



**MESCAL J-6
FIRE DISTRICT**

**STANDARD OPERATING
POLICY # 041**

***BULLETIN BOARDS /
MEMBER MAILBOXES***

I. PURPOSE

To provide a permanent and official channel of communication to all members.

II. SCOPE

This policy applies to all members of the MJFD.

III. POLICY

Important District information shall be displayed on bulletin boards located in the fire station. Information may be of the following types:

- A. Legally required posters and notices
- B. District rules and regulations
- C. Safety rules and related information
- D. District announcements of meetings, drills, etc.
- E. District-sponsored events
- F. Training opportunities

All members shall be responsible for regularly checking and reading the bulletin boards and for following the rules, regulations, and instructions posted.

IV. PROCEDURE

- A. Officers shall be responsible for ensuring the orderly appearance of the bulletin boards, posting new information, and removing dated materials.
- B. Any member who wishes to post information on a District bulletin board shall receive prior approval from the Fire Chief.
- C. All District members shall be assigned an individual mail box, and shall be held responsible for notices and information placed in it.

Approved by the Mescal-J6 Fire District Governing Board on October 12th, 2015. Replaces February, 2012