

SAXONBURG VOLUNTEER FIRE COMPANY

290 HORNE AVENUE
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(724) 352-3430
Fax 360-3345



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January 1, 2022

TO: Saxonburg Volunteer Fire Company Applicants

FROM: Saxonburg VFC Board of Directors

SUBJECT: Application Processing Steps / Applicable Forms and Documents

As a result of your interest in applying for membership with Saxonburg Volunteer Fire Company (SVFC), the following information is required. Approved membership status is not granted until the following documents have been completed by you. You will be given a new member Application Package. Please find enclosed the following documents

1. Firefighter Application
2. Process for New Members
3. Harassment Policy
4. Social Media & Social Networking Policy / Social Networking Tips
5. Policy Declaration Signature Page
6. Background Check Instructions

Complete items one through four and return to Saxonburg VFC – New Member, 210 Horne Avenue, Saxonburg, PA 16056. If you have questions, you may contact our office at (724) 352-3300, ext 755 or membership@svfc.com.

Sincerely,

A handwritten signature in black ink, appearing to read 'CL', written over a horizontal line.

Chuck Lewis
President

Attachments

On behalf of Saxonburg VFC Board of Directors
Saxonburg Volunteer Fire Company



Saxonburg Volunteer Fire Company

Membership Application

Last Name		First Name		MI		Application Date	
Home Street Address			City		Zip	Years at Address	
Primary Email Address					Primary Phone		
Driver's License Number		State	Class	Exp Date	Date of Birth		
HS Year Grad	College Year Grad	Degree / Area of Study			Social Security Number		
☐ Y ☐ N Employed?		Employer Name					
Street Address		City		Zip	Years Employed		
☐ Y ☐ N Other Fire?		Other Fire Company					
Street Address		City		Zip	Years in Fire		
Reason for Leaving previous Fire Company?				Previous related training / experience?			
☐ Firefighting ☐ Rescue ☐ Fire Police ☐ EMS ☐ Fund Raising ☐ Admin ☐ Other _____							
Indicate your area(s) of Interest (Check all that apply)							
Briefly describe why you wish to be member of SVFC and how you will benefit the Company.						Special Skills	
List three (3) References (other than relatives) who we may contact:							
Name:		Name:		Name:			
Address:		Address:		Address:			
Phone:		Phone:		Phone:			



SVFC Membership Application (Continued)

Have you ever been convicted of a crime other than summary traffic violations?

If yes, please explain conviction(s) including date(s):

☐ Y ☐ N

Has your driver's license every been suspended?

If yes, please explain infraction(s) including date(s):

☐ Y ☐ N

Do you have any citation(s) and/or accident(s) on your driving record?

If yes, please explain citation(s) and accident(s)

☐ Y ☐ N

In case of Emergency, notify

Relationship

Street Address

City

Zip

Phone Number

If you are under 18 years of age, a parent or guardian signature and current working papers must accompany this application

Parent / Guardian Signature

Date

By signing below, I hereby affirm that the information provided is true and correct to the best of my knowledge, information and belief. This affirmation is made subject to the penalties described by 18 Pa. C.S.A Section §4904 (unsworn falsifications to authorities).

Having made application for membership in the **Saxonburg Volunteer Fire Company** and desiring that they be informed of my previous records and character, I hereby authorize an investigation into all records which may be interest to them.

The authorization includes, but is may not be limited to medical, hospital, education, credit, driver's license check, and criminal background check whether privileged or not.

The authorization to furnish information is executed in consideration of **Saxonburg Volunteer Fire Company**.

I further understand and agree that acceptance is dependent upon successful completion of a drug test, a complete physical examination by an appointed Physician or appropriate health care official and any misrepresentation or omission of facts called for is cause for elimination of further consideration for membership and/or dismissal.

