



RUSSELLVILLE FIRE DEPARTMENT  
POLICY MANUAL

Policy Number:  
Section:  
Original Date:  
Revised Date:

**PURPOSE**

The purpose of this procedure is to maintain accurate employee information so that during normal operations or in case of an emergency, correct information is readily available and prompt notifications can be made.

**POLICY**

All department personnel are responsible for providing current personal information to the Fire Chief's Administrative Assistant and to the City's Human Resource Director. Employee data includes, but is not limited to, current address, telephone numbers, number, marital status, driver's license (class number/expiration date), emergency notification (names/address/telephone numbers)

Immediately upon being appointed to the department, members shall inform the Administrative Assistant to the Fire Chief and the City's Human Resource Director of their correct employee data.

Changes in employee data shall be reported within seven (7) days of such change.

Approved

Fire Chief