

Yamhill Fire Protection District

District Policies, Procedures, & SOG's

MISSION

*Yamhill Fire Protection District is dedicated to
serve and protect our community*

District Policies

ADMINISTRATIVE

ADMIN - 103

Maintenance and Distribution of Manual

Issued: January 11, 2005

Revised: January 14, 2014

A. COMPILATION OF POLICY MANUALS

The Chief Executive Officer shall compile and maintain all of the policies adopted by the Board. The Chief Executive Officer shall compile and maintain all policies, procedures, and SOG's into the District Policy, Procedures & SOG's Manual.

B. DISTRIBUTION OF POLICY MANUALS

Updated Policy, Procedure and SOG Manual shall be kept at each office or other facility maintained by the District. The following persons shall maintain and updated Manual:

1. All Board members;
2. Chief Executive Officer
3. District Attorney; and
4. Other persons designated by the Chief Executive Officer or the Board;

C. DISTRICT POLICY MANUAL TO BE AVAILABLE TO THE PUBLIC

The Policy, Procedure and SOG Manual is a public record. At least one copy of the updated policy manual shall be available for inspection by the public at the District's main business office during regular business hours.

D. MAINTENANCE OF THE POLICY, PROCEDURE AND SOG MANUAL

The Board of Directors shall review the existing manual at a minimum of two (2) year cycles. The review shall consider, but not be limited to, amendments, additions, or deletions of the policy and procedure statements. The Board shall

review all references in the manual to Oregon Revised Statutes and Oregon Administrative Rules (ORS and OAR) for their relevance to the policy statements and amend those references as needed.