


**Department of Financial Services
Florida Division of State Fire Marshal**

	Title: Written Directives		Policy # 1.1.1
	Amends: BFAI SOP 2.307	Rescinds: N/A	Effective Date: 08/12/2009
	Review Date:	Review Date:	Review Date:
Approved: _____ <i>Julius E. Halas</i> _____ Director Julius Halas			

I. Purpose

The purpose of this procedure is to standardize the format and indexing system for written directives to allow for greater understanding and accessibility.

II. Policy

The written directive system is utilized to guide or affect the conduct and performance of Florida Division of State Fire Marshal members. This system includes policies, standard operating procedures, interim policy memorandums, or other printed materials issued as directive in nature. It is the policy of the Division to seek input from all levels in developing written directives.

III. Authority

Chapter 17.14, Florida Statute
Chapter 20.121, Florida Statute

IV. Definitions

- A. Amends – to change something, in order to improve or correct it.
- B. American Society of Crime Laboratory Director’s Laboratory Accreditation Board (ASCLD/LAB) – A professional organization of crime laboratory managers and supervisors who provide accreditation of forensic crime laboratories.
- C. Attachment – a supplement or appendix to a written directive that is issued to provide supplementary information, such as charts, forms, samples or lists.
- D. Authority – A citation of statutory, departmental, or divisional authority, which governs the directive and or a reference to another source.
- E. Bureau of Fire and Arson Investigations (BFAI) – The law enforcement branch of the Division responsible for conducting fire, arson, and explosives investigations as well as other associated crimes (i.e. insurance fraud, homicide, motor vehicle theft and terrorism) state-wide.

- F. Bureau of Fire Prevention (BFP) – The BFP is comprised of four sections. The Inspections Section is charged with enforcing the State’s fire codes. The Plans Review Section completes reviews of construction plans and documents for state-owned and state-leased buildings for compliance with the Florida Fire Prevention Code. The Boiler Safety Section is responsible for the administration and enforcement of Chapter 554, Florida Statutes. The Regulatory Licensing Section is responsible for the enforcement of laws relating to the licensing and regulation of the fire equipment industry, the engineered fire protection system industry, the explosives industry and the sparkler industry.
- G. Bureau of Fire Standards and Training (BFST) – The BFST is comprised of three sections. The Training Section operates the Florida State Fire College (FSFC). The Standards Section governs Certified Firefighter Training Centers located state-wide. The Firefighter Safety and Health Section manages the Florida Firefighter OSHA rules, and assists the state's fire services in meeting FFOSHA requirements.
- H. Bureau of Forensic Fire and Explosive Analysis (BFFEA) – The BFFEA provides scientific and technical examinations of evidence to any public fire investigation or law enforcement agency within the State of Florida.
- I. Commission for Florida Law Enforcement Accreditation, Inc. (CFA) – The official organization for accrediting law enforcement and other criminal justice organizations in Florida. CFA establishes standards, oversees the accreditation program, and awards accreditation to compliant Florida agencies.
- J. Controlled Document – Any official policy or document that is subject to revision which may provide direction to the operation of the Division or one of its Bureaus. Active documents must be clearly indicated as such. Obsolete documents shall be removed from distribution, but archived.
- K. Department – The Department of Financial Services.
- L. Division – The Division of State Fire Marshal.
- M. Effective Date – Original effective date of a policy or procedure.
- N. Information Bulletin – Issued to interpret statutes, rules or matters of Department public policy when the statements in a rule are not feasible or practical, or which reflect developing Department, Division or Bureau policy.
- O. Interim Policy Memorandum - A memorandum issued by the Director or designee that is used to temporarily enact needed policy or direction. This memorandum shall supersede any previous written directive and shall serve as policy until the appropriate written directive is revised.
- P. Legal Bulletin - A written opinion prepared by legal staff, intended to provide legal updates, interpretations of case law, procedures, and legislation relating to the functions of the Department, Division or Bureau.
- Q. Letterhead – Official stationary of the Department utilized for formal correspondence with persons and entities.

