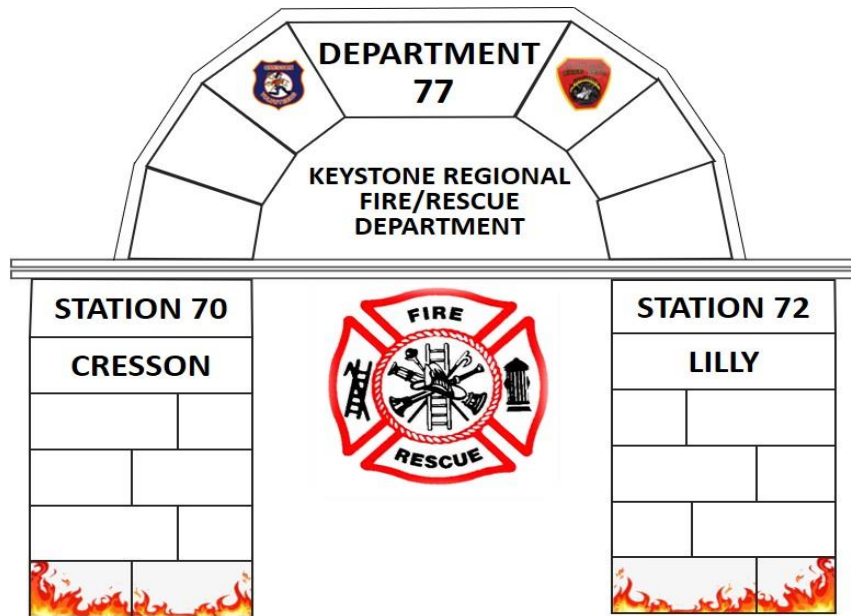


KEYSTONE REGIONAL FIRE RESCUE DEPARTMENT

ADMINISTRATIVE PROCEDURES



To assure the integrity of the Keystone Regional Fire Rescue Department (KRFRD) and its members, provide the highest quality of services to those being protected by the KRFRD, all employees (volunteers) of the organization shall be held to a standard that reflects the goals and mission of the organization and maintains the trust of the public who entrusts these members with the assets of the organization and with their safety, policies are in place to maintain the organization. These procedures do not override existing operational Standard Operational Guidelines (SOGs) /Standard Operational Procedures (SOPs), House Rules, Bylaws, Administrative Procedures or any laws or regulations having governance over the KRFRD.

The valued operation of any emergency service Department relies upon the public's confidence and trusts in the individual members of that Department to efficiently and effectively protect and serve the public. As such, any matter that dishonors the name of the Keystone Regional Fire Rescue Department or the Department's membership has the corresponding effect of reducing public confidence and trust in the Keystone Regional Fire Rescue Department while also serving to damage the professionalism and heritage of the fire service.

INITIATED	January 2016
Revised	February 2018
Revised	July 2018
Revised	October 2018
Revised	January 2019
Revised	January 2020
Revised	January 2022
Revised	August 2022
Revised	January 2023
Revised	January 2024

ADMINISTRATIVE PROCEDURES

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AMENDMENTS

January 1, 2016	Cresson Volunteer Fire Company Administrative Procedure initiated
February 2018	Add Procedure 12
July 1, 2018	Procedure 11 Prior Approval and Surveillance Review paragraph language
October 2018	Procedure 9 Paragraph 8; Add Procedure 13
January 1, 2019	Definitions; Procedure 10 Paragraph 17; Procedure 11 Paragraph 6 & Surveillance Review
January 1, 2020	Change document name and procedures from Cresson Volunteer Fire Company to Keystone Regional Fire Rescue Department; Add Procedure 14
August 1, 2022	Procedure 13 Update LLP ; Add Reasonable Accommodation ;
January 1, 2023	Procedure 1 Paragraph 7 ; Procedure 3 Paragraph 9 C ; Procedure 4 Paragraph 3H ; Procedure 8 Paragraph 1b, 5 ; Procedure 9 Paragraph 8 & 13 ; Procedure 10 Paragraph 10 ; Procedure 11 Paragraph 7
January 1, 2024	Procedure 4, Section 4 ; Procedure 5 Section 3 & 4 ; Procedure 6 Section 2 ; Procedure 7 Injury Paragraph 2, 3 & 6 : Procedure 8 Paragraph 1, 2 & 3 ; Procedure 10 Paragraph 4,12,16 &17 ; Procedure 11 Paragraph 6 & 7, Prior Approval and Surveillance Review sections ; Procedure 12 Paragraph 6 & Training Paragraph 1, 2 & 3 ; Procedure 13 Accommodation C1 & C4 ; Add Procedure 15

Procedure 1

CODE OF ETHICS

Officers and members of the Keystone Regional Fire Rescue Department (KRFRD) hold their elected and appointed positions to serve and benefit the public, and not for obtaining unwarranted personal or private gain in the exercise and performance of their official powers and duties. The Keystone Regional Fire Rescue Department recognizes that, in furtherance of this fundamental principle, there is a need for clearly defined and reasonable standards of ethical conduct. The standards by which all Officers and members of the Keystone Regional Fire Rescue Department shall follow are established in the CODE OF ETHICS.

1. Definitions.

Condom ---Any claim, amount or demand against or agreement with any entity, express or implied, and may include the designation of a depository of public or private funds.

Coverage Area ---an area designated by established boundaries and /or contractual agreements between municipal governments and the Keystone Regional Fire Rescue Department in which the Keystone Regional Fire Rescue Department is the primary fire and rescue provider.

Executive Officers---signifies President, Vice President (2), Trustees (4), Treasurer, Secretary, Financial Secretary, Department Chief, Department Deputy Chief (2) and Department Assistant Chief (2).

Family member ---signifies a spouse, significant other, minor children, and dependents.

Fire Department---signifies the Keystone Regional Fire Rescue Department (KRFRD).

Interest ---signifies a direct or indirect monetary, financial or other material benefit, but does not include any benefit arising from the provision or receipt of fire protection or other emergency services generally available to the residents or businesses of the Keystone Regional Fire Rescue Department coverage area. A person is deemed to have an interest in the contracts of any firm, partnership or corporation of which he or she is an owner, partner, director, officer, employee or stockholder. A KRFRD officer or member shall not be deemed to have an interest in a contract of employment between the coverage area of which he is an officer or employee and his spouse, significant other, minor child or dependent.

Member of the Fire Department or "Fire Department member" ---signifies a member of the Keystone Regional Fire Rescue Department.

Newspaper---Including but not limited to an official newspaper, for the publication of any notice or resolution or other proceeding where such publication is required or authorized by applicable law.

Official powers and duties of a Fire Department member ---signifies the individual's powers and duties under applicable laws, and the rules, regulations, policies and guidelines adopted by the Fire Department.

Officer ---signifies a person serving as an elected or appointed officer of the Fire Department to include but not limited to President, Vice President (2), Trustees (4), Treasurer, Secretary, Financial Secretary, Department Chief, Department Deputy Chief (2), Department Assistant Chief (2) appointed Line Officers, and any appointed committee persons.

Social Media--forms of electronic communication (such as websites for social networking and microblogging) through which users create online communities to share information, ideas, personal messages, pictures and other content (such as videos).

2. Applicability.

This CODE OF ETHICS applies to all officers and members of the Keystone Regional Fire Rescue Department.

3. Appearance of Impropriety.

- a) No Officer or member of the Fire Department shall create an appearance of impropriety by conveying any impression that he/ she will exercise or perform his/ her official powers and duties

on the basis of personal, family, private business or any consideration for any reason other than the welfare of the Fire Department

- b) No Officer or member shall cause detriment to the Fire Department by conducting and/ or acting as non-professional in or about premises of the property, acting as a delegate of organization or while conversing, participating or interacting with the general public or government entity on premise of the property or in a public setting.

4. Use of Position for Personal or Private Gain.

- a) No Officer or member of the Fire Department may use his/ her position to secure unwarranted or solicited personal or private gain for himself/herself, or for any other person, entity or any organization. Unwarranted personal or private gain does not include any payment, benefit or opportunity that is available to any of the following groups of people:
 - (1) All Executive Officer and/or appointed Officers of the Fire Department.
 - (2) All members of a Fire Department;
 - (3) All of the eligible citizens of the Fire Department
 - (4) The general public.
- b) No Officer or member of the Fire Department may use or permit the use any element of Fire Department for personal or private purposes.
- c) No Officer or member of the Fire Department shall cause the Fire Department to spend more than is deemed necessary for transportation, meals and/or lodging in connection with Fire Department official travel.
- d) This section does not prohibit an Officer member from:
 - (1) Responding to a fire, incident or other emergency
 - (2) Authorizing or receiving lawful compensation for services as an Officer or member of the Fire Department
 - (3) Authorizing or receiving lawful payment or reimbursement for actual and necessary expenses incurred by an Officer, or member in the performance of his/ her official duty
 - (4) Authorizing or receiving lawful benefits as a Fire Department member including, but not limited to, service awards, gifts of appreciation from the Fire Department or other entities sanctioned and approved by the Fire Department
 - (5) Using Fire Department personnel, vehicles, equipment, materials, supplies or property for any purpose pursuant to law or deemed emergency
 - (6) Performing a mandatory function that does not require the exercise of discretion.

5. Conflicts of Interest.

- a) No officer or employee of any entity within the Keystone Regional Fire Rescue Department protection area who has an interest in a contract shall appoint an officer or employee who shall have the power to negotiate, prepare, authorize or approve payment thereunder or audit bills or claims under such contract.
- b) To preclude the payment of lawful compensation and necessary expenses of any protection area officer or employee in one or more positions of public employment, the holding of which is not prohibited by law.

6. Confidential Information.

No Officer or member of the Fire Department, who acquires confidential information in the course of exercising or performing his/ her official powers or duties, may not disclose such information unless the disclosure is required in the course of exercising or performing his/ her official powers and duties.

