



FIRE RESCUE

ALBEMARLE COUNTY

STANDARD ADMINISTRATIVE POLICY

Subject:	Volunteer Benefits: Parks & Recreation Season Passes
Reference Number:	SAP-DEP-010
Effective Date:	23 February 2012
Last Revision Date:	N/A

Signature of Approval:

J. Dan Eggleston, Chief

Purpose:

The purpose of this policy is to outline the availability of Parks & Recreation Season Passes for active volunteer personnel.

Background:

As a benefit of volunteering, all active volunteer personnel are provided family season passes to all Albemarle County parks

Scope:

This policy applies to all active and/or life membership volunteer personnel.

Definitions:

Active Volunteer – those persons who regularly respond to emergency calls or regularly perform other duties for a fire, rescue, or emergency medical services station.

Policy:

1. Season passes are issued annually.
2. Immediate family members of eligible volunteers are also issued season passes.
3. The Department of Fire Rescue will generate a list of eligible volunteers from FireRMS. The names from this list will be used by staff to generate park passes.
4. Staff shall e-mail all system Chiefs annually sharing the list of eligible volunteers and requesting Chiefs to send names of immediate family members to staff for any additional park passes necessary.
5. After passes are issued by Fire Rescue, a report is created and sent to the Department of Parks & Recreation indicating the date each pass was issued, the park pass number, and who the card is issued to.
6. Season passes are property of the Department of Parks & Recreation and must be surrendered upon inactive volunteer status (resignation, termination, etc.) or whenever Parks and Rec determines a pass must be revoked.