

	Hampton Roads Metropolitan Medical Strike Team <i>STANDARD ADMINISTRATIVE PROCEDURE</i>		
	SUBJECT: HRMMST Participation Policy		SOP # 106
	SUBMITTED: David Long, Strike Team Manager		<u>INITIATED</u> April 1, 2014
	APPROVED: HRMMRS Strike Team Committee		Updated Policy

PURPOSE

The purpose of this policy is to define the minimum participation levels of HRMMST members and the process to follow when HRMMST members' participation level falls below the minimum levels.

POLICY

The minimum participation level for HRMMST members is defined as participation in the "mandatory" annual maintenance training and a minimum of 50 percent of the bi-monthly component training (since there are six component trainings per year, the 50 percent minimum would be three component trainings). A member in "good standing" is defined as a member that has met the minimum participation requirements. A "probationary" is defined as a member that fails to meet the minimum participation requirements. That member will be placed in a probationary status for a period of one year. The expectation is that member would increase their activity level to meet the minimum participation requirements. An "inactive" member is defined as a member that has not participated in any training activities for one year; inactive members will be removed from the HRMMST. Members in specialized positions (e.g. physicians, physician extenders, and law enforcement) and members that are in a limited duty status will be granted exceptions to the minimum participation level.

PROCEDURE

1. HRMMST participation will be evaluated quarterly starting in March and ending in February.
2. Once it is determined through this monitoring that an HRMMST member will fall short of the minimum participation requirements, that member and his/her agency representative will receive a "probationary" letter placing him/her in a probationary status for one year.
3. If an HRMMST member fails to meet the minimum participation levels during the year in probationary status, that member and his/her agency representative will receive a "removal" letter.
4. If an HRMMST is inactive for one year, that member and his/her agency representative will receive a "removal" letter.
5. Specialized and limited duty status members participation will be reviewed by Strike Team Leadership.