

PHOENIX FIRE DEPARTMENT
Volume 1 – Management Procedures

VOLUME 1 TEMPLATE AND UPDATE PROCEDURE

M.P. 100.01	Date Revised: 09/2024
This policy is for internal use only and does not expand an employee’s legal duty or civil liability in any way. This policy should not be construed as creating a duty to act or a higher duty of care with respect to third-party civil claims against employees, the Phoenix Fire Department (PFD) or the City of Phoenix. A violation of this policy, if proven, can only form the basis for non-judicial administrative action by the employer in accordance with the laws and rules governing employee discipline.	
Related Policies: 105.16 Labor/Management Team Procedure	

PURPOSE

This M.P. has two major purposes.

1. To serve as an example template to direct all members seeking to make revisions to Volume One Management Procedures.
2. To explain the process in which a Volume One Management Procedure can be revised, deleted, or created.

(This section titled **PURPOSE** succinctly describes why this procedure exists and how it relates to the Phoenix Fire Department members that it affects.)

This is a general template that you can use to create a new Volume 1 M.P. and revise old ones. Our goal is to have all M.P.s updated within 5 years.

DEFINITIONS

(Any terminology that is not ordinarily used or needs to be clarified due to the nature of this procedure will be clarified here.)

M.P. – Management Procedure

Volume 1 subcommittee – This RBO committee is tasked with notifying proper division heads that particular Volume 1 M.P.s are out-of-date, need revision or deletion.

OneDrive – The Microsoft OneDrive is accessible to all City of Phoenix Employees through work computers and in most occasions the employee’s personal computer, through secure login.

TEMPLATE

In general, Times New Roman is the preferred Font, **Bold/Underline size 14 for Headings** and Bold/Underline **size 12 for Subheadings** and size 12 for Normal Body.

PROCEDURE

(This section is usually longer and can contain multiple smaller sections that help our members understand the procedure to its fullest.)

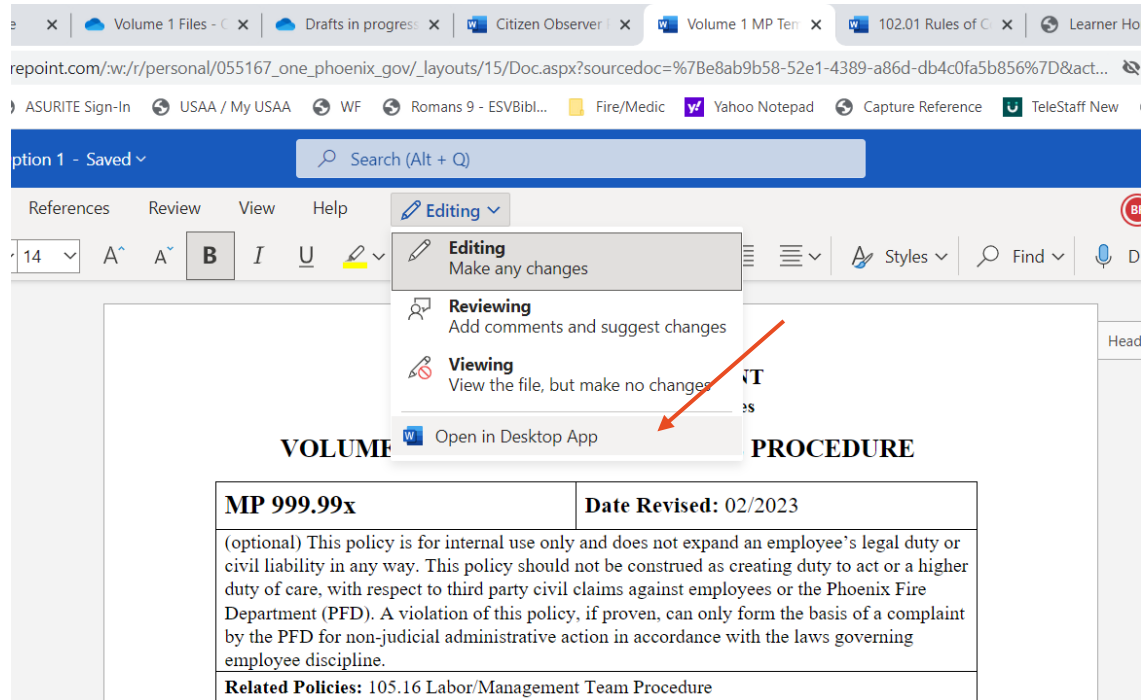
During Revisions

It is recommended that you utilize the Microsoft OneDrive to make revisions and build new Volume 1 procedures. This is most helpful to allow multiple people to access the working documents, make comments and track changes.

