

	Dothan Fire Department POLICY	
	Policy Name:	Community Education Events
	Policy Number:	6
	Standard:	TBD
	Implementation Date:	July 12, 2017
	Date of Last Revision:	March 4, 2021
	Authority:	Larry H. Williams, Jr, Fire Chief

I. PURPOSE

To establish a policy whereby all community education and standby events are presented in a uniform and a professional manner to ensure that all personnel demonstrate department expectations while conducting education events. The Fire Department recognizes each request for community education as an opportunity for success in its mission to reduce the incidence of injury and death.

II. POLICY

1. All members participating in department approved education events are expected to serve as ambassadors of the Fire Department, to conduct themselves professionally, and to treat our customers with courtesy and respect.
2. When possible, all Community Education Programs should be routed through our Public Education Officer to ensure proper topic coverage and entry to the department calendar.
3. After completion of the standby event, the officer shall add the event and the number of contacts to their monthly report for tracking.
4. Community Education requests should be approved or denied in a timely manner and returned to the Fire Prevention Division/Public Education Officer.
5. All Community Education events shall be scheduled with two-week's notice unless circumstances dictate exceptions to this timeline. If the request is under the two-week notice, the Public Education Officer will contact the on-duty Battalion Chief for their approval prior to updating the department calendar.
6. Special requests for Fire Department participation in community events shall be at the discretion of chief officers.
7. Visitors are always welcome unless the Fire Department is under local, state, or federal mandated access restrictions.

III. RESERVATION OF AUTHORITY

The Fire Chief reserves the authority to amend, modify, or change this policy.

V. APPROVAL AND EFFECTIVE DATE

This policy is adopted and approved on this 4th day of March, 2021.

(Signature on File)

Larry H. Williams, Jr.

Fire Chief

DOTHAN FIRE DEPARTMENT