7. Gifts, Awards, Moneys.

- a) No Officer or member of the Fire Department, may directly or indirectly solicit or accept any gift, that was intended as a reward for any official action on his/ her part.

b) Any funds earned through competitions of members paid for or authorized by the Fire Department or by use of Fire Department name shall be immediately be returned to Fire Department and not used for personal purposes or gains.

8. Enforcement.

Any Officer or member who violates this CODE OF ETHICS may be fined, suspended or removed from office, or membership in the Fire Department in the manner provided by law, procedure or procedure.

Procedure 2

DISCIPLINARY ACTION PROTOCOL

1. Any member of the Keystone Regional Fire Rescue Department (KRFRD) can be disciplined, suspended, removed from office, expelled, and/or have criminal or civil actions taken upon them for any of the following reasons:
 - a) For a violation of the provisions of the Bylaws or Administrative Procedures
 - b) For a violation of the Standard Operating Guidelines (SOGs).
 - c) For a violation of the House Rules.
 - d) For damage, destruction of, or theft of equipment or property, of either the KRFRD or the Cresson Volunteer Fire Company Relief Association or Lilly Community Fire Co. Relief Association.
 - e) For thefts or materials or services, or use of assets of the either the KRFRD or the Cresson Volunteer Fire Company Relief Association or Lilly Community Fire Co. Relief Association for personal gain.
 - f) For a breach of trust, including the release of confidential information.
 - g) For improper conduct (*behavior that a reasonable and sensible person would not do*) while on duty, at meetings, while on KRFRD property or any other capacity when representing the KRFRD on or off premises.
 - h) For insubordination to a superior officer acting within the scope of his/her duties as provided for by the By-Laws, Administrative Procedures, House Rules or SOGs.
 - i) For any action that is a purposeful misrepresentation of or defamation of the KRFRD or its members.
 - j) For any action that brings about harm to the KRFRD or its members.
 - k) For failure to return KRFRD or the Cresson Volunteer Fire Company Relief Association or Lilly Community Fire Co. Relief Association owned equipment upon the request for its return. Such requests may be made by decision of the appropriate officer(s) acting under the authority granted them, for failure to maintain an activity level deemed appropriate by the sector of the KRFRD that is affected, upon separation of membership, both permanent and temporary, or upon being expelled from membership in the KRFRD.
 - l) For any felony or misdemeanor charges being filed or conviction regardless of nature. (Notes: there are no exceptions for violations of or allegations covered by the Pa. Child Protective Services Law Chapter 63 which also contains mandatory reporting timelines;
 - m) Other federal and state regulations that require immediate actions and also dictate appeals processes.
 - n) Any criminal charges being filed against any member of a misdemeanor or felony grade offense may require interim action prior to conviction or adjudication based upon the charge or charges. (Note: Upon filing of preliminary charges the member shall notify the President or Vice President within 1 calendar day. Information is considered public and accessible through public information channels upon filing of charges)
 - o) For any violation of procurement/purchasing procedures or of any statutes related to procurement activities or the administration of or disbursement of any federal, state, or local grants or subsidies.
2. For any violation:

The President, senior Trustee, or the Department Chief, or in case of his/her absence, their next in line shall reserve the right to take immediate temporary action, such as the loss of privileges or suspension, for a period of time not to exceed (5) calendar days or until, an Executive Officer's meeting can be conducted or the next regular business meeting occurs, whichever may occur 1st. This suspension can then be extended for a period of time not to exceed (30) calendar days or until the next regular business meeting, or reduced as warranted by the situation. It shall be the responsibility of the aforementioned or their successor to assure the immediate conveyance of the

discipline to the accused, and to assure the outcomes of decisions of the membership or Grievance Committee.

3. All Executive Officers shall be notified of disciplinary actions taken or civil/criminal actions being taken against any member of the KRFRD as expediently as possible to accommodate the 5-day rule, as described above (Item 2), by the branch of the entity issuing the initial action.
4. In all instances other than counseling, the Executive Officers in charge of the issue shall make a written statement of fact showing what led to the action, and initial action imposed upon the member. This statement and the final outcomes shall be maintained in the employee's personnel file and shall not be expunged unless this is a final determination of the membership or Grievance Committee.
5. Corrective and/or Disciplinary Actions may include but are not limited to:
 - a) Counseling- this is not punitive but an educational action taken to assist or improve an individual's knowledge or awareness
 - b) Verbal warning
 - c) Written warning
 - d) Restitution – can be sought in any instance whereby the KRFRD has a monetary loss, or by one's actions or inactions.
 - e) Loss of all or some privileges
 - f) Suspension (Immediate suspension is mandated by multiple regulations and statutes governing the operation of the corporation and is thus non-appealable)
 - g) Expulsion (Expulsion, or termination of employment (volunteer status), is mandated by multiple regulations and statutes governing the operation of the corporation and are thus non-appealable)
 - h) Criminal or Civil action
 - i) Any combination of the previous actions, as described in 5a thru 5h above. The usage can also be of the sliding or reduction scale. I.e., as certain milestones or improvements are made, or missed, the discipline can be scaled back or advanced accordingly.
 - j) The President or the person acting in his/her absence may fine a member not to exceed \$25 for disorderly conduct at meetings. Any appeal may only be made at the same meeting and voted upon by the membership at the same meeting. No other recourse is available as outlined in the Constitution or Bylaws.
6. It must be fully understood that some items are only relative for persons over the age of 18. For persons that are minors; criminal records are not public information and cannot be fully disclosed to all persons. Additionally, there are no criminal background or child abuse records available for anyone prior to their 18th birthday.
7. All Executive Officers shall be notified as soon as possible of disciplinary actions taken or criminal actions being taken against any member of the KRFRD.

Reference

6344. c Grounds for denying employment or participation in program, activity or service —

(1) In no case shall an administrator hire or approve an applicant where the Department has verified that the applicant is named in the statewide database as the perpetrator of a founded report committed within the five-year period immediately preceding verification pursuant to this section.

(2) In no case shall an administrator hire an applicant if the applicant's criminal history record information indicates the applicant has been convicted of one or more of the following offenses under Title 18 (relating to crimes and offenses) or an equivalent crime under Federal law or the law of another state:

Chapter 25 (relating to criminal homicide).

Section 2702 (relating to aggravated assault).

Section 2709.1 (relating to stalking).

Section 2901 (relating to kidnapping).
Section 2902 (relating to unlawful restraint).
Section 3121 (relating to rape).
Section 3122.1 (relating to statutory sexual assault).
Section 3123 (relating to involuntary deviate sexual intercourse).
Section 3124.1 (relating to sexual assault).
Section 3125 (relating to aggravated indecent assault).
Section 3126 (relating to indecent assault).
Section 3127 (relating to indecent exposure).
Section 4302 (relating to incest).
Section 4303 (relating to concealing death of child).
Section 4304 (relating to endangering welfare of children).
Section 4305 (relating to dealing in infant children).
A felony offense under section 5902(b) (relating to prostitution and related offenses).
Section 5903 or (d) (relating to obscene and other sexual materials and performances).
Section 6301 (relating to corruption of minors).
Section 6312 (relating to sexual abuse of children).

The attempt, solicitation or conspiracy to commit any of the offenses set forth in this paragraph.

(3) In no case shall an employer, administrator, supervisor or other person responsible for employment decisions hire or approve an applicant if the applicant's criminal history record information indicates the applicant has been convicted of a felony offense under the act of April 14, 1972 (P.L.233, No.64), known as The Controlled Substance, Drug, Device and Cosmetic Act, committed within the five-year period immediately preceding verification under this section.

(4) Dismissal —If the information obtained pursuant to subsection (b) reveals that the applicant is disqualified from employment or approval pursuant to subsection (c), the applicant shall be immediately dismissed from employment or approval.

Procedure 3
PAYMENT OF FEES AND INSURING OF MEMBERS RELATED TO
TRAINING AND/OR EDUCATION

1. Members of the Keystone Regional Fire Rescue Department (KRFRD) are encouraged to attend training activities and educational opportunities to enhance both the KRFRD and themselves. It must be remembered that accommodation is by request of the member and the member is required to complete and fully meet all required outcomes without exception. All courses have a limited amount of leeway; it is therefore the member's responsibility to monitor his/her attendance accordingly to allow for unforeseen emergencies. To this end the following procedure is in place;
 - a) For fire related training and educational functions, the member must secure advanced permission from a Department Chief Officer
 - b) For Administrative related training and educational functions, the member must secure advanced permission from the President or a Vice President.
2. It is the applying member's responsibility for making all necessary arrangements, both personal and KRFRD related, for his/her attendance at any approved function for which they have applied.
3. The member is responsible for assuring all pre-requisite actions needed to accommodate his/her request is satisfied. This includes but is not limited to; transportation, registration fees, assuring they meet any pre-requisite requirements and providing the same to the agency hosting the event, meals, lodging, approved usage of organizational equipment, etc.
4. For any approved session, the member is fully responsible for completing the task. Completion is determined by attaining a certification, registration, or any other item that proves a course completion and providing the same to the KRFRD;
 - a) For any training whereby, certification/licensure is the course outcome, passing and providing proof of the same is required; i.e., pro-board certification, certificate of completion, etc. Under no circumstance can a certificate of attendance substitute for passing the final certification/registration/licensure process. For example; a certificate of attendance at a basic firefighting class cannot be substituted for passing the exams.
 - b) For classes where an optional certification is available, failure to pass the examination, does not indicate a failure to complete the requirements, unless there were secondary fees related to this action. However, all members are urged to attain certification.
5. For any approved training or educational function, the member shall be covered by all insurance coverages in effect through the KRFRD.
6. For any non-approved training or educational function, there shall be non-coverage by the insurances of the KRFRD and organizational equipment cannot be used.
7. For any non-training/educational functions that require outlay of costs, the determination of and approval of said attendance and approval of costs will be by a majority of the Executive Officers or membership as a whole.
8. For any non-completion as outlined above, the member is fully responsible for all expenses and costs borne by the KRFRD or Cresson Volunteer Fire Company Relief Association or Lilly Community Fire Co. Relief Association to accommodate the member's request. Failure to fully reimburse the KRFRD or Cresson Volunteer Fire Company Relief Association or Lilly Community Fire Co. Relief Association in a timely manner is subject to disciplinary action and potential civil/criminal action as outlined in the Disciplinary Action Procedure. The only exceptions are; for tasks where costs are being totally paid for by a 3rd party, whereby the member is responsible to that entity, or an unforeseen emergency for the person or their immediate family. This latter will require approval by the appropriate Executive Officers.

