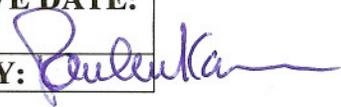


<b>RAPPAHANNOCK COUNTY FIRE and RESCUE ASSOCIATION</b>	<b>NUMBER: 01</b>
<b>STANDARD ADMINISTRATIVE POLICY</b>	<b>PAGE 1 of 2</b>
<b>SUBJECT:</b> Establishing Standard Administrative Policies, and Standard Operating Guidelines	<b>EFFECTIVE DATE:</b> 12/21/07
<b>WRITTEN BY:</b> J.B. Carter, Jr.	<b>ISSUED BY:</b> 

**PURPOSE:** The purpose of this policy is to define and initiate the process of establishing Standard Administrative Policies and Standard Operating Guidelines for Rappahannock County Fire and Rescue Association.

**BACKGROUND:** This Standard Administrative Policy is designed to provide a procedure in establishing Standard Administrative Policies and Standard Operating Guidelines for all Rappahannock County Fire and Rescue personnel. It has been determined that time is of an essence, so each Standard Administrative Policy or Standard Operating Guideline should be developed, reviewed, and distributed within three months of the responsible committee receiving the request from the member company.

**DEFINITIONS:**

Standard Administrative Policies (SAP)-Standard Administrative Policies will be prepared for administrative functions such as hiring/promotional process, equipment maintenance, preplans, in addition to procedures for following specific regulations, standards, and laws. All personnel are required to follow the Standard Administrative Policies. Standard Administrative Policies shall remain in effect until a written change or revision is approved and released by the RCFRA Executive Board.

Standard Operating Guidelines (SOG) – Standard Operating Guidelines are organizational directives that establish a standard course of action. They explain what is expected and required of fire and rescue personnel in performing their job safely and define how the department intends to operate under normal circumstances. A SOG will be prepared for emergency response operations such as fire suppression, motor vehicle collisions, hazardous material, response, EMS, etc. All SOGs will be sent to the Chiefs Committee for review and approval. Upon approval, the DRAFT SOG will be present to the RCVFRA for discussion and/or approval for implementation.

**POLICY:** The following steps shall be utilized to establish SAPs and SOGs for the RCVFRA:

1. If a member of the RCVFRA feels that a SAP or SOG needs to be established, the member must draft a memorandum or send an e-mail describing briefly the need, importance, and the procedures of the future policy/guideline to the chairman of the proper committee. The policy/guideline will be forwarded to the Executive Board/Chiefs committee for further review and development.

2. The committee shall inform the member if the idea has been approved or denied to be written as a future policy/guideline.
3. After the committee has received and approved of the future policy/guideline, the committee will then start to gather information, identify and analyze alternatives, select an alternative, and write the policy/guideline. This policy/guideline should be written clearly and concisely, using a logical and consistent format.
4. The written SAP/SOG will be clearly marked "DRAFT" while the document is under review. At this point, the "DRAFT" will then be returned to the RCVFRA for review/comments, or approval. If the RCVFRA has comments, they will send the "DRAFT" to the committee for corrections. Step 3 and 4 will take place until the RCVFRA has approved the policy/guideline.
5. The approved policy/guideline will be signed by RCVFRA president and distributed by to all companies, and chiefs. The secretary is responsible to maintain the MASTER SAP/SOG book, and electronic copies with all new and revised policies/guidelines.