

DEPARTMENTAL PROCEDURES HANDBOOKS

2022

(No. 9 February 2000)

Departmental procedures handbooks represent CDF's library, or "information for retrieval" system. Handbooks provide technical procedural instruction for the department's employees in the many program areas. They also include sufficient policy instruction to provide inferred direction in situations not specifically discussed in the procedural instructions. Procedural handbooks are organized according to the Subject Designation Code (SDC) numbering scheme which serves as a reference for departmental correspondence and which may also provide structure for filing correspondence.

SUBJECT DESIGNATION SYSTEM

2022.1

(No. 10 February 2002)

The Subject Designation Code System is a numbering scheme for the department's handbooks that establishes codes for each subject area for which the department has a written procedure. This numbering scheme correlates to CDF handbooks as shown in the following list of handbooks:

CDF Issuance Library

| Handbook Number (Subject Designation Code) | Handbook Title |
|---|---------------------------------|
| 0500 | Legislation |
| 0600 | Information Procedures |
| 0900 | Information Technology Services |
| 1000 | Personnel Services |
| 1700 | Health and Safety |
| 2000 | Administrative Information |
| 2100 | Paperwork Management |
| 2400 | Secretarial |
| 2500 | Contracts |
| 2600 | Material Management |
| 3000 | Technical Services |
| 3500 | Budgeting |
| 3600 | Accounting |
| 3800 | Incident Fiscal Management |
| 3900 | Rates Procedures |
| 4000 | Training |
| 4200 | Fire Crew Firefighter |

R
E
V

| | |
|------|--|
| 4300 | Fire Protection Training |
| 5000 | Resource Management |
| 6200 | CAMPS (CYA) |
| 6400 | CAMPS (CDC) |
| 6700 | Mobile Equipment |
| 7100 | Fire Protection Plan |
| 7500 | Incident Logistics |
| 7700 | Emergency Incident Management |
| 7800 | Fire Weather |
| 8000 | Telecommunications |
| 8100 | Command & Control (formerly ECC) |
| 8300 | Aviation Management |
| 8500 | Cooperative Fire Services |
| 8600 | Wildland Fire Detection |
| 8700 | State Fire Marshal |
| 9000 | Fire Prevention |
| 9400 | Law Enforcement |
| | Emergency Activity Reporting System (EARS) |
| | CALCARD |

IMPORTANT: The use of subject designation codes is no longer required in CDF memos and correspondence (as of February, 1997). However, the codes continue to serve as an important tool in organizing, referencing and retrieving procedural information contained in the department's handbooks.

AREA/UNIT SUPPLEMENTS

2022.2

(No. 9 February 2000)

Area/unit supplements consist of information or instructions pertinent to a particular organizational unit, and may include local agency agreements or special instructions inappropriate for general departmental application. These supplements are unit-specific. They are NOT part of the Issuance Library and thereby not maintained by the FIRM Unit.

[\(see next section\)](#)

[\(see HB Table of Contents\)](#)

[\(see Forms or Forms Samples\)](#)