

STANISLAUS CONSOLIDATED FIRE PROTECTION DISTRICT
POLICIES & PROCEDURES

ARTICLE: A-1
SECTION: Administration Division
DATE: July 6, 2015
SUPERSEDES: 2/8/08; 1/03/1996, 09/13/13
TITLE: Policy & Procedure Development

POLICY AND PROCEDURE DEVELOPMENT AND REVISION PROCESS

When developing a policy and/or procedure for the District, the following procedure shall be followed to ensure standardization and employee notification. *At any time, the Fire Chief may enact an emergency policy and/or procedure that would be exempt from this process if a situation arises that warrants such actions.*

DEFINITIONS:

COMMAND STAFF: Refers to the Fire Chief, Deputy Chief, Assistant Chief, Battalion Chiefs and Local 3399 Union President.

POLICY/REVIEW COMMITTEE: The committee is comprised of three representatives appointed by the bargaining unit representing safety employees.

POLICY: Policies are the rules and regulations which the Fire District operates within. Policies are may be developed by all members of the organization. Policies are implemented by management and approved by the Fire Chief.

PROCEDURE: A procedure is a guideline to follow that creates the structure in which employees can work. Procedures may allow certain flexibility and discretion by the employee within the scope of the text. Procedures are normally developed by employees involved with the duties for which the procedure is needed. Procedures must be approved by the Fire Chief.

ADMINISTRATIVE POLICIES AND PROCEDURES: Policies and procedures that address administrative functions of the District.

FIRE PREVENTION POLICIES AND PROCEDURES: Policies and procedures that address all community risk management, public education and fire prevention activities of the District.

PERSONNEL POLICIES AND PROCEDURES: Policies and procedures that address issues that involve non-operational job requirements of District personnel.

OPERATIONS POLICIES AND PROCEDURES: Policies and procedures that address all operational and training requirements of the District.

ADMINISTRATIVE DIRECTIVE: An immediate interim measure required to address legal, administrative, organizational, operational or and safety concerns. A directive will have an end date or will be converted into a policy within 90 days of issuance.

DEVELOPMENT, REVISION AND REVIEW PROCESS:

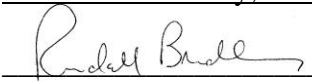
1. Policy and procedure proposals include revisions of current policies and procedures, as well as newly proposed policy and procedures. Proposals shall be submitted to District's Administrative Assistant. Proposals shall be in the form of the policy and procedure template and shall include a separate statement on the importance or need for the proposal or change to a current policy/procedure. Proposals can be a policy, procedure or a combined policy (rule or regulation) and procedure (guideline on how to meet the rule or regulation). The District's Administrative Assistant shall be responsible for the tracking, distribution and oversight of the Policy and Procedure process.
2. Policy and Procedure revisions that are limited to date changes, formatting, equipment or fire station name/numbering changes, staff responsibilities, new Fire Chief Signatures and/or editing for spelling, grammar or punctuation shall not be required to follow this policy and may be issued by the Fire Chief without review.
3. Policy and procedures that require Board of Directors' approval do not fall under this policy.
4. The District Administrative Assistant shall provide a copy of the proposal to the Command Staff at their regular Command Staff meeting. The Command Staff will review the proposal to determine if the proposal has merit and should move forward in the review process. If the proposal has merit, the Command Staff shall determine if the proposal impacts wages, hours or other working conditions that would require a formal "meet and confer" process. If "meet and confer" is required, the "meet and confer" process shall be followed. If the proposal moves forward, the Command Staff will assign a Command Staff member as the management point of contact for the proposal.
5. If the Command Staff determines the proposal has merit and does not require "meet and confer," the Command Staff shall have seven (7) days to review and provide comments on the proposal. The Command Staff has the option of working directly with the proposal author during the initial review and comment period. All comments from the Command Team shall be presented in the first draft document as "Command Team Comments."
6. After the initial Command Staff review, the proposal will be forwarded to the Policy Review Committee. The Policy Review Committee shall have seven (7) days to review the proposal and provide comments. All comments from the Policy Review Committee shall be presented in the draft document as "Policy Review Committee" comments. Failure to respond within seven (7) days will considered "no comment."
7. After the Policy Committee review, the first draft with comments, shall be forwarded to all District personnel via e-mail. All District personnel shall have seven (7) days to comment on the first draft - and the comments provided by the Command Staff and Policy Review

Committee. Failure to provide comments within the seven (7) days shall be considered “no comment.”

8. If there were no comments or non-substantive comments during the “all District personnel” seven (7) day review of the first draft, the first draft will proceed to step ten of this policy. If there are substantive comments, the assigned member of the Command Staff will have seven (7) days to work with the author to review and incorporate agreed upon changes.
9. The second draft will be provided, with all comments and changes, to all District personnel. All District personnel shall have seven (7) days to comment on the second draft proposal and the associated comments. Failure to provide comments within the seven (7) days shall be considered “no comment.”
10. After the first draft and second draft (when required) reviews are complete, the proposal will return to the Command Staff for a final review. .
11. The final revision shall be submitted to the Fire Chief for final review, signature and issuance. The Fire Chief retains the authority to make final revisions to protect the interest of the Fire District.
12. An e-mail will be sent to all District Personnel with a copy of the adopted Policy and/or Procedure and its effective date. All new policies and procedures will be assigned for review in “Target Solutions” to ensure each employee reviews all new policies, procedures and revisions.
13. The signed policy/procedure will then be posted on the Fire District website.

Note: Timelines referenced in the policy may be extended or reduced upon mutual agreement between involved participants.

Written By: Randall K. Bradley, Fire Chief

Approved By: 
Signature

July 6, 2015
Date