




# FIRE RESCUE

ALBEMARLE COUNTY

## STANDARD ADMINISTRATIVE POLICY

<b>Subject:</b>	Team Services Utilization
<b>Reference Number:</b>	SAP-DEP-015
<b>Effective Date:</b>	1 August 2004
<b>Last Revision Date:</b>	N/A
<b>Signature of Approval:</b>	 J. Dan Eggleston, Chief

**Purpose:**

The purpose of this policy is to outline the utilization of Microsoft® Team Services and Share Point for managing Department information and communication.

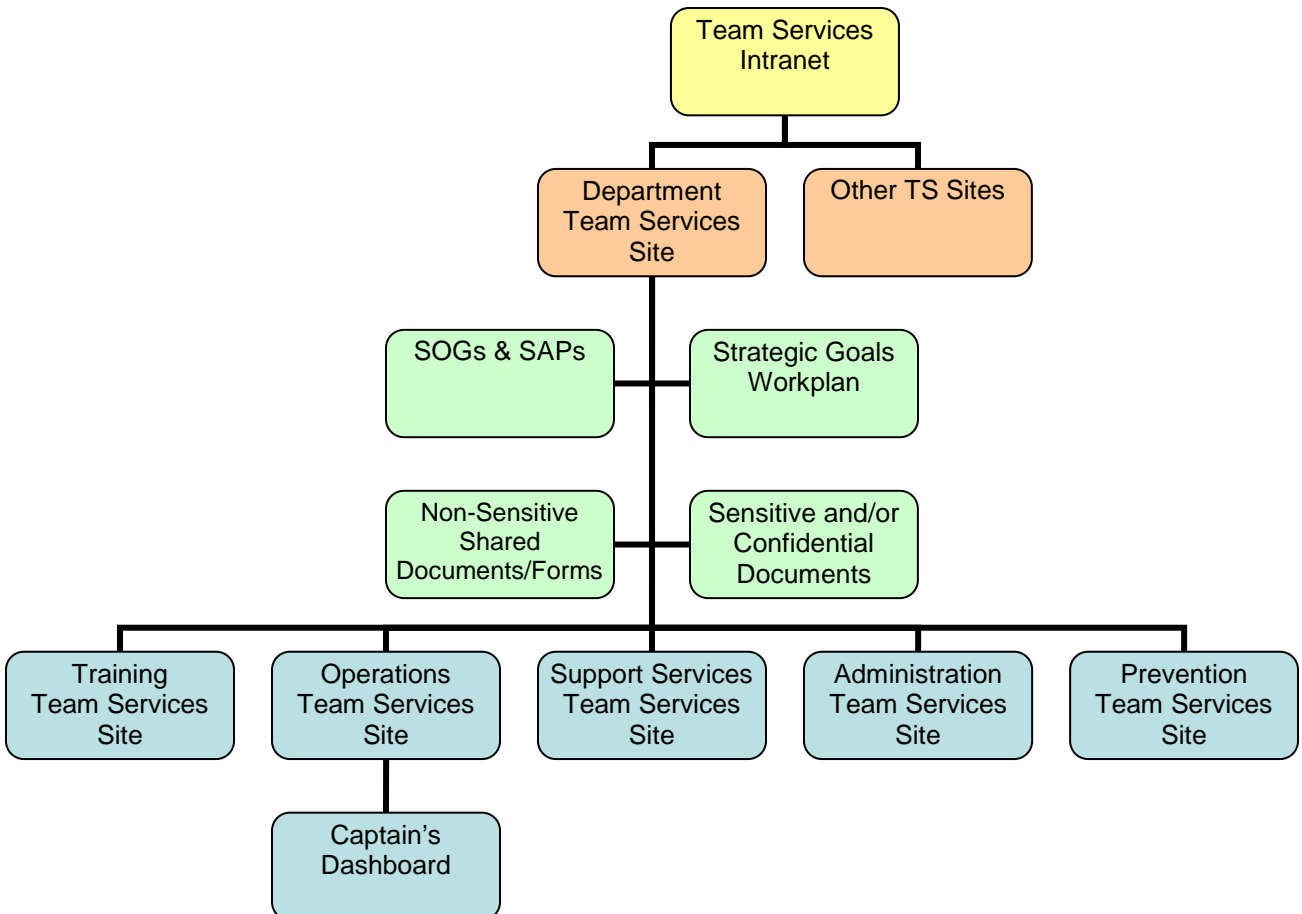
**Scope:**

This policy applies to all Department of Fire Rescue personnel.

**Policy:**

Site Map

1. The department's Team Services site is housed on the county's intranet and is based on the structure of the department. Below is a map of how the Team Services site flows.
2. New sub-sites will be added, removed, or modified as needed.



Access

1. Generally, personnel will be granted access to all non-sensitive areas of Team Services.
2. Some sensitive and confidential information may require limited access (see below).

Documents & Forms

1. All documents and forms will be stored in one (1) of several document libraries on the main site:
  - a. "Shared Documents"
  - b. "Forms"
  - c. "SOGs & SAPs"
  - d. "Sensitive Documents"
  - e. "Captain's Dashboard" (Personnel Files)
2. Documents and/or forms are generally not stored in sub-sites. Links to documents/forms in the main folders should be used in tasks, lists, sub-sites, etc.
3. All non-sensitive and non-confidential documents will be stored in a Shared Documents folder on the main Team Services site.
4. Sensitive and/or confidential documents will be stored in a Sensitive Shared Documents folder on the main Team Services site. Access to this folder is limited.
5. The personnel files of Operations Division personnel will be stored in a restricted document library on the Captain's Dashboard (<http://ts2/operations/captains>).

Working with Shared Documents & Forms

1. When reading shared documents, the document may be opened (Read-Only) directly from the link on the site.
2. When making revisions to a shared document, the user must check-out the document. The user then makes necessary changes and checks the documents in. The user should list what changes were made and why when checking the document in.
3. Forms are maintained on the site so that all users have access to the most up-to-date form revisions. Users should not download forms to local drives for use. After completing forms or using correspondence forms, users may save a copy of the completed form to a local or network drive. Users should not make or save changes to forms on the Team Services server.

File-Naming Protocol

Files or folders used and posted to the site will use the following file-naming protocol:

1. Use title case alpha and numeric characters. (*These Words Are in Title Case*. Most words begin with uppercase, but here is a list of common prepositions, conjunctions, and articles that should appear in lowercase: a, an, the, and, if, then, else, when, up, at, from, by, on, off, at, for, from, in, of, out, over, and to. This list may not be exhaustive.)
2. Do not use spaces. In lieu of spaces, use the underscore ( \_ ) to separate words.
3. Do not use any punctuation except for the underscore ( \_ ) and hypens/dashes for dates (-).
4. Always include a file suffix. Usually, the program you are working with will automatically assign a file suffix. For example:
  - Microsoft Word – .doc
  - Microsoft Excel – .xls
  - Adobe – .pdf
5. For date specific documents and or files, the file name should be preceded with the date. For example:
  - 2007-01-12\_Staff\_Meeting-Agenda
  - 2007-05-14\_Staff\_Meeting\_Agenda
  - 2007-12-25\_Holiday\_Schedule
  - 2007-06\_FY\_Budget\_Worksheet
6. Maximum file name length is 256 characters; however, users should limit file name lengths to 100 characters or less.