personnel shall not use official authority for personal benefit, retaliation, intimidation, harassment, or improper influence.

LEGAL AUTHORITY

- Texas Penal Code, including applicable official-conduct provisions
- Texas Government Code
- Texas Occupations Code, Chapter 1701, when applicable
- City of Crockett personnel policies.

DOMESTIC ABUSE / FAMILY VIOLENCE

104.1 POLICY

The Fire Marshal's Office shall assist with family-violence incidents within the scope of its authority.

When a family-violence incident is received by personnel who are not authorized to conduct the law-enforcement investigation, the Crockett Police Department, Houston County Sheriff's Office, or other appropriate law-enforcement agency shall be notified.

104.2 PEACE OFFICERS

A Fire Marshal's Office employee possessing appropriate TCOLE licensure and authority shall follow applicable Texas law when responding to a family-violence incident.

104.3 DOCUMENTATION

Information observed or obtained during official Fire Marshal duties shall be documented and provided to the appropriate investigating agency when necessary.

LEGAL AUTHORITY

- Texas Family Code, Chapter 71
- Texas Family Code, Chapter 81
- Texas Code of Criminal Procedure
- Texas Penal Code
- Applicable TCOLE requirements

DOMESTIC ABUSE / FAMILY VIOLENCE

105.1 POLICY

The Fire Marshal's Office shall immediately notify the appropriate law-enforcement agency upon receiving information concerning a missing person unless the matter is already being handled by that agency.

105.2 FIRE MARSHAL ASSISTANCE

The Fire Marshal's Office may assist with:

- Searches;
- Building information;
- Fire-service resources;
- Property information;
- Investigative information;
- Emergency response; and
- Other authorized activities.

LEGAL AUTHORITY

- Texas Code of Criminal Procedure, Chapter 63
- Texas Department of Public Safety procedures
- Applicable federal requirements

SUPERVISION OF PART-TIME PERSONNEL

106.1 POLICY

Part-time personnel shall comply with all applicable City, Fire Marshal's Office, TCFP, and TCOLE requirements.

106.2 SUPERVISION

Supervisors shall verify:

- Required license or certification
- Required training
- Assigned authority
- Work performance
- Required documentation
- Compliance with policy

106.3 LIMITATION

Part-time status shall not be interpreted to reduce licensing, training, or professional requirements

IMPARTIAL POLICING AND ENFORCEMENT

107.1 POLICY

Fire Marshal's Office personnel shall conduct inspections, investigations, and enforcement impartially.

Enforcement decisions shall be based on:

- Applicable law
- Adopted codes
- Observed violations
- Evidence
- Fire/life-safety hazards
- Investigative facts; and
- Legitimate public-safety considerations

107.2 PROHIBITED DISCRIMINATION

Personnel shall not discriminate in enforcement based upon race, color, national origin, religion, sex, or other protected status.

LEGAL AUTHORITY

- U.S. Constitution
- Texas Constitution
- Applicable federal civil-rights law
- Texas law
- City of Crockett ordinances

MEDICAL AND PSYCHOLOGICAL EXAMINATION OF LICENSEES

EFFECTIVE: SEPTEMBER 1, 2024

108.1 PURPOSE

To establish procedures governing medical and psychological examinations of licensed personnel when authorized or required by applicable law or regulatory requirements.

108.2 FITNESS FOR DUTY

When there is a legitimate, documented concern regarding an employee's ability to safely perform assigned duties, the City may require an appropriate fitness-for-duty evaluation consistent with applicable law.

108.3 QUALIFIED PROFESSIONAL

Evaluations shall be conducted by appropriately licensed or qualified professionals.

108.4 CONFIDENTIALITY

Medical and psychological information shall be protected and disclosed only as permitted or required by law.

108.5 EMPLOYMENT ACTION

Any resulting employment action shall comply with applicable federal law, Texas law, City policy, and due-process requirements.

LEGAL AUTHORITY

- Texas Occupations Code, Chapter 1701, when applicable

- Applicable TCOLE rules
- Texas Commission on Fire Protection requirements, when applicable
- Americans with Disabilities Act
- Applicable Texas confidentiality laws

ACTIVE SHOOTER RESPONSE

109.1 POLICY

Fire Marshal's Office personnel shall immediately notify law enforcement when an active-shooter incident occurs.