Applicant Signature

Date

FIREFIGHTER MINIMUM AGE REQUIREMENT IS 14 YEARS OF AGE AT TIME OF APPLICATION

FOR FIRE COMPANY USE ONLY

Saxonburg VFC Line Officer Signature

Date

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Process for New Members

1. **Complete Application.** Applicant completes application and submits it to Saxonburg VFC. The Applicant should also read the Social Media & Networking Policy and Harassment Policy and submit the completed **Policy Declaration Signature** page to Saxonburg VFC.
2. **Complete Background Check Documentation.** Applicant must complete and provide Saxonburg VFC with results for the following three (3) background checks. There is NO cost for the PA background checks unless the applicant is required to complete the FBI Criminal Background Check:
 - a. **PA State Police Criminal Record Check (PATCH)**
 - b. **PA Child Abuse History Clearance** through PA Department of Human Services
 - c. Sign **PA Act 153 Resident Verification Affidavit** (if you have lived in Pennsylvania for the past 10 years.
 - i. If you have not lived in Pennsylvania for the past 10 years, you will need to complete the **FBI Criminal Background Check**
 - ii. If you are 14-17 years (and not turning 18 this year), you should have your parent or guardian complete and then get notarized the **Minor Child Qualification Affidavit**.
3. **Complete Interview.** Meet with the SVFC Board of Directors. The Board of Directors meets on the first Tuesday of each month in the Fire Station at 7pm.
 - a. **Brigade and/or Fire Police Membership:** Applicant must also meet with Brigade Line Officers at their meeting on the second Tuesday of each month (prior to the General Meeting) at 7pm.
 - b. **Ambulance Membership:** Applicant must also meet with the Ambulance Line Officers / Advisory Board at their meeting on the third Tuesday of each month (at the Ambulance Building) at 6:00pm prior to the SVFC Operations meeting (8pm)
4. **Additional Background Information.** Saxonburg VFC reserves the right to conduct additional Criminal Background Check as is necessary. This will be conducted by Saxonburg VFC and has no cost to the applicant
5. **Probationary Period.** Once all steps listed above have been completed and approved, the Applicant will may begin their probationary period.
 - a. The Probationary Period begins after the General Meeting when member is introduced.
 - b. The Probationary Period is a minimum of six (6) months based on date of General Meeting when the Applicant is introduced.
 - c. The Applicant may then attend meetings and Saxonburg VFC events and activities.
6. **Status Monitoring.** Saxonburg VFC will notify the probationary member of their status

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Social Media / Social Networking Policy

Purpose

Saxonburg Volunteer Fire Company (or SVFC or “the Company”) is committed to ensuring that the Internet conduct of its staff comports with all applicable laws and does not damage our reputation and business interests. The Company has a legitimate business interest in monitoring Internet activity, regardless of where or when it occurs, when that activity could violate patient privacy or otherwise adversely affect our patients, our reputation, the reputation of others, the trust others place in us, or our working relationship with other organizations.

The Company is required under the Health Information Portability and Accountability Act of 1996 (“HIPAA”) to ensure that any protected health information (“PHI”) that we create, receive, use, or store is not improperly used or disclosed through any means, including electronic means. SVFC also has a fundamental interest in protecting confidential and proprietary information about the organization, as well as the reputation of SVFC.

The intent of this policy is not to restrict the flow of useful and appropriate information, but to minimize the risks, legal and otherwise, to the Company and its staff members. The intent of this policy is to help avoid claims against SVFC or its personnel for things like: HIPAA violations; invasion of privacy; breach of confidentiality; and defamation or slander. This policy is also intended to provide guidelines for maintaining a respectable and ethical work environment and to ensure that our staff is acting in a manner that is consistent with our mission.

This policy is not intended or designed to prohibit the lawful exercise of employees’ rights under applicable federal or state law. This policy will not be applied in any way that might limit any applicable legal rights of SVFC staff and members. This includes, but is not limited to, any rights under federal or state law.

This policy is designed to balance our staff members’ desires to engage in social networking and information sharing with the Company’s interests in protecting patient privacy, proprietary information, and the reputation of this Company. SVFC regards social networking, blogs and other forms of online communication as a primary form of communication among individuals and the Company recognizes and respects that it is a valuable method of communication in today’s society.

Scope

This policy applies to all SVFC staff, members, and volunteers. The term Internet Media includes, but is not limited to social networking sites such as Facebook, Twitter, Flickr, etc., and other social interaction media (such as web blogs) - virtually any website where staff can post information. This policy applies to Internet activity:

- Performed on duty and off duty;
- Performed while using Company equipment or personal equipment; and
- Whether it occurs on or off the premises of SVFC.

In short, this policy generally applies 24 hours a day and seven (7) days a week (24/7) for any content posted on the Internet, unless otherwise prohibited by federal or state law.

General

Unless prohibited by law, SVFC may monitor the Internet activity of its staff members, consistent with the terms of this policy. SVFC will apply this policy in a fair and non-discriminatory manner, consistent with all applicable laws. SVFC may discipline staff if it is determined that a staff member's Internet conduct violates this policy or any other policy of the organization, including our Code of Conduct.

A. When SVFC Will Monitor Internet Activity

The Company will only view or monitor staff or member Internet activity when it has a legitimate business-related interest in doing so. Legitimate business related interests include, but are not limited to:

- Ensuring employee productivity
- Safeguarding protected health information of the Company
- Keeping employee morale high
- Protecting confidential information and proprietary information of the Company
- Protecting the Company from lawsuits
- Protecting the Company's reputation
- Protecting the reputation of others – such as SVFC's business partners or its patients
- Safeguarding Company assets, money, time and other Company resources

SVFC may view or monitor Internet content posted by staff members if it learns from any source about such content and it believes there is a legitimate business-related interest at stake. For example, if an employee notifies a supervisor that another employee posted patient information to his/her Facebook profile, SVFC may view the posting.

