

Leipsic Volunteer Fire Company, Inc.
318 MAIN STREET
LEIPSIC, DELAWARE 19901



ORGANIZED 1947

INSTRUCTIONAL LETTER

Thank you for your interest in joining the Leipsic Volunteer Fire Company, Inc. (LVFC). The purpose of this instructional letter is to acquaint you with the specific rules and guidelines you will be required to follow as a prospective member and/or firefighter.

Like any formal organization the LVFC is governed by specific bylaws developed by its membership. This letter and attachments will address specific details pertaining to Article VII, of the Company bylaws, of which in this case deals primarily with membership.

All applicants, with the exception of Associate Members, must understand that they should reside within the LVFC fire district. All applicants accepted will serve one (1) year as a probationary member.

During your year of probation, you will be under the direct supervision of the President and/or Fire Chief. You will be required to attend bingos, fire schools, parades and other Company functions as directed. You will be **required** to take Basic Firefighting Skills or Introduction to Emergency Services as offered by the Delaware State Fire School.

For your membership application to be complete, you must:

- _____ Provide all information requested in this application packet including signature
- _____ Provide a current Criminal Background Check from the State of Delaware
Bureau of Investigation

Procedure for obtaining criminal history report

1. Applicant must contact State Bureau of Investigation at 302-739-2528 to schedule an appointment of visit the S.B.I. Dover office next to DSP Headquarters.
2. Applicant must provide photo i.d. along with \$45.00 fee payable by cash or credit card (refundable by LVFC following submission of receipt of payment).
3. Applicant shall have the background check forwarded to the:

Investigating Committee
Leipsic Volunteer Fire Company
318 Main Street – Leipsic
Dover, DE 19901

- _____ Provide a current Driving Record Report from State of Delaware Division of
Motor Vehicles

Procedure for obtaining driving record

1. Driving records can be obtained at any Delaware Division of Motor Vehicle office.
2. All fees associated with this request will be refunded by LVFC following submission of receipt of payment).
3. Applicant shall have the background check forwarded to the:

Investigating Committee
Leipsic volunteer Fire Company
318 Main Street – Leipsic
Dover, DE 19901

- _____ Provide a signed and notarized Delaware Volunteer Firemen's Criminal
History Affidavit

The following will need to be provided upon acceptance of application:

- _____ Copy of a valid driver's license
- _____ Completed DVFA Application for Membership – Beneficiary Information
- _____ Identification Card Emergency Medical Information form



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AUTHORIZATION FOR RELEASE OF INFORMATION

(Print Clearly)

I, _____, the undersigned, hereby authorize the Leipsic Volunteer Fire Company, Inc. of Leipsic, Delaware, to thoroughly investigate my personal and public background which includes, but is not limited to, schools, places of employment, medical records, police and military records for purposes relating to my application for membership. I also understand that I must be willing to accept the bylaws pertaining to membership as contained in Article VII. I authorize release of any private or public records needed to determine the extent of my qualifications for membership. I understand that any information obtained by the Investigating Committee of the Fire Company will be kept in confidence and will be used only for the purpose of determining acceptance of membership.

Witness Signature

Applicant's Signature

Date

If applicant is under 18 years of age, the following shall be signed by the applicant's parents or legal guardian before submitting application to the Company.

Parent/Guardian Name

Relation

Parent/Guardian Signature

Administrative use only

Date received: _____ 1st reading: _____

Interview Date/Time: _____ 2nd reading: _____

Probation Period: _____ Status: _____

Leipsic Volunteer Fire Company, Inc.

318 MAIN STREET
LEIPSIC, DELAWARE 19901



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**AFFIRMATIVE ACTION
FOR APPLICATION FOR MEMBERSHIP
IN THE LEIPSIC VOLUNTEER FIRE COMPANY, INC.**

Qualified applicants are considered for membership in the Leipsic Volunteer Fire Company and all applicants are eligible without regard to race, religion, sex, nationality, marital status, veteran status or age unless age is a bona fide occupational qualification.

This data is for Affirmative action purposes under the Federal Guidelines. Federal Equal Opportunity Guidelines authorize asking candidates to voluntarily submit information on their ethnic background and sex. The information will be used only for auditing and in no way will affect your Application for membership in the Leipsic Volunteer Fire Company, Inc.

Please Print all Information Clearly

Personal Information

Applicant's Name: _____

Last

First

M.I.

