

Mutual Aid Box Alarm System – Illinois

Policy – Practices – Guidelines Manual

Index #: A-01-01

Adopted: 7/19/2007

Revised: 6/11/2025

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Subject: Enabling Policy and Structure
Functional Area: Administration
Category: Policy
Approved By: MABAS-IL Chapter Governing Board



PURPOSE

A policy providing for the creation, adoption, approvals, categorization, cataloging and institutionalizing of policies, practices, guidelines and related support appendices.

RESPONSIBILITY

It is the responsibility of the MABAS-IL Elected Committee, MABAS staff, committee chairs, work group leaders, and liaisons to maintain the standard, format, and structure outlined within this policy.

DEFINITIONS

- Policy A policy is legislative in nature, adopted by majority vote of the MABAS Chapter Governing Board that requires mandatory compliance by MABAS divisions, member units and staff.
- Procedure A procedure is technical in nature and proposed by a MABAS division, committee or MABAS staff. Procedures are reviewed by the MABAS CEO and forwarded to the MABAS Elected Committee for approval or denial.
- Guideline A guideline is a recommendation proposed by a MABAS division, committee or MABAS staff. Guidelines are reviewed by MABAS staff and approved by the CEO.

ACCOUNTABILITY

The Chief Executive Officer (CEO) shall be accountable to ensure compliance with this policy. Should compliance not occur through the efforts of the CEO, the MABAS President, 1st and 2nd Vice Presidents shall seek compliance.

REPORTING REQUIREMENT

None

1. PROCESS

A. Policy:

Requirements set forth in a policy require mandatory compliance by all MABAS divisions, member units and MABAS staff members. Policies are adopted by majority vote of MABAS divisions at a meeting of the Chapter Governing Board. All policies should comply with the following process:

- 1) Policies may be proposed by committees, work groups, MABAS divisions, MABAS Elected Committee or the CEO.
- 2) Proposed policies shall be reviewed by one or more appropriate MABAS committee(s) and the CEO, who may support, oppose, or remain neutral about the proposed policy.
- 3) Except for exigent circumstances, proposed policies should be circulated to all MABAS divisions a minimum of thirty (30) days prior to Chapter Governing Board action to consider the policy.

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- 4) Compliance is obtained by following the written word of the policy involved.
- 5) All policies are signed by the President of MABAS.

B. Procedures:

- 1) A process to achieve an end in a predictable, desirable and safe manner. Procedures can be proposed by committees, work groups, MABAS divisions or MABAS staff.
- 2) Proposed procedures must be processed through the appropriate MABAS committee and CEO.
- 3) Committees shall approve or deny proposed procedures through a concurrence process. Procedures denied by the Committee shall not proceed.
- 4) Procedures approved by Committee shall be forwarded to the CEO for concurrence.
- 5) Procedures approved by the Committee and CEO shall be forwarded to the Elected Committee for consideration. If approved, the proposed procedure shall be adopted, distributed to all MABAS divisions, and become effective.
- 6) Approved procedures shall state an effective date, and, if appropriate, a date of expiration.
- 7) Committees, the MABAS CEO may elect to follow the policy adoption process regarding a procedure when the procedure may be considered controversial or cause hardships in the field when compliance is sought.
- 8) Compliance is achieved by following the written word and intent of the procedure.

C. Guidelines:

- 1) Neither a procedure nor a policy, guidelines provide education, understanding or learned skill enabling someone to accomplish an end state. Best practices are often included in guidelines.
- 2) Guidelines may be proposed by committees, work groups, liaisons, MABAS divisions or MABAS staff.
- 3) Proposed guidelines shall be reviewed by MABAS staff and the CEO.
- 4) The CEO must approve a guideline before it is disseminated.
- 5) Guidelines have no compliance requirements.

2. ORGANIZATION

A. Template, Format, Cataloging:

- 1) All policies, procedures and guidelines shall conform to the template and format demonstrated in Attachment A.
- 2) Structure and cataloging of all policies, procedures and guidelines shall conform to the index shown in Attachment B. Amendments can be made with approval of the CEO or as required by this policy.

B. Definitions for template and cataloging as demonstrated on Attachment A and B are as follows:

- 1) Index: Reference letter and number shown on Attachment B – structure and cataloging. (Example A-01-01 enabling policy and structure). A-01-02 would suggest a future policy which falls under the same subject area.
- 2) Adopted: Date originally adopted by appropriate Board, committee, or individual.
- 3) Revised: The date the document was last revised.
- 4) Page _ of _: Total pages covering the policy, procedure or guideline.
- 5) Subject: Section A – Governance; Section B – Operations; Section C – Mission Statement; Section D – Appendices and References.
- 6) Functional Area: Finance/Administration, Operations, Logistics, and Plans.

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- 7) Category: Policy, Procedure, Guideline
- 8) Approved By: Policy – By action of the Chapter Governing Board and Date
Procedure – Signature of the President
Guideline – Signature of the CEO
- 9) Purpose: Why is the document needed and what is its intent to achieve?
- 10) Responsibility: Who or what level of organizational structure is responsible to obtain compliance?
- 11) Accountability: Who is the point of contact to facilitate compliance by responsible parties?
- 12) Reporting Requirements: Is there an ongoing requirement to report on the document's output, continuance or end?

C. Administration of Policies and Guidelines:

- 1) The CEO, or designee, shall be responsible for the management, organization and archiving of policies, procedures and guidelines.
- 2) Specific responsibilities assigned to the CEO, or designee, associated with policies, procedures and guidelines include:
 - a. Maintaining an update hard copy master document of originals – policies, procedures guidelines.
 - b. Maintaining a comprehensive electronic version of all policies, procedures, and guidelines.
 - c. Maintaining controlled access to all documents on the MABAS Website for authorized downloading.
 - d. Distribution to all MABAS division boards, staff and website.
 - e. Tracking any applicable reporting requirements.

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Attachment A

Template

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Adopted:

Revised:

Page ____ of ____

Subject: _____

Functional Area: _____

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PURPOSE

RESPONSIBILITY

ACCOUNTABILITY

REPORTING REQUIREMENT

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Attachment B

Structure and Cataloging

CHAPTERS

A. Governance and Administration

Sections:

- 01 – Enabling Policy and Structure
- 02 – Organizational Position Descriptions
- 03 – Organizational Committees, Liaisons and Work Groups
- 04 – Financial Matters
- 05 – Purchasing and Acquisition
- 06 – Publications
- 07 – Reimbursements
- 08 – Division Structures and Processes

B. Operations

- 01 – Incident Management and Coordination
- 02 – Mobility and Deployments
- 03 – Hazardous Materials
- 04 – Technical Rescue
- 05 – Underwater Rescue and Recovery
- 06 – Incident Management Assistance Teams
- 07 – Urban Search and Rescue

C. Mission Support

- 01 – Communications and Dispatch Centers
- 02 – Logistics and Equipment

D. Appendices and References