Members of the SVFC management are discouraged from becoming "friends" of employees on social networking sites as this could lead to challenging employee relations issues. For example, supervisors who are friends with a staff member with a direct reporting relationship may be obligated to report online misconduct.

B. What Internet Sites SVFC May Monitor

Unless prohibited by law, SVFC may generally monitor the Internet activity of its staff members on any website, including social networking profiles and similar sites. However, SVFC will not attempt to gain access to private websites through false or deceptive means. For example, no SVFC supervisor or manager may create a false profile in an attempt to gain access to a private website.

Notwithstanding, this policy should not be construed to prevent SVFC from viewing Internet conduct that is legitimately accessed by another party. For example, a staff member may show a supervisor a post of a coworker when that staff member has legitimate access to the coworker's post (e.g., the staff member is "Facebook Friends" with the coworker and pulls up the coworker's profile for the supervisor).

C. What Staff Members May NOT Post On the Internet - Specific Prohibitions

Posting the following types of information on the Internet is **specifically prohibited** under this policy. Posting any of the following types of information will likely lead to immediate discipline up to and including termination. If you have a question about what is an appropriate posting or use of information, please consult your supervisor.

1. **Protected Health Information (PHI).** Staff may not post or otherwise disseminate PHI, including posting any patient-related information on the Internet. PHI includes, but is not limited to the patient's name, address, age, race, extent or nature of illness or injury, hospital destination, and crew member names - anything that *could* possibly be used to identify a patient. No information should be posted about any patient-related incident, even if portraying that incident in a favorable light.

Posting photos, videos, or images of any kind that could potentially identify patients, addresses, vehicle license plate numbers, or any other PHI is strictly prohibited. In addition, staff members should refrain from taking any photos, videos or images of any kind while on duty, unless expressly authorized to do so by SVFC.

2. **Photos, Videos, or Images That Identify SVFC Without Prior Approval.** Staff may not, without the prior approval of management, post photos, videos or other images of themselves or other staff members if the image or video depicts staff members while on duty or while in SVFC uniform. SVFC will consider the context in which the image or video is going to be displayed when deciding whether or not to permit the employee to post it. Staff should not be taking photos or videos while on duty at SVFC, unless authorized by SVFC to do so.
3. **Confidential or Proprietary Information About SVFC or the Company's Clients, Partners or Other Business Associates.** Staff may not post confidential or proprietary information about SVFC or anyone that SVFC interacts with in conducting business. Confidential and proprietary information includes, but is not limited to: discussions of company policies, business plans, personnel decisions, staffing decisions, and anything that relates to the company. Basically, anything learned about SVFC's business activities or the activities of the Company's business partners may not be posted on the Internet when the information is considered to be confidential or proprietary by SVFC.
4. **Content That Could Disparage SVFC, or the Company's Services, Managers, Supervisors, Employees or Business Partners.** Staff may not post content that could adversely affect SVFC's reputation in the community or disparage those working for the Company. Examples would include criticism of the organization, criticism of other staff members, and criticism of other organizations and agencies the Company works with.
5. **Obscenity or Profanity.** Staff should not use language considered to be obscene or profane on the Internet.
6. **Content That Could Disparage Any Race, Religion, Gender, Sexual Orientation, Disability, or National Origin.** Staff may not post content on the Internet that could be considered to be offensive or which targets a protected group. Examples would include abusive comments about groups because of their immutable characteristics, such as age, race, sex, sexual orientation, national origin, disability, religion, etc.
7. **Explicit Sexual Content.** Staff may not post lewd photographs, images, or comments of a sexual nature or otherwise discriminatory nature.
8. **References to Illegal Behavior.** Staff may not post any content that would in any way imply that the staff member has participated in or plans to participate in illegal behavior of any kind. For example, staff should not make reference to illegal drug use.
9. **Content Which Violates Some Else's Copyrights or Intellectual Property.** Staff may not post, copy or redistribute any media (e.g., images, files, movies, music, documents) where doing so would violate someone else's copyrights, trademarks or intellectual property rights.

D. General Guidelines for Posting On the Internet – Specific Situations

- 1. Posting Online Comments on Third-Party Sites About SVFC – News Sites, Public Blogs, etc.** Staff members should consult with a supervisor prior to engaging in communications related to SVFC through blogs or comment sections of any articles or other materials posted on the Internet. For example, staff members should not post comments to an online news story that involves SVFC without first consulting management. If a staff member posts any comments about SVFC s/he should:

- Disclose his/her connection with SVFC.
- Use good judgment and strive for accuracy in any post or Internet communication, because errors and omissions reflect poorly on SVFC and may result in liability for the staff member or SVFC.
- Use a personal email address (not their SVFC address) as their primary means of identification.
- Be respectful and professional to fellow staff members, community partners, co-responders, and patients.
- Avoid using unprofessional online personas.

