



SUSQUEHANNA HOSE COMPANY, INC.

P.O. Box 58
Havre de Grace, Maryland 21078

WELCOME PROSPECTIVE MEMBER!

Thank you for your interest in our organization! As a public service agency that operates on a totally volunteer basis, we are constantly in need of new and enthusiastic personnel. All applications will be given equal consideration regardless of race, sex, age, color, national origin, marital status, religion or handicap.

Becoming a firefighter is demanding as well as a rewarding experience. You become part of an elite group of individuals who assist members of your own community on a daily basis, without the benefit of a paycheck. The work is hard, and the calls for help do not always come at the most convenient times, but the satisfaction of serving your fellow citizens provides the highest sense of pride. We need well trained, responsible, upstanding, and committed personnel to answer calls 24 hours a day, and we hope that you can become one of our best.

To aid you through the transitions as a probationary member of the Susquehanna Hose Co., Inc., we have designed this application to assist you and possibly answer some of your questions. Upon obtaining an application from one of our members, you will see it has four parts:

1. *The Outline to assist the new member (what you are now reading).*
2. *The Fire Company Application.*
3. *The S.H.Co. Standard Operating Guideline for Personal Background Check.*
4. *The S.H.Co. Standard Operating Guideline for Substance Abuse Prevention and Testing.*

After turning in your completed application to one of our members, it will be introduced to the division in which you reside and voted upon (should an opening exist). The application will then be introduced to the Company and forwarded to the Company Investigating Committee. The Investigating Committee will review the application and forward the necessary information to a Professional Investigator contracted by Susquehanna Hose Company that will perform a Background Investigation. The Professional Investigator will furnish a written report indicating that all information provided by you has been validated or not and any other findings that may impact your membership request. Additionally, you will be scheduled for a drug and alcohol screening with a local Medical Clinic. Once the Investigating Committee Chairman has received acceptable reports from both of these contracted services, a face-to-face meeting with the Susquehanna Hose Company Investigating Committee will be scheduled for you. This meeting will resemble a Job Interview.

Over One-Hundred Years Service to the Public



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The Investigating Committee will then make a recommendation to the members of the entire Company to proceed with giving you the privilege of becoming a Probationary Member for one year (365 days) or not. The Company will then vote during the regular Company meeting (Meetings are held the second Monday of each month) to allow you this privilege or not.

Once your application is accepted by the membership you will serve a one year probationary period (365 days). Applicants are required to sign for, read and abide by the Bylaws of the Susquehanna Hose Company, Inc. within the first 30 days of probationary membership. A copy of the Bylaws can be obtained from the Secretary of the Company. In addition you must complete a Pre-Basic Fire Training Class (24 Hours). This class is taught in Havre de Grace, by our personnel and is required by the state before you can ride any apparatus responding to emergency calls. You are expected to complete the Pre-Basic as soon as possible. The Officers in the Division you are joining (Captain, First Lieutenant, and Second Lieutenant) will work with you to arrange the training classes for you, basically at your availability. At the end of three months and six months the Division Officers will provide a written status report indicating the Division's consensus of your progress and recommend continuing your probation or not. Your Division will then vote at the 3 month and 6 month intervals to continue your probation or to excuse you from the Company. After one year (365 days) the Division Officers will provide a written report to the Company indicating the Division's consensus on your progress and recommend you for Regular Membership or not. The entire Company will then vote to make you a Regular Member or to excuse you from the Company.

It is asked that you participate during work details, strive to finish your Pre-Basic Training quickly, participate in drills, attend social functions, and spend time at the station to get to know your fellow firefighters. Upon finishing Pre-Basic you will be tested by a Company Officer or their designee and if you qualify, you will be cleared to ride the apparatus. You are fully insured by our fire company as soon as you have been voted into Probationary Membership.

During your probationary period it is suggested that you make an effort to enroll in University of Maryland Firefighter training classes. These are basic classes which are formal training to be able to function in the fire service in a Safe Manner. Upon being voted into Probationary Membership turnout gear and a pager will be provided at no cost.



