

AREA 3 REGIONAL WEAPONS OF MASS DESTRUCTION AND
HAZARDOUS MATERIALS RESPONSE TEAM, INCORPORATED

STANDARD OPERATING GUIDELINES

TASK FORCE 3-SOG-A8

MEMBERS FILES

PURPOSE

To establish guidance for the creation and maintenance of team member files.

DIRECTION AND CONTROL

Authority

These guidelines have been developed and approved by the Board of Directors. The Administrator/Treasurer shall review these procedures as needed, but not less than annually, and submit any changes to the Board of Directors for approval.

Responsibility

The Administrator/Treasurer is primarily responsible for implementation of these procedures.

Maintenance

These procedures shall be effective upon approval of the Board of Directors and shall remain in effect until revised or rescinded.

CONCEPT OF OPERATIONS

- A. The Administrator/Treasurer shall maintain a file on each member of the TASK FORCE 3.
- B. Each file will contain the following information, as a minimum:
 - Membership Application
 - Applicant's Statement of Understanding,
 - A3/RWMD/HMRT Form A
 - Verification of Baseline Physical
 - Membership Committee Recommendations
 - Board of Directors Approval
 - Record of Certification and Refresher Training
 - Record of Task Force 3 Responses
 - Applicable Health Records
 - Disciplinary Records
 - Equipment issuance records
- C. Only the team member and Administrator/Treasurer shall have access to a team members files. The Administrator/Treasurer may, as needed, grant access to a team member's files to team officers or the Board of Directors. This access will be granted for official business only.

D. Outside agencies requiring access to a team member's files must submit a written request to the Board of Directors.

The request must include a valid reason for access and how the information will be used.

The President of A3/RWMD/HMRT, Inc., will provide the Administrator/Treasurer written approval for access to a team member's file and will identify the documents that will be made available to the requestor.

Team member will be advised of the request and must provide written approval for the release of documents.

APPROVAL

President, A3/RWMD/HMRT, Inc.

Date

Adopted 12/2009