

LAKEWOOD FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

SOG NUMBER: 101.21	RULE & REGULATION
DATE IMPLEMENTED: APRIL 11, 2022 DATE REVISED:	TITLE: RECEIPT OF EMAIL AND POWERDMS DOCUMENTS

PURPOSE:

This guideline was promulgated to establish guidelines and expectations for personnel to review department written communications on a regular basis as it is necessary to receive current information in order to perform duties in the most efficient manner.

SCOPE:

This guideline shall apply to all career and volunteer personnel of the Lakewood Fire Department.

GENERAL:

1. Since it is necessary for all personnel to remain informed about operational and administrative matters within the department, as well as Fire District matters in general, the following guideline shall be followed:
 - a) All career personnel, when on duty, shall check their district issued e-mail and PowerDMS inbox at a minimum no later than 2 hours after coming on duty each morning and again after 1600 hours each afternoon.
 - b) All volunteer personnel shall check their district issued e-mails and PowerDMS inbox at a minimum once every seven (7) days.
 - c) It shall be the discretion of the Chief of Department or designee to require certain documents posted to PowerDMS be signed by personnel. These documents shall be electronically signed by respective personnel by the posted due date.
2. All career personnel of the rank of lieutenant or above, while on duty, shall check their district issued e-mail no later than 2 hours after coming on duty each morning, mid-day and after 1600 hours daily. It is recommended for personnel of the rank of lieutenant or above to check for emails during normal days off to maintain a strong situational awareness of department business.
3. **All data stored on and/or transmitted through district issued emails and PowerDMS is the property of the Lakewood Fire District and are official documents subject to the provisions of the Open Public Records Act (N.J.S.A. 47:1A-1).**