

Organization

Book:	1- Organization
Chapter:	I- Manual of Operations
Subject:	Manual Organization and Use
Code:	1-I-2
Revised	1/01/2003

2.01 Purpose

To explain the organization and usage of the Jersey Village Emergency Services Manual of Operation so that Emergency Services employees and members will understand how to correctly and fully utilize the Manual of Operations.

2.02 Policy

- A. The Operations manual shall contain sufficient information pertaining to its organization and usage which will assist Emergency Services personnel in their use and understanding of the Manual.
- B. Emergency Services personnel shall familiarize themselves with the organization and use of the Operation Manual.

2.03 Content

All Rules, Regulations, Operational Guidelines, Administrative Procedures, and Policies of the Jersey Village Emergency Services, which are of concern to its employees and members, are contained within the Operations Manual.

2.04 Organization

- A. The Manual is composed of three books; an Arabic number and its title identify each. These are as follows:
 - 1. Book 1 – Organization
 - 2. Book 2 – Routine Operations
 - 3. Book 3 – Emergency Operations
- B. Each of the Books is divided into chapters which are designated by Roman numeral and title.
- C. Each Chapter is divided into subjects, which are identified, by Arabic number and title.
- D. Each subject is divided into sections, which are identified by a decimal number. This decimal number is composed of the whole number assigned to the subject and a decimal number ranging from .01 to .99, depending upon the number of sections. For example, the third section of the fourth subject would receive the following section number, 4.03.
- E. Each Book contains a Table of Contents, which lists its chapters and subjects.

2.05 Coding

- A. The basic unit of information in the Manual is the subject.
- B. Each subject receives a code number for identification purposes.
- C. The code number is composed of three digits; the **Book** number, the **Chapter** numeral, and the **Subject** number.
- D. A typical reference code would be written in the following manner: 3- IV- 5. This identifies the third **Book**, fourth **Chapter**, and fifth **Subject**.

2.06 Procedure

The Manual of Operations is designed to facilitate rapid and easy reference of desired information. To locate a subject within a given general area, a member can simply refer to the Book, which covers that area, and utilize its Table of Contents to locate the desired subject.