



## HEMPFIELD FIRE DEPARTMENT – ADMINISTRATIVE

### 100.4 – APPLICATION FOR MEMBERSHIP

**ISSUED:**

February 14, 2017

**REVISED:**

January 25, 2021

#### **PURPOSE:**

The purpose of this standard operating policy is to establish the application process for becoming a member of a Hempfield Township emergency services organization.

#### **SCOPE:**

This standard operating policy shall apply to all new applicants of a Hempfield Township emergency service organization.

#### **GENERAL:**

1. All applicants must be at least 14 years old at the time of application.
2. All applicants must fill out a Hempfield Township Emergency Service Application.
3. Several fire stations throughout the Hempfield Fire Department designate membership positions that perform non-firefighting related duties and activities. Each of these Hempfield Fire Department stations provides worker's compensation independently of the Hempfield Fire Department for these membership levels. Those individuals applying for these positions not covered by the Hempfield Fire Department's worker's compensation policy will apply directly to the fire association of their choice. These members will not respond to fire department calls, participate in activities defined by Chapter 47 of the Hempfield Township Municipal Code, or be covered by any of the Hempfield Fire Department's insurance policies.
4. The following positions require the applicant to submit an application with Hempfield Fire Department:
  - a. Firefighter – Junior
  - b. Firefighter – Non–Suppression
  - c. Firefighter – Suppression

- d. Firefighter – Fire Police
- 5. All applicants must agree to obtain the Pennsylvania Act 153 Clearances at the expense of the Hempfield Fire Department.
- 6. All applicants must submit a physical examination provided at the expense of Hempfield Fire Department.
- 7. All approved applicants will be subject to; and must comply with, all applicable sections of Chapter 47 of the Hempfield Township Municipal Code.

**PROCEDURE:**

- 1. Application for new membership and senior firefighter status
  - a. Prior to participating with a Hempfield Fire Department the prospective member must submit an application and Pennsylvania Act 153 Clearances to the station of the Hempfield Fire Department that he/she would like to join.
  - b. The applicant shall provide full disclosure of any and all convictions, or guilty pleas, for any and all criminal offenses. The following offenses (except summary convictions for disorderly conduct and related offenses or a summary offense of public indecency) will result in the disqualification of the applicant:
    - i. Criminal Homicide (Chapter 25 of the Pennsylvania Crime Code);
    - ii. Assault (Chapter 27 of the Pennsylvania Crime Code);
    - iii. Sexual Offenses (Chapter 31 of the Pennsylvania Crime Code);
    - iv. Arson, Criminal Mischief and Other Property Destruction (Chapter 33 of the Pennsylvania Crime Code);
    - v. Burglary and Other Criminal Intrusion (Chapter 35 of the Pennsylvania Crime Code);
    - vi. Robbery (Chapter 37 of the Pennsylvania Crime Code);
    - vii. Theft and Other Related Offenses (Chapter 39 of the Pennsylvania Crime Code);
    - viii. Forgery and Fraudulent Practices (Chapter 41 of the Pennsylvania Crime Code);
    - ix. Obstructing Government Operations (Chapter 51 of the Pennsylvania Crime Code);