9. Associated costs

- a) Cost for meals and lodging will be paid for by the KRFRD or Cresson Volunteer Fire Company Relief Association or Lilly Community Fire Co. Relief Association if not included in the cost of the training.
- b) Mileage will be paid to and from training if it exceeds 50 miles in one direction with prior approval at the Federal set rate in place at that time. Carpooling or use of a KRFRD vehicle is encouraged.
- c) Lodging cost will be customary and ordinary not to exceed \$100.00 per night. Requests for variation of this section must be pre-approved by the KRFRD Executive Officers.

Procedure 4

EMPLOYEES AND INDEPENDENT CONTRACTORS

The Keystone Regional Fire Rescue Department (KRFRD), operating as a business entity, must in the conduct of its business operation, provide stipends for certain positions, and use independent contractors in various capacities. The organization will comply with all Federal and State regulations covering the actions of the KRFRD. Under no circumstance will these services be provided by anyone under the age of 14.

1. The Keystone Regional Fire Rescue Department has dictated within its operational processes the need for positions that will be provided stipends for their services rendered in those positions. These persons must be a minimum of 18 years of age
 - a) No positions are currently authorized to receive payment for services within the organization. These positions will receive stipends as dictated and approved by the KRFRD.
 - b) These positions are eligible for Worker's Compensation coverage and supplemental insurance coverages as provided by the organization while directly performing their services
 - c) These positions are not entitled to unemployment compensation; upon being removed from office through annual elections, by resignation or incapacitation of the office holder, or by the membership for failure to complete their assigned duties.
 - d) These employees will be issued an Internal Revenue Service W-2/1099 form as appropriate.
2. The Keystone Regional Fire Rescue Department has dictated within its operational processes the need for positions that provide services to the organization directly or indirectly, for which payments for services are rendered. These positions serve as independent contractors, regardless of whether they are performed by members or non-members. These persons must be a minimum of 18 years of age
 - a) Positions currently authorized to receive payment for services as independent contractors include, but are not limited to; janitorial services
 - b) These positions will receive stipends as dictated and approved by the KRFRD.
 - c) These positions are not eligible for Worker's Compensation coverage or supplemental insurance coverages while directly performing their services, and are solely responsible for their own insurance coverage.
 - d) These positions are not entitled to unemployment compensation upon being removed from their contracted service for failure to complete their assigned duties or by their notice to terminate services.
 - e) These contractors will be issued an Internal Revenue Service (IRS) 1099 form as appropriate
 - f) These contractors will be provided this portion of the procedure and will acknowledge the same in writing.
3. The Keystone Regional Fire Rescue Department has dictated within its operational processes the need for positions that provide services through the organization, to external parties. Payment for these services are by the third party directly to those performing the services These positions serve as independent contractors to the third party, but are required to meet certain criteria as established by the KRFRD in order to protect the KRFRD. These persons must be a minimum of 18 years of age, or 21 dependent upon the duty. An example of a position of this nature would be bartender for external events or independent catering/cooking services contracted by the third party
 - a) Positions currently authorized to receive payment for services with limited insurance liability coverage as independent contractors include, but are not limited to; bartender
 - b) These positions will receive stipends as paid by the rental party
 - c) These positions are not eligible for Worker's Compensation coverage or supplemental insurance coverages while directly performing their services
 - d) These positions are not entitled to unemployment compensation upon being removed from providing services

- e) These positions are not paid by the KRFRD and are therefore required to supply their own information to appropriate taxing entities.
 - f) These contractors will be provided this portion of the procedure and will acknowledge the same in writing.
 - g) For staff serving as bartenders for rental events, the persons must be a member of the KRFRD and have received certification through the TIPS (Training for Intervention Procedures) program. These two requirements are in place to protect the KRFRD. These persons contract as an independent contractor with the rental party and are paid through the rental party. While no insurance is provided to these persons, the organization's private insurance provider will serve as an insurer only for the KRFRD.
 - h) For cooking/catering staff, the group or entity must be approved for usage by the Trustees and Rental Committee.
4. For activities where members receive compensation, other than the positions approved within the Bylaws, no classification of member may receive both monetary compensation and credit towards active membership requirements. I.e., being paid to work or clean-up from a fundraiser, and receive credit for working said fundraiser.
5. While the KRFRD will make every effort to issue either an IRS W-2 or a 1099 form in compliance with IRS rules, the ultimate responsibility for claiming earnings befalls the recipient of such earnings.
6. Junior Members and Minors may receive compensation for working events as permitted by the membership.
- a) Any minor must have attained the age of 14 as required of junior members, and have parental or guardian approval.
 - b) Appropriate Employment Certificate (working papers) must be secured for routine events, i.e. weekly bingo
 - c) All minors will be supervised by an adult member of the KRFRD. The supervising member must have all appropriate Criminal Background Checks and Child Abuse Clearances in place. Other adults may provide oversight but a properly accredited member shall be in-charge and provide all supervision.
 - d) There are occasions where minors may do short term singular services or non-regular functions and receive compensation, where parental or guardian approval is only required. Examples may be carnival clean-up or staffing the ride ticket booths during carnival week.
 - e) The organization's ancillary insurance will provide coverage for minors working in approved functions for the organization
7. No person having attained the age of 18, shall continue in a position usually reserved for junior members or Minors. Examples may be carnival clean-up or Bingo runners which are reserved for persons under the age of 18.
8. No member regardless of age may participate in any Fire Department function if they are receiving Workers Compensation payments or any type of injury/illness payment. If anyone is under the personal care of a medical professional for other than a work injury, they will be required to document their limitations and will be held to working within those limitations.

Cresson Fire Station
223 Ashcroft Avenue
Cresson, PA 16630
(814) 886-4485

KEYSTONE REGIONAL FIRE RESCUE DEPARTMENT

MAIN OFFICE

P.O. BOX 12 223 ASHCROFT AVENUE
CRESSON, PENNSYLVANIA 16630
Office Phone: (814) 886-4485

Lilly Fire Station
505 Main Street
Lilly, PA 15938
(814) 886-2259

**As a contractor for the Keystone Regional Fire Rescue Department,
the following is an excerpt from the Administrative Procedures;
Procedure #4; Employees and Independent Contractors; Section 2 and 3.**

The Keystone Regional Fire Rescue Department has dictated within its operational processes the need for positions that provide services to the organization directly or indirectly, for which payments for services are rendered. These positions serve as independent contractors, regardless of whether they are performed by members or non-members. These persons must be a minimum of 18 years of age.

- a) Positions currently authorized to receive payment for services as independent contractors include, but are not limited to; janitorial services
- b) These positions will receive stipends as dictated and approved by the KRFRD.
- c) These positions are not eligible for Worker's Compensation coverage or supplemental insurance coverages while directly performing their services, and are solely responsible for their own insurance coverage.
- d) These positions are not entitled to unemployment compensation upon being removed from their contracted service for failure to complete their assigned duties or by their notice to terminate services.
- e) These contractors will be issued an Internal Revenue Service (IRS) 1099 form as appropriate
- f) These contractors will be provided this portion of the procedure and will acknowledge the same in writing.

The Keystone Regional Fire Rescue Department has dictated within its operational processes the need for positions that provide services through the organization, to external parties. Payment for these services are by the third party directly to those performing the services. These positions serve as independent contractors to the third party, but are required to meet certain criteria as established by the KRFRD in order to protect the KRFRD. These persons must be a minimum of 18 years of age, or 21 dependent upon the duty. An example of a position of this nature would be bartender for external events or independent catering/cooking services contracted by the third party

- a) Positions currently authorized to receive payment for services with limited insurance liability coverage as independent contractors include, but are not limited to; bartender
- b) These positions will receive stipends as paid by the rental party
- c) These positions are not eligible for Worker's Compensation coverage or supplemental insurance coverages while directly performing their services
- d) These positions are not entitled to unemployment compensation upon being removed from providing services
- e) These positions are not paid by the KRFRD and are therefore required to supply their own information to appropriate taxing entities.
- f) These contractors will be provided this portion of the procedure and will acknowledge the same in writing.
- g) For staff serving as bartenders for rental events, the persons must be a member of the KRFRD and have received certification through the TIPS (Training for Intervention Procedures) program. These two requirements are in place to protect the KRFRD. These persons contract as an independent contractor with the rental party and are paid through the rental party. While no insurance is provided to these persons, the organization's private insurance provider will serve as an insurer only for the KRFRD.
- h) For cooking/catering staff, the group or entity must be approved for usage by the Trustees and Rental Committee.

