Station Order 001 - Station Orders

This order defines Station Orders, which shall guide the performance of personnel assigned to Industry Station.

Organization
These orders establish procedures that are unique to Industry Station. They are generally interpretations of Department policies and procedures as they specifically apply to operations at this station.

Responsibilities
Station Orders shall be submitted to Operations for approval by the Station Commander.

The Operations Office shall cause Station orders to be reviewed on a regular basis for the purpose of updating/deleting pertinent information.

Upon approval of a Station Order by the Station Commander, the Operations Office shall cause publication, distribution, and codification of said order.

Suggestions for Improvement
All personnel assigned to Industry Station are encouraged to make suggestions to their supervisors for improvement in operations which they perceive as needed to improve efficiency and effectiveness. Supervisors shall review these suggestions and forward them to the individual responsible for that particular aspect of the station's operation.

The individual ultimately receiving the suggestion shall research the subject and, if appropriate, implement the suggestion through proper channels. If the suggestion is not to be acted upon, the individual shall reply to the author, in writing, why the suggestion will not be implemented. A copy of that reply and the corresponding suggestion shall be routed to the Station Commander for informational purposes.