- 2. Posting Comments to Personal Blogs, Social Networking Sites, etc.** Whenever possible, staff members should make it clear that they are speaking for themselves and not on behalf of SVFC when posting online. In these circumstances, the following disclaimer is recommended:

"The views expressed on this [blog; website] are my own and do not reflect the views of my employer."

Furthermore, employees should consider adding this language in an "About me" section of their blog or social networking profile. Notwithstanding, this disclaimer does not by itself exempt employees from discipline if the blog contains content that would violate this policy. Staff members should remember that their online behavior should still be consistent with SVFC's established standards of conduct.

Staff members should always ask a supervisor if they have any questions about what is appropriate to include in their personal blog or social networking profile. Staff members should remember that if they would not want their supervisors or others at SVFC to see their comments, it is unwise to post them to the Internet.

- 3. Posting on SVFC Sponsored Sites, Pages.** SVFC may use various Internet and social networking tools to communicate and engage the public and our staff members. Those tools (Facebook, YouTube videos, Twitter, etc.) may be used in support of SVFC's business objectives. If SVFC engages in such communication, the following procedures apply - both on SVFC sponsored sites and in official comments on other sites:
 - SVFC's social networking or blog posts and comments will be accurate and factual and SVFC will acknowledge and correct mistakes promptly.
 - On any official sites, pages, or blogs, SVFC will delete spam and comments that are off-topic, and will reply to emails and comments when deemed appropriate in the sole discretion of SVFC.
 - Any staff member posts to an official SVFC site or page must be approved and coordinated through the appropriate party, and SVFC may remove any post from a staff member that it deems to be inappropriate or inconsistent with our mission and standards of conduct.

E. General Expectations of SVFC Staff

1. Staff members will always consider the confidential nature of our work in any interaction or communication they have with others, particularly the importance of maintaining the privacy, respect and dignity of the patients we serve.
2. Staff members will never describe any patient encounters in a way that could identify or potentially be used to identify a patient.
3. Staff members will remain cognizant that any comments made on the Internet about SVFC should be general in nature and should reflect favorably on the Company, our organization, and our profession as patient care providers.
4. Staff members should be aware that any Internet activity performed on a company owned, operated, or controlled device may be monitored to ensure that only appropriate sites are accessed. SVFC staff members may not access any unlawful sites or any lewd or sexually explicit sites (such as pornography sites) through company equipment and/or through the company network.
5. Staff members should be aware that others, including supervisors, peers and other employees, may be actively reading what is published online. In choosing words and content, it is a wise practice to consider that your supervisor or your family members may read anything you post. Staff members should exercise sound judgment and common sense before posting anything.
6. Staff members will not engage in social networking activities while engaged in patient care activities, while performing work duties, or when work assignments (such as clean up, restocking, or PCR completion) are not completed. Staff members are permitted to access Company approved social networking sites for personal reasons, but only when they are not on working time. Working time is time when you are engaged in actual work activities, when work activities should be performed, or when with a patient or in a patient care area. An example of appropriate access to a social networking site would be when the staff member has completed all work and no assignments or work are pending, such as when the staff member would be permitted to watch TV or engage in other personal activities.
7. Staff members will practice the well-established principles of “situational awareness” (paying attention and watching for potential hazards or risks all around and anticipating those hazards or risks where possible) when engaged in work activities, especially when company vehicles are in operations, or while engaged on a call. Examples of prohibited conduct include: Accessing the Internet or a social networking site from a personal device while on board a company vehicle, texting or using any electronic device while operating a company vehicle (other than official radio for business purposes).

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Practical Tips for Social Networking

To assist our staff in understanding the Company's position and approach with respect to Internet use and social networking, both on and off duty, the following are some specific suggestions that can help ensure compliance with our policies and codes of conduct:

