



MONTGOMERY COUNTY  
FIRE AND RESCUE SERVICE

XX-XX

Policy and Procedure

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MCFRS Document Policy  
"Attachment A"

11/24/15

MCFRS  
Document  
Policy,  
"Attachment A"

Issued by: Fire Chief \_\_\_\_\_

Policy Number: XX-XX

Authority: Montgomery County Code Section 21-3 (b)

Supersedes: Policy and Procedure XX-XX, *Name of old policy in italics*, dated January 1, 2015

Effective Date: September 1, 2015

**SECTION 1. Purpose:**

A brief description of the intent of the policy. When there is only one paragraph of narrative, no subsections are required. It can simply be a non-indented paragraph starting below the "SECTION heading.

- a. For anything beyond a single paragraph, subsections should ¼" indent – Statements should start with capitalized letters, terms do not need to. All rows of a given section should be vertically aligned 1/4" to the right of the subsection identifier (a,1,A, etc). -----

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- b. -----

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1. ½" indent

A. ¾" indent

i. 1" indent

- Bulleted lists may be used, and should be indented ¼" from the section above; followed by a semi colon and "and" or "or"

**SECTION 2. Applicability:**

The organizational element and/or personnel affected.

a.

1.

A.

i.



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**SECTION 3. Background:**

Brief background material should be included when it is essential or important to the understanding of the policy.

a.

**SECTION 4. Definitions:**

Words, terms, or phrases which are essential for the reader to understand specific meaning and/or intent. Definitions may be written specifically for the document, if they differ from the normal MCFRS usage.

a. **Word or Term:** The term being defined. -----  
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**SECTION 5. Policy:**

“Broad-view” objectives, strategies, or goals that describe intent of the Policy and Procedure.

a.

**SECTION 6. Responsibility:**

Organizational elements and their areas of responsibility, along with authority to act.

**SECTION 7. Procedure:**

Detailed, step-by-step actions to be taken.

a.

**SECTION 8. Cancellation:**

The specific document (s) being cancelled, replaced, revised, or amended, along with the effective date.

a.

**SECTION 9. Attachments:**

Any documents or appendices that support the policy.



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**Approved:**

***Signature***

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Fire Chief

September 24, 2015

Date