



SENECA COUNTY

Emergency Services



Standard Administrative Guideline

Subject: Personnel Policy

Reference Number: 3

Effective Date 6-2008

Revision Date: Annually ,2-2020

Purpose:

The purpose of this policy is to outline the personnel guidelines and procedures for all Seneca County Emergency Medical Service Members. Due to the EMS Agreement established with the local governing bodies, a personnel policy manual is necessary.

Background:

This policy was adopted by Seneca County EMS due to the changing nature of Volunteer Emergency Services.

Volunteer Emergency Workers provide the majority of pre-hospital emergency medical care in Seneca County. The education, responsibility, and professional nature of these activities demand that the system recognize the workers as professional healthcare workers.

This policy establishes guidelines toward that goal.

Definitions:

Seneca County EMS (SCEMS) – consists of (7) Advanced Life Support ambulances stationed throughout the county with (1) backup Advanced Life Support ambulances stationed at the Seneca County Public Safety Building.

The Seneca County Echo Unit is also stationed at the Public Safety Building.

The Station Assignments are as follows:

Squad 101 – Attica/Venice/Reed Joint Ambulance District

Squad 201 – Bascom Joint Ambulance District

Squad 202 – Bascom Joint Ambulance District

Squad 301 – Bettsville – Jackson/Liberty/Bettsville Joint Amb. District

Squad 401 – Bloom/Scipio Joint Ambulance District - Bloomville

Squad 501 - New Riegel – New Riegel/Big Springs/Seneca Joint Amb. District

Squad 601 – Bloom/Scipio Joint Amb District - Republic

Squad 801 – Public Safety Building –Fully Equipped Backup ambulance

Echo1 - Paramedic Response Vehicle

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Policy:

It is the responsibility of the individual squad districts to provide personnel *to have a duty to act*, operate, and respond to Emergency Incidents utilizing the provided SCEMS ambulances.

1. The Seneca County Emergency services administrator shall verify the professional qualifications of each individual emergency medical technician.
 - A. It is each individual *EMS personnel's* responsibility to maintain his/her certification in accordance with state mandated guidelines and maintain a valid Ohio Drivers License.
 - B. The Local District Coordinator is tasked with verifying each members certification, and reporting to the Seneca County Emergency Services Director.
 - C. A personnel file is maintained at the EMS office and may be viewed by any member at anytime during normal business hours by appointment with the Emergency Services director.
 - D: Drivers License, EMT certification, and all other certifications must be kept current and current copies retained at the EMS office at all times.
2. SCEMS will not discriminate in recruitment, membership, or dismissal.
3. Each individual squad district shall appoint an EMS coordinator to assist the Seneca County Emergency services director with personnel, discipline, scheduling, maintenance, supply, and other matters defined in the "Duties of Local Squad Coordinator" policy.
4. The Local Squad Coordinator has the authority to assign job duties and responsibilities and essential functions to each member and to assign a working title to each member's position. The SCEMS Director shall review all personnel matters with the local squad coordinator.
5. Discipline shall be progressive in nature and it is outlined in the "SCEMS Discipline Policy"
6. Probationary members may be dismissed at anytime during the specified probationary period without cause. This is defined in the "Probationary Member" policy.
7. All members shall conduct themselves according to the EMT Oath, and shall agree to act ethically, morally, and respectfully during their public service as an EMT with Seneca County EMS.
8. All personnel matters within the Seneca County EMS division shall comply with the Seneca County Emergency Medical Service personnel policy manual or protocols.

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