

## INTER-DEPARTMENTAL MAIL

**Page Number:** Effective Date: Supersedes Editions:  
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**Purpose:** *This procedure describes the steps to be taken to ensure efficient deliver of inter-department mail.*

### Procedure:

1. The person who is riding in the officer's seat of the first out unit at station one is responsible and will be unconditionally held accountable for the distribution of the mail for that day except as noted below.
2. There is a Mail Distribution form which gives a brief description of each document in a station's mail pouch. There will be two copies of this form. When the mail run is finished, one of the forms is to be completed by the person who is riding in the officer's seat of the first out unit at station one. The Mail Distribution Form will show the ultimate destination of a document (posted on bulletin board, placed in a mail box, hand delivered to recipient). The person doing the mail run is to place one set of the completed forms in the chief's in-basket upon conclusion of the mail run. The second set of forms should be retained by the person responsible for the mail run.
3. When the mail run is made, the person making the mail run shall remove the contents of each stations' envelop for appropriate delivery.
4. Completed and entered KYFIRS worksheets and fire run attendance sign-in sheets shall also be placed in the inter-departmental mail envelope to be delivered to station one.
5. For EMS reports, each station supervisor shall keep EMS reports separate from other mail. At the end of his shift, before the mail run is made, the supervisor shall place EMS reports in a separate envelope, seal the envelope and mark it for the attention of the medical officer. This envelop is then to be placed with the other inter-departmental mail for delivery.
6. If the intended recipient is not obvious, the person generating the document shall place the name of the recipient in the upper right corner of the document.
7. There is to be a supply of envelopes near the mailboxes at each station. If a document is of a personal nature, the given document shall be placed in one of the envelopes, and sealed with the name of the recipient being placed on the front of the envelope.
8. If there are notices to be posted in the interdepartmental mail, the person doing the mail run shall post the notices.
9. If stations 2, 3 or 4 are at station 1 for training or other function, it is permissible for the person responsible for the mail run, to give the station's mail to the officer of the apparatus from the other station, and so note on the Mail Distribution Form giving the name of the person to whom the mail was given. When stations 2, 3 or 4 are going to station 1, then that station's mail shall be brought along.

*Standard Operating Procedures are meant only to be guidelines. Actual conditions may warrant alternative actions.*

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10. If there is no outgoing mail to stations 2, 3 or 4, the person responsible for the mail run shall telephone the other station(s) to determine if there is mail at the station that needs delivery to station 1. If the mail consists only of fire run sign in sheets, the person responsible for the mail run is to ask the administrative assistant(s), if working, if the run sign in sheets are needed or delivery can be deferred to another day. If the administrative assistants are not working, then the fire run sign in sheet delivery can be deferred until the next regular business day.
11. Service vehicles shall be used for the mail run and not fire apparatus.

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