1. **Don't Post Inappropriate Pictures or Images.** Employers or patients do not want to see pictures of you chugging a bottle of beer or dressed in sexually explicit clothing. Beyond the pictures you would not want your parents or family members to see, seemingly innocent pictures of your personal life may not help to support the "persona" or image you want to present in your professional life. Certainly, you should not post pictures of patients, accident scenes or any other company equipment, documents, or personnel without the permission of the Company. This includes images taken around the station of equipment and other associates during downtime while on duty.
2. **Don't Complain About Your Job, Supervisors, or Co-Workers in a Public Forum.** Any negative comments about the Company or about any Company personnel (even if not specifically named) should not be posted in a public forum. These comments reflect poorly on you, the organization, and the persons that you criticize. Examples of inappropriate postings may range from a comment about the competency of your supervisor or officer, to a status update about how your co-worker always shows up late. While we may complain about work and co-workers to a friend or family member now and then, doing so in a public forum where it can be easily found by others is not appropriate. Negative and derogatory comments can also lead to claims of defamation and slander.
3. **Don't Post Inappropriate "Statuses".** You should avoid any status updates that may implicate unprofessional conduct. You should avoid statuses like "I plan to call in sick tomorrow so I can go to the beach on Wednesday," or "I'm tired of transporting all these old people from nursing homes," or "Sarah is watching the gold medal hockey game online at her desk." Statuses that imply you or others are unreliable, dishonest, deceitful, or unprofessional may jeopardize your employment status.
4. **Be Particular About Your Friends and Associations.** You can't control what your friends post to your profile nor what they post to their own profiles or to those of mutual friends. However, you can remove unwanted or inappropriate posts from others once you see them. For example, pictures where your friend has tagged you where he/she is falling down drunk reflect poorly on you, even if the picture of you is completely innocent. Take a look at everything connected to your profile and keep an eye out for anything you would not want to show your parents or others.
5. **Don't Use Social Networking While Engaged in Work Activities or Patient Care.** Access to social networking sites on your personal device should only occur in absolute down time as you would use a personal cell phone when on duty. It is inappropriate to post statuses or to view social networking profiles while with a patient or engaged in Company work activity. For example, an improper activity would be a status posting made from the back of an ambulance with a patient onboard such as: "Bored, Transporting Another Old Person from the Nursing Home to Butler Hospital." This would be unacceptable both because of the context (where and when it was made) and the content (disrespectful comment about a patient). This could result in corrective action up to and including suspension or termination from employment where appropriate.

6. **Officers, Supervisors and Managers Have a Higher Duty.** By virtue of their position, they must consider whether personal thoughts they publish may be misunderstood as expressing SVFC's positions. An officer, manager or supervisor should assume that his/her team will read what is written. A public blog is not the place to communicate SVFC policies to SVFC staff or members. Also, officers, managers and supervisors may have a duty to report Internet misconduct they observe, such as harassment of one staff member by another staff member through "wall to wall" or other postings.
7. **Respect Copyright and Fair Use Laws.** For SVFC's protection as well as your own, it is critical that you show proper respect for the laws governing copyright and fair use of copyrighted material owned by others, including SVFC's own copyrights, its logos or images.
8. **Protect Confidential and Proprietary Information.** You must make sure you do not disclose or use SVFC confidential or proprietary information or that of any other person or company in any online social computing platform. For example, ask permission before posting someone's picture in a social network or publishing in a blog a conversation that was meant to be private.
9. **Respect Your Audience and Your Coworkers.** Remember that SVFC is a respected community service organization that is always "under the microscope." Our staff and members and our patients reflect a diverse set of customs, values and points of view. Don't be afraid to be yourself--do so respectfully. This includes not only the obvious (e.g., no ethnic slurs, personal insults, harassing comments, obscenity, etc.) but also proper consideration of privacy and of topics that may be considered objectionable or inflammatory—such as politics and religion. SVFC members and staff may disagree. Do not use your external blog or other online social media to air your differences in inappropriate manner(s).
10. **Don't Pick Fights or Argue Back and Forth.** When you see misrepresentations or incorrect statements made about SVFC by the media, or by other bloggers and posters, you may certainly want to respond and correct the statement. Make sure you check with the Company first before you post a response. The Company may already be working on a response or plan related to the issue. If you do respond, always do so with respect, and stick to the facts. Avoid unnecessary or unproductive arguments. Brawls may earn traffic, but nobody wins in the end. Don't try to settle scores or provoke competitors or others into inflammatory debates. Always make sure that what you are saying is factually correct.
11. **Be the First to Correct Your Mistakes.** If you make an error in fact or misstate information you post, be up front about your mistake and correct it quickly. In a blog or posting, if you choose to modify an earlier blog or post, make it clear that you have done so.
12. **Use Your Best Judgment and Apply "Common Sense".** Remember that there are always consequences to what you post. If you're about to post something that makes you even the slightest bit uncomfortable, do NOT post it! Take time to review the suggestions above and think about why you feel uncomfortable. What your gut tells you initially is often correct. If you are still unsure, and it is related to SVFC, you should discuss it with your supervisor or officer. Ultimately, however, you have sole responsibility for what you post to your blog or publish in any form of online social media.
13. **Don't Forget Your Paid Job.** You should make sure that your online activities do not interfere with your job or work activities at SVFC. Always think about how others in the workplace or the public we serve would perceive your comment before you post it. In other words, think before you hit the "enter" key. One of the problems with "reacting" to an event or someone else's post is that your own reaction will likely reflect your emotions at the time, rather than be a thoughtful response after appropriate reflection. You should avoid "reacting" and spend more time in thoughtful "responding" to avoid posting something you may regret later.

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Harassment Policy

Purpose

Saxonburg Volunteer Fire Company (SVFC or "Company") is committed to providing a safe environment for our members, officers, staff, employees, and volunteer and persons served by the Company that is comfortable, safe and free from harassment of any kind. Any type of harassment is a violation of this policy and may be illegal.

