

**Mutual Aid Box Alarm System – Illinois
Policy – Practices – Guidelines Manual**

Index #A-01-01

Adopted – 7-19-07

Revised:

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Subject: Enabling Policy and Structure
Functional Area: Administration
Category: Policy

Approved By:



Purpose:

A policy providing for the creation, adoption, approvals, categorization, cataloging and institutionalizing of policies, practices, guidelines and related support appendices.

Responsibility:

It is the responsibility of the MABAS Executive Board, MABAS staff, committee chairs, work group leaders, and liaisons to maintain the standard, format, and structure outlined within this policy.

Accountability:

The Chief Executive Officer shall be accountable to assure compliance with this standard. Should compliance not occur through the efforts of the CEO, the MABAS Executive Board President, 1st and 2nd Vice Presidents shall seek compliance.

Reporting Requirement:

None

1. Definitions, Criteria and Process

A. Policy Statement:

Requirements set forth in a policy require mandatory compliance by all applicable MABAS divisions, member departments and MABAS staff members. Policies are adopted by majority vote of the attending MABAS divisions at a regular quarterly meeting of the full Executive Board. All policies should comply with the following process:

- 1) Policies may be proposed by individuals, committees, work groups, liaisons, MABAS divisions, MABAS Executive Team or Board members, or the CEO of MABAS.
- 2) Draft policies should be reviewed and commented on by an appropriate committee and MABAS CEO. Committee Chairs and the CEO may support, oppose or remain neutral with appropriate comments on a draft policy. All comments will be presented at Executive Board meetings prior to consideration to adopt.
- 3) Draft policies with committee and CEO comments should be circulated to all MABAS divisions a minimum of thirty (30) days prior to a full Executive Board action to consider the policy.
- 4) The CEO may enact a policy and waive steps numbered 1, 2, and 3 if a need exists to immediately act. In order for the CEO to exercise the waiver the approval of a majority of the MABAS Executive Team (President, 1st Vice President, 2nd Vice President, and Treasurer) must be obtained. Should a waiver be exercised by the CEO and approval by a majority of the Executive Team the subject policy shall be processed through steps 1, 2, and 3 as soon as practical.
- 5) Compliance is obtained by following the written word of the policy involved.
- 6) Compliance to policy is mandatory by all MABAS - Illinois Divisions.
- 7) All policies are signed by the President of the MABAS Team/Board.

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B. Procedures:

- 1) Technical in nature providing a step-by-step process to achieve an end in a predictable, desirable and safe manner. Creations of procedures can be accomplished by individuals, committees, work groups, liaisons, MABAS divisions or MABAS staff.
- 2) Recommendations for approval of procedures can be processed through an appropriate committee and MABAS CEO.
- 3) Committees shall approve procedures through their concurrence and signature of their co-chairs and MABAS CEO.
- 4) MABAS President shall have final approval of procedures.
- 5) Procedures do not require approval by attending divisions at full Executive Board meetings, nor is a thirty (30) day circulation period required as if it were a policy.
- 6) Committees and the MABAS CEO may select to follow the policy adoption process regarding a procedure when the procedure may be considered controversial or cause hardships in the field when compliance is sought. This suggestion is at the discretion of the committee co-chair and/or CEO however, an enacted procedure appeal can be made at the request of any MABAS division for discussion at a full Executive Board meeting.
- 7) Compliance with procedures is achieved by following the written word and intent of the document. Discretion is allowed to obtain compliance so long as the anticipated end is achieved in a safe manner.
- 8) Compliance with procedures is mandatory.

C. Guidelines:

- 1) Neither a procedure nor a policy, guidelines are provided to provide an education, understanding or learned skill enabling someone to accomplish an end state. Accepted practices, best practices and parameters are often included in guidelines.
- 2) Guidelines may be submitted by individuals, committees, work groups, liaisons, MABAS divisions, or MABAS staff. Committees, MABAS branch chiefs or the MABAS CEO should review and support the guideline by signature of the author or coordinating entity agency head should also be included in the template under “Approved By” Header.
- 3) No formal Board approval is required to adopt guidelines.
- 4) Guidelines have no compliance requirements.

2. Organization

A. Template, Format, Cataloging:

- 1) All policies, procedures and guidelines shall conform to the template and format demonstrated in Attachment A.
- 2) Structure and cataloging of all policies, procedures and guidelines shall conform to the index shown in Attachment B. Amendments can be made with approval of the CEO or as required by this policy.

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B. Definitions for template and cataloging as demonstrated on Attachment A and B are as follows:

- 1) Index: Reference letter and number shown on Attachment B – structure and cataloging. (Example A-01:01 enabling policy and structure). A-01:02 would suggest a future policy which falls under the same subject area.
- 2) Adopted: Date originally adopted by appropriate Board, committee, or individual.
- 3) Revised: The date the document was last revised.
- 4) Page _ of _: Total pages covering the policy, procedure or guideline.
- 5) Subject: Section A – Governance; Section B – Operations; Section C – Mission Statement; Section D – Appendices and References.
- 6) Functional Area: Finance/Administration, Operations, Logistics, and Plans.
- 7) Category: Policy, Procedure, Guideline
- 8) Approved By: President – or (by action of full executive boards)
CEO – or
Committee Co-Chairs – or
Signed in accordance with this policy's requirements – President signs all Board approved policy adoptions.
- 9) Purpose: Why is the document needed and what is its intent to achieve?
- 10) Responsibility: Who or what level of organizational structure is responsible to obtain compliance?
- 11) Accountability: Who is the point of contact to facilitate compliance by responsible parties?
- 12) Reporting Requirements: Is there an ongoing requirement to report on the documents output, continuance or end?

C. Administration of Policies and Guidelines:

- 1) The Finance/Admin Branch Chief shall be responsible for the management, organization and archiving of policies, procedures and guidelines.
- 2) Specific responsibilities assigned to the Finance/Admin Branch Chief associated with policies, procedures and guidelines include:
 - a) Maintaining an update hard copy master document of originals – policies, procedures guidelines.
 - b) Maintaining a comprehensive electronic version of all policies, procedures, and guidelines.
 - c) Maintaining controlled access to all documents on the MABAS Website for authorize downloading.
 - d) Distribution to all MABAS division boards, staff and website.
 - e) Tracking any applicable reporting requirements.

Attachment “A”
Policy Template

Subject: Functional Area: Category: Approved By:	_____ _____ _____ _____
<u>Purpose:</u>	
<u>Responsibility:</u>	
<u>Accountability:</u>	
<u>Reporting Requirement:</u>	

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Attachment “B”
Structure and Cataloging

Chapters:

A. Governance and Administration

Sections:

- 01 – Enabling Policy and Structure
- 02 – Organizational Position Descriptions
- 03 – Organizational Committees, Liaisons and Work Groups
- 04 – Financial Matters
- 05 – Purchasing and Acquisition
- 06 – Publications
- 07 – Reimbursements
- 08 – Division Structures and Processes

B. Operations

- 01 – Incident Management and Coordination
- 02 – Mobility and Deployments
- 03 – Hazardous Materials
- 04 – Technical Rescue
- 05 – Underwater Rescue and Recovery
- 06 – Incident Management Assistance Teams
- 07 – Urban Search and Rescue

C. Mission Support

- 01 – Communications and Dispatch Centers
- 02 – Logistics and Equipment

D. Appendices and References