- x. Riot, Disorderly Conduct and Related Offenses (Chapter 55 of the Pennsylvania Crime Code);
  - xi. Public Indecency (Chapter 59 of the Pennsylvania Crime Code);
  - xii. Corruption of Minors (Section 6301 of the Pennsylvania Crime Code);
  - xiii. Sexual Abuse of Children (Section 6312 of the Pennsylvania Crime Code);
  - xiv. Sexual Exploitation of Children (Section 63 of the Pennsylvania Crime Code);
  - xv. Violation of the Controlled Substance, Drug, Device and Cosmetic Act (Title 35, Section 780-101 *et seq.*, of the Pennsylvania Statutes);
  - xvi. Internet Child Pornography (Chapter 76, Subchapter C, of the Pennsylvania Crime Code);
  - xvii. Any other adverse information in the background investigation, as determined by the Fire Chief, which may reflect unfavorably on Hempfield Fire Department Emergency Services;
- c. Each prospective firefighter will submit an application for membership to the station he/she is interested in joining. The fire station will complete a review of the candidate and then vote on approval of the member. If the member is approved, the fire station will provide written documentation of such and forward the candidates application to the Hempfield Fire Department for consideration.
- i. Prior to the company level vote appropriate background checks shall be completed including:
    - 1. Pennsylvania State Police Background Check
    - 2. Pennsylvania Child Abuse History Clearance
    - 3. FBI Federal Criminal History Clearance or Waiver
      - a. The Clearance is only required when the applicant has not been a continual resident of Pennsylvania for the last 10 years.
- d. The station captain/chief of the station will review the application for completeness, endorse, and then forward the application to the fire chief of the Hempfield Fire Department.
- i. The applicant will then be directed to complete an NFPA 1582 compliant physical
    - 1. An unsuccessful physical examination will result in modified duty and/or termination of membership
- e. Hempfield Fire Department will verify that all information provided on said application is complete and accurate. Any application that contains falsified information will be rejected.

Upon successful review, the applicant will be placed on the Hempfield Township Board of Supervisors' monthly public meeting agenda for approval.

- f. All applicants will receive written notification of acceptance or denial of application for membership. If the applicant is approved, he/she will not participate in any firefighting activity until receiving said notice. Rejected candidates will receive written notification of denial.

## 2. Transfer of Membership:

- a. Only applicants that are current members in good standing of a Hempfield Fire Department are eligible to submit a transfer application within the Hempfield Fire Department.
- b. The applicant will complete a Hempfield Township Emergency Service Application and will select transfer.
- c. The applicant shall provide full disclosure of any and all convictions, or guilty pleas, for any and all criminal offenses. The following offenses (except summary convictions for disorderly conduct and related offenses or a summary offense of public indecency) will result in the disqualification of the applicant:
  - i. Criminal Homicide (Chapter 25 of the Pennsylvania Crime Code);
  - ii. Assault (Chapter 27 of the Pennsylvania Crime Code);
  - iii. Sexual Offenses (Chapter 31 of the Pennsylvania Crime Code);
  - iv. Arson, Criminal Mischief and Other Property Destruction (Chapter 33 of the Pennsylvania Crime Code);
  - v. Burglary and Other Criminal Intrusion (Chapter 35 of the Pennsylvania Crime Code);
  - vi. Robbery (Chapter 37 of the Pennsylvania Crime Code);
  - vii. Theft and Other Related Offenses (Chapter 39 of the Pennsylvania Crime Code);
  - viii. Forgery and Fraudulent Practices (Chapter 41 of the Pennsylvania Crime Code);
  - ix. Obstructing Government Operations (Chapter 51 of the Pennsylvania Crime Code);
  - x. Riot, Disorderly Conduct and Related Offenses (Chapter 55 of the Pennsylvania Crime Code);

- xi. Public Indecency (Chapter 59 of the Pennsylvania Crime Code);
  - xii. Corruption of Minors (Section 6301 of the Pennsylvania Crime Code);
  - xiii. Sexual Abuse of Children (Section 6312 of the Pennsylvania Crime Code);
  - xiv. Sexual Exploitation of Children (Section 63 of the Pennsylvania Crime Code);
  - xv. Violation of the Controlled Substance, Drug, Device and Cosmetic Act (Title 35, Section 780-101 *et seq.*, of the Pennsylvania Statutes);
  - xvi. Internet Child Pornography (Chapter 76, Subchapter C, of the Pennsylvania Crime Code);
  - xvii. Any other adverse information in the background investigation, as determined by the Fire Chief, which may reflect unfavorably on Hempfield Township Emergency Services;
- d. The station captain/chief, where the current member belongs, will endorse the application.
  - e. The station captain/chief of the new station will review the application for completeness, endorse the application, and submit the application to the fire chief of the Hempfield Fire Department.
  - f. Hempfield Fire Department will verify that all information provided on said application is complete and accurate. Any application that contains falsified information will be rejected. Upon successful review, the applicant will be placed on the Hempfield Township Board of Supervisors' monthly public meeting agenda for approval.
  - g. Applicant will be notified in writing of acceptance/denial of the transfer.

