



## Indian River Volunteer Fire Company, Inc.

Serving Oak Orchard, Riverdale, Long Neck & Vicinity

Station 80

32628 Oak Orchard Road  
Millsboro, Delaware 19966

Station 1 – Corporate Office  
Phone: 302-945-2800  
Fax: 302-945-1130

Station 2 – Long Neck  
Phone: 302-945-2801  
Fax: 302-947-9447

Website: [www.irvfc.com](http://www.irvfc.com)

### *Ladies Auxiliary*

RE: Ladies Auxiliary of the Indian River VFC Membership Packet

Dear Prospective Member:

Thank you for expressing interest in becoming a part of the Delaware Volunteer Fire Service and thank you for expressing interest in the Ladies Auxiliary of the Indian River Volunteer Fire Company, Inc. Without the willingness of dedicated volunteers such as yourself, our organization would not be able to function and provide the service that we do to our community.

Enclosed within this application packet you will find various documents that need to be completed in their entirety. We acknowledge that there is a large amount of information that is needed, however due to the day and time that we live in, we must conduct extensive background investigations to ensure the safety of the members of our organization as well as the community that we serve.

In addition to completing the documents within, you will be required to obtain a Criminal History Record from the Delaware State Police – State Bureau of Identification (SBI) and a non-refundable \$5.00 application fee must accompany your application. Please see information provided within the packet as to where the necessary documentation should be forwarded.

Please know that the following actions will be taken for prospective members who do not comply with the procedures and requirements: (1) The application will be declared incomplete and the applicant will be notified in writing that they have fifteen (15) days to provide the necessary information; or (2) Failure to comply with the fifteen (15) day guideline will result in the application being denied and another application shall not be submitted for a period of one year.

Again, thank you for your interest, and we look forward to having you become a part of the family here at the Indian River Volunteer Fire Company, Inc.

Highest Regards,

Membership Committee of the Ladies Auxiliary  
Indian River Volunteer Fire Company, Inc.

ATTACHMENTS



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 www.irvfc.com

Date of Application \_\_\_\_\_

**APPLICATION FOR MEMBERSHIP**

**GENERAL INFORMATION**

Applicant Name:

\_\_\_\_\_  
*First Name Middle Name Last Name & Suffix*

Applicant Address:

\_\_\_\_\_  
*Street Address*

\_\_\_\_\_  
*City/Town State Zip*

Contact Numbers:

\_\_\_\_\_  
*Home Phone Cell Phone Work Phone*

Email Address:

\_\_\_\_\_  
*Email Address*

Date of Birth:

\_\_\_\_\_  
*MM DD YYYY*

Social Security Number:

\_\_\_\_\_  
*XXX XX XXXX*

**DRIVER'S LICENSE INFORMATION**

State of Issuance:

\_\_\_\_\_

Expiration:

\_\_\_\_\_

Number:

\_\_\_\_\_

Class:

\_\_\_\_\_

\*Please be advised that IRVFC requires you to submit a certified copy of your driving record, for the last three (3) years from any state in which you were licensed, with this application.

**EDUCATION INFORMATION**

High School:

\_\_\_\_\_

Graduated? Yes

No

College/University:

\_\_\_\_\_

Graduated? Yes

No

Degree(s) of Study:

\_\_\_\_\_

**MILITARY SERVICE**

Military Status:

Active

Reserve

Retired

Branch:

\_\_\_\_\_

Dates of Service:

\_\_\_\_\_

Type of Discharge:

\_\_\_\_\_

EMPLOYMENT INFORMATION

Current Employer:

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*Business Name*

---

*Address*

---

*Occupant* *Years Employed*

---

*Supervisor's Name* *Contact Number*

Do you object to IRVFC contacting your employer?  Yes  No

CHARACTER REFERENCES

Please list two (2) personal references that are NOT related to you.

Reference #1

---

*Full Name* *Phone Number*

Reference #2

---

*Full Name* *Phone Number*

PREVIOUS LADIES' AUXILIARY EXPERIENCE

Do you have any previous Ladies Auxiliary experience or training?  Yes  No

Department

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*Name of Department / Company (Please Include State)* *Phone Number*

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*Position(s) Held* *Years of Service*

BACKGROUND QUESTIONNAIRE

- 1) Have you ever been arrested for ANY offense other than a minor traffic violation?  Yes  No
- 2) Have you ever had ANY offenses dismissed via Probationary Before Judgment?  Yes  No
- 3) Are presently awaiting court action for anything other than minor traffic violations?  Yes  No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

APPLICANT ACKNOWLEDGEMENT & CONSENTS

I, \_\_\_\_\_, the undersigned applicant for membership within the Ladies Auxiliary of the Indian River Volunteer Fire Company, Inc., hereby waive the physician-patient privilege of confidentiality, and do hereby consent that the Indian River Volunteer Fire Company, Inc. may request copies, examine and/or copy, any and all medical records bearing upon my character, personal characteristics, habits, associates, and/or traits.