**With my signature and as a described contractor, I hereby agree with and received a copy of
the Administrative Procedures; Procedure 4; Section 2 and 3.**

Printed Name

Signature

Date

Loyal to Our Duty by protecting and preserving the lives and property of all citizens and the traveling public

Procedure 5

SUPPORTING OUR MEMBERSHIP

The following are the guidelines of when and how the Keystone Regional Fire Rescue Department (KRFRD) participates in memorial services. There are three classifications of memorial services the fire Department will participate:

1. The deceased being a member of Firefighter, Active or Life member's immediate family. Immediate family defined as parents and children. The KRFRD will provide a flower bouquet or planter for the wake or residence and/or a platter sent to their home. The President shall determine the feasibility of membership will go as a group to the wake service, in semi-formal attire, to bid final respects to the member and their family. If available the banquet hall/pavilion will be made available at no charge to the family. If the deceased is a sibling of a member, a sympathy card is mailed to the member. Additional expressions of sympathy, as relevant, shall be determined by the President.
2. The deceased being a Firefighter, Active or Life member, flowers or planter will be sent to the wake or residence and/or a platter sent to their home. The members of the KRFRD will pay final tribute in uniform (Procedure 15). The member will meet at the fire station and proceed to the wake service where a brief ceremony will take place. Prayers will be recited and final tribute will be a hand salute. Also, a fire department flag will be placed in or on the casket. The President or other designee on behalf of the KRFRD will offer the condolence of the KRFRD and anything that is needed. In addition, the day of the funeral with the family permission, apparatus from the KRFRD will lead or follow the procession from the beginning of services until internment. If available the banquet hall/pavilion will be made available at no charge to the family.
3. The deceased being a member of Active NV member's immediate family. Immediate family defined as parents and children. The President shall determine the feasibility of providing a flower bouquet or planter for the wake or residence and/or a platter sent to the member's home. The President shall determine the feasibility of the membership going as a group to the wake service, in semi-formal attire, to bid final respects to the member and their family. The President shall determine the feasibility of providing the banquet hall/pavilion, if available, at no charge to the family. If the deceased is a sibling of a member, a sympathy card is mailed to the member. Additional expressions of sympathy, as relevant, shall be determined by the President.
4. A Line of Duty death of a member will constitute, with the immediate families' permission, a final farewell for the line of duty.
 - a) The KRFRD will provide an Honor Guard at the casket during the viewing in 15 minutes increments. All Honor Guards be in Class A or Non-Class A Uniforms with white gloves.
 - b) Food platters will be provided to the family at their residence and the meal the day of the funeral will be provided by the KRFRD
 - c) In conjunction with the Pennsylvania Office of State Fire Commissioner, other arrangement will be made by the KRFRD
 - d) With the approval of the family, the casket will be transported to the church and /or cemetery on an apparatus of the KRFRD
 - e) Arrangements will be made to have a memorial arch with 2 aerals, one being the unit from the KRFRD and the second will be a mutual aid unit.
 - f) The banquet hall/pavilion will be provided if not otherwise being utilized and if arrangements can be made available.
 - g) Other amenities shall be provided as deemed appropriate

Procedure 6

PROVIDING MONETARY SUPPORTS

The following are the guidelines of when and how the Keystone Regional Fire Rescue Department (KRFRD) participates in activities in direct support of members;

1. The KRFRD will not expend any monies directly for any member that is not directly related to the KRFRD mission, or outlined as in sections 1 thru 3 above.
2. In the case of unfortunate incidents that directly involve a Firefighter, Active, Active NV or Life member or their immediate family, the organization may offer any or all of the following services on a one-time basis for the potential recipient;
 - a. The loan of the premises to support a personal fundraising activity
 - b. If possible, use of the KRFRD accounts with vendors to secure reduced rates or costs
 - c. Advancement of funds to organize the specific event, with all advancement monies being repaid to the KRFRD immediately upon completion of the event
 - d. A committee will be appointed to coordinate the activity and submit a written financial report upon completion of the event
 - e. If the KRFRD is listed as a sponsor of the event all monies will be deposited in the KRFRD accounts and dispersed through KRFRD accounts
3. For any non-direct member or their immediate family, the appropriate rates will be set by the Rental Committee in accordance with current procedures.
4. In all cases where the procedure will be put into place, the request must be presented to the membership at a regularly scheduled business meeting for approval/disapproval by the members in attendance.

Procedure 7

ACCIDENT AND INJURY INVESTIGATION

The Keystone Regional Fire Rescue Department (KRFRD) purpose of this guideline is to provide a process for investigating accidents and/or injuries to determine causal agents and factors to assist in preventing similar incidents and to provide legal entities with the needed information to comply with applicable rules and regulations. All accidents, vehicular or personal, or property damage claims shall be fully under the control of the Trustees who will be ultimately responsible for the; investigation, any and all claims from such incidents, and reporting to applicable insurances or Worker's Compensation entities. The Trustees will keep the Executive Officers and the membership a status of any claims on regular intervals or as requested.

1. All personal injuries, and incidents involving apparatus and Personally Operated Vehicles (POV) accidents (POV's while on KRFRD business), require immediate reporting.
2. The highest-ranking officer available in consultation with the Trustees will determine the level of investigation needed. This decision is somewhat subjective but must error toward the conservative of a full investigation process. A condensed investigation is considered an exception to the rule. The ultimate decision lies with the Trustees. (Note: in some situations, details are required to be confidential such as incidents under investigation or to maintain compliance with HIPPA regulations)
3. All accident documentation must be filed and maintained. Any available pictures of the accident must be provided to the appropriate delegated person (vehicle incident or fire fighter injury to a Department Chief Officer and other incidents or injuries during other events to the President – ultimately to the Trustees)
4. Guidelines that will be considered in the decision about the depth of an investigation will include; if a vehicle accident is legally reportable under PA state law, extent of property or personal damages, the member-driver receives a traffic citation, extent of injury, extenuating circumstances, any other accident at the discretion of the highest-ranking officer present.
5. An investigation will begin as expeditiously as possible after the incident and will be concluded in a timely manner. The investigation report will detail the root causes of the accident, a corrective action plan that will help prevent similar occurrences in the future, and recommendations for disciplinary action if necessary.

Investigation Procedure:

The highest-ranking Officer under whose area of responsibility for the incident will conduct an investigation and review the outcome with the Trustees who will then share the results with the Executive Officers upon completion, and with the membership at the next regularly scheduled business meeting.

Procedures:

Vehicular Accidents:

1. The driver of the vehicle must provide a verbal report to the highest-ranking officer available as soon as feasible.
2. If the incident occurs during a response, consideration must be given to completing the response, but it is not a requirement. Normal information exchange must occur between KRFRD personnel and the affected public. If available, the local law enforcement agency having jurisdiction shall be notified.
3. Immediately after the incident, the driver of the KRFRD may be suspended from driving KRFRD apparatus and the use of KRFRD emergency equipment until such time as a decision is made by the Department Chief Officers in consultation with Executive Officers. This may be waived at the discretion of the officer in charge after being appraised of the preliminary incident details.

4. The driver of the vehicle involved and all witnesses in the incident must provide written testimony immediately after the incident and submit it to the highest-ranking officer available.
5. The driver must fully cooperate with law enforcement agencies and any insurance entities representing the KRFRD and submit to any requests for post incident testing.

Injury Incidents:

1. The immediate priority after an injury incident will be the appropriate treatment of the injured person(s).
2. All fire/rescue incident injuries must be reported the Incident Commander and/or highest ranking KRFRD Officer present as soon as possible.
3. Non fire/rescue incident injuries while on KRFRD business or on KRFRD premises are to be reported to the highest-ranking Officer available.
4. The injured persons and any witnesses must provide written testimony, immediately after the event, to the Trustees and any entities representing the KRFRD by completing the applicable forms in the Workmen's Compensation Packet located in the radio room of each station.
5. All incidents resulting in an injury or possible injury must be reported to the Trustees.
6. The Executive Officers may at their discretion discipline any member for actions of negligence that may have contributed to any accident.

Procedure 8

COMPLIANCE WITH THE PA. CHILD PROTECTIVE SERVICES LAW CHAPTER 63

The Keystone Regional Fire Rescue Department (KRFRD) will fully comply with all aspects of Pennsylvania's Child Protective Services Law Chapter 63. Compliance is met by conducting background checks of all new members, and existing members and assuring that any possible allegation of potential child abuse be immediately reported under the procedures set for in the regulation. Criminal clearances are required before any potential volunteer may become a member.

1. For any new volunteer, they are banned from becoming a member or volunteering their services with the organization until such time they have passed, received and provided to the KRFRD both a criminal Background Check and Child Abuse clearance.
 - a) For persons who have resided in Pennsylvania for more than 10 years, Criminal Background Checks and a Child Abuse Clearances are free of charge when submitted as a volunteer.
 - b) For persons who have resided in Pennsylvania for less than 10 years, a Federal Bureau of Investigation (FBI) clearance is required. There are fees associated with this service that cannot be waived.

For non-member volunteers and contributory status members holding membership prior to implementation of the regulations and utilized in such events as carnival, bingo, etc., a regular member with appropriate clearances is in charge and will provide all supervision of minors, other adult volunteers are not permitted by Pa. Statute of providing supervision. All new members after the implementation of the regulation, regardless of classification, will have the appropriate clearances.

2. Clearances are good for 5 years from issuance and can be renewed at 57 months from the date of issuance. Any member failing to have a clearance on file with the organization is banned from participating in any Department activity until such time clearances are received by the organization.
3. All junior members electing to move into regular membership must provide the appropriate clearances to the organization within 30 days of attaining the age of 18, and prior to being moved into regular membership.
4. Original "Volunteer" clearances, issued less than 57 months prior to application submission shall be presented in person to an Executive Officer for reproduction. The copies will be maintained in a confidential employee file. A copy of the original clearance(s) can also be accepted.
5. Copies of all clearances shall be maintained by the KRFRD, are confidential and may not be released to other individuals.
6. For any junior member applicant, the individual and the individual's a parent or legal guardian will swear or affirm in writing; the length of residency by the minor within the Commonwealth of Pa., and that the individual is not disqualified from service under subsection I listed below, or has not been convicted of an offense similar in nature to those crimes listed in subsection I 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.

