



WARREN COUNTY FIRE ACADEMY

Fire Academy Policies, General Orders, and Memorandum



SUBJECT: Fire Academy Policies, General Orders and Memorandum

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Section 1: **PURPOSE**

1.1 This Academy has instituted a system for the purpose of clearly establishing policies and procedures for routine as well as special duties and assignments. This system is composed of administrative policies, operational policies, general orders, academy memoranda and emails.

Section 2: **DEFINITIONS**

- 2.1 Administrative Policy: A policy developed and adopted relating to the management procedures for the Academy and all staff.
- 2.2 Operational Policy: A policy developed and adopted relating the operational and delivery procedures of/for Academy equipment and resources.
- 2.3 General Order: Permanent, temporary, or special instructions as ordered by the Academy Coordinator to amend, clarify, announce, Academy policy or changes thereto.
- 2.4 Memorandum: A document used by management and staff to officially provide, disseminate or document events, requests, or policy clarifications.

Section 3: **POLICY PROCEDURE**

- 3.1 Policies or procedures issued by the Academy may implement general orders or other directives of the Academy, and, as such, also shall become a part of the rules and regulations.
- 3.2 Policies shall be identified using a “Part” and “Section”. The “Part” will identify the policy as and administrative policy (AP) or and operational policy (OP). The “Section” will identify the policy number. *For example: this administrative policy is the eleventh policy, labeled AP-11 in the “Part” and “Section” in the header above.*
- 3.3 When a policy is developed the following review and adoption process shall occur.



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- 3.3.1 A policy proposal shall be reviewed by the Academy Coordinator and Deputy Coordinators for a period of no less than two (2) weeks. This review period will check the document for correctness and compared to similar policies from the County of Warren, Warren County Department of Public Safety and the Warren County Community College to ensure it is not in conflict.
- 3.3.2 Following Academy Administrative review, the proposed policy shall be forwarded to the Academy Board of Advisors (BOA) for review and adoption. The BOA can approve or reject the proposed policy at a regularly held meeting or through an email process instituted by the Academy Coordinator.
- 3.3.3 If rejected the BOA shall present the reason/s for rejection. The policy will be reviewed and corrected and re-enter the entire review process.
- 3.3.4 If adopted by the BOA the policy shall be considered in effect, dates adjusted at the header and footer to reflect the date of adoption and issue. The policy shall then enter the distribution process listed below.

Section 4: **DISTRIBUTION**

- 4.1 All policies shall be distributed and maintained in hard copy and through digital technologies. It shall be the responsibility of the Academy Coordinator to maintain the integrity of the distribution process.
- 4.2 A hard copy of all policies shall be maintained in the Academy office in a binder labeled "WCFA Policies & Procedures". The binder will be separated into two sections for Administrative Policies and Operational Policies.
- 4.3 A copy of each policy will be distributed to the Director of the Department of Public Safety and to the Human Resources Department at the Warren County Community College. This copy may be distributed in hard copy and/or as an email attachment.
- 4.4 A copy of each policy will be distributed to all WCFA personnel. This copy may be distributed in hard copy and/or as an email attachment.
- 4.5 A copy of a policy will be distributed to students or departments if that policy directly relates to their activity at the Academy.
- 4.6 A copy of all policies shall be kept digitally on the Academy server or other storage device.
- 4.7 A copy of all policies shall be maintained on the Academy website when available.



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Section 5: **REVIEWS & REVISIONS**

5.1 A policy review can be triggered by any of the following situations:

5.1.1 A change in technology not covered by the policy.

5.1.2 A policy conflict exists with the Academy, Warren County at large or Warren County Community College.

5.1.3 A periodic five (5) year review date is due.

5.1.4 At the discretion of the Academy Coordinator.

5.2 After a periodic five (5) year review the policy shall enter the adoption process as outlined in section 3, starting at 3.3.1.

5.3 After any revision the policy shall enter the adoption and distribution process as outline in section 3 & 4, starting at 3.3.1.

5.4 All copies of revised policy shall, when practical, identify the corrections or changes in some manner that brings notice to the changes.

5.5 The “Issue Date” for the policy shall not change. Only the revision information in the header shall change.

5.6 All changes and revision dates shall be noted at the bottom of the policy under the “Repealer” section.

5.7 Old or revised policies shall be kept in a binder labeled “WCFA Archived Policy” located and maintained in the Academy office.

Section 6: **GENERAL ORDERS**

6.1 General Orders (GO) will be issued by the Academy Coordinator for the control and operation of the Academy. Upon issuance, all general orders become equivalent to and shall be enforced as part of the Rules and Regulations.

6.2 Those general orders shall be numbered with a number code to reflect the year and the consecutive general order number in the GO# section of the header in the following manner: 2020-001, 2020-002, etc.

6.3 Copies of general orders shall be kept digitally, and a hard copy kept in a separate binder labeled “WCFA General Orders” for a period of not less than two (2) years.



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6.4 General orders shall be distributed as per section 4 as applicable.

6.4.1 It may not be necessary to distribute copies to the Department of Public Safety or the Warren County Community College. This shall be at the discretion of the Academy Coordinator.

Section 7: **MEMORANDA AND INTER-OFFICE ELECTRONIC MAIL**

7.1 Memoranda and electronic mail are issued from time to time to provide additional guidance in the application of policy, procedure or general order. It may also be used as a mean to document events or announcements.

7.2 If referring to policy or general orders it shall become equivalent to and shall be enforced as part of the Rules and Regulations.

7.3 Electronic mail shall be limited to communications between personnel that are generally specific to individuals or training events.

7.3.1 Electronic mail will be deleted or saved based upon the need of the individual receiving or transmitting the information.

Section 8: **REPEALER**

8.1 Any order, policy or directive of a previous administration on this subject matter and in conflict with it is hereby repealed.

8.2 Should another order, policy or directive of this administration appear to conflict with this general order it shall be brought to the attention of the Academy Coordinator who shall make the determination and issue amending orders, if needed.

8.3 This policy is not in conflict with similar policies set forth by the County of Warren, Warren County Department of Public Safety, or the Warren County Community College.