Applicant's  
Signature \_\_\_\_\_

Date \_\_\_\_\_

The undersigned, upon oath, deposes and states as follows: that he/she is the person whose signature appears herein on these documents; that he/she has read and is aware of the consent thereof of the accompanying documents; that the same is true and correct according to the best knowledge and belief of the undersigned; and that he/she executed same freely and voluntarily.

Applicant's  
Signature \_\_\_\_\_

Date \_\_\_\_\_

I understand that upon acceptance into the Ladies Auxiliary of the Indian River Volunteer Fire Company, Inc. I am required and expected to participate in various activities as outlined in the Company BY-LAWS and based upon my respective membership type. I further understand that upon acceptance into this Company I am on a one (1) year probationary period and must meet all requirements of a member and failure to do so will result in dismissal from the company. I hereby acknowledge that the above questions and information have been answered correctly to the best of my knowledge. If it is discovered at any time that I have made a willfully false statement, it will be considered just cause for dismissal from the company.

Applicant's  
Signature \_\_\_\_\_

Date \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_,

Notary Public: \_\_\_\_\_

(Seal Endorsement)



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**IRVFC & DVFA**  
**DELAWARE VOLUNTEER FIREMEN'S CRIMINAL HISTORY AFFIDAVIT**

The following resolution is a part of the Indian River Volunteer Fire Co., Inc. (IRVFC), Ladies Auxiliary as we operate under the umbrella of the IRVFC, and must abide by the requirements as set forth and mandated by the 144<sup>th</sup> Delaware General Assembly.

Pursuant to Indian River Volunteer Fire Co., Inc. (IRVFC) POLICY RESOLUTION #2007-001, IRVFC values the volunteerism of its volunteer fire personnel and requires that fire company members uphold the highest level of integrity and value the public's trust while serving in the volunteer fire service. Therefore the following statement, affidavit and documentation must be read, acknowledged, notarized and submitted along with each application without exception.

Statement: Pursuant to the 144<sup>th</sup> Delaware General Assembly's House Bill #251 which was signed by the Honorable Ruth Ann Minner, Governor of the State of Delaware on July 17, 2007 and effective September 17, 2008, an affidavit must be completed by all applicants for membership in a Delaware volunteer fire department and attached to the application for members. An application is not considered complete and shall not be processed until the notarized affidavit is attached and retained in the fire company's membership files.

Affidavit: I have never been convicted of an offense that constitutes any of the crimes set forth in Title 16 Delaware Code, §6647 or any similar offense under any federal, State or local law. I hereby certify that the statements contained in this application are true and correct to the best of my knowledge and belief. I understand that if I knowingly make any false statement in this application, I am subject to penalties prescribed by law, including denial or revocation of membership in the volunteer fire department and a mandatory fine of at least \$1,000 or a term of imprisonment of up to 2 years, or both.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

In the event that you are unable to submit the above statement, you must complete the following information:

I am unable to submit the above statement. My written explanation as to what is not true with regard to the above statement and why is set forth below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attach additional pages if needed along with a certified copy of your criminal history record from the appropriate authorities.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

NOTARIZATION OF DELAWARE VOLUNTEER FIREMEN'S CRIMINAL HISTORY AFFIDAVIT

\_\_\_\_\_ (COUNTY)

\_\_\_\_\_ (STATE)

Before me personally appeared, \_\_\_\_\_, Applicant, of lawful age, to me known to be the identical person who signed this document of application and being by me first duly sworn, on oath state that all the foregoing statements are true and correct to the best of my knowledge and belief.

Notary Public Signature: \_\_\_\_\_

Notary Public Name: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

(SEAL)

The Indian River Volunteer Fire Company authorizes the presiding administrative officer to complete and incorporate the required statements and documentation in order to fully implement and comply with the aforementioned legislative initiative.

The Delaware Legislature intent is to "...prohibit a person who has been convicted of or, had he or she been charged with as a juvenile, adjudicated delinquent of any of the following crimes is prohibited from serving as a firefighter in the State of Delaware:

- 1) A felony involving sexual misconduct where the victim's failure to affirmatively consent is an element of the crime, such as forcible rape;
- 2) A felony involving the sexual or physical abuse of a child or of any elderly or infirm person, such as sexual misconduct with a child, sexual exploitation of a child, making or distributing child pornography, incest involving a child, or assault on an elderly or infirm person;
- 3) A crime in which the victim is an out-of-hospital patient or a patient or resident of a healthcare facility, including abuse, neglect, or theft from or financial exploitation of a person entrusted to the care or protection of the applicant;
- 4) Arson in the third, second or first degree; reckless burning or exploding; cross or religious symbol burning; or any crime in which the applicant intentionally or recklessly started a fire or caused an explosion, or attempted or conspired to do so;
- 5) A law of another state, territory or jurisdiction which is the same or equivalent to the offenses described in paragraphs (1) through (4) of this subsection.