ELECTRONIC SUBMISSIONS

Child Abuse History Clearance Online: <https://www.compass.state.pa.us/CWIS>

PENNSYLVANIA STATE POLICE CRIMINAL RECORD CHECK INSTRUCTIONS

Applicants can go to the Pennsylvania Access To Criminal History website and apply for their criminal record check online with the Pennsylvania State Police at: <https://epatch.state.pa.us/Home.jsp>

FEDERAL BUREAU OF INVESTIGATION (FBI) CRIMINAL BACKGROUND CHECK INSTRUCTIONS

The Pennsylvania Department of Human Services is utilizing Cogent Systems to process fingerprint-based FBI criminal background checks. The fingerprint-based background check is a multiple step process. For more information and to begin the registration process, go to www.pa.cogentid.com//index_dpw.htm. For question about your FBI Clearance, please contact the FBI/Adam Walsh Unit at 717-783-6211 or 1-877-371-5422. Costs are associated with this service.

Fingerprinting services are locally available at the; Altoona Public Library and University of Pittsburgh at Johnstown—Biddle Hall, Room 155

A. Grounds for denying employment or participation in program, activity or service. —

- (1) In no case shall an administrator hire or approve an applicant where the Department has verified that the applicant is named in the statewide database as the perpetrator of a founded report committed within the five-year period immediately preceding verification pursuant to this section.
- (2) In no case shall an administrator hire an applicant if the applicant's criminal history record information indicates the applicant has been convicted of one or more of the following offenses under Title 18 (relating to crimes and offenses) or an equivalent crime under Federal law or the law of another state:

Chapter 25 (relating to criminal homicide).

Section 2702 (relating to aggravated assault).

Section 2709.1 (relating to stalking).

Section 2901 (relating to kidnapping).

Section 2902 (relating to unlawful restraint).

Section 3121 (relating to rape).

Section 3122.1 (relating to statutory sexual assault).

Section 3123 (relating to involuntary deviate sexual intercourse).

Section 3124.1 (relating to sexual assault).

Section 3125 (relating to aggravated indecent assault).

Section 3126 (relating to indecent assault).

Section 3127 (relating to indecent exposure).

Section 4302 (relating to incest).

Section 4303 (relating to concealing death of child).

Section 4304 (relating to endangering welfare of children).

Section 4305 (relating to dealing in infant children).

A felony offense under section 5902(b) (relating to prostitution and related offenses).

Section 5903I or (d) (relating to obscene and other sexual materials and performances).

Section 6301 (relating to corruption of minors).

Section 6312 (relating to sexual abuse of children).

The attempt, solicitation or conspiracy to commit any of the offenses set forth in this paragraph.

- (3) In no case shall an employer, administrator, supervisor or other person responsible for employment decisions hire or approve an applicant if the applicant's criminal history record information indicates the applicant has been convicted of a felony offense under the act of April 14, 1972 (P.L.233, No.64), known as The Controlled Substance, Drug, Device and Cosmetic Act, committed within the five-year period immediately preceding verification under this section.

B. Dismissal. —If the information obtained pursuant to subsection (b) reveals that the applicant is disqualified from employment or approval pursuant to subsection (c), the applicant shall be immediately dismissed from employment or approval.

Written notice of new arrest, conviction or substantiated child abuse. —

- (1) If an employee or volunteer subject to section 6344 (relating to employees having contact with children; adoptive and foster parents) or 6344.2 (relating to volunteers having contact with children) is arrested for or convicted of an offense that would constitute grounds for denying employment or participation in a program, activity or service under this chapter, or is named as a perpetrator in a founded or indicated report, the employee or volunteer shall provide the administrator or designee with written notice not later than 72 hours after the arrest, conviction or notification that the person has been listed as a perpetrator in the Statewide database.
- (2) If the person responsible for employment decisions or the administrator of a program, activity or service has a reasonable belief that an employee or volunteer was arrested or convicted for an offense that would constitute grounds for denying employment or participation in a program, activity or service under this chapter, or was named as a perpetrator in a founded or indicated report, or the employee or volunteer has provided notice as required under this section, the person responsible for employment decisions or administrator of a program, activity or service shall immediately require the employee or volunteer to submit current information as required under subsection 6344(b). The cost of the information set forth in subsection 6344(b) shall be borne by the employing entity or program, activity or service.

Effect of noncompliance. —An employee or volunteer who willfully fails to disclose information required by subsection (g)(1) commits a misdemeanor of the third degree and shall be subject to discipline up to and including termination or denial of employment or volunteer position.

- a) Except as provided in subparagraph (v), a person identified in section 6344 (relating to employees having contact with children; adoptive and foster parents) shall be required to obtain the certifications required by this chapter every 60 month.

(a.2) Minors.—An individual between 14 and 17 years of age who applies for or holds a paid position as an employee who is a person responsible for the child's welfare or a person with direct contact with children through a program, activity or service prior to the commencement of employment or under section 6344.4 (relating to recertification) shall be required to submit only the information under subsection (b)(1) and (2) to an employer, administrator, supervisor or other person responsible for employment decisions, if the following apply:

- (b)(1) The individual has been a resident of this Commonwealth during the entirety of the previous 10-year period or, if not a resident of this Commonwealth during the entirety of the previous 10-year period, has received certification under subsection (b)(3) at any time since establishing residency in this Commonwealth and provides a copy of the certification to the employer.
- (b)(2) The individual and the individual's parent or legal guardian swear or affirm in writing that the individual is not disqualified from service under subsection (c) or has not been convicted of an offense similar in nature to those crimes listed in subsection (c) 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.

Procedure 9

PROCUREMENT PROCEDURES

The Keystone Regional Fire Rescue Department (KRFRD) provides written standards of conduct covering conflicts of interest governing the actions of its employees engaged in the selection, award and administration of contracts. The Keystone Regional Fire Rescue Department has outlined within its by-laws, at what expenditure limits; bidding and/or vendor competition must occur. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. This procurement policy shall be reviewed/provided to all vendors when proposed contracts are to be procured.

1. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal or State award if he or she has a real or apparent conflict of interest or a conflict may be in the process of occurring. This shall include but not be limited to; participating as a committee member in the development of specifications, reviewing specifications prior to bidding, interviewing prospective vendors, participating in the awarding of said contract, providing privileged information to any proposed vendor, or acting in any other manner that may appear to be improper.
2. A conflict of interest would arise when the employee or any immediate family member has a relationship with a proposed vendor. A relationship may exist if such person(s) or vendor(s) may benefit positively or negatively from any business conducted between the KRFRD and any proposed vendors.
 - a. A relationship is defined by; the employment of an employee or immediate family member; where the employee or immediate family member is seeking employment with the proposed vendor or any proposed vendors at the time procurement actions are undertaken. It shall also include any legal actions between the employee or immediate family and the proposed vendor or vendor's subsidiaries. These previous definitions shall be in effect from the time the procurement action begins and for 12 calendar months after such interest has ceased to exist. Additionally, a relationship may be evidenced by any legal actions or existing contractual arrangements between the employee and any potential vendor.
 - b. The immediate family of a member includes a person's parents, spouses, siblings, children and first cousins and others connected by birth, adoption, marriage, civil partnership, or cohabitation, such as grandparents, grandchildren, siblings-in-law, half-siblings, adopted children and step-parents/step-children, and cohabiting partners. Other persons may qualify as an immediate family member dependent upon the circumstance. (I.e., persons who may have a former legal relationship with the employee or members with a legal standing such as a Power of Attorney" for other persons)
3. The officers, employees, and agents of the KRFRD may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or vendors or any related subsidiaries. The only exceptions shall be items routinely provided at vendor affairs to any other persons or as part of routine gifting and must be of nominal value. Also excluded are donations to the KRFRD as part of normal fundraising activities or sponsorships.
4. The KRFRD will make every attempt to avoid acquisition of unnecessary or duplicative items. As operations and procurement opportunities arise the KRFRD will give consideration to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. The usage of Federal, State, and local governmental contracting, surplus equipment listings, and combined purchasing with other service providers will also be explored when appropriate opportunities exist.

5. The KRFRD will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public procedure, record of past performance, financial stability of the vendor, financial and technical resources, ability to provide timely follow-up services, duration of the proposed vendor as a business entity and/or its length of relationships with providers of such goods and/or services, and emergency response actions for repair and replacement services.
6. For violations of this procedure, appropriate disciplinary action and or legal action, civil and/or criminal will be undertaken by the KRFRD against any member of vendor. The KRFRD will also fully cooperate with any legal entity investigating or auditing any procurement activities.
7. Items not considered normal business will require the decision and passage by the majority of *Firefighters* and/or *Active Members* (12 minimum) present and voting at two business meetings. Items not considered normal business are: (1) The decision to purchase new fire apparatus, (2) A proposed expenditure of \$1,500 or more (not including emergency repairs- Reference: KRFRD Bylaws Article 17).
8. Any use of monies at expenditure limits as outlined in the KRFRD By-laws will require the solicitation form at least two (2) vendors and submission of sealed bids by the vendors. While every attempt will be made to award the contract to the successful low bidder, the KRFRD does reserve the right to weigh other factors into the bid awards which may include but not be limited to; ability to honor warranties and service contracts, ability to respond to equipment malfunctions in a timely manner, past performance records, ability to meet timelines established by the KRFRD and/or the grant provider, and other merit-based factors.
9. All bids will be submitted in a sealed envelope and opened by the committee seeking the bids by the designated time and date for receiving bids. All bids will be logged and reviewed for accuracy and in meeting the designed specifications. All vendors will be notified of the decision. This notification may take the form of direct personal, verbal telecommunications, electronic notification or via USPS certified mail within 5 business days of the opening, of their success or lack of success in being awarded the contract. In lieu of sealed bids, open solicitations may be substituted. However, in the latter case these solicitations will follow the same review and notification process as indicated above.
10. All vendors shall have 5 business days from the date they received notification of denial or approval, to notify the Keystone Regional Fire Rescue Department that they wish to “contest” the bid award. This shall be done in writing via USPS certified mail and received by the Keystone Regional Fire Rescue Department by the Close of Business of the 10th business day.
11. A formal meeting will be held with said contesting vendor within 5 business days of receipt of their written request to review their bid. This meeting shall be held with the committee to review any questions/concerns related to their lack of selection as the awarded vendor. This meeting may be scheduled via any communication style, but will be documented by the Keystone Regional Fire Rescue Department.
12. The initially awarded vendor shall not be awarded a final contract until after all meetings are held with vendors contesting their lack of being awarded the contract. This shall not preclude the initially awarded vendor from proceeding with associated actions in preparation of being awarded the contract. However, the Keystone Regional Fire Rescue Department will not be held accountable for any costs incurred by any vendor until awarding of the finalized contract.
13. No funds will be disbursed to any vendor until the services or goods are received and accepted by the authorized officer as having fully met the stipulations outlined in the purchasing proposal. (Note: there may be exceptions to this rule such as with contractors where partial payments may be processed as

work is completed. However, under no circumstance shall more than 50% of the total project costs be disbursed until the final completion and acceptance of such goods or services by the KRFRD.)

