

## **B-1 Procedure Review Process**

## **Non-Emergency Manual**

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## **Purpose**

To create a process of review for all Fire and EMS procedure manuals in an effort to improve individual performance and maintain administrative standards.

## Policy/Procedure

A comprehensive review of relevance, accuracy and applicability of current Fire and EMS procedure manuals shall occur every five (5) years.

- 1) The Bureau under which the manual's subject matter falls shall have the duty to conduct the review.
- 2) This review shall not preclude timely updates and new additions within the five (5) year window.
  - For more information, see B-5 Update, Change or Creation of a New Procedure.

See Also:			

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