

DEPARTMENT OF FIRE AND RESCUE SERVICES

	<h1>SPECIAL ORDER</h1> <p>2009.036</p>	
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Originating From	Issue Date	Expiration Date	Attachments
Office of the Fire Chief	6/24/09		

SUBJECT: Draft Review of General Orders

APPLICABILITY: All Personnel

- 1 Draft General Orders will be posted to the “K” Drive in the ORDER REVIEW folder.
 - 1.1 Drafts will be depicted using a “D” in front of the order number and the word “*DRAFT*” as a watermark.
- 2 Personnel required to review a draft will be notified via e-mail.
- 3 To review, open the master draft copy and **immediately** save it as “Comments_Yourname (first initial and last name).”
 - 3.1 Make sure that it is saved in the folder from which it was opened.
- 4 Use the “New Comment” feature under the Review tab to make your comments.
- 5 The assigned reviewer will look at each order and make the necessary changes, if any, after the due date has past.

Approved:



William F. Goddard, III
Chief