
	<i>FIRE RESCUE</i> ALBEMARLE COUNTY STANDARD ADMINISTRATIVE POLICY	
	Subject:	Influenza Vaccinations
	Reference Number:	SAP-DEP-012
	Effective Date:	1 September 2002
	Last Revision Date:	1 July 2004
	Signature of Approval:	 J. Dan Eggleston, Chief

Purpose:
 The purpose of this policy is to outline the provision of Influenza Vaccinations for career and volunteer personnel.

Scope:
 This policy applies to all active career and volunteer personnel.

Definitions:
 Active Personnel – those persons who regularly respond to emergency calls or regularly perform other duties for a fire, rescue, or emergency medical services station, either career or volunteer.

- Policy:**
1. All active career and volunteer personnel will be provided annual influenza vaccinations free-of-charge, if desired.
 2. Family members are not eligible for the free vaccination; however, the family member may choose to receive the vaccination at an established county site, at a cost borne by the entirely by the individual. The established site is determined annually by the Department of Human Resources.
 3. The vaccinations are administered through a contracted provider.
 4. The Department of Human Resources will establish a site and administration schedule for the provision of the vaccinations. Personnel may use any location on the schedule that is convenient.
 5. Personnel must present a valid Department identification card at the administration site to receive the vaccination. No other form of ID (badge, uniform, etc.) will be accepted.
 6. Personnel may choose to have his/her family physician administer the vaccine. Personnel will be reimbursed for the vaccine up to a cost established annually by the Department of Human Resources. Personnel must submit the signed and authorized reimbursement form to receive the reimbursement.