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This is quite a lot of information to digest, so take your time to think things over before continuing to fill out the application. Being a firefighter is not an easy job. Even in the volunteer fire service there is an enormous amount of time and training that must be given to do the job right and in the Safest Manner. We work hard to serve the community and to better ourselves as members of it. All Susquehanna Hose Company Members are expected to represent the Company in a Professional, Law Abiding, Compassionate, and Honorable manner each and every day. There are no promises here. The work that we will ask you to do is hard, dirty, dangerous, and many times thankless. You will be cold, wet, afraid, and respected by those who work beside you. We appreciate the offer of your time to serve the community. The volunteer fire service requires special people to do a special job. Your only paycheck will be the satisfaction you derive from the service you give to your community and the friendship you obtain from the close-knit family of firefighters.

**IF YOU HAVE THE RIGHT STUFF AND ARE WILLING AND ABLE TO INVEST IN US,
THEN WE ARE WILLING TO INVEST IN YOU**

SUSQUEHANNA HOSE COMPANY, INC.

REMINDERS:

- The Department meets the 2nd Monday of each month @ 7PM.
- Be sure your application is signed and completely filled out.
- Any general questions regarding your membership should be directed to the Division Officers where you applied.

Thanks and Good Luck!

Note: You may detach and retain the first three pages of this application and the two Standard Operating Guidelines for your future reference.



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APPLICATION FOR MEMBERSHIP

IDENTIFICATION:

Full Name: _____
Last First Middle

Address: _____
Street Apt. No.

_____ City State Zip code Home Phone

Date of Birth: ____ / ____ / ____ Current Age: _____

Driver's Lic. #: _____ Class _____ State: _____

Social Security #: _____ - _____ - _____

E-Mail Address: _____

Property Tax Benefit: Buying _____ Renting _____

Employment:

Current Employer: _____

Address: _____

_____ City State Zip Phone

Position: _____ Yrs. Employed: _____

(Revised 10/2008)



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EDUCATION:

High School: _____

Years Attended: _____ Diploma Attained: _____

*If you did not graduate, did you attain a GED? _____

College: _____

Years Attended: _____ Degree: _____

Training:

*Current/Previous Fire Co. Membership or Training

Name of Company: _____

Phone#: _____ Membership Years: _____

Name of Chief Officer: _____

.....

List certified Firefighting Training: _____

Any other Training (Fire, Medical or other) that may be helpful to our organization.



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THE FOLLOWING INFORMATION IS OPTIONAL AND IS TO BE FILLED OUT AT THE DISCRETION OF THE APPLICANT. ANY INFORMATION CONTAINED HEREIN CANNOT BE USED TO DETERMINE MEMBERSHIP AND WILL REMAIN CONFIDENTIAL.

Height: _____ Weight: _____ Eye Color: _____

Hair Color: _____ Blood Type: _____ Corrected Vision: _____

Do you have any of the following conditions of which we should be aware:

Allergies (meds, etc.)	Yes _____	No _____
Mental or Emotional Problems	Yes _____	No _____
Alcohol or Substance Abuse	Yes _____	No _____
Physical Impairments	Yes _____	No _____
Hearing Impairments	Yes _____	No _____
Heart Related Problems	Yes _____	No _____



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MOTIVATION:

Explain why you want to be a member of this company: _____

REFERENCES: (Must be three people over 21 yrs. old and not relatives)

1. Name: _____ Phone #: _____
2. Name: _____ Phone #: _____
3. Name: _____ Phone #: _____

Print Name

Signature

Date



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Division Applicant assigned to _____

A Division Meeting was held on _____ and

the Division _____ Does _____ Does Not recommend applicant for
one year probation.

