



Madeira Beach Fire Department Standard Operating Protocol

Date Issued: 10/1/01
Date Changed: 11/03, 1/09, 8/15, 5/19
SOP Number: 100-04
Subject: Memo Distribution

Purpose: To establish a procedure to distribute, track, and monitor the distribution of Department Issued Memorandums.

Scope: All Department Memorandums will be numbered sequentially and by year. To insure that each member of the Department is properly apprised of changes in policy and procedure, all pertinent changes will be discussed and reviewed during our regularly scheduled meetings prior to implementation and in accordance with our Union Contract. Also, individual email accounts have been established for each career member of the Department. Each account is password protected and is the responsibility of the person assigned to the account. These accounts are accessible from remote locations by going to the Madeira Beach website (<http://www.madeirabeachfl.gov>) and logging on to the "Employee Only E-Mail Access" area. Members should check these accounts at the beginning of their shift and use the files on the "T" drive as a reference source.

Responsibility: It is each member's responsibility to stay abreast of change / additions / deletions to Department correspondences / memorandums / SOPs. Upon returning from leave, a review of information sources should be conducted (i.e. station journal, "T" drive etc...)