### 3. Appointment of Fire Police

- a. Only applicants that are current members in good standing of a Hempfield Fire Department Station are eligible to submit an application for fire police within the Hempfield Fire Department.
- b. The fire chief will provide a written recommendation to the Hempfield Fire Department for any applicant wishing to become a member of the fire police. This recommendation will include reasons for recommendation, background information of the applicant, and a detail of all emergency service-related training completed by the applicant.

- c. The station captain/chief will review the application for completeness, endorse the application, and submit the application along with written recommendation to Hempfield Fire Department.
- d. Hempfield Fire Department will verify that all information provided on said application is complete and accurate. Any application that contains falsified information will be rejected. Upon successful review, the applicant will be placed on the Hempfield Township Board of Supervisors' monthly public meeting agenda for approval.
- e. Hempfield Fire Department will review the application for completeness and obtain Pennsylvania Act 153 Clearances.
- f. Upon verification of the application, letter of recommendation, and record checks, the applicant will be placed on a Hempfield Township meeting agenda for approval or denial by the Board of Supervisors.
- g. Applicant will be notified in writing of acceptance/denial of the transfer.
- h. The applicant will be sworn in as a fire police member by the Board of Supervisors.

#### 4. Termination/Suspension of Membership

- a. A member of a fire station that is charged with any of the following offenses will be automatically suspended from actively participating as a firefighter in the Hempfield Fire Department:
  - i. Criminal Homicide (Chapter 25 of the Pennsylvania Crime Code);
  - ii. Assault (Chapter 27 of the Pennsylvania Crime Code);
  - iii. Sexual Offenses (Chapter 31 of the Pennsylvania Crime Code);
  - iv. Arson, Criminal Mischief and Other Property Destruction (Chapter 33 of the Pennsylvania Crime Code);
  - v. Burglary and Other Criminal Intrusion (Chapter 35 of the Pennsylvania Crime Code);
  - vi. Robbery (Chapter 37 of the Pennsylvania Crime Code);
  - vii. Theft and Other Related Offenses (Chapter 39 of the Pennsylvania Crime Code);
  - viii. Forgery and Fraudulent Practices (Chapter 41 of the Pennsylvania Crime Code);

- ix. Obstructing Government Operations (Chapter 51 of the Pennsylvania Crime Code);
  - x. Riot, Disorderly Conduct and Related Offenses (Chapter 55 of the Pennsylvania Crime Code);
  - xi. Public Indecency (Chapter 59 of the Pennsylvania Crime Code);
  - xii. Corruption of Minors (Section 6301 of the Pennsylvania Crime Code);
  - xiii. Sexual Abuse of Children (Section 6312 of the Pennsylvania Crime Code);
  - xiv. Sexual Exploitation of Children (Section 63 of the Pennsylvania Crime Code);
  - xv. Violation of the Controlled Substance, Drug, Device and Cosmetic Act (Title 35, Section 780-101 *et seq.*, of the Pennsylvania Statutes);
  - xvi. Internet Child Pornography (Chapter 76, Subchapter C, of the Pennsylvania Crime Code);
  - xvii. Any other adverse information in the background investigation, as determined by the Fire Chief, which may reflect unfavorably on Hempfield Township Emergency Services;
- b. A member of a fire station that is charged with any of the following offenses will be automatically suspended from membership in a Hempfield Fire Department Fire Company:
- i. Criminal Homicide (Chapter 25 of the Pennsylvania Crime Code);
  - ii. Assault (Chapter 27 of the Pennsylvania Crime Code);
  - iii. Sexual Offenses (Chapter 31 of the Pennsylvania Crime Code);
  - iv. Arson, Criminal Mischief and Other Property Destruction (Chapter 33 of the Pennsylvania Crime Code);
  - v. Burglary and Other Criminal Intrusion (Chapter 35 of the Pennsylvania Crime Code);
  - vi. Robbery (Chapter 37 of the Pennsylvania Crime Code);
  - vii. Theft and Other Related Offenses (Chapter 39 of the Pennsylvania Crime Code);
  - viii. Forgery and Fraudulent Practices (Chapter 41 of the Pennsylvania Crime Code);