OneDrive

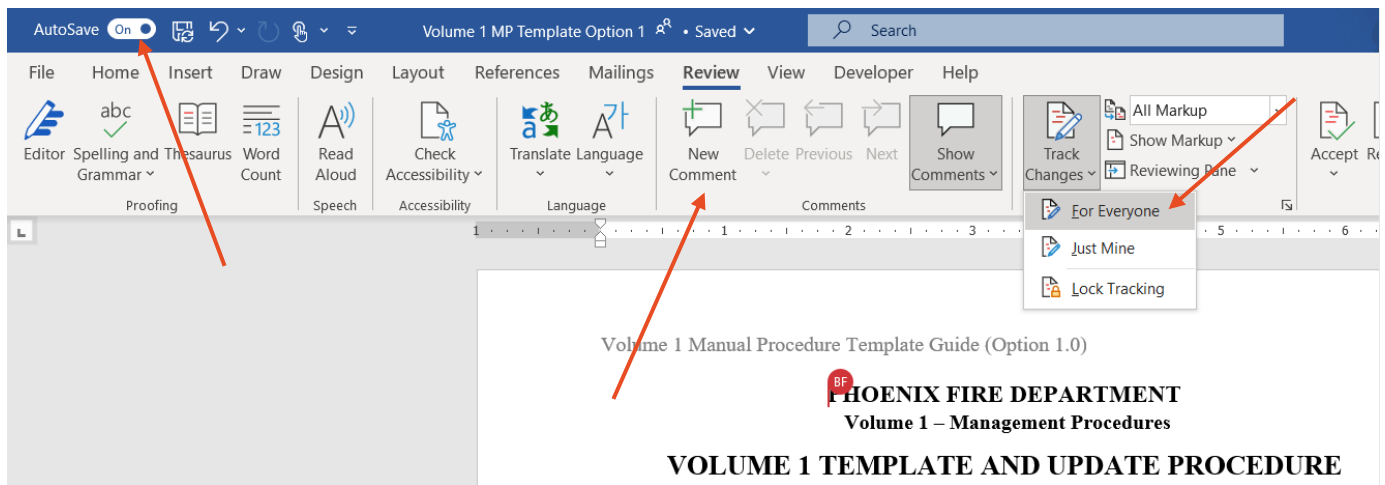
You can begin to share and make changes in this working document through the online OneDrive application accessible through Firepoint or <https://cityofphoenix-my.sharepoint.com/>. Please share with anyone you think needs to get eyes on this document, including the Volume One Subcommittee. During the sharing process you can choose to only allow persons to make comments or allow them to also make changes.

Another preferred option is to open this live working document in your own Desktop App by clicking on the editing icon in the top ribbon and then clicking Open Desktop App. This will be a more accurate version of the format than the website version. See Picture Below.