Division Officer _____ Date _____

Division Member _____ Date _____

Division Member _____ Date _____

Comments _____



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REPORT FROM INVESTIGATING COMMITTEE

Recommend for one year probation Yes No
Committee Chairperson _____ Date _____

ATTENDEES

Div. #1 Representative _____ Date _____

Div. #2 Representative _____ Date _____

Div. #3 Representative _____ Date _____

Div. #4 Representative _____ Date _____

Div. #5 Representative _____ Date _____

Comments _____

Back-Ground Check Report Received _____

Drug and Alcohol Screening Report Received _____



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Record Release Form

I, _____ do hereby grant permission to the Board of Directors of the Susquehanna Hose Co., Inc., the Investigating Committee of the Susquehanna Hose Co., Inc., and any person, party, agency, or member of the above mentioned Board of Directors or committee to investigate any criminal history or record I have or may have. I also grant permission to the above stated parties to obtain disclosure of any criminal, medical, psychiatric, or driving record I have or may have, whether said record(s) may be public or private in nature. I am aware that a background investigation can lead to the rejection of my application for membership and I absolve any member of the Susquehanna Hose Co., Inc. from any civil action on my part which may result from said rejection.

Applicant Signature/Date

Witness Signature/Date

Witness Address

	Susquehanna Hose Company, Inc.	
	Standard Operating Guidelines	SOG: <u>100-8</u>
	Authority: <u>Board of Directors</u>	Effective: <u>May 11, 2007</u>

BACKGROUND CHECK POLICY

This administrative policy is designed to protect the public and to ensure that the responding members of Susquehanna Hose Company are not a risk or danger to those in need or to the other members of Susquehanna Hose Company.


This policy is directed at prospective members, current members, drivers and officers of Susquehanna Hose Company. Each category of membership is subject to specific scrutiny based on the member's status.

Susquehanna Hose Company is authorized to conduct background checks on its members and prospective members pursuant to this policy.

Susquehanna Hose Company is authorized to engage the services of an outside company to have the background checks completed and to charge members and prospective members for the cost to have them completed.

Prospective Members

A prospective member shall be rejected by the Investigation Committee if they have any felony convictions or misdemeanors, or such charges are pending, and which charges involve: arson, first degree assault/battery, burglary, child abuse, drug distribution or possession, DWI/DUI within the past five (5) years, rape, theft, or which reflect chronic alcohol or substance abuse. Prospective members that have received a probation before judgment on any of the above charges, shall be treated as if that charge is pending.


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Current Members

Current members are generally not subject to have their background checked except for those with the status of drivers and officers. Current members shall be subject to suspension, pending the result of their case, if they are charged with the commission of a felony or any misdemeanor involving: arson, first degree assault/battery, burglary, child abuse, drug distribution or possession, DUI/DWI, rape, theft or a charge which reflects chronic alcohol or substance abuse. Current members so charged shall have their background checked in conjunction with their suspension.

Drivers

All drivers, including those officers that are given a vehicle, are subject to the same background check as prospective members. No officer shall permit any member of Susquehanna Hose Company to drive any Susquehanna Hose Company vehicle if the member does not possess a valid Maryland license, has a pending DWI/DUI charge, is currently on probation for a DWI/DUI charge, has a DWI/DUI conviction within the past five (5) years or has a criminal or traffic record that reflects a current alcohol or substance abuse issue.

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	Standard Operating Guidelines	SOG: <u>100-13</u>
	Authority: <u>Scott Hurst, Chief</u>	Effective: <u>August 1, 2008</u>

Substance Abuse Prevention and Testing

Purpose:

Citizens of Havre de Grace expect public servants and emergency volunteers to be alcohol-free and drug free when responding to emergency calls for service. Public safety, health, and welfare are threatened by emergency response personnel who abuse or misuse these substances when responding to emergency calls for service. This Standard Operating Guideline is being implemented in order to address potential instances of substance abuse related problems on the part of departmental members, which could cause a real and substantial risk of harm to their fellow members and/or the public at large. This Standard Operating Guideline is designed to limit the real and substantial risk of harm posed by members who abuse or misuse these substances when responding to emergency calls for service.