- ix. Obstructing Government Operations (Chapter 51 of the Pennsylvania Crime Code);
  - x. Riot, Disorderly Conduct and Related Offenses (Chapter 55 of the Pennsylvania Crime Code);
  - xi. Public Indecency (Chapter 59 of the Pennsylvania Crime Code);
  - xii. Corruption of Minors (Section 6301 of the Pennsylvania Crime Code);
  - xiii. Sexual Abuse of Children (Section 6312 of the Pennsylvania Crime Code);
  - xiv. Sexual Exploitation of Children (Section 63 of the Pennsylvania Crime Code);
  - xv. Violation of the Controlled Substance, Drug, Device and Cosmetic Act (Title 35, Section 780-101 *et seq.*, of the Pennsylvania Statutes);
  - xvi. Internet Child Pornography (Chapter 76, Subchapter C, of the Pennsylvania Crime Code);
  - xvii. Any other adverse information in the background investigation, as determined by the Fire Chief, which may reflect unfavorably on Hempfield Township Emergency Services;
- c. Upon termination of membership the fire station will provide written notification to the Hempfield Fire Department of a member's change in status.
  - d. Membership may be terminated for failure to complete training requirements as required.
  - e. The Hempfield Fire Department may terminate membership as per Chapter 47 of the Hempfield Township Municipal Code.

### **Hempfield Fire Department Standard Operating Policy - Junior Firefighters**

The Hempfield Fire Department has adopted these rules and regulations to govern our Junior Emergency Services Program. Our goal is preparing young people to be the safest and well-trained responders they can be and to provide the best opportunity for the future of our organization. These rules and regulations are to be strictly adhered to by all members of the Hempfield Fire Department

A copy of the Pennsylvania Fire Academy Junior Emergency Services Compliance Manual shall be maintained at each Hempfield Fire Department Fire Station. Child labor law posting must also be displayed.



## **Junior Applicant**

1. Being accepted to Junior Membership is a privilege granted to those members between 14 and 18 years of age who wish to serve and protect the community.
2. Prior to acceptance into the Department, he/she must obtain a work permit and shall have an application signed by a parent or legal guardian. All documents must then be on file.
3. The juniors will be directly supervised by the regular fire station line officers, and a junior committee made up of two members of the regular fire station, assigned by the chief, to act as the "Liaison" and "Advisor/Coordinator".
4. Junior members shall obey the constitution, by-laws and all other company rules and regulations.

## **Duties of Junior Members**

1. Junior Members should make every effort to attend training sessions, work/service details and responses when permitted by the Child Labor Law and Fire Department guidelines.
2. Junior Members shall follow the established chain of command and work with their advisor/coordinator.
3. Junior Members will assist with cleaning apparatus, equipment and after events.
4. Junior Members can attend fund raising activities, if available.
5. Junior Members may attend meetings, but do not have any voting privileges.
6. All juniors will sign in and out when entering and leaving the stations.

*Junior Emergency Services Compliance Manual - Revised November 2015*

*Pennsylvania State Fire Academy 20 of 43*

## ***Duties continued***

1. Junior Members will serve a probationary period as described by the organization. At the age of 18, they are considered an adult and have the rights and privileges of a regular fire company member. Responding to Alarms
  - a. Juniors shall not answer fire alarms until given approval by the Fire Chief.
  - b. Fourteen and fifteen-year-old junior members shall only respond from their assigned station.
  - c. Fourteen and fifteen-year-old junior members will only be permitted to participate in department training activities, monthly meetings, fund-raising, and community social events. They will not respond to any fire calls, nor be permitted to extinguish any fire of any type (Brush, Structural, Automobile, etc.).
  - d. All juniors, if driving, must report to the station for all calls. If all of the apparatus has already responded when you arrive at the station, juniors are to stand-by at the station until either a senior member stops and gives them a ride to the scene or wait until the department returns from the call to assist in clean-up duties.
  - e. Sixteen and seventeen-year-old junior members may respond but are not permitted to use a blue courtesy light or hazard lights (four ways) while in route to the station for a call.
  - f. All traffic laws shall be strictly obeyed. Permission to drive their personal vehicle directly to the scene of any alarm must be approved by the Fire Chief.