The Company will operate a zero-tolerance policy for any form of sexual harassment in the workplace, treat all incidents seriously and promptly investigate all allegations of sexual harassment. Any person found to have sexually harassed another will face disciplinary action, up to and including expulsion or dismissal from employment. All complaints of sexual harassment will be taken seriously and treated with respect and in confidence. No one will be victimized for making such a complaint.

Definition

Harassment can take many forms. It may be, but is not limited to, the following: words, signs, jokes, pranks, intimidation, physical contact, and/or violence. Harassment does not have to be sexual in nature. Sexual harassment may include unwelcomed sexual advances; requests for sexual favors; or other verbal or physical contact of a sexual nature when such conduct creates an intimidating environment or prevents an individual from effectively performing the duties of his or her position, or when such conduct is made a condition of employment or compensation, either implicitly or explicitly. It is not the intent of the behavior by the offender that determines if harassment has occurred but whether the behavior is welcome by the receiver. This policy prohibits not only sexual harassment, but also harassment based on race, color, national origin, age, handicap or any other classification protected by law.

Examples of conduct or behavior which constitute sexual harassment include, but are not limited to:

Physical conduct

- Unwelcome physical contact including patting, pinching, stroking, kissing, hugging, fondling, or inappropriate touching
- Physical violence, including sexual assault
- Physical contact, (e.g., touching, pinching, slapping, punching)
- The use of job-related threats or rewards to solicit sexual favors

Verbal conduct

- Comments on a worker's appearance, age, private life
- Sexual comments, stories and jokes
- Sexual advances
- Repeated and unwanted social invitations for dates or physical intimacy
- Insults based on the sex of the worker
- Condescending or paternalistic remarks
- Sending sexually explicit messages (e.g., written, texts, email)

Non-verbal conduct

- Display of sexually explicit or suggestive material (e.g., posters, graffiti, objects, reading material, calendars)
- Sexually-suggestive gestures
- Whistling
- Leering

Anyone can be a victim of sexual harassment, regardless of their sex and of the sex of the harasser. The Company recognizes that sexual harassment may also occur between people of the same sex. What matters is that the sexual conduct is unwanted and unwelcome by the person against whom the conduct is directed.

The Company recognizes that sexual harassment is a manifestation of power relationships and often occurs within unequal relationships in the workplace, for example between manager or supervisor and employee.

Anyone, including employees of [company name], clients, customers, casual workers, contractors or visitors who sexually harasses another will be reprimanded in accordance with this internal policy.

All sexual harassment is prohibited whether it takes place within Company premises or outside, including at social events, business trips, training sessions or conferences sponsored by the Company.

Responsibility

A covered person is responsible for helping keep our work environment free of harassment, including the work environment of Company's clients with whom you have contact. If you become aware of an incident of harassment, whether by witnessing the incident or being told of it, you must report it to a Company Executive Officer (e.g., President, Vice President, Fire Chief, Assistant Fire Chief, Ambulance Commander, or Assistant Ambulance Commander) with whom you feel comfortable. When the Company becomes aware of harassment, it is obligated to take prompt and appropriate action, regardless of whether the victim wants the Company to do so.

Compliant Procedure

Any person, who believes that he/she has suffered harassment in violation of the Harassment Policy, should take the following actions:

1. If you are able to do so without conflict or danger, tell the harasser as clearly as possible that the behavior is unwanted and/or unwelcomed;

The Company recognizes that sexual harassment may occur in unequal relationships (i.e. between a supervisor and staff) and that it may not be possible for the victim to inform the alleged harasser.

2. If the behavior continues, advise your direct supervisor or line officer of your complaint. Clearly identify the behavior surrounding the complaint.

If a victim cannot directly approach an alleged harasser, he/she should approach one of the Company Executive Officers. This person will:

- Record the dates, times and facts of the incident(s).
- Ascertain the views of the victim as to what outcome he/she wants.¹
- Ensure that the victim understands the Company procedures for dealing with the complaint
- Discuss and agree to the next steps--either informal or formal complaint.
- Keep a confidential record of all discussions
- Respect the choice of the victim
- Ensure that the victim knows that he/she can lodge the complaint outside of the company through the relevant country/legal framework

Confidentiality

The Company, including all persons to whom a violation of this Harassment Policy has been reported and persons who have become aware of a complaint, must maintain confidentiality, to the extent possible given the need to investigate. All complaints shall be considered confidential to the maximum extent possible.

Retaliation

The Company or any officer or employee may NOT retaliate against any victim or witness who reports a violation of this Harassment Policy. Any person who believes that he/she has been retaliated against should report the retaliation to a Company officer.



