



# Lexington County Fire Service

Standard Operating Guidelines  
Personnel Information Updates ADM-017

**EFFECTIVE:** December 1, 2007    **ISSUED BY:** Russell R. Rawl, Fire Service Coordinator

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**RECINDS:** No Previous Policy

**SCOPE:** All Lexington County Fire Service Personnel

**PURPOSE:** To ensure that personnel information on record is current.

**POLICY:** Each member of Lexington County Fire Service is responsible for keeping his/her personal information current so that adjustments in call back lists, insurance information, emergency contacts, and other critical data can be made. The Personnel Data Form is to be completed each time any information changes and sent through station mail to Headquarters immediately upon a change in any information contained on the form.