Membership in the Indian River Volunteer Fire Company must be denied if the applicant has been convicted or, he or she was charged as a juvenile, has been adjudicated delinquent of any of the following crimes, except in extraordinary circumstances:

- 1) Any crime for which the applicant is currently incarcerated, on work release, on probation, or on parole;
- 2) Any crime in the following categories, unless at least 5 years have passed since the applicant's conviction or at least 5 years have passed since the applicant was released from custodial confinement, whichever occurs later:
  - a. A serious crime of violence against a person, such as assault with a dangerous weapon, aggravated assault, murder, or attempted murder, manslaughter, (other than involuntary manslaughter), kidnapping, or robbery of any degree;
  - b. A crime involving a controlled substance or designer drug, including unlawful possession or distribution of, or intent to unlawfully possess or distribute, a controlled substance in Schedules I through V of the Uniform Controlled Substance Act of Chapter 47 of this title;
  - c. A serious crime involving property, such as burglary, embezzlement, or insurance fraud;
  - d. Any crime involving sexual misconduct
  - e. A crime of another state, territory, or jurisdiction which is the same or equivalent to the offenses described in subparagraphs a. through d of this paragraph.

3. In extraordinary circumstances, membership may be granted under subsection (b) of this section only if the applicant established by clear and convincing evidence that his or her membership will not jeopardize public health or safety.

An applicant for membership in the Indian River Volunteer Fire Company who knowingly provides false, incomplete, or inaccurate criminal history information, or who otherwise knowingly violates a provision of this subchapter, is guilty of a class G felony. In addition to a term of imprisonment of up to 2 years, the Courts shall impose a fine of no less than \$1,000, which may not be suspended.

The State Fire Prevention Commission shall adopt regulations to implement the provisions of this subchapter. The regulations must include, as part of the application form for membership in a Delaware volunteer fire department, a dated and signed statement by the applicant swearing to or affirming the aforementioned statement.

An applicant for membership in the Indian River Volunteer Fire Company who is denied membership or whose membership is revoked because of the requirements of this subchapter may appeal the denial or revocation to the State Fire Prevention Commission within 15 days of written notification of the denial or revocation by the Indian River Volunteer Fire Company. An appeal under this subsection must be held in accordance with the appropriate provisions of the Administrative Procedures Act, Chapter 101 of Title 29, and is subject to judicial review under subchapter V of Chapter 101.

Motion to accept and implement this authorization and to encourage existing and all future officers to comply and obtain a criminal history statement and complete a criminal history affidavit is paramount to the successful implementation of the aforementioned Policy Resolution. The Indian River Volunteer Fire Company will pledge to evaluate options to minimize the cost to membership upon successful completion of their respective probationary membership requirements. This Policy Resolution will be effective immediately and shall mandate compliance with all applicants of the volunteer fire service within the jurisdiction of the Indian River Volunteer Fire Company.



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### SUPPLEMENTAL REQUIREMENTS

The following items must be completed and attached to the application prior to remitting this packet to the Company for membership consideration.

#### 1. CRIMINAL HISTORY RECORD

Each applicant is required to obtain a Criminal History Record from the Delaware State Police – State Bureau of Identification (SBI) and must be dated within sixty (60) days of your current application. The attached Fingerprint Verification Form must be filled out by the SBI Agent at the time your record is requested.

Applicants may obtain their Criminal History Record at either of the following locations:

- (1) Sussex County SBI Office  
Thurman Adams State Service Center  
546 South Eedford Street – Room 202, Georgetown Delaware 19947  
Monday – Thursday, 8:30 AM – 3:30 PM

Appointment Required – Applicant's should contact (302) 739-2528 to schedule an appointment. Results will not be made available on the same day at this location.

- (2) Kent County SBI Office  
Blue Hen Corporate Center  
655 South Bay Road – Suite 1B, Dover Delaware 19901  
Monday, 8:30 AM – 6:30 PM  
Tuesday – Friday, 8:30 AM – 3:30 PM

NO Appointment Required – Applicant's responding to the Kent County SBI office should make it known that the background check is for a Volunteer Fire Company which will enable you to receive the results on the same day.

#### 2. CERTIFIED DRIVING RECORD

Each applicant is required to obtain a Certified Driving Record from any state in which they have been licensed within the last three (3) years.

Delaware Driving Records can be obtained via the following means:

- (1) Georgetown DMV – Driver Improvement Office  
23737 DuPont Boulevard, Georgetown Delaware 19947

- (2) Indian River VFC  
The Company has the ability to obtain your Delaware Driving Record on your behalf at a cost of \$30 USC. Contact Secretary Tyler Wright @ [tylernwright@gmail.com](mailto:tylernwright@gmail.com) should you elect this option.





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### Delaware Volunteer Firefighter Background Check Application

Fire Company		
Fire Company Address		
Fire Company phone number		
Applicant's Name		
Street Address		
City	State	Zip
Phone		DOB
I, the undersigned, certify that I am applying for membership in the above named Volunteer Fire Company.		
Signature:		Date:

I, the Chairman of the Membership Committee or Recruiter for the above named Volunteer Fire Company certify that this above named applicant is applying for membership in our fire company. My signature is certified by the placement of the fire company seal in the space provided below.	
Name of Company Representative ( <i>printed</i> )	Patrick C. Miller, President
Company Representative's Signature:	Patrick C. Miller, President
	Date:

