

COLUMBIA FIRE DEPARTMENT

PERSONNEL INFORMATION UPDATES ADM-005

Standard Operating Guidelines Manual

RESCINDS: No Previous Policy

PURPOSE: To ensure that personnel information on record is current.

SCOPE: All CRFS Personnel

POLICY: Each member of the Department is responsible for keeping his or her personnel information current so that adjustments in call back lists, insurance information, emergency contacts and other critical data can be made. The Personnel Data Form (next page) is to be completed each time any information changes and sent through station mail to the Chief's secretary IMMEDIATELY upon a change in any information contained on the form.

Volunteer District Chiefs must notify the Chief's Office by using this form as soon as personnel are added or dropped from station rosters and when promotions or demotions occur.

Extra Personnel Data Forms are to be kept in the watch room of each station. Additional forms can be ordered through Logistics.