

Fire Officer I – Assignment #8

Utah Fire and Rescue Academy

Situation:

You will never be a great officer, manager, or leader if you are always on the sidelines demanding that things change or making comments to others regarding the need for change. Change requires action. Many reasons for change come from poor, outdated, or non-existent policies or guidelines. For this assignment, you will be an agent for change in your own organization.

Assignment:

1. Think of a problem your organization is dealing with; this will become your problem statement. *Have this approved by your instructor prior to submission.*
2. Prepare a memo to the chief or other official on your department letterhead (if possible) that meets the requirements listed below.
3. The memo should either suggest a policy change or suggest a new policy.

Requirements:

1. Type your assignment, double-spaced, using a word processing or other data entry software program. Be sure to proofread for grammar and spelling.
2. The memo should consist of a problem statement; proposed solution with supporting justification; any personnel, time, equipment, or material requests; and a conclusion.
3. The memo should either suggest a policy change or suggest a new policy.
4. If you're suggesting a changed policy, include the policy number or reference and title in the memo, as well as the reasons the existing policy needs revision. Suggest the revisions in detail.
5. If you're suggesting a new policy, justify the need for the new policy and make any recommendations for those who might serve on the new policy committee. Of course, you should also volunteer for the committee.
6. Make your memo professional and worthy of presentation to your chief.
7. Submit the assignment electronically as a .doc or .docx.

State Skill # 9