- g. Sixteen- and Seventeen-year-old junior members will only be permitted to respond to fire calls after the successful completion of the department's orientation program and the Pennsylvania Fire Academy Essentials Module 1 and 2. A copy of the certificates from courses must be on file.
- h. Senior Members have priority for seating on a fire response. Juniors will be instructed by the officer or senior member in charge where they may ride on responding fire vehicles. If all positions are taken on the first responding unit, the junior must wait to respond on the second responding unit, if there is sufficient room to do so. If all positions are filled on all responding units, the junior may respond to the scene in a personal vehicle, in a safe manner, and park in an area that is out of the fire ground operational area.
- i. Juniors shall don full protective bunker gear before boarding any piece of fire apparatus that is responding to a call unless otherwise instructed by a line officer.

*Junior Emergency Services Compliance Manual - Revised November 2015*

*Pennsylvania State Fire Academy 21 of 43*

- j. Junior Members must be seated and seat belted in an enclosed vehicle.
- k. Junior Members are not permitted to leave school to answer an alarm or attend a training session or detail without written permission.
- l. Junior Members will not start, drive/operate or move any fire apparatus.

## **On the Scene**

1. Junior Members must report and receive permission to leave the Fire Scene by the Officer in charge.
2. Junior Members should report to the Station Officer in full protective gear and be assigned by the Officer in charge. Freelancing is prohibited.
3. Junior Members may only operate equipment as directed by the officer in charge.
4. Junior Members are not allowed to enter any burning structure.
5. Junior Members responding to a mutual aid call into another department's jurisdiction shall stay with our apparatus until ordered by one of the line officers on the scene.

## **General Regulations**

1. Supervision of Junior Members is defined by the Fire Station By-Laws. On the scene of an incident the officer in charge/designee is responsible for direct supervision. All juniors will be governed in accordance with the Child Labor Law, Hempfield Fire Department of Labor Law Compliance and Commonwealth of Pennsylvania.
2. No use of profanity, horseplay, wrestling, physical sports or fighting shall be tolerated on or about the station.
3. Junior Members shall be respectful to all members and the public. Officers should be addressed by their titles. Juniors may attend Fire Department/Station meetings but shall not be permitted to make or second any motions, nor shall they be able to vote on any issues. With approval, they may attend all drills and fire schools scheduled.
4. Probation for juniors shall be from the date of acceptance to 90 days (as a minimum) or as defined in the company by-laws. At that time, he/she shall have completed at least orientation as a Junior

member and completed the Essentials Mod 1 and 2. With a majority vote from the membership at a regular station meeting, they shall be a regular junior member and off probation.

5. Fire Station Administration shall process all applications for membership and recommend acceptance or rejection, as defined by their governing by-laws.
6. **Time restrictions:** Juniors under age 16 are prohibited from engaging in fire department activities while school is in session and between the hours of 7:00 pm and 7:00 am (10:00 pm and 7:00 am during summer vacation) and cannot interfere with school attendance. However, they may attend training classes as part of a training program after 7:00 pm during the school year.  
**EXCEPTION:** With Written Parental Consent the 7:00 pm time is extended to 10pm, when turned in to the Company and a phone call to the guardian to confirm letter. During School Term, Junior firefighters ages 14 and 15 years old are only allowed a total of 4 hours at the station on school days and 8 hours any other day.