Policy Statement:

Conduct of Susquehanna Hose Company Members and Officers

Company Members:


1. Will commit to and comply with not abusing alcohol, any drug substance, or possess any illegal drug/substance when they are likely to be responding to emergency calls for service.
2. Will expect to be disciplined if found to be in violation of the law or this policy.

Company Officers:

1. Protect the public and members by striving to ensure that members are free from drug/substance use or abuse when they are likely to respond to emergency calls for service.
2. Ensure the rights of members in testing.

Expectation of Privacy:


1. There is an expectation of privacy with regard to the investigation and testing of members when abuse of any alcohol and or drugs is suspected.
2. All property belonging to the Susquehanna Hose Company is subject to inspection, at any time, and without notice. Such property is to be free of any illegal drugs/substances or alcohol.

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Reasons for Alcohol and Drug Testing

Members are subject to alcohol/drug testing for the following reasons: (1) All applicants, (2) Post Accident, (3) Reasonable Suspicion (4) Post Rehabilitation Return to Duty Follow-up testing, as defined as follows:

1. **Applicants-** Every applicant is to be alcohol and drug tested and acceptable certified results will be made available to the Susquehanna Hose Company Investigating Committee prior to the face-to-face interview.
2. **Post-Accident-**
 - a. **Vehicle Occurrence-** Immediately following an occurrence involving a company vehicle, the driver shall undergo alcohol and drug testing if:
 1. There is a loss of human life or bodily injury occurs as a result of the vehicle accident.
 2. Any vehicle incurs substantial damage, to be determined by the Incident Commander, or, as a result of the accident which is clearly the fault of the Company driver.
 - b. **Non-Vehicle Occurrence-** the Incident Commander, may order alcohol and drug testing for any and all members involved in an occurrence where any Susquehanna Hose Company personnel are injured and substance abuse is a known or witnessed factor.
3. **Reasonable Suspicion-** A member is recently witnessed abusing alcohol/drugs prior to response, or if use of alcohol/drugs is detected on the member if the or Incident Commander in their discretion believe, using an objective basis of knowledge sufficient to induce an ordinary, prudent and cautious person under the same circumstances to believe that a person may be selling, purchasing, transferring, possessing, using, or abusing alcohol or drugs in any way that is illegal or in violation of this Standard Operating Guideline, a reasonable suspicion of a violation is established under these guidelines.
4. **Post Rehabilitation Return to Duty-** Return to active duty status, unless prohibited by law, requires those returning from either suspension or rehabilitation may not participate in any Susquehanna Hose Company activity, including training and emergency response operations until acceptable certified test results are received.

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Alcohol and Drug Testing Procedures

In all cases listed below the substance abuse testing will be performed by a Licensed Medical Facility retained by the Susquehanna Hose Company. In all cases there will be no financial burden on the tested individual, as Susquehanna Hose Company will be responsible for all testing fees pertaining to this Standard Operating Guideline.

A. Applicants

Applicants will be provided the necessary information in order to schedule for their D.O.T. Drug and Alcohol Screening Test at the Certified Licensed Medical Facility listed below. This testing must be performed and acceptable certified results must be received by the Susquehanna Hose Company Investigating Committee prior to the face-to-face interview being performed.

B. Post Accident:

1. **Vehicle Occurrence-** Immediately following an occurrence involving a Company Vehicle, drivers or officers of any involved Company vehicles will immediately be transported to the Certified Licensed Medical Facility for D.O.T. Drug and Alcohol Screening Test or the Medical Facility will come to SHCO after hours.


2. **Non-Vehicle Occurrence-** The Incident Commander may order any member where there is reasonable suspicion, to immediately be transported to the Certified Licensed Medical Facility for D.O.T. Drug and Alcohol Screening Test.

C. Reasonable Suspicion

The Incident Commander may order any member where there is reasonable suspicion, to immediately be transported to the Certified Licensed Medical Facility for D.O.T. Drug and Alcohol Screening Test.

