	St. Clair Twp. New Miami Life Squad	Document No.: ADM-P-003	Revision: -	Pg. 1 OF 3
		Title: Policy, Administrative Appointments		

Revision History:				
Rev.	Description of change:	Initiated By:	Approved By:	Effective Date:
-	Initial Release	S.Weigold	R.Bubemyre	05/22/05

1.0 PURPOSE

The purpose of the Administrative Appointments Policy is to provide guidelines for the use of Administrative Appointments and the selection of appropriate members to serve as appointees.

2.0 SCOPE

2.1 APPLICABILITY

This policy applies to all members of the St. Clair Twp. – New Miami Life Squad regardless of rank or seniority.

2.2 RESPONSIBILITY

The Chief shall make Administrative Appointments as needed based on the guidelines set forth in this policy.

3.0 DEFINITION OF TERMS

No special terms are required by this policy

4.0 REFERENCE DOCUMENTS

No reference documents are required by this policy.


5.0 EQUIPMENT USED

No equipment is required for compliance with this policy

6.0 SAFETY CONSIDERATIONS

There are no special safety considerations for compliance with this policy.

7.0 SPECIAL REQUIREMENTS

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There are no special requirements for compliance with this policy.

8.0 POLICY

8.1 Reasons for appointment

The Chief is at liberty to create administrative appointments for any task he sees fit. In general, administrative appointments are for tasks that are administrative in nature, and should not include significant supervisory roles. Possible examples of administrative appointments include:

- ? Secretarial
- ? Administrative Assistant
- ? Specialized Training Coordinator (Driver's Training or Equipment Training)

An appropriate title will be conferred on the appointee. Titles that include the word "officer" should be avoided as they imply a rank which is not conferred by the appointment.

8.2 Period of appointment


The period of an administrative appointment is not restricted and may vary from assignment to assignment. The period of appointment should be determined at the point of assignment and should be specified in the documentation. It is recommended to have a period of appointment even for long term positions in order to facilitate giving multiple qualified members the opportunity to serve if desired.

8.3 Recommendations for appointment

While administrative appointments are at the leisure of the Chief, it is expected that he will give due regard to recommendations for appointment from the members and officers below him.

Recommendations for appointment may come from any member of the department and may include a suggested position, a suggested member or both. Recommendations for appointment should be submitted in writing.

8.4 Qualifications for appointment

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Qualifications for appointment to an administrative position will vary from position to position and as such, the only set criteria is that an appointee must be a member in good standing. Preference for any given position should generally be in this order:

1. Qualifications for the position
2. Interest in the position
3. Support of officers and membership
4. Seniority

8.5 Termination of appointment

From time to time, it may become evident that an appointee may not be suitable for an appointed position. This may be due to lack of performance, unexpected lack of need for the position, or for other reasons both good and bad.

Termination of an appointed position or an appointee for the position is at the discretion of the Chief and should be detailed in writing as indicated in section 9.0.

8.6 Resignation of appointment

While an appointee to an administrative position serves at the discretion of the Chief, he certainly has the right to resign an appointment as desired. Appointees resigning an appointed post are expected to provide a written resignation notice.

9.0 DOCUMENTATION

Members selected for Administrative Appointments shall receive written recognition of the appointment. This recognition shall take the form of a certificate, a letter, or both, and a copy of such will be entered into the member's file. The recognition will indicate the term of the appointment, if applicable. A written job description for the appointment will also be provided.

Terminated appointments will be indicated in a letter to the appointee. The letter will indicate a reason for termination and the effective date of the termination. A copy of such will be entered into the member's file.

Resigned appointments will be submitted in writing and will include a reason for resignation and the effective date of the resignation. A copy of such will be entered into the member's file.