Suffix

Address: _____

Street

City

State

Zip

Date of Birth: _____ Social Security #: _____

Phone #: _____ Cell phone #: _____

Email Address: _____

Sex: Male Female
Race/Nationality: White Black Hispanic
 Native American Asian Other

Driver's License: State: _____ Lic. #: _____ Endorsements: _____ EVO: _____

Emergency Contact Information

Name: _____ Relationship: _____

Address: _____ Work Phone: _____

City, State, Zip: _____ Home Phone: _____

Membership Interest:

___ Firefighter ___ EMS ___ Administrative ___ Other

Membership classification applying for:

___ Regular ___ Junior (age 14-17) ___ Honorary ___ Associate
(outside of the fire district)

EDUCATION

(List highest level completed)

Name of School: _____ Highest Grade Completed: _____

Graduate: ___ Yes ___ No What Year: _____ Diploma/Degree: _____

EMPLOYMENT

Current Employer's Name: _____

Address: _____
 Street City State Zip Code

Type of Business: _____

Date Employed: _____ Current Position: _____

Name of Supervisor: _____ Phone Number: _____

MILITARY SERVICE

Current Selective Service Classification: _____ Veteran: ___ Yes ___ No

Branch of Service: _____

Date of Active Service: From _____ To _____

Rank: _____ Date of Discharge: _____ Type of discharge: _____

FIRE SERVICE

(List additional on back)

Do you have prior firefighting experience: ___ Yes ___ No Years of Service: _____

Fire Company: _____ Phone #: _____

Address: _____
 Street City State Zip Code

Highest Position/Rank: _____ Years in Position: _____

Reason for Leaving: _____ Chief's Name: _____

Please provide the following: ___ Reference letter from the Chief of the department

___ Copies of all training certificates received

DELAWARE VOLUNTEER FIREMEN'S CRIMINAL HISTORY AFFIDAVIT

This affidavit **must** be completed by all applicants for membership in a Delaware volunteer fire department and attached to the application for membership. Applicants must complete one of the two statements below. An application is not considered complete and shall not be processed until the notarized affidavit is attached.

AFFIDAVIT

I have never been convicted of an offense that constitutes any of the crimes set forth in **16 Del. C. §6647** (attached hereto) 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 two (2) years, or both.

Applicant's Signature

Date

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

(County)
(State)

Before me personally appeared, _____, Applicant for membership into the Leipsic Volunteer Fire Company, Inc., of lawful age, to me known to be the identical person who signed this document of application and being by me first duly sworn, an oath state that all the foregoing statements are true and correct to the best of my knowledge and belief.

Signature of Notary Public

My Commission Expires: _____

Printed or Typed Notary Public's Name

(Seal)

TITLE 16

Health and Safety Safety

CHAPTER 66. FIRE PREVENTION

Subchapter IV. Volunteer Firefighters [Effective Sept. 15, 2007]

§ 6646. Definitions [Effective Sept. 15, 2007]

“Member” means a volunteer firefighter of a Delaware volunteer fire department, as certified by the Delaware State Fire Prevention Commission. (76 Del. Laws, c. 157, § 1.)

§ 6647. Membership requirements for volunteer firefighters [Effective Sept. 15, 2007]

- (a) An applicant for membership in a Delaware volunteer fire department who has been convicted of or had that applicant been charged as a juvenile, adjudicated delinquent of any of the following crimes is prohibited from serving as a firefighter in this State:
- (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 an 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 (a)(1) through (4) of this section;
- (b) Membership in a Delaware volunteer fire department must be denied if the applicant has been convicted or, if that applicant 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, 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 Substances 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 paragraphs (b)(2)a. through d. of this section.
 - (3) In extraordinary circumstances, membership may be granted under subsection (b) of this section only if the applicant establishes by clear and convincing evidence that his or her membership will not jeopardize public health or safety.
- (c) An applicant for membership in a Delaware volunteer fire department 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 court shall impose a fine of no less than \$1,000 which may not be suspended.

- (d) 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 following, if the following is true. If it is not true, the applicant must explain in writing what is not true and why it is not true.

“I have never been convicted of an offense that constitutes any of the crimes set forth in 16 Del. C. §6647 or any similar offense under 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.”

- (e) An applicant for membership in a Delaware volunteer fire department who is denied membership or whose membership was 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 volunteer fire department. 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 of Title 29. (76 Del. Laws, c. 157, § 1; 70 Del. Laws, c. 186, § 1.)