Addendum: When Applicable: COSTARS is the Commonwealth of Pennsylvania's cooperative purchasing program and serves as a conduit through which registered and eligible local public procurement units (LPPUs) and state-affiliated entities (Members) are able to leverage contracts established by DGS to cost effectively and efficiently identify suppliers with whom to do business. The goals of this program are:

- To encourage, expand and facilitate the opportunities for Members to achieve procurement savings and best value through an interactive partnership with the Commonwealth.
- To provide increased opportunities for Suppliers of any size to participate and compete for Members' business.
- To provide contracts with competitive pricing.

The Commonwealth [Procurement Code](#) provides the statutory authority for Member entities to engage in cooperative purchasing with the Commonwealth. The [Procurement Code](#) authorizes DGS to enter into cooperative purchasing contracts solely for the use of its Members. DGS requires eligible LPPUs and state-affiliated entities to register as COSTARS members, and only those organizations registered with DGS may purchase from contract. The Keystone Regional Fire Rescue Department is a registered LPPU of the Pa. CoStars program.

14. Commonwealth of Pennsylvania county and local governments must have a procurement process by which the government entity acquires the goods and services it needs by purchasing from commercial businesses. Since agencies of the government use taxpayer money, there are a number of regulations on how to use it properly and responsibly. Therefore, they must draw up legal contracts with suppliers in order to proceed. Prices must be pre-negotiated and fair, based on a predetermined set of terms and conditions. Businesses that have products and services that the government wants to line up to bid on and receive work contracts, and must prove their viability and legitimacy in order to earn and keep them. If the Keystone Regional Fire Rescue Department is to purchase item(s) through a county or local government, the procurement process of the respective government entity will be used as the primary procurement process.

Procedure 10

SOCIAL MEDIA

The Keystone Regional Fire Rescue Department (KRFRD) acknowledges that the use of technology by emergency service organizations provides useful benefits including operational awareness, training and the acquisition of useful information for enhanced coordination and organization. Social media also allows for the distribution of information to the public for recruitment, safety education and public relation purposes. As such, the Keystone Regional Fire Rescue Department embraces and supports the use of social media for the benefit and the advancement of the organization but must establish guidelines for the usage of such media by the members of the Keystone Regional Fire Rescue Department.

1. While members of the Keystone Regional Fire Rescue Department have the right to access and/or contribute to personal and social networking pages and/or web sites, as members of the Keystone Regional Fire Rescue Department, they will be held to a higher standard than the general public with regards to general conduct and ethical standards and not engage in conduct that contradicts or impedes upon the mission of the Keystone Regional Fire Rescue Department. You are recognized as a member of the KRFRD and therefore anything you do is subject to interpretation by others as a view of the organization.
2. The internet and other information sharing devices are global entities with no control of users or content. Therefore, available sources may contain material of a controversial or disturbing nature. As such, the Keystone Regional Fire Rescue Department cannot be and is not responsible for information found on these sources. While information gained through technology has obvious value, concerns and issues are raised when information is released that violates privacy concerns, and/or portrays the Fire Department in an illegal or negative manner.
3. All social media content shall adhere to all applicable laws and regulations as established by the Commonwealth of Pennsylvania and the Federal Communications Commission (FCC).
4. All social media content shall adhere to the principles of conduct as identified within the Bylaws, Administrative Procedures, House Rules, SOG and/or SOPs of the Keystone Regional Fire Rescue Department.
5. No information, videos (including Department dash cameras and/or personal helmet/body cameras) or photos obtained from dispatches, responses, drills, exercises, details, or other Fire Department activity, shall be shared or posted in any format without the approval of the President, Department Chief, or another Executive Officer of the Keystone Regional Fire Rescue Department.
6. Media releases of any type shall not be made in any format without the prior approval of the President, Department Chief, or Fire Officer-In Charge of the Keystone Regional Fire Rescue Department.
7. Under this procedure, members are prohibited from transmitting, in any fashion, photographs or images of individuals receiving emergency medical treatment. Any such transmission may violate Pennsylvania state law and/or Health Insurance Portability and Accountability Act (HIPAA) privacy rights of such individuals and may result in criminal and/or civil proceeding being commenced against members and employees violating the provision of the procedure.
8. Under this procedure photographs and images may be taken by an Executive Officer or others approved by an Executive Officer after routine duties have been completed. These images may not be shared without the approval of the previously listed Executive Officers and the establishment of how the images and any comments will be released. This will be strictly adhered to.

9. Under this procedure photographs and images may be taken at drills and training sessions by members. Any display of these images or items must conform to this Social Media Procedure, posted in accordance with Section 5, and always conveying a positive message.
10. The procedure is not intended to limit a member right to freedom of speech or expression; but as we are a public entity, and as such, it has been put in place to protect the rights of this organization, its members and the public we are sworn to protect. Members are advised that their speech directly or by any means of social media, that has a connection to their professional duties and responsibilities, may not be protected under the US Constitution First Amendment.
11. Speech that impairs or impedes the performance of the Keystone Regional Fire Rescue Department, undermines discipline and harmony among coworkers, and/or negatively affects the public perception of the Keystone Regional Fire Rescue Department, may be sanctioned. Furthermore, sharing of sensitive or personal information through social media may be subject to discovery through legal means and may expose the Keystone Regional Fire Rescue Department and the individual forwarding such personal or sensitive information, to lawsuits and legal liability.
12. When any authorized Fire Department member(s) discusses or makes mention of the Keystone Regional Fire Rescue Department on social media websites, the following guidelines shall be followed:
 - a. Do not make any false statements or use profane language.
 - b. Do not make any statements or other forms of speech that ridicule, malign, disparage or otherwise express bias against any race, religion or protected class of individual.
 - c. Make clear that you are expressing your personal opinion and not stating any opinion that could be perceived as that of the Fire Department.
 - d. Do not share confidential or proprietary information.
 - e. Do not violate Keystone Regional Fire Rescue Department's policies, Administrative Procedures, Constitution, Bylaws, House Rules, or SOG's.
 - f. Do not release information to the public that has not been authorized by the President, the Department Chief or the fire officer-in charge (FOIC).
 - g. Do not publish any materials that could reasonably be considered to represent the views or positions of the Department without authorization.
 - h. Do not publish any negative items, photos, comments, or re-sharing of other's negative material about any other emergency service organization. Assumptions are made by viewers of such material as being the organization's opinion since you are viewed as a representative of the KRFRD.
13. Inappropriate use of the internet and instant technology options regarding Keystone Regional Fire Rescue Department business and operations will result in disciplinary actions, escalating up to and including termination as a member. Members should consider the possible adverse consequences if Internet postings, such as future employment and membership in the Fire Department, legal cross examinations in the court of law, as well as public and private embarrassment. This procedure also supports the various social media policies in effect from mutual-aid emergency services meaning our procedure extends to all areas of the Commonwealth when acting within or representing the Keystone Regional Fire Rescue Department.
14. Any inappropriate usage (usage other than for Fire Department business) of Keystone Regional Fire Rescue Department Informational Technology equipment shall be subject to disciplinary action.
15. In addition to any other disciplinary action, any member can be individually sanctioned and restricted in using KRFRD images if infractions of this protocol occur.
16. No member is authorized to create a social media site/media page/link/application(app) associated with or using the name of the Keystone Regional Fire Rescue Department or the Cresson Fire Station

or the Lilly Fire Station, or the Cresson Volunteer Fire Company Relief Association or the Lilly Community Fire Co. Relief Association or any reference to these organization's name without prior written approval of the Department or Association.

- a) A member is allowed to associate themselves with the Keystone Regional Fire Rescue Department or Cresson Fire Station or the Lilly Fire Station, or the Cresson Volunteer Fire Company Relief Association or the Lilly Community Fire Co. Relief Association when posting, but he/she must clearly brand their online posts as personal and purely their own.
- b) The Keystone Regional Fire Rescue Department or the Cresson Fire Station or the Lilly Fire Station, or the Cresson Volunteer Fire Company Relief Association or the Lilly Community Fire Co. Relief Association shall not be held liable for any repercussions the members' content may generate.
- c) Content pertaining to sensitive Keystone Regional Fire Rescue Department or the Cresson Fire Station or the Lilly Fire Station, or the Cresson Volunteer Fire Company Relief Association or the Lilly Community Fire Co. Relief Association information or incident services provided to a victim(s) cannot be displayed or shared.
- d) Proper copyright and reference laws should be observed by members when posting online.
- e) All social media site/page/link found to be in violation will be terminated though the webmaster of the social site/media page/link.
- f) Any member violating this Social Media Administrative Procedure is subject to the DISCIPLINARY ACTION PROTOCOL of the Keystone Regional Fire Rescue Department.

