



# ***FIRE RESCUE***

**ALBEMARLE COUNTY**

## **STANDARD ADMINISTRATIVE POLICY**

**Subject:** Personnel Reporting

**Reference Number:** SAP-DEP-029

**Effective Date:** 02 December 2011

**Last Revision Date:** N/A

**Signature of Approval:**

**J. Dan Eggleston, Chief**

**Purpose:**

The purpose of this policy is to establish procedures for regularly reporting personnel data.

**Background:**

The county and each station individually are responsible for managing its operations and resources, including our most valuable resource – our personnel. The maintenance and availability of accurate personnel information is vital in operating the most effective and efficient fire rescue system. Personnel management depends on effective, accurate record keeping to enable the organization to recruit, train, and develop personnel. Accurate and up-to-date personnel information is necessary to ensure that personnel receive full benefits including accident/health insurance coverage, tax vouchers, park pass, etc.

**Scope:**

This guideline applies to the Albemarle County Fire and EMS System as defined in County ordinance.

**Policy:**

Reporting

1. The official records management system for personnel data for the Albemarle County Fire Rescue System is FireRMS.
2. Stations will maintain current personnel records at the station-level. Although the recommended Records Management System for station use is FireRMS, stations may use any method to track the data required by this policy (i.e spreadsheet or export from another program).
3. Personnel records shall be updated in FireRMS, or submitted to ACFR for update, by the close of business (1700 Hours) on the third Monday of each month.
4. Personnel records will be maintained based on the key reporting elements identified below.

Miscellaneous

1. Only legal names shall be used. Nicknames or abbreviated names shall not be entered.
2. Alternate ID numbers (station-issued, etc.) shall not be entered as the "Employee Number." Alternate ID numbers shall be entered in "Personal/Alternate ID Numbers."
3. All personnel must determine a primary agency affiliation for their personnel record. A secondary agency may be indicated within that record. Under no circumstances shall more than one personnel record exist for a single individual within the Fire Rescue System.

Key Reporting Elements

DATA ELEMENT	CORRESPONDING FIRERMS TAB & FIELD Tab   Field	APPLICATION
County Identification Number	Basic Info   Employee Number	R, ID, A
Station	Basic Info   Primary   Assigned To	R, V, ID, CC, PR, C, A
Name <i>(legal name only)</i>	Basic Info   First, Last (and suffix if applicable)	R, V, ID, CC, PR, C, A
Address	Basic Info   Mailing Address, City, State, ZIP Code	V, CC, PR, C
Rank/Title	Basic Info   Position	R, ID, C, A
Status <i>(support, administrative, etc.)</i>	Basic Info   Status	V, ID, A
Start Service Date	Basic Info   Start Date	R, V, CC
End Service Date	Basic Info   End Date	R, V, CC
Other Affiliations	Basic Info   Secondary   Assigned To	ID, A
Residence Locality	Other Data   Residence Locality	V, CC, PR
Meets 100 hour minimum annual contribution.	Other Data   Meets 100 hour minimum annual contribution.	R, V, PR
EMS Certification	Info   Personnel   Credentials Earned	R, ID, A
Fire Certification	Info   Personnel   Credentials Earned	R, ID, A
Officer Certification	Info   Personnel   Credentials Earned	R, ID, A
Vehicle Operator	Personal   DL Class Type	R, I
Date of Birth	Personal   Date of Birth	R, ID
Gender	Personal   Gender	ID
Social Security Number (last 4 digits)	Personal   Social Security Number	ID, R, V
Driver's License State & Number	Personal   Driver's License State & Number	R, I
Driver's License Expiration Date	Personal   Expiration Date	R, I
E-Mail Address	Communication   Email Address	C
<b>APPLICATION KEY</b>		
<b>R</b> (Reporting, Management, Marketing, Training)	<b>CC</b> (Circuit Court Records)	
<b>I</b> (Insurance & Related Reporting)	<b>PR</b> (Parks & Recreation Season Passes)	
<b>V</b> (Personal Property Tax Vouchers)	<b>C</b> (Communications)	
<b>ID</b> (Identification Cards)	<b>A</b> (Accountability System)	

Application

Staff will apply the personnel records as follows:

1. Reporting – Staff will utilize data to provide reports, manage administration of volunteer programs and services, utilize marketing techniques, and plan training as needed.
2. Personal Property Tax Vouchers – Staff will generate a report of eligible personnel from FireRMS in November of each year for Albemarle County residents and in January of each year for Charlottesville residents for applicable personal property tax and vouchers.
3. Vehicle Operator’s List – As needed, staff will generate a report of vehicle operators and related information for use by the Department of Finance for insurance and related purposes.
4. Identification Cards – Staff will utilize data to produce identification cards as needed.
5. Circuit Court Records – Staff will file a monthly report of volunteer personnel with the Clerk of the Circuit Court as required pursuant to the *Code of Virginia §27-42*.
6. Parks & Recreation Season Passes – Staff will generate a report of eligible personnel from FireRMS in March of each calendar year for season passes to Albemarle County parks & recreation facilities.
7. Communications – Staff will use records to disseminate needed information, materials, etc. to personnel.
8. Accountability System – Staff will generate data from FireRMS to produce Accountability System tags/identification as needed.
9. Other needs as identified.