


VALLEJO FIRE DEPARTMENT MANUAL OF OPERATIONS

	Subject:		Directive # 1.1.10	
	Signatures for Department Records		Page 1 of 1	
	Volume:	Chapter:	Section:	
	1	1	10	
	Approved By:		Date Issued:	Revision Date:
Fire Chief Robertson		12/1/10		
Attachments:	Resources/Cross Reference:			
Purpose: To identify members who have signed Department forms, bills or receipts				

Procedure:

- A. If a member signs any forms, receipt, or bill he/she shall ensure that they can be properly identified.
 - 1. When a signature is required, members shall;
 - a. Write their signature
 - b. List their badge number
 - c. Print their name if their signature is illegible
 - d. The member's rank is also an option prior to their name.