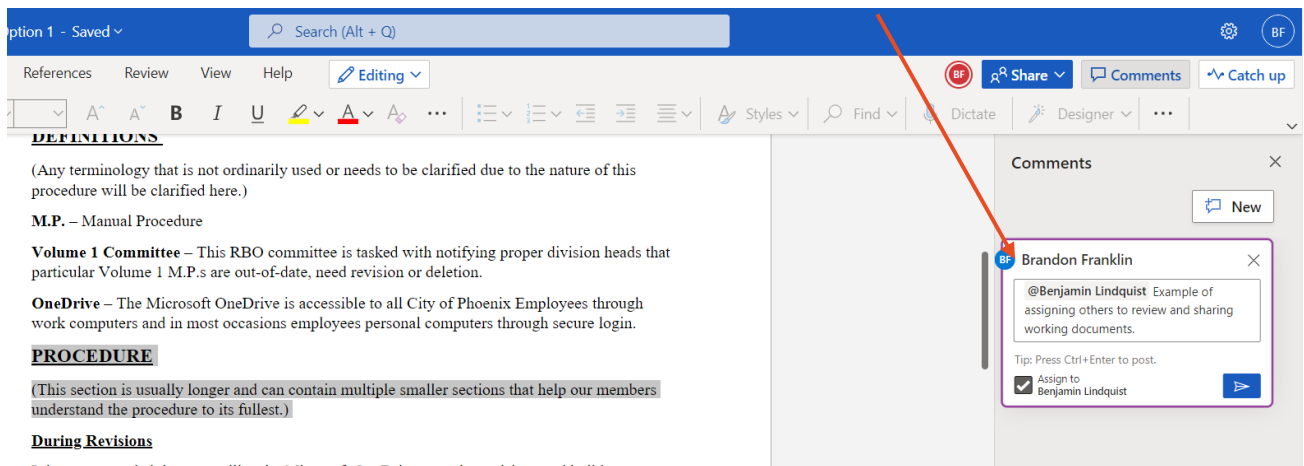
Track Changes

The easiest way to track changes is to utilize the Review tab at the top of the Microsoft Word Ribbon. Then click 'Track Changes' and make sure 'For Everyone' is selected. You can also see the AutoSave feature in the top left corner is selected to 'On' already because you opened this through the online application. If this says 'Off' please be aware you not editing the appropriate file that others can see. See Picture Below.



The Track changes options will allow active changes to **automatically show in red ink** and deletions to show as ~~crossed out~~. After the changes have been made, it is also easy for Volume One committee to finalize the product by ‘accepting all changes’ once the HR Committee approves the MP.

You can also make comments instead of making changes and assign these to others by mentioning the person in your comment using ‘@(their name)’ which should automatically pull up City of Phoenix employees as quick select options.



Submit to Volume One Subcommittee

After all appropriate divisions have had eyes on the final product and have approved the changes, a DRAFT copy needs to be shared with Volume One subcommittee. This can be done through the Microsoft OneDrive or Teams applications or shared directly with the Co-Chairs. Please keep the subcommittee chairs or subcommittee member updated with progress so that your M.P. can be added to the upcoming meeting agenda.

At Volume One subcommittee

The subcommittee will review the M.P. and the changes made. Anyone attending the meeting, which is publicly advertised, will be able to have a chance to ask questions and make sure the concerns are addressed and that all appropriate eyes have seen the M.P. revisions prior to final

approval. The Chairs of the Volume One Subcommittee will forward the M.P. to the HR Committee for final approval.

The Volume 1 Committee will obtain a legal review from the Assistant City Attorney assigned to PFD, who may also determine that review by the Assistant Attorney assigned to PFD for Human Resource matters for M.P.'s that are personnel or HR related is needed.

HR Committee

The HR Committee will review the final product, revisions made and/or new requests for addition or deletion of M.P.s for final approval. It will be imperative that the HR Committee can easily distinguish the old version from the new version with revisions highlighted. In some cases, the Volume One subcommittee will be requesting simple date revisions for the M.P.s in order to achieve the department's goal of maintaining all M.P.s to be revised within the past 5 years. This is the last opportunity for both fire administration and Local 493 representatives to suggest changes and/or confirm with others before final approval.

Once the M.P. is finalized and approved, the HR Committee will notify Volume One Subcommittee of official status, and the Volume One Subcommittee will manage the publishing process.

Publication

Once the Volume 1 MP is approved by the HR committee there are multiple steps to achieve final publication:

1. Update the FirePoint Publications Page, including the Volume 1 Index.
(<https://cityofphoenix.sharepoint.com/sites/fire/Publications/Pages/Volume1.aspx>)
 - a. This location is considered the master location in case of discrepancies
2. Update the public access City of Phoenix website
(<https://www.phoenix.gov/fire/publications/fire-management-procedures-volume-1>)
3. A hard copy should be printed and kept in the Official Volume 1 Manual in the HR Division Chiefs Office.
4. Archive old MP with Public Affairs and Tech Services internal files.
5. Volume 1 Committees OneDrive folders and Excel sheets need to be updated to track progress.
6. Memo will be sent to membership with link to updated MP and effective date.