



# OFFICE OF THE CHIEF OF RESCUE

January 3, 2014

## INSTRUCTIONAL BULLETIN #14-02

**TO:** All Fire and Rescue Personnel

**FROM:** Ivan T. Mote, Division Chief/Rescue *ITM*

**RE:** **6 MONTH EMS REFUSAL FORMS SUBMISSION**

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It is now time to submit completed refusal forms for the last 6 months of calendar year 2013. When preparing the refusals forms for submission to the Battalion or District Chief, it is imperative that the station and unit Captain ensure that all of the information is properly completed and legible.

Ensure the refusal forms are in chronological order by month. This will make it easier to locate the refusal form if the records are subpoenaed for court proceedings.

**Please submit the completed 2013 refusal forms to the appropriate District/Battalion Chief. The District/Battalion Chief will deliver the completed refusals to the Quality Improvement Office no later than January 31, 2014.**

ITM/mb/af