17. No Artificial Intelligence (AI) produced, edited, visual, written and/or audio, image, display or recording is permitted to be used.

- a. Any recording(s) of the visible, photographs, displays and/or videos must be fair and accurate representations of what is factual and witnessed.
- b. Neither the alterations to a photograph that mislead the public, nor staging events while depicting them as spontaneous, are acceptable.
- c. No photorealistic synthetic image made by Artificial Intelligence, to pretend that it is an actual photograph, is permitted
- d. Any deviations to these basic principles described in this Section 17 must be pre-approved by the Executive Officers before use.
 - i. If approved, the deviation(s) must be explained in a caption, credit, or appropriate icon.

Procedure 11

SURVEILLANCE CAMERAS

The Keystone Regional Fire Rescue Department (KRFRD) primary purpose for using surveillance cameras is to enhance the ability to provide a safe and secure environment for all members and visitors.

Guidelines:

1. Surveillance cameras may be used on all property under the control of KRFRD.
2. Signage signifying that camera surveillance is in operation will be placed at the KRFRD building entrances and other locations as deemed by the Department.
3. Indoor cameras will not be placed in restrooms. Any cameras placed near a restroom will be adjusted to not view beyond the restroom door threshold.
4. Outdoor cameras will be adjusted to limit the view, as much as possible, to KRFRD controlled property.
5. Covert surveillance systems will not be used by KRFRD. However, for law enforcement purposes to investigate alleged criminal activity, KRFRD will co-operate with local, county, state or federal authorities having jurisdiction and utilize such equipment of their own.
6. All data captured via digital recorder is retained for thirty days or timeframe designated. Any images needed regarding an incident will be downloaded onto a recordable compact disc (CD-R) or external storage device and retained in a KRFRD safe or a bank Safety Deposit Box for a minimum of one calendar year from the date of incident.
7. For all KRFRD remotely or Wi-Fi accessible video/camera, only authorized KRFRD Executive Officer(s) shall have security/viewing access. This permitted security access or video viewing shall not be shared with the public or non-authorized KRFRD members without KRFRD Executive Officer and Membership approval.

Prior Approval Needed:

The KRFRD use of surveillance cameras for monitoring or recording must be handled in a professional, ethical and legal manner. Surveillance cameras will only be installed with the advance approval of the Executive Officers and Membership of the KRFRD. Law enforcement cameras will only need the approval of the President, Department Chief and Senior Trustee.

Surveillance Review Panel:

A Surveillance Review Panel comprised of the following members will be established:

1. President, Department Chief, Senior Trustee
2. The Surveillance Review Panel will be entrusted to review the surveillance images when a violation of law, House Rules, Constitution/Bylaws, Standard Operating Guidelines and/or safety regulations is alleged to have occurred.

If any images confirm the allegation brought forth, the panel will record the images to a CD-R or external storage device and present them for either KRFRD discipline review or criminal prosecution. The person or person(s) presenting the allegation will only be told if the images reviewed support the allegation or not. The person or person(s) will not be permitted to review the images unless needed during the KRFRD discipline process or criminal process. The actor(s) in any images being brought before the KRFRD discipline process will be shown the recorded CD-R or external storage device images. The actor(s) involved in a criminal process will only have access to the images through the attorneys involved.

Conflict of Interest:

Members of the KRFRD are part of a unique comradeship and as such can't expect a member of the Surveillance Review Panel to reclude themselves from the proceedings unless the panel member is allegedly involved in the incident.

If a member of the panel is allegedly involved in the incident, the next ranking member will fill in for him/her.
i.e. – If the President is allegedly involved, a senior Vice-President will fill the panel position.

Procedure 12

EQUIPMENT PROTECTION POLICY

It is the policy of the Keystone Regional Fire Rescue Department (KRFRD) to safeguard all property entrusted to its care. To this end, all equipment shall:

1. Be fully insured as available for full replacement costs against all items not considered routine wear and age associated degrading
2. Be fully insured against loss
3. Be maintained and cared for in compliance with manufacturer's recommended practices
4. Be used within the designed construction limitations
5. Be maintained in compliance with all NFPA/OSHA/NIOSH standards if applicable for said equipment
6. Be routinely tested/certified/inspected in compliance with all federal, state, and local requirements, if applicable for said equipment.
7. Be maintained as equipment of the Keystone Regional Fire Rescue Department
8. Shall only be disposed of in compliance with appropriate disposition schedules
9. Be immediately removed from service if not in compliance with any applicable standard or regulation
10. If the item was purchased with funds that were either in lieu of or in addition to Keystone Regional Fire Rescue Department funds, the appropriate agency or entity will be notified and the appropriate dispositions processes followed
11. Be cared for by all members of the organization. Failure to adhere to these standards is subject to discipline and potential criminal actions if so warranted.

Personal Protective Equipment and Respiratory Protective Equipment

It is the policy of the Keystone Regional Fire Rescue Department to provide personnel with the appropriate personal protective clothing and equipment. This protective clothing and equipment shall be used whenever an individual is exposed or potentially exposed to workplace hazards. The protective clothing and equipment purchased by the Department shall meet or exceed the requirements of NFPA 1971 (Standard on Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting) and Department specifications in effect at the time of purchase. Each individual is responsible to utilize and maintain his or her protective clothing and equipment in a manner consistent with the manufacturer's instruction and Department policy or guidelines.

Protective clothing shall not be modified in any manner without written approval from the Department and manufacturer. Only personal protective clothing or equipment issued by the Keystone Regional Fire Rescue Department is authorized for use. Personal items such as hand lights, wire cutters, small tools, etc. may be utilized provided these items do not reduce the level of protection provided by Department-issued clothing and/or equipment. Personnel shall not remove their protective clothing until such time that a Department officer or Incident Commander (IC) determines that such protection is no longer necessary. If operating conditions warrant, Department officers may increase or decrease the required level of personal protective clothing or equipment, but the responsibility to protect their personnel from injury remains with the officer.

Training:

All personnel shall have a working knowledge of their assigned Personal Protective Equipment (PPE). They shall be able to identify when the PPE is necessary, what PPE is necessary, how to properly don, doff, adjust, and wear the PPE, the limitations of the PPE, and how to properly care for, maintain, and dispose of the PPE.

Protective clothing and equipment shall be stored in the appropriate location at the fire station. Protective clothing shall not be worn or stored in the living or office areas of the fire station. This includes the kitchen, dayroom, bunkroom, washrooms, or other areas.

It is the responsibility of the Department officers to ensure that all assigned personnel maintain clean turnout gear. Frequent cleaning may be required based on exposure to fire products or blood borne contamination.

1. Washing of PPE turnout gear is to be done in a turnout gear washer at each station.
2. PPE turnout gear shall not be washed at home, at a laundromat, or Department office.
3. Drying of PPE turnout gear should be done in the gear dryer located at each station.

Vehicles:

1. All apparatus and equipment shall be inspected monthly.
 - a. The member performing the inspection shall record his or her findings in the appropriate vehicle logbook.
2. Refueled whenever the fuel level drops below 1/2 of a tank. Oil and ancillary fluid reservoirs shall also be kept full at all times.
3. All engine-powered equipment shall be run for a minimum of five minutes. Fuel tanks shall be refilled when the level drops below 1/2 of a tank. The oil will be checked and oil shall be added if necessary.
4. All apparatus will undergo annual Pennsylvania State Safety Inspection on a yearly basis.
5. All apparatus will follow the contracted yearly preventative maintenance program through the current contracted vendor. (This will include oil and filter changes, chassis inspection, and lube if applicable.)
6. All applicable apparatus will undergo a certified pump test by an approved agency.
7. An aerial certification will be conducted on a yearly basis by an approved agency.

For Items Purchased through Federal Funds – Additional Action Items

This policy section is adopted in order to safeguard and protect any property purchased through Assistance to Firefighters Grants (AFG) from the Federal Emergency Management Agency (FEMA) and the US Department of Homeland Security and to address those specific program requirements. The Keystone Regional Fire Rescue Department, as a recipient of federal grants has established the following guidelines pertaining to its compliance with the federal laws which mandate proper management of property purchased through grant funds.

1. Property records must be maintained that include a description of the property, a serial number or other identification number, the source of the property, the name of the organization which holds the title, the acquisition date, the cost of the property, percentage of federal participation in the cost of the property, the location, use and condition of the property, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.
2. A physical inventory of the property must be taken and the results reconciled with the property records at least every two years. The results shall be kept in the grant file and a Tangible Personal Property Report (SF-428) and a Disposition Request/Report (SF-428-C) shall be filed as required.
3. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft shall be investigated.
4. Adequate maintenance procedures must be developed to keep property in good condition.
5. Contact must be made with the Department's AFG point of contact or FEMA regional representative before any equipment is sold in compliance with regulations in place at that time. Currently any item with a current fair market value of over \$5,000 or any vehicle will require a request for disposition by completing form SFC 428c a submission through AFG staff for guidance.

A. Administrative Requirements

1. 44 CFR Part 13, Uniform Administrative Requirements for Grants and Agreements to State and Local Governments
2. 2 CFR Part 215, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations (OMB Circular A-110)

B. Cost Principals

1. 2 CFR (OMB Circular A-87)

3. 2. CFR Part 220, Cost Principals for Educational Institutions (OMB Circular A-21)
4. 2 CFR Part 330, Cost Principals for Nonprofit Organizations (OMB Circular A-122)
5. Federal Acquisition Regulations (FAR), Part 31.2 Contract Cost Principals and Procedures, Contracts with Commercial Organizations

C. Audit Requirements

6. OMB Circular A-133, Audits of States, Local Governments, and Nonprofit Organizations

Procedure 13

CIVIL RIGHTS COMPLIANCE POLICY AND PROCEDURES FOR ASSURING

NON-DISCRIMINATION IN EMPLOYMENT AND PROVISION OF SERVICES

POLICY: The Keystone Regional Fire Rescue Department (KRFRD) will take reasonable steps to ensure that persons are not discriminated against in any manner. This shall include but not be limited to: basis of race, color or national origin (including limited English proficiency), sex, age, disability, religion, or alleging retaliation. The policy of the Keystone Regional Fire Rescue Department is to ensure equal rights treatment to all employees (members) and their authorized representatives and all consumers. The Keystone Regional Fire Rescue Department will conduct a regular review of the non-discrimination policy, as well as update and monitor the implementation of this policy and these procedures, as necessary.

