

<b>RAPPAHANNOCK COUNTY FIRE and RESCUE ASSOCIATION</b>	<b>NUMBER: 201</b>
<b>STANDARD ADMINISTRATIVE POLICY</b>	<b>PAGE 1 of 2</b>
<b>SUBJECT: IDENTIFICATION CARDS</b>	<b>EFFECTIVE DATE: 01/18/08</b>
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**PURPOSE:** The purpose of this policy is to outline the county identification card policies for all personnel.

**BACKGROUND:** Policy needed to implement ID card system in 2008.

**DEFINITIONS: Active personnel:** Those persons who regularly respond to emergency calls or regularly perform other duties for a fire, rescue or emergency medical services station in Rappahannock County.

**RCESC:** Rappahannock County Emergency Service Coordinator

**POLICY:**

1. Identification Card Content

- Minimally, ID cards contain the following information
  1. Emergency Medical Training Level
  2. Fire Training Level
  3. Special Training
  4. First Name & Last Name
  5. Picture
  6. Station/Agency/Organization Affiliations (up to two)
  7. I.D. Card Number
  8. Expiration Date
  
- Personnel may choose to have any of the following information included on the back of the ID card:
  1. Date of Birth
  2. Blood Type
  3. Gender
  4. Height
  5. Weight
  6. Medical History
  7. Allergies

## 2. Volunteer Personnel

- To obtain an identification card, you must present an authorized and signed Volunteer Action Form to the Emergency Services Coordinator.
- Photo identification cards may be obtained at the Emergency Services Coordinators office by appointment. To schedule an appointment contact the RCESC by e-mail or telephone.
- Volunteers must present a valid government-issued photo identification (driver's license) to obtain a County ID.

## 3. Access Control ID Badges for Buildings with Electronic Card Reader Systems (ECRS)

- Access Control ID Badges will be issued to all active members whose stations are equipped with ECRS.
- Electronic access will be granted to each member for their station only, unless permission is granted for additional stations by the respective station chief.
- All access Control Badges must be surrendered to the county upon inactive status (resignation, termination, etc.) Access will be electronically terminated immediately by staff upon notification from the station chief.

## 4. General Policies

- ID cards are issued to all active volunteer personnel.
- ID cards are the property of the RCFRA and are issued for the official use of the cardholder.
- All ID cards must be surrendered to the RCFRA upon inactive status (resignation, termination, etc.)
- ID cards are initially issued at no cost to the individual.
- ID cards will be updated for personnel to reflect changes in status, training, rank, title, name, etc. There is no cost for the update.
- Personnel must report lost or stolen ID cards to the RCESC immediately.
- Lost ID cards will be replaced for a fee of \$2.00.
- ID cards expire two (2) years from issue date. Personnel must make application for a new ID card upon expiration.