POLICY DECLARATION / SIGNATURE PAGE For Saxonburg Volunteer Fire Company

Applicant / Member Name *(please print)*

Date

SVFC Harassment Policy Declaration

By signing below, I declare that I have read, understand and acknowledge receipt of the **SVFC Harassment Policy**. I will comply with the guidelines set out in this policy and understand that failure to do so may result in disciplinary action including expulsion, termination of employment, and potential legal action.

SVFC Social Media & Social Networking Policy Declaration

By signing below, I declare that I have read, understand and acknowledge receipt of the **SVFC Social Media & Social Networking Policy**. I will comply with the guidelines set out in this policy and understand that failure to do so may result in disciplinary action including expulsion, termination of employment, and potential legal action.

Signature

Date

Print Name



How do I obtain my Background Clearances?

The Child Protective Services Law (CPSL) requires certain individuals to obtain clearances in order to be employed, be a resource parent (foster or adoptive), or be a volunteer working with children.

The purpose for requiring clearances is to provide employers and those selecting volunteers with information to use as a part of a larger decision-making process when determining whether to hire someone as an employee or select them as a volunteer.

Clearances are required for an employee or unpaid volunteer at a minimum of every 60 months from the date of the oldest clearance. Clearances may be required more frequently based on licensure or employer requirements.

PA State Police Criminal Record Check (PATCH)

1. This background check should be completed online at <https://epatch.state.pa.us/>.
2. Click **"New Record Check"** (*Volunteers Only*)
Note: *There is no charge for requests made for the purpose of volunteering. The volunteer record check can be made via the PATCH website or by mail using form SP4-164A, "REQUEST FOR CRIMINAL RECORD CHECK, VOLUNTEER ONLY".*
3. Read and accept the *"Terms and Conditions for use of PATCH."*
4. Complete all personal information on the Personal Information form.
 - Volunteer Organization Name: **Saxonburg VFC**
 - Volunteer Organization Telephone Number: **(724) 352-3300 for the**
5. Click **Next** and verify your Personal Information. When correct, click **Proceed**.
6. Complete the Record Check Request Form with your personal information. Click **Enter This Request**.
7. The request will be queued. Click **Finished**
8. To complete the request click **Submit**.
9. The results for this check are generally returned immediately and are displayed on the **Record Check Request Results** screen. Click on the **Control Number** for the record to display a summary of the results
10. Click **Certification Form** to display the **Response for Criminal Record Check** report.
Note: *This is the form that needs to be captured or printed for Saxonburg VFC Records. Once you have a copy, submit this to the Fire Company office.*

PA Child Abuse History Clearance (PA Department of Human Services)

1. This background check should be completed online at <https://www.compass.state.pa.us/cwis/public/home>.
Note: *If you do not have an individual account, click **Create Individual Account**. Click **Next** and create a Keystone ID to complete the information on the form to create your profile.*
2. Click **Individual Login**.
3. Click **ACCESS MY CLEARANCES**.
4. Click **Continue** (at bottom of page)
5. Login using your Keystone ID information.
6. The **My PA Child Abuse History Clearance** page will list any e-Clearances (active or expired) that you have on record with CWIS.
Note: *You may click **Review Result** for any active clearance and save/print the results*

7. To create a new clearance, click **CREATE CLEARANCE APPLICATION** and click **Begin**.
8. Select **Volunteer Having Contact with Children** option as the Application Purpose.
 - a. Select **Other** for the Volunteer Category.
 - b. Type **Saxonburg VFC** as the Agency Name.
9. Complete or confirm the **Applicant Information, Current Address, Previous Address, Household Members**, and **Application Summary** sections including your personal information in each section. Click **Next**.
10. Verify **Yes** or **No** that you have not received a paper or electronic volunteer certification free of charge since the date indicated.
11. Click the affirmation check box and Type your "signature (full name)"
12. Click **Next** and complete the process.

Note: *The results for this clearance history check are generally returned within a few minutes or a few days.*

- a. *If you receive it online, save a copy of this clearance on your computer and print a copy for Company office.*
- b. *If you receive your clearance via the mail, make a copy to submit to the Company office. Keep your original.*

FBI Criminal Background Check / Affidavit

If you are 14-17 years old (and not turning 18 this year), you should have your parent or guardian complete and then get notarized the **Minor Child Qualification Affidavit**.

Note: This affidavit must be notarized and attests that you have not committed any of the disqualifying crimes per Act 153.

If you are 18 or older (or will turn 18 this year), you must obtain an FBI Criminal History Report

- a. If you have been a resident of Pennsylvania for the entirety of the previous 10 years or longer, you may complete a **Verification of Waiver of FBI Report** form.
- b. If you have NOT been a resident of Pennsylvania for the entirety of the previous 10 years, you will have to complete the following **FBI Criminal Background Check** process. Volunteers who have not lived in PA for 10 years are only required to get the *FBI Fingerprint Based Record Check* once establishing residency in PA.

