



TEXAS J REGIONAL ADVISORY COUNCIL

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www.texasjrac.org

Standard Operating Procedure

GENERAL SOP:

SOP NUMBER:

SOP EFFECTIVE DATE:

SOP REVIEWED:

SOP REVISED:

LETTER OF COMPLIANCE

G # 5

6/09

3/10; 8/10

3/10

SOP AUTHORITY STATEMENT:

As stated in the By-Laws in Article IV 10. The Board of Directors may provide for the issuance of certificates/letters evidencing participation by Participating Entities and their RAC status annually.

OPERATING PROCEDURE:

1. Letter of current RAC status will be issued annually, at the beginning of the first quarter, to each Participating Entity.

1.1 EMS

Letter will be sent to the designated Director for the EMS Entity and the City/County Manager or Judge with jurisdiction for the EMS Entity.

1.2 Hospital

Letter will be sent to the designated Director for the Hospital Entity and the Hospital Administrator/Chief Executive Officer.

2. Current RAC status:

2.1 As stated in the By-Laws in Article IV 3. Good Standing is defined as when an entity is in full compliance with the participation criteria.

2.2 As stated in the By-Laws in Article IV 11. Non-compliance:

- Failure to meet a participation criterion will result in probation.
- If an Entity while on “Probation” has a second occurrence of non compliance with participation criteria the Entity will be “Not in Good Standing.”
- Continued Non-compliance with participation criterion may result in “Expulsion” from the Texas “J” RAC Board of Directors.