109.2 FIRE/EMS ROLE

Personnel shall:

- Protect life;
- Request law enforcement;
- Assist evacuation when safe;
- Establish appropriate fire/EMS staging;
- Provide emergency services when conditions permit.

109.3 TACTICAL LIMITATION

Fire Marshal's Office personnel shall not perform tactical law-enforcement functions outside their training and legal authority.

BARRICADED SUBJECTS

110.1 POLICY

Fire Marshal's Office personnel shall immediately notify the appropriate law-enforcement agency when confronted with a barricaded or potentially violent subject.

110.2 FIRE/EMS OPERATIONS

Fire and EMS personnel shall stage in a safe location until law enforcement determines that entry is reasonably safe.

110.3 COMMAND

Fire and law-enforcement command shall coordinate under applicable incident-command procedures.

EVIDENCE COLLECTION AND HANDLING

111.1 PURPOSE

To preserve the integrity and chain of custody of evidence collected during fire investigations.

111.2 COLLECTION

Investigators shall:

- Protect the scene;
- Photograph evidence;
- Document evidence location;
- Collect evidence lawfully;
- Package evidence appropriately;
- Label evidence;
- Maintain chain of custody.

111.3 CHAIN OF CUSTODY

Every transfer shall be documented.

111.4 STORAGE

Evidence shall be secured in an authorized location.

LEGAL AUTHORITY

- Texas Code of Criminal Procedure
- Texas Rules of Evidence
- Texas Penal Code
- Applicable forensic requirements
- Applicable TCFP/TCOLE requirements

EYEWITNESS IDENTIFICATION

112.1 POLICY

Personnel conducting eyewitness identification shall use procedures designed to minimize improper influence.

112.2 COORDINATION

When a criminal identification procedure falls within the primary authority of a law-enforcement agency, the Fire Marshal's Office shall coordinate with that agency.

112.3 DOCUMENTATION

The investigator shall document:

- Identification method;
- Instructions;
- Witness response;
- Identification;
- Statements;
- Relevant circumstances.

LEGAL AUTHORITY

- U.S. Constitution
- Texas Constitution
- Applicable Texas case law
- Texas Code of Criminal Procedure

MISCONDUCT INVESTIGATIONS

EFFECTIVE: JUNE 1, 2025

113.1 POLICY

The Fire Marshal's Office shall maintain a fair, impartial, and documented process for allegations of employee misconduct.

113.2 COMPLAINTS

Complaints may be received from:

- Citizens
- Employees
- Supervisors
- City officials
- Other governmental agencies

113.3 INVESTIGATION

Investigations shall be conducted objectively and impartially.

113.4 CRIMINAL ALLEGATIONS

If an allegation may constitute a criminal offense, the matter shall be referred to the appropriate law-enforcement agency when appropriate.

113.5 FINDINGS

Administrative findings may include:

- Sustained
- Not Sustained
- Unfounded
- Exonerated
- Policy Failure

113.6 RETALIATION

Retaliation against a person making a good-faith complaint is prohibited.

HIRING A LICENSE HOLDER

EFFECTIVE: JUNE 1, 2025

114.1 POLICY

Applicants possessing professional or law-enforcement licenses shall undergo appropriate verification before appointment.

114.2 TCOLE LICENSE

For an applicant holding a TCOLE peace-officer license, the City shall verify applicable licensing, training, employment, and other required information.

114.3 TCFP CERTIFICATION

For fire-service applicants, applicable TCFP certification shall be verified.

114.4 BACKGROUND INVESTIGATION

The City shall conduct a background investigation appropriate to the position.

PERSONNEL FILES

EFFECTIVE: JUNE 1, 2025

115.1 POLICY

Personnel records shall be maintained securely and in accordance with applicable Texas law and City policy.

115.2 RECORDS

Personnel files may contain:

- Application
- Background investigation
- Training
- Certifications
- Licenses
- Evaluations
- Disciplinary records
- Commendations
- Employment records

115.3 PUBLIC INFORMATION

The Fire Marshal's Office shall comply with the Texas Public Information Act.

Personnel records shall not automatically be treated as confidential merely because they are contained in a personnel file.