1. The FBI background check costs approximately \$22.60 and requires a credit card for processing.
2. This background check may be begun online at <https://uenroll.identogo.com/>
3. This link will take you to the page managed by IdentoGO for the state of PA to help individuals attain an FBI clearance.

Note: *The Department of Human Services link is your preferable option. Use **SERVICE CODE 1KG6ZJ***

4. This background check will require you to go to a fingerprinting location in PA. Locate a fingerprint location from the web site, and take the confirmation page with you. The fingerprint scan will generally take 10-15 minutes.
5. The results of this check are generally returned within 4 to 10 weeks after your fingerprints have been taken.
6. When you receive your clearance via the mail, make a copy to be mailed. Keep your original.

Note: *Your background certifications under Act 153 are valid for sixty (60) months or five (5) years. Once you have all three clearances (or the two clearances and your notarized affidavit provide those copies to the Saxonburg VFC office.*



**PENNSYLVANIA ACT 153 RESIDENT VERIFICATION AFFIDAVIT
FOR WAIVER OF FBI REPORT
For Saxonburg Volunteer Fire Company**

I, _____, as part of my membership with **Saxonburg Volunteer Fire Company** and as a condition of my volunteer service, I declare that the following is true and correct:

1. I am an unpaid volunteer with the Company;
2. I have been a resident of the **Commonwealth of Pennsylvania** during the entirety of the previous ten-year (10) period from the date of this document;
3. I have NEVER been named as the perpetrator of a founded report of child abuse;
4. I have NEVER been convicted of one or more of the following types of offenses, including the attempt, solicitation or conspiracy to commit any of the following offenses:
 - a. Criminal homicide
 - b. Aggravated assault
 - c. Stalking
 - d. Kidnapping
 - e. Unlawful Restraint
 - f. Rape
 - g. Statutory sexual assault
 - h. Sexual assault
 - i. Involuntary deviate sexual intercourse
 - j. Aggravated indecent assault
 - k. Indecent assault
 - l. Indecent exposure
 - m. Incest
 - n. Concealing the death of a child
 - o. Endangering the welfare of a child
 - p. Dealing in infant children
 - q. Prostitution and related offenses
 - r. Crimes related to obscene and other sexual materials and performances
 - s. Corruption of minors
 - t. Sexual abuse of children
5. Within the 5-year period immediately preceding the date of this document, I have not been convicted of any felony offense under The Controlled Substance, Drug, Device and Cosmetic Act; AND
6. I have not been convicted of an offense similar in nature to those crimes listed under paragraphs 2, 3 or 4 above under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of the Commonwealth of Pennsylvania
7. I understand that statements herein are made subject to the penalties of 18 Pa. C.S. §4904 relating to unsworn falsification to authorities.

Date of Birth: _____ City/State of Birth: _____

Driver's Lic No: _____

Current Address: _____

8. To the best of my knowledge, ALL information I have provided herein is correct and accurate;

Signature

Date

Print Name



**ACT 153 MINOR VOLUNTEER RESIDENT VERIFICATION AFFIDAVIT
For Saxonburg Volunteer Fire Company**

Commonwealth of Pennsylvania)
)
)
County of _____)

On this _____ day of _____, 20____, before me, a Notary Public, personally appeared the undersigned affiant, who being duly sworn according to law and intending to be legally bound, deposes and says:

I attest on behalf of _____, a minor child under my care, is been a resident of the Commonwealth of Pennsylvania.

He/she is not disqualified from service as a volunteer as a result of a conviction of one or more of the following offenses listed under Title 18 of the Pennsylvania crimes code (or equivalent crime under federal law or law of another state), or the attempt, solicitation or conspiracy to commit any of these offenses:

- | | |
|--------------------------------|--|
| a. Criminal homicide | k. Incest |
| b. Aggravated assault | l. Concealing the death of a child |
| c. Stalking | m. Endangering the welfare of a child |
| d. Kidnapping | n. Offenses related to infant children |
| e. Unlawful Restraint | o. Felonies related to prostitution |
| f. Rape | p. Corruption of minors |
| g. Statutory sexual assault | q. Sexual abuse of children |
| h. Sexual assault | r. Felony violation of Controlled Substances |
| i. Aggravated indecent assault | Drug, Device, and Cosmetic Act within the |
| j. Indecent exposure | preceding five-year period |

He/she has not been convicted of an offense similar in nature to those offenses listed in the paragraph(s) above under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

I hereby affirm that the information in this affidavit is true and correct to the best of my knowledge and belief and that the signature is being made subject 18 Pa. C.S.A. § 4903 relating to crimes for false sworn statements which is a misdemeanor of the third degree punishable by up to one year imprisonment.

Sworn and subscribed before me, the day and year aforesaid.

Affiant

Date

Print Affiant Name

Notary Public

Seal