



Division 01 Administration and Organization

Chapter 21 – Station Administration Guidelines

January 2009

POLICY

This General Order shall ensure uniformly accurate and complete station files and procedures.

DEFINITIONS

N/A

PROCEDURES

1. Filing

Battalion and Station Commanders are to establish and maintain files appropriate to their respective assignments. The files are to be organized as outlined below.

Departmental Files

Maintain sub-files for at least each office of the Department, and such divisions and sections as indicated by the volume of file material. Contents include documents from or related to the respective element that cannot be placed under one of the other file sections.

Station Files

Battalion Commanders maintain files for each station within the Battalion, subdivided as necessary to accommodate General Information, Risk Management, Reports, and Complaint Information for each station, along with other information as needed.

Personnel Files

Although, Human Resources maintains the official departmental file on each employee,

Battalions, Divisions, and station supervisors may maintain one file for each employee assigned to the station or Battalion for the purpose of retaining operational information. Contents may include personal data, leave and attendance records, injury and accident reports, job performance history, commendations and disciplinary actions, and other appropriate information in accordance with prescribed County and Departmental Guidelines.

Program Files

Maintain at least one file for each BFRO Program, arranged by Program Number. Subdivide files as needed to accommodate bulk, dissimilar information, or different program sub-goals.

Outside Agency Files

Maintain at least one file for each government agency, local government, or organization that the Battalion Officer or Station Officer has occasion to encounter.

2. Orientation Program

Each Station Officer is to establish a formal orientation program for employees newly assigned to the Station. The orientation program is to address actions by the Station Officer prior to the arrival of the employee, initial interview subjects, follow-up subjects, and documentation of all steps in the process. Documentation is to be maintained in each employee's Station personnel file.

3. Administrative Delegation



Battalion Officers and/or Station Officers may delegate administrative functions to subordinates as necessary for the efficient operation of the Battalion/Station. Sufficient authority to carry out the duties is to be delegated along with the duty, but responsibility for satisfactory performance of the duty remains with the delegating officer.

Delegation should be done in writing, along with a description of the general nature of the duties.

Each delegate is to develop and maintain a Turnover File covering the assigned duty. The file is to include such information as duty description, contact persons, deadlines and due dates, and sample forms and documents. Turnover files are to be updated as needed and reviewed at least annually.

REFERENCES

N/A

FORMS/ATTACHMENTS

N/A