

SPOKANE COUNTY FIRE DISTRICT 8

Standard Operating Procedures

10.12.02
DISTRIBUTION OF
DISTRICT INFORMATION



Adopted: 12/20/16
Reviewed: 12/10/20
Revised: 12/10/20

Approved:

A handwritten signature in black ink, appearing to read "J. J. Bahr", is written over a horizontal line.

Purpose: To identify the process for the District to distribute information to employees and members.

References: N/A

Procedure:

1. Distribution of District Information.
 - a) The District makes every attempt to update members regarding changes in policy, procedures, or issuance of directives.
 - b) Distribution of information includes, but is not limited to: posting in designated station areas, direct correspondence, electronic notification software, and e-mail.
 - c) E-mail will serve as the primary means of distribution of information regarding the District.
 - d) Members have an obligation and responsibility to check e-mail on a regular basis, while on shift or in a volunteer status.