	Rogers Fire Department Standard Operating Procedures		
Policy Title:	Policy Access and Communication		
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PURPOSE

The purpose of this policy is to provide clear guidance surrounding access to department policies, procedures and memorandums.

POLICY

The department will utilize an electronic policy and procedure manual to ensure that all members of the department have updated and quick access to the documents. Hard copy policy manuals may be kept by members on an individual basis, however they are discouraged due to the likelihood they'll become outdated quickly. The electronic standard operating procedures manual will be found on the shared drive label "FSTA" under the Standard Operating Procedures folder. All members of the department, sworn and civilian, will have electronic access to this folder. The most updated copies of policies will always be found in this folder.

Policy Updates and Changes

All members of the department shall recognize that the standard operating procedures for the organization are dynamic and subject to improvement and revision at regular intervals. Unless extreme circumstances dictate, all policy changes will be implemented during quarterly city-wide department meetings to facilitate explanation and provide an opportunity for questions.

Small policy changes or clarifications may be issued through a department-wide memorandum if approved by the Fire Chief. Memorandums shall never serve to replace formal policy implementation. Instead, memorandums shall provide clarification on various policies or practices or be used to distribute news and opportunities for advancement.