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**CITY OF RIVERSIDE FIRE DEPARTMENT  
EXPLORER POST 101**

**Section: 1      Number: 1016**

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**SUBJECT: Communication**

**Effective Date: 01/12  
Review Date: 01/13**

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**POLICY:**

When any given explorer has a question, comment, concern, is running late, is going to be absent, or any situation unmentioned, he/she is to notify his/her squad leader that. All approved forms of communication are; phone call, voice mail, text message, or as a last resort email. All forms of communication should be followed in that order. You are required to update any contact information that is used for communications. Also, in the event that a public education event or an event involving the post, members must maintain communication as stated above. Failure to meet this requirement may result in disciplinary actions.