115.4 RETENTION

Records shall be maintained according to applicable records-retention requirements.

LEGAL AUTHORITY

- Texas Government Code, Chapter 552
- Texas Local Government Code, where applicable
- Texas State Library and Archives Commission requirements
- Texas Occupations Code, Chapter 1701, where applicable
- Applicable TCOLE/TCFP requirements

UNIFORM AND DRESS CODE

116.1 POLICY

Personnel shall maintain a professional appearance appropriate to their assigned duties.

116.2 UNIFORM

Uniformed personnel shall wear approved City/Fire Marshal's Office uniforms.

116.3 IDENTIFICATION

Personnel shall display required:

- Badge;
- Name identification;
- Department insignia;
- Rank/title insignia.

116.4 FIRE INVESTIGATION

Personnel entering fire scenes shall wear appropriate PPE based upon the hazards present.

TRAINING AND MAINTENANCE OF LICENSURE

117.1 POLICY

All personnel shall maintain required licenses and certifications.

117.2 TCFP

TCFP-certified personnel shall complete all continuing education, skills maintenance, and other requirements necessary to maintain certification.

117.3 TCOLE

TCOLE-licensed personnel shall complete all continuing-education requirements necessary to maintain their license.

117.4 RECORDS

The Fire Marshal's Office shall maintain documentation of required training.

117.5 EXPIRATION

Personnel shall not perform duties requiring a license or certification that has expired, been suspended, or otherwise become invalid.

LEGAL AUTHORITY

- Texas Occupations Code, Chapter 1701
- 37 Texas Administrative Code
- TCFP rules
- Applicable City requirements

OUTSIDE AND OFF-DUTY EMPLOYMENT

118.1 POLICY

Outside employment shall not interfere with an employee's City duties, responsibilities, or availability, or create an actual or apparent conflict of interest with the employee's official City position.

118.2 APPROVAL

Required City approval shall be obtained before an employee engages in outside employment. Approval to engage in outside employment does not authorize the employee to use City resources, equipment, vehicles, time, information, or official authority for the benefit of the outside employer or private business.

118.3 PROHIBITED USE

Employees shall not use City resources in connection with private or outside employment, including:

- City equipment
- City vehicles
- City facilities or property
- City time or personnel
- Confidential or non-public City information
- City credentials or identification
- Official City authority
- Fire Marshal authority

Authorization for outside employment shall not be interpreted as authorization to use City resources or official authority for private employment.

118.4 FIRE INSPECTIONS

An employee shall not perform a private inspection or enforcement action that conflicts with official City responsibilities. An employee shall not perform a private fire inspection, fire code inspection, investigation, plan review, or enforcement action when the activity conflicts with, interferes with, or creates an actual or apparent conflict of interest with the employee's official City responsibilities.

Employees shall not use their City position, title, credentials, Fire Marshal authority, City equipment, City vehicles, City time, or confidential information to perform or support private fire inspections, investigations, plan reviews, or enforcement activities.

Any approved outside employment involving fire inspections, fire investigations, fire code consulting, plan reviews, or related services shall be conducted completely separate from the employee's official City duties and authority.

Employees shall not use their official City position or authority to provide an advantage to a private employer, client, property owner, contractor, or other private party.

LEGAL AUTHORITY

- Texas Government Code
- Texas Penal Code
- Applicable conflict-of-interest law
- City ethics policies

FIRE INVESTIGATION

119.1 PURPOSE

To establish procedures for fire investigations conducted by the Fire Marshal's Office.

119.2 RESPONSIBILITY

The Fire Marshal shall determine the appropriate level of investigation based upon:

- Fire circumstances;
- Damage;
- Injuries;
- Death;
- Suspicious circumstances;
- Evidence;
- Applicable law.

119.3 SCENE

Investigators shall:

1. Establish scene safety.
2. Document the scene.
3. Photograph conditions.
4. Determine origin and cause.
5. Interview witnesses.
6. Identify evidence.
7. Preserve evidence.
8. Complete an investigative report.

119.4 SCENE PRESERVATION

The scene shall be protected from unnecessary disturbance.

119.5 COORDINATION

Investigators shall coordinate with law enforcement when the circumstances indicate a criminal investigation may be required.