*Junior Emergency Services Compliance Manual - Revised November 2015*

*Pennsylvania State Fire Academy 22 of 43*

7. **Time restrictions:** Juniors age 16 and 17 years old on school nights: not to exceed 12:00 am (Midnight) unless involved in a Company function. Non-school nights: not to exceed 1:00 am, Friday night into Saturday, Saturday night into Sunday, or Night proceeding into a school holiday.
8. All Junior Members will maintain a good academic eligibility of a "C" average. Parents or legal guardians shall be required to notify the fire company if the overall average drops below an overall "C" average. Those who have their grade average drop below a "C" average or has an "F", regardless of the overall average, shall be suspended from ALL fire department activities\*. The junior shall remain on suspension from all activities until the next grading period. The report card shall be presented to the fire company. A copy shall be kept on file in the respective junior's personnel file.
9. A junior may be reinstated before the next grading period expires if he/she receives a note from the instructor or guidance counselor, in writing and signed, on school district letterhead, stating that the grade average has risen to a "C" average.
10. The student member will submit their report card to the Advisor/committee within 5 days after being issued. If the report card is not submitted, the Junior Member will not be permitted to participate in any company activities.
11. All juniors shall be under suspension if enrolled in summer school program for failure to pass subjects during the normal school year for the duration of the summer program.
12. Any equipment issued to a junior shall be kept in good repair and maintained to Fire Department guidelines. Special equipment or sizes shall not be purchased. He/she may use equipment that was personally purchased as long as a Chief Officer approves such equipment use.
13. Juniors shall not be permitted to take any Fire Station issued firefighting equipment to school.
14. Junior Members will attend training as identified by the department/company. No junior may enroll in any courses offered through the Fire Department without the Chief or Training officer's approval.
15. Junior firefighters are prohibited from using any tobacco products on Fire Department/Station properties, fire ground operations, or any fire related public service activities. Juniors who are under the influence of alcohol or has the smell of alcohol or any alcoholic beverages or controlled substances in his/her possession and are on Fire Department/Station property, fire ground, or any function held by the Fire Department may be immediately expelled. Any junior who is involved in illegal activity outside of the Fire Department shall be subject to expulsion from the Department.

16. Juniors shall not be permitted to drive Fire Department vehicles at any time.
17. Junior Members will be on their best behavior and be respectful while representing this department/company.
18. Juniors are not permitted to possess a key to the quarters or are not permitted to be in the quarters without a senior member, trustee, officer, parent or guardian, or if expressly permitted by an officer.

***Time Restrictions Continued***

1. Junior members are not permitted to sleep in the bunkroom.
2. Junior Members must comply with applicable Pennsylvania Child Labor Law provisions. If found non-compliant, the member is subject to reprimand by the department/company.
3. Juniors are covered by the Fire Department insurance policy at all functions.
4. Where junior firefighter rules do not prevail, Fire Department rules will prevail. This version of the Junior Rules and Regulations shall immediately supersede any and all versions prior.
5. Failure by any member of the junior fire department to abide by these rules listed above will result in suspension and possible expulsion from the junior fire department.
6. All rules and regulations governing juniors are subject to change at any time.

<http://pfesi.org/2016/01/20/pa-junior-emergency-service-program-compliance-manual/>

**HEMPFIELD FIRE DEPARTMENT HEMPFIELD FIRE DEPARTMENT OF FIRE  
JUNIOR FIREFIGHTER RULES AND REGULATIONS**

I have received a copy of the rules and regulations set forth by the Hempfield Fire Department. I have read and understand the rules and regulations set forth by Hempfield Fire Department regarding junior members. By my signature, I attest that I will follow these rules and regulations and understand the consequences if I do not abide by them.

\_\_\_\_\_ \_/\_/\_\_\_\_  
(Junior Member Signature) (Date)

\_\_\_\_\_ \_/\_/\_\_\_\_  
(Parent/Guardian Signature) (Date)

\_\_\_\_\_ \_/\_/\_\_\_\_  
(Fire Station Officer Signature) (Date)

If junior member is under the age of 16, please sign below IF you permit your child

\_\_\_\_\_  
(Junior's Name)

to be at the fire station past the normal hours of 7:00 pm to 10:00 pm during the school year.

\_\_\_\_\_ \_/\_/\_\_\_\_  
(Parent/Guardian Signature) (Date)