



VALENCIA COUNTY FIRE DEPARTMENT OPERATIONS STANDARDS

Effective Date: 08/30/2012

Article #: 1.1

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INTRODUCTION
(X) POLICY () GUIDELINE () DIRECTIVE

This standards manual contains statements of personnel policies and procedures which shall be followed by all members of the Valencia County Fire Department (hereinafter "VCFD"). It shall serve as a reference and working guide for day-to-day administration of VCFD.

These written policies are intended to increase understanding, to eliminate the need for *ad hoc* decision making on matters of department wide policy, and to help ensure uniformity throughout VCFD. It is the responsibility of each and every member to read and understand all of the material contained in this Policy Manual. It is also the responsibility of each member to request assistance from their immediate supervisor if there is any policy which the member does not understand.

The subjects covered in this Policy Manual may be modified as needed. Changes in intent, interpretation, and administration as a consequence of any such modifications will occur accordingly. All modifications shall be recorded in the form of a policy or procedural statement and shall be issued to each employee for insertion into their Policy Manual. Members are encouraged to notify their supervisor whenever they encounter an issue or wish to recommend improvements of this Policy Manual. It is the responsibility of each employee to be certain that his or her copy of the Policy Manual is kept current.