AUTHORITY

- Texas Government Code, applicable provisions
- Texas Local Government Code, applicable provisions
- Texas Penal Code
- Texas Code of Criminal Procedure
- Adopted City ordinances
- Applicable fire code
- TCFP requirements

ARSON INVESTIGATION

120.1 POLICY

When evidence indicates that a fire may have been intentionally set, the Fire Marshal's Office shall conduct or coordinate the investigation within its legal authority.

120.2 CRIMINAL INVESTIGATION

When a suspected arson investigation requires law-enforcement authority beyond the Fire Marshal's authority, the matter shall be referred to or coordinated with the appropriate law-enforcement agency.

120.3 EVIDENCE

Evidence shall be handled in accordance with Policy 111.

120.4 REPORT

A written investigation shall document the facts, evidence, origin and cause, and investigative conclusion.

FIRE INSPECTIONS AND CODE ENFORCEMENT

121.1 PURPOSE

To establish consistent procedures for fire inspections.

121.2 AUTHORITY

Inspections shall be conducted pursuant to applicable City ordinance, adopted fire code, permit requirements, and other lawful authority.

121.3 INSPECTION REPORT

Inspection reports shall include:

- Property
- Date
- Inspector
- Violations
- Code section
- Corrective action
- Reinspection date
- Final disposition

121.4 ENFORCEMENT

Enforcement shall be conducted consistently and according to applicable law and City ordinance.

121.5 DOCUMENTATION

All enforcement actions shall be documented.

FIRE PERMITS

122.1 POLICY

The Fire Marshal's Office shall administer fire permits required by City ordinance and applicable fire-code provisions.

122.2 APPLICATION

Permit applications shall contain information required by the applicable ordinance, code, or Fire Marshal's Office procedure.

122.3 FEES

Applicable permit fees shall be assessed according to the City's adopted fee schedule.

122.4 DENIAL

A permit may be denied, suspended, or revoked when authorized by applicable ordinance, code, or law.

122.5 RECORDS

Permit records shall be maintained according to applicable records-retention requirements.

FIRE MARSHAL RECORDS

123.1 POLICY

Official records shall be accurate, complete, secure, and maintained according to law.

123.2 RECORDS INCLUDE

- Inspection reports
- Fire investigation reports
- Permits
- Violation notices
- Photographs
- Evidence records
- Correspondence
- Training records
- Personnel records
- Certificates

123.3 PUBLIC INFORMATION

Requests shall be processed pursuant to the Texas Public Information Act and City procedures.

LEGAL AUTHORITY

- Texas Government Code, Chapter 552
- Texas Local Government Code, where applicable
- Texas State Library and Archives Commission retention requirements

CITIZEN COMPLAINTS

124.1 POLICY

The Fire Marshal's Office shall accept good-faith complaints concerning personnel or Fire Marshal's Office operations.

124.2 PROCESS

Complaints shall be:

1. Received professionally;
2. Documented;
3. Forwarded to the appropriate authority;
4. Investigated when appropriate;
5. Resolved or referred.

124.3 RETALIATION

Retaliation is prohibited.

CONFLICT OF INTEREST AND ETHICS

125.1 POLICY

Employees shall avoid actual or apparent conflicts of interest.

125.2 INSPECTIONS

Employees shall not inspect or make enforcement decisions involving property in which they have a personal or financial interest.

125.3 GIFTS

Employees shall comply with applicable Texas law and City policy concerning gifts and benefits.

125.4 CONFIDENTIAL INFORMATION

Confidential information shall not be used for personal gain.

LEGAL AUTHORITY

- Texas Government Code, Chapter 573, where applicable
- Texas Penal Code, applicable official-conduct provisions
- City ethics policies
- Applicable conflict-of-interest laws

INTERAGENCY ASSISTANCE

126.1 POLICY

The Fire Marshal's Office shall maintain professional relationships with:

- Crockett Fire Department
- Crockett Police Department
- Houston County Sheriff's Office
- Texas Department of Public Safety
- Texas State Fire Marshal's Office
- TCFP
- TCOLE
- EMS agencies
- Mutual-aid departments
- Other governmental agencies

126.2 JOINT OPERATIONS

Joint operations shall be coordinated according to the authority of each agency.