D. Post Rehabilitation Return to Active Duty

Any member requesting to be returned to active duty after satisfactorily completing rehabilitation for substance abuse must make arrangements for D.O.T. Drug and Alcohol Screening Test with the Certified Licensed Medical Facility. Acceptable Certified Test Results must be received by the Chief and the Safety Officer prior to the member being considered for release back to active duty.

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Required Actions for Company Officers:

When an occurrence results in an injury or when there is reasonable suspicion of substance abuse the following actions must be performed by Susquehanna Hose Company Officers at all times.


1. Immediately notify the appropriate ranking officer when a suspected violation occurs.
2. Maintain observation of the appearance and demeanor of the member suspected.
3. Carefully document observations.
4. Collect and preserve any physical evidence that may relate to the incident (i.e., beverages or beverage containers, etc). Written records must be kept if the evidence changes hands, to maintain the chain-of-custody. Officers may use their digital cameras, when appropriate.
5. Do not leave the member unattended or allow the member to drive any motor vehicle, including their own.
6. The Officer shall transport or make appropriate arrangements to transport the member to the Professional Occupational Health Care Clinic at 200 North Philadelphia Boulevard, Suite A, in Aberdeen, Maryland. Normal business hours for this clinic are 09:00 a.m. to 5 p.m. Monday through Friday. During off-business hours, the clinic is to be activated by calling 410-459-3130.
7. The Chief and the Safety Officer are to be notified as soon as possible of this situation and the most up-to-date status.
8. After testing the member may not be permitted to participate in Company active duties until Acceptable Certified Test Results are received and found acceptable pursuant to Company policy.

Follow-Up

1. If the alcohol or drug tests are negative, then the member will be immediately returned to full active duty.
2. If the member tests positive they will be disciplined as per SHCO Standard Operating Guideline 100-4 and Company bylaw.

A. Other Reasons for Testing:

1. Where the member is charged with a crime involving drugs or alcohol and the charges are made known to the Company.
2. When a member's license or certifications that are required for operating Company equipment, such as a driver's license are revoked or suspended due to drugs or alcohol by a licensing authority.
3. Where the Chief determines that alcohol and or drug abuse is chronic or ongoing based on information supplied by Company officers.

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B. Refusal to Test

1. Any Applicant refusing or failing to report or complete the required Drug and Alcohol Testing will not be considered for membership.
2. If the member refuses to report or complete any alcohol or drug test, they will be considered to be in violation of a direct order from a Company Officer and therefore, will immediately be suspended from participating in any Susquehanna Hose Company function, including training and emergency responses.
3. Any suspension incurred hereunder will remain in effect until the member complies with Company testing requirements.
4. The Board of Directors and the Company may terminate any probationary member that refuses to submit to alcohol and drug testing at any time during the probationary period of 365 days.

C. Positive Test Results - Alcohol/Drugs

1. Any Applicant's test results coming back to the Company as positive for alcohol above .02% or any illegal drugs will immediately be considered as unfit for Susquehanna Hose Company membership.
2. Members who are in violation of this Standard Operating Guideline will be immediately suspended per SHCO Standard Operating Guideline 100-4 and the bylaws..
3. A copy of any test results will be included in the Chief's official report.
4. Members who are found to be in violation of this Standard Operating Guideline will be disciplined per SHCO Standard Operating Guideline 100-4 and the bylaws.
5. Regardless of the actions imposed, a member will not return to active duty status prior to achieving a negative alcohol and drug test.
6. The Certified Licensed Medical Facility or Hospital will inform the Chief of the results of each alcohol/drug test. The Chief will notify the member of the test results.

Disciplinary Action after Suspension

Upon suspending a member for a drug or alcohol violation the Chief and the President, will schedule a hearing with the member to determine member's status with Susquehanna Hose Company. The decision of this hearing will be forwarded to the Board of Directors for action. A member, if eligible, has the right to resign from the Susquehanna Hose Company at anytime. Reinstatement will require compliance with Company Policy.