- R. Member – A general term used to identify both sworn and civilian employees of the Division, to include Other Personnel Services employees.
- S. Memorandum – An informal written document that may or may not convey an order; it is generally used to clarify, inform or inquire.
- T. Policy – A broad declaration of either Division or Bureau intent or the set of principles upon which it is based.
- U. Policy Manual – A book, binder, internet site or other source containing current policies, procedures and other job related information.
- V. Procedure – A manner of proceeding; a way of performing or effecting something; an act composed of steps; a course of action; a set of established forms or methods for conducting the affairs of the agency.
- W. Quality Manual - A policy manual consistent with the requirements of ASCLD/LAB ISO 17025.
- X. Receipt of Directives Form – This form acknowledges the receipt of new or revised directives. The form includes the title and number of the new or revised directive, member's name, verification of receipt and review date. The form is utilized to document understanding and receipt of a new or revised policy.
- Y. Rescinds – To remove the validity or authority; to declare something null and void.
- Z. Review Date – The date a policy or procedure was examined to ensure it is adequate, accurate or correct.
- AA. Standard Operating Procedure (SOP) – A written directive which specifies how agency activities are carried out.
- BB. Sworn Member – A law enforcement officer, as defined by the Criminal Justice Standards and Training Commission.
- CC. Training Bulletin – A written advisory, providing information about matters that related to training or require special explanation.
- DD. Written Directive – An order or official instruction, which gives explicit guidance to Division members. Directives may be policies, procedures, rules, regulations, statutes, training bulletins or any other type of document which directs the Division, Bureau or a Division member's actions.

V. Procedures

The written directive system is intended for general use by all Division members. It serves as day-to-day instructions in the procedures required to accomplish the mission of the Division. It is the responsibility of all members to familiarize themselves with and understand all written documentation pertaining to his or her respective assignment (CFA 3.01M "E").

- A. Format

Each type of directive developed and distributed by the Office of the Division Director for use by all members of the Division shall adhere to the format as described below: (CFA 3.01M "A")

1. Florida Division of State Fire Marshal policies shall be formatted with a header including the following: (CFA 3.01 M "A")
 - a. The Division logo;
 - b. The policy name;
 - c. The policy number;
 - d. Effective date;
 - e. Review date blocks; (CFA 3.01M "F")
 - f. Amended and rescinded blocks; and
 - g. Approval signature line and printed name of the Director. (3.01M "F")

2. Bureau Standard Operating Procedures shall be formatted with a header including the following: (CFA 3.01M "A")
 - a. The badge or logo of the Bureau;
 - b. Policy name; (CFA 3.01M "B")
 - c. Policy number; (CFA 3.01M "B")
 - d. Effective date; (CFA 3.01M "C")
 - e. Review date blocks; (CFA 3.01M "F")
 - f. Amended and rescinded blocks; and (CFA 3.01M "C")
 - g. Approval signature lines and printed names of the Bureau Chief and Director (3.01M "F")

3. Bureau of Forensic Fire and Explosives Analysis Quality Manual procedures shall be formatted as required by ASCLD/LAB and ISO 17025 and shall include the following information within the header:
 - a. Quality Management System Procedure;
 - b. Issue date;
 - c. Revision date;
 - d. Title and procedure number;

- e. Page number;
 - f. Prepared by name and date block;
 - g. Reviewed by name and date block; and
 - h. Approved by name and date block.
4. All Division policies and SOPs shall include the following categories at a minimum:
- a. Purpose;
 - b. Policy statement or scope/field of application (for BFFEA procedures);
 - c. Authority, as applicable;
 - d. Definitions or acronyms, as applicable;
 - e. Responsibilities (BFFEA only);
 - f. Materials Required (BFFEA procedures only, when applicable);
 - g. Procedures for implementation and carrying out Bureau activities; and (CFA 3.01M "E")
 - h. Index or references.
5. Each written directive will have a footer containing the Division or Bureau name, policy name and number, and page number. (CFA 3.01M B)
6. Policies may include attachments for the purpose of illustration.
7. An Interim Policy Memorandum (IPM) will be formatted as follows:
- a. The IPM will be issued only by the Director or his or her designee on Department letterhead;
 - b. The phrase "Interim Policy Memorandum" and the numeric identifier shall be entered on the subject line;
 - c. Date issued and effective date;
 - d. Scope to specify the affected members or Bureau(s);
 - e. Section identifying amended directives;
 - f. Procedures for implementation and carrying out activities; and
 - g. When issued for a specified period of time, the IPM will include the conclusion date.