126.3 REQUESTS

Requests for assistance should be documented when practical.

POLICY REVIEW AND LEGAL UPDATES

127.1 REVIEW

This manual shall be reviewed at least annually and whenever significant changes occur in:

- Texas law
- TCOLE rules
- TCFP rules
- City ordinances
- Adopted fire codes
- Federal law
- Department operations

127.2 LEGAL REVIEW

The City Attorney or other authorized legal counsel should review significant revisions affecting legal authority, enforcement, employment, or constitutional rights.

127.3 REVISION CONTROL

Each revision shall identify:

- Policy number
- Revision date
- Description of change
- Approving authority

PERSONNEL AUTHORITY MATRIX

FUNCTIONS	FIRE MARSHAL	FIRE INSPECTOR	FIRE INVESTIGATOR	TCOLE OFFICER	PART-TIME
Fire Inspections	Yes	Yes	As assigned	If authorized	If authorized
Fire Code Enforcement	Yes	Yes	As assigned	If authorized	If authorized
Fire Investigation	Yes	If authorized	Yes	If authorized	If authorized
Arson Investigation	Yes	If authorized	Yes	If authorized	If authorized
Peace-Officer Functions	If licensed/authorized	If licensed/authorized	If licensed/authorized	Yes, within authority	If licensed/authorized
Use of Force	If legally authorized	If legally authorized	If legally authorized	Yes, within law	Yes, within law
Vehicle Pursuits	If legally authorized	If legally authorized	If legally authorized	Yes, within policy	Yes, within policy
Fire Permits	Yes	If delegated	If delegated	If delegated	If delegated
Evidence Collection	Yes	If authorized	Yes	Yes, within authority	If trained/authorized
Code Enforcement	Yes	Yes	If assigned	If authorized	If authorized
Public Records	Yes	As assigned	As assigned	As assigned	As Assigned

*** Subject to applicable law, certification, appointment, delegation, City ordinance, and department policy.**

LEGAL AUTHORITY REFERENCE

The following authorities may apply to the operation of the Fire Marshal's Office:

FEDERAL

- United States Constitution
- Fourth Amendment
- Fourteenth Amendment
- Americans with Disabilities Act
- Applicable federal civil-rights statutes

TEXAS STATUTES

- Texas Occupations Code, Chapter 1701
- Texas Government Code, Chapter 552
- Texas Government Code, applicable ethics provisions
- Texas Local Government Code
- Texas Penal Code
- Texas Code of Criminal Procedure
- Texas Transportation Code
- Texas Family Code
- Other statutes applicable to the specific duty

STATE AGENCIES

- Texas Commission on Fire Protection
- Texas Commission on Law Enforcement
- Texas Department of Public Safety
- Texas State Fire Marshal's Office
- Texas State Library and Archives Commission

LOCAL AUTHORITY

- City of Crockett Code of Ordinances
- City-adopted fire code
- City personnel policies
- City fee schedules
- City resolutions and orders
- Other applicable local regulations

EMPLOYEE ACKNOWLEDGMENT

I acknowledge that I have received, reviewed, and understand the City of Crockett Fire Marshal's Office Policy Manual.

I understand that I am responsible for complying with all applicable federal and Texas laws, TCFP requirements, TCOLE requirements applicable to my license, City of Crockett ordinances, adopted fire codes, and Fire Marshal's Office policies.

I understand that this manual does not grant me authority beyond that provided by law, certification, license, appointment, delegation, or City authorization.

Employee

Name:

Position:

Signature:

Date:

FIRE MARSHAL CERTIFICATION

I certify that I have reviewed this policy manual and recommend its adoption for the City of Crockett Fire Marshal's Office.

Jason Frizzell

Fire Chief / Fire Marshal

Signature:

Date:

CITY APPROVAL

Approved by the City of Crockett:

Authorized Official:

Title:

Signature:

Date:

Resolution/Order No:

REVISION HISTORY

Version	Date	Description	Approved By
1		Initial Adoption	

ANNUAL POLICY REVIEW

Review Year:

Reviewed By:

Legal Review:

TCFP Review:

TCOLE Review

Changes Required:

YES/NO

**Effective Revision
Date:**

**Fire Marshal
Signature:**