PROCEDURES:

1. IDENTIFYING ALLEGATIONS OF DISCRIMINATION

The Keystone Regional Fire Rescue Department will promptly identify any potential discrimination actions that become known to the organization. All allegations will be reviewed and documented.

2. PROCESS

- (a) Upon the receipt of a complaint, or the witnessing of a potential act of discrimination, the President or the next successive person in the administrative chain of command will immediately intervene.
- (b) An investigation will be conducted and with the assistance of legal counsel, determinations will be made of an outcome
- (c) Once completed, the alleged victim(s) and perpetrator(s) will be dealt with in accordance with the guidance of the corporation's legal counsel.
- (d) In addition, the alleged victim will be provided information on how to file an external claim as indicated in the facility posted notice

3. REFERENCES

- *Title VI of the Civil Rights Act of 1964, which prohibits discrimination based on race, color, or national origin (including language).*
- *Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination based on disability.*
- *Title IX of the Educations Amendments Act of 1972, which prohibits discrimination based on sex in education programs or activities.*
- *Age Discrimination Act of 1975, which prohibits discrimination based on age.*
- *U.S. Department of Homeland Security regulation 6 C.F.R. Part 19, which prohibits discrimination based on religion in social service programs.*

CIVIL RIGHTS POLICY AND PROCEDURES

FOR COMMUNICATION WITH PERSONS WITH LIMITED ENGLISH PROFICIENCY

PURPOSE

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in any program or activity receiving federal financial assistance. Executive Order 13166 entitled “Improving Access to Services for People with Limited English Proficiency” clarified governmental responsibilities under the Civil Rights Act. As stipulated by law and to meet HUD, FTA, Justice Department and other Federal granting agency requirements, the Cresson Volunteer Fire Company, d.b.a. Keystone Regional Fire Rescue Department, hereafter referred to as KRFRD, clarifies its procedures related to individuals with limited English proficiency through this policy.

Definitions

1. **Primary Language** - an individual’s native tongue or the language in which an individual most effectively communicates. KRFRD personnel should make every effort to ascertain an individual’s primary language to ensure effective communication. Limited English Proficiency (LEP) - designates individuals whose primary language is not English and who have a limited ability to read, write, speak, or understand English. LEP individuals may be competent in certain types of communication (e.g., speaking or understanding), but still be LEP for other purposes (e.g., reading or writing). Similarly, LEP designations are context-specific. An individual may possess sufficient English language skills to function in one setting, but these skills may be insufficient in other situations.
2. **Interpretation** - the act of listening to a communication in one language (source language) and orally converting it to another language (target language) while retaining the same meaning.
3. **Translation** - the replacement of written text from one language (source language) into an equivalent written text in another language (target language).
4. **Bilingual** - to the ability to use two languages proficiently. The local College and school district have lists of interpreters who are available for usage as needed.

PROCEDURE

Section 1. PROCESS

1. The KRFRD has developed this Limited English Proficiency policy to help identify reasonable steps to provide language assistance for LEP persons seeking meaningful access to KRFRD services.
2. This policy details procedures regarding how to identify a person who may need language assistance, the ways in which assistance may be provided, how to notify LEP persons that assistance is available, and information for future plan updates.
3. In developing the policy and while determining the extent of the KRFRD’s obligation to provide LEP services, the KRFRD conducted the Department of Justice “Four Factor Analysis” which considers the number or proportion of LEP persons eligible in the KRFRD service area who may be served or who are likely to encounter a KRFRD program, activity or service, the frequency with which LEP individuals generally come in contact with a KRFRD representative providing KRFRD services, the nature and importance of the program, activity or service provided by the KRFRD to LEP population and the resources available to the KRFRD and overall cost to provide LEP assistance.
4. Based on the 2020 US Census, it was determined that two significant language populations exist which speak languages other than English (93.3%). Those populations are of Spanish speaking persons (1.9% of Area Population), Asian language speaking persons (.05% of Area Population). The “safe harbor” provisions stated in Federal LEP guidelines require that service providers translate vital documents into languages which are spoken by populations of LEP persons greater than 5% of the total population. No group meets this threshold
 - A. The following describes the procedures and provides guidance for delivering services to LEP.

- B. Identifying an LEP person who needs Language Assistance – below are tools that may help identify people who may need language assistance.
 - 1) Have Census Bureau’s “I Speak Cards” on each fire apparatus, at the KRFRD and in each apparatus.
 - 2) Examine records request for language assistance from past events in order to anticipate future needs.
 - 3) In anticipation that LEP people will attend KRFRD events and may need assistance: - have the Census Bureau’s “I Speak” cards at events and posted in the station with all other legal postings - have staff member greet and briefly speak to attendees in order to informally gauge the attendee’s ability to speak and understand English
5. The KRFRD will implement the following LEP procedures. The creation of these steps is based on the very low percentage of persons speaking other languages or not speaking English at least “well” and the lack of resources available in the KRFRD service area.
 - A. Interpretation: The KRFRD has access to the local college and school district when telephone or in-person LEP contacts occur.
 - B. When interpretation will not work due to unavailability, staff will attempt to determine what language is required using the “I Speak” card. And alternate electronic forms of language interface will be utilized.
 - C. When interpretation services are not available from the schools, mainly non-business hours and days and/or when the logistics of getting an interpreter to the scene of an emergency further endangers the patient(s), electronic interpretation services will be acquired using cell phones or I-pads in the emergency vehicles on -scene.
6. Monitoring and Updating the LEP Plan – This policy is designed to be flexible and is one that can be easily updated. The KRFRD has identified the Line staff as the responsible persons. The KRFRD will review and update LEP policies and procedures every 2nd year beginning in July 2022, and will review and update the LEP policies each time new United States Census Bureau Language Statistics are published.

Section 2. RESPONSIBILITIES

1. A Department and Division Staff – Departments and Divisions will identify Department/Division employees who are multi-lingual and who may provide oral translation if needed. Departments and Divisions will also serve as the primary contact and responding officials for questions or concerns related to:
 - A. Specific LEP plans
 - B. Community outreach conducted by the department
 - C. Services provided to individuals by the department/division
2. Employees – Employees will provide information to LEP individuals as referenced in this policy, and will advise and consult with their department manager and/or supervisor when such services are provided.
3. Data Collection – all interactions with LEP individuals will be documented and tracked for input and improvement to this policy to reflect new target issues

REFERENCES

- *Title VI of the Civil Rights Act of 1964, which prohibits discrimination based on race, color, or national origin (including language).*
- *Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination based on disability.*

- *Title IX of the Educations Amendments Act of 1972, which prohibits discrimination based on sex in education programs or activities*
- *Age Discrimination Act of 1975, which prohibits discrimination based on age.*
- *U.S. Department of Homeland Security regulation 6 C.F.R. Part 19, which prohibits discrimination based on religion in social service program*

Attachment – Language Identification Card

Europe

Albanian	Shqip	Tregoni me gjuhë gjuhën tuaj. Do të thërrasin një përkthyes. Përkthyesi ofrohet falas për ju.
Armenian	Հայերեն	Եթե չես գիտի քո լեզուն: Բարձրագույն լեզուներից: Բարձրագույն ծախսարկունքները անվճարով են առկա:
Basque	Euskara	Zure hizkuntza aukeratu. Jarraian interpretet bat dago.
Bosnian	Bosanski	Pokažite svoj jezik. Poznat ćemo tumača. Usluge tumača su besplatne za vas.
Bulgarian	Български	Преводчот е осигурен безплатно за вас.
Croatian	Hrvatski	Pokažite svoj jezik. Prevoditelj će biti pozvan. Prevoditelj će dobiti besplatno.
Czech	Čeština	Ukažte na váš jazyk. Bude zavolán tlumočník. Tlumočení je pro vás bezplatné.
Danish	Dansk	Peg på dit sprog. En tolk vil blive tilkaldt. Tollen tilbydes uden omkostninger for dig.
Dutch	Nederlands	Wijls uw taal aan. Er zal contact worden opgenomen met een tolk. De service van de tolk is geheel gratis.
Estonian	Eesti keel	Osutage oma keelt. Vastava tõlgiaga võetakse lihtendust. Tõlke teenus on teie jaoks tasuta.
Finnish	Suomi	Osoita maasi kieltä. Kussumme tulkin paikalle. Tulkin käyttöön on sinulle ilmainen.
French	Français	Indiquez votre langue et nous appellerons un interprète. Le service est gratuit.
German	Deutsch	Zeigen Sie auf Ihre Sprache. Ein Dolmetscher wird angefordert. Der Dolmetscher ist für Sie kostenlos.
Greek	Ελληνικά	Δείξτε τη γλώσσα σας και θα καλέσουμε ένα διερμηνέα. Ο διερμηνέας σας παρέχεται δωρεάν.
Hungarian	Magyar	Válassza ki a nyelvét. Tölmácsot fogunk hívni. A tolmács az Ön számára díjmentes.

Europe - continued

Icelandic	Íslenska	Bentu á þitt tungumál. Það verður hringt í tölku. Tölkunin er þér að kostnaðarlausu.
Italian	Italiano	Indicare la propria lingua