8. Special Orders will be formatted as follows: (CFA 3.01M "A")
 - a. A header identifying the Division or Bureau(s);
 - b. The phrase "Special Order";
 - c. Date issued and effective date;
 - d. Special Order number; (CFA 3.01M "B")
 - e. Block to identify amended directives;
 - f. Topic;
 - g. Approval signature line and the Director's name; and (CFA 3.01M "F")
 - h. Special Orders will contain a footer with the Special Order number, page number and effective date. (CFA 3.01M "B")
9. Information Bulletins will be formatted as follows:
 - a. A header identifying the Division or Bureau(s);
 - b. The phrase "Information Bulletin";
 - c. Date issued and effective date;
 - d. Information Bulletin number; (CFA 3.01M "B")
 - e. Scope to specify the affected members or Bureau;
 - f. Block to identify amended directives;
 - g. Topic;
 - h. Approval signature line and the Director's name (CFA 3.01M "F"); and
 - i. Information Bulletins will contain a footer with the Information Bulletin number, page number and effective date. (CFA 3.01M "B").
10. A memorandum will be formatted with (CFA 3.01M "A"):
 - a. The Division logo;
 - b. Name and title of the Chief Financial Officer;
 - c. The title "memorandum";
 - d. "To", "From", "Subject" and "Date" lines; and

- e. The author's contact information will be printed at the bottom of the memorandum.
11. Training Bulletins will be titled as such, and will bear an assigned number. If the bulletin is intended for the entire Division, the bulletin will be approved by the Director, or his or her designee. If the bulletin is intended for a specific Bureau, the Chief of the affected Bureau or his or her designee shall authorize the bulletin. (CFA 3.01M "A") (CFA 3.01M "B") (CFA 3.01M "G")

B. Numbering

- 1. Each directive type will bear a unique numbering system specific to the Division or Bureau. Most policies will contain an index on the last page. Each BFAI SOP will also be indexed in the Accreditation Manager software program. (CFA 3.01M "B")
 - a. Policies shall be numbered according to the Division or Bureau assigned number and specific chapter which is most appropriate for the topic. (CFA 3.01M "B") The following numbering system shall be followed when revised policies are promulgated: (CFA 3.01M "B")
 - 1) Division policies shall be identified by a 1, followed by a decimal, the chapter number, followed by a decimal and the policy number (Example: 1.1.1 – Division policy, first chapter, first policy within that chapter).
 - 2) BFAI Standard Operating Procedures shall identified by a 2, followed by a decimal, the chapter number, followed by a decimal and the policy number (Example: 2.1.1 – BFAI policy, first chapter, first policy within that chapter).
 - 3) BFFEA procedures shall be identified by a 3, followed by a decimal, the chapter number, followed by a decimal, and the policy number (Example 3.1.1 – Lab policy, first chapter, first policy within that chapter).
 - 4) BFP Standard Operating Procedures shall be identified by a 4, followed by a decimal, the chapter number, followed by a decimal, and the policy number (Example: 4.1.1 Prevention policy, first chapter, first policy within that chapter)
 - 5) BFST Operating Procedures shall be identified by a 5, followed by a decimal, the chapter number, followed by a decimal, and the policy number (5.1.1 – Standards policy, first chapter, first policy within that chapter).
 - b. The BFAI SOP Manual will contain the following chapters (CFA 3.01M "B"):

- 1) Chapter One – Administration
 - 2) Chapter Two – Human Resources
 - 3) Chapter Three – Training
 - 4) Chapter Four – Use of Force
 - 5) Chapter Five – Special Operations
 - 6) Chapter Six – Investigations
 - 7) Chapter Seven – Evidence
 - 8) Chapter Eight – Equipment
2. Interim Policy Memorandums will be numbered as follows: the letters “IPM” followed by a two digit year designator followed by a three digit number assigned consecutively as the orders are issued. Numbers begin with “001” at the beginning of each calendar year. Example: IPM-09-001. (CFA 3.01M “B”)
 3. Memoranda will not bear any special numbering system. (CFA 3.01M “B”)
 4. Training Bulletins will be numbered as follows: the letters “TB” followed by a two digit number to reflect the year, followed by a three digit sequential number. Example: TB-09-001. (CFA 3.01M “B”)

C. CFA Accreditation Standards

When applicable, CFA accreditation standards will be identified by number in the body of the text of each Division policy or BFAI SOP. Example: (CFA 40.01M “B”).

1. The letter “M” denotes a mandatory standard.
2. The letter surrounded in quotation marks denotes the subsection of the standard that is applicable.

D. Maintenance of Directives

Division and Bureau directives require periodic review to ensure that the information and guidance is accurate and current. This will be accomplished by reviewing case law, statutory changes, best practices, industry methodology and revisions to the standards set forth by the Commission for Florida Law Enforcement Accreditation and American Society of Crime Laboratory Director’s Laboratory Accreditation Board. The following members are delegated the responsibility for ensuring the review and revision of directives:

1. The Accreditation Manager will be responsible for Division specific and BFAI directives; (CFA 3.01M “B”) (CFA 3.01M “C”)

2. The Administrative Assistant II to the Bureau Chief is responsible for BFST directives;
 3. The Bureau Chief is responsible for BFFEA directives; and
 4. The Inspection Section Manager is responsible for BFP directives.
- E. Staff Review and Approval
1. As directives are prepared, input and suggestions will be considered.
 2. Any member who feels a revision to Division or Bureau policies is needed is encouraged to contact the member specified for directive revision and maintenance.
 3. Suggested language will be validated against statutes, collective bargaining agreements, acceptable industry practice and accreditation standards.
 4. The completed draft will be directed first to the Bureau Chief, then the Director for review and approval. (CFA 3.01M "F")
- F. Authority to Issue Directives
1. Only the Director has the authority to approve and issue new or revised policy directives, Special Orders and IPMs.
 2. In the absence of the Director, the Director may appoint another individual the authority to issue a directive. (CFA 3.01M "G").
 3. The Director or applicable Bureau Chief is authorized to release Training Bulletins. (CFA 3.01M "B") (CFA 3.01M "G")
 4. All levels of command have the responsibility to issue either verbal or written guidance in the form of memorandum or e-mail correspondence in furtherance of the operation of their command. (CFA 3.01M "G") Guidance issued at any level of command shall not conflict with directives issued by a higher authority.
- G. Storage and Archival
1. The Accreditation Manager will be responsible for the storage and archival of Division and BFAI policy directives. (CFA 3.02M)
 2. The Bureau Chief or his or her designee is responsible for storage and archival of bureau-issued directives.
 3. Special Orders, Interim Policy Memorandums, Information Bulletins, and Training Bulletins shall be stored and archived by the authority issuing them. (CFA 3.02M)
- H. Receipt and Dissemination of Directives.

1. The policy or revision becomes effective upon final approval by the Director and subsequent dissemination to members. The effective date shall be noted on each policy.
2. Members will be held accountable for following directives and bear the responsibility for seeking instruction or additional information from their supervisor should they not understand a given directive.
3. Violations of policy or procedure may subject the member to disciplinary action.
4. Supervisors shall be responsible for ensuring that new members read the policies within thirty (30) workdays after hire. New members are required to submit a policy review form for each policy.
5. Members will complete a policy review form upon receipt of each Division or Bureau policy or revision. Completed policy review forms shall be forwarded to the member specified in the policy dissemination within the time frame specified.
6. Policy review forms are not required for the following types of written directive:
 - a. Information Bulletin
 - b. Memorandums; and
 - c. Training Bulletins.
7. Nothing in this policy shall prohibit the Director from issuing a Special Order or IPM to enact a required policy. In such cases, the Accreditation Manager shall immediately initiate development of the policy into the standard policy format.