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## **INTERIM POLICY MEMO**

### **I. PURPOSE**

As a way of communicating information regarding the immediate release of changed or new policies or procedures, the EMS Agency will electronically distribute to all constituents an *Interim Policy Memo*.

### **II. POLICY**

A. An Interim Policy Memo will contain the following information:

1. Subject Matter
2. Date of Implementation
3. Affected Policies
4. Discussion/Information

B. A complete list of all current Interim Policy Memos will be placed on the EMS website. Each Interim Policy Memo will be identified by year of origin and in sequential order (example: *Interim Policy Memo: 2012-1, Destination Guidelines*).

C. Interim Policy Memos, when appropriate, will be incorporated into current policies during the following annual policy review.