


East Lake Tarpon Special Fire Control District

	<i>SOP 217 Morning Shift Meeting and Communication</i>	
	Implementation Date: 11/2000	Revision Date(s): 05/13/2003
		Reviewed Date(s):
	Forms or Attachments: None	

The Station Lieutenant will conduct a morning shift meeting with all on duty station personnel.

All official communications received since the last on duty meeting shall be read and explained to all employees.

All forms of Department Communication will be reviewed during the shift meeting. (e.g.: Email, County Computer, Memo Account, Pass Down Books, Written/Posted Memos/Special Orders.)

Employees returning from leave will be responsible for reading and signing all official communications received while they were off duty.