

		<p>MUKWONAGO FIRE DEPARTMENT</p> <p>OPERATING PROCEDURES</p>	
Administrative		Approved by: Chief Jeffrey A. Rolfe	
SOG #36	Draft Date: 4-5-09	Revision Date:	Effective Date:

Dayroom Mailbox

PURPOSE: To establish procedures for maximizing fire fighter and EMS personnel safety when responding and dealing with emergency medical calls.

SCOPE: This procedure is to be followed by all officers and members of this department. Authority to deviate from this procedure rests with the EMS Assistant Chief or Chief of the Department who will be responsible for the results of any deviation.

A. Mailbox may be used for, but not limited to, the following:

1. Payroll
2. Telephone Messages
3. Ambulance Schedule(s)
4. Department Calendar
5. Committee Meeting notices

B. If the correspondence is for the entire department, a copy of that correspondence must be initialed by the Chief before its distribution.

C. It is each member's responsibility to clean out their mailboxes on a monthly basis. If a mailbox is not cleaned out on a monthly basis, the items inside of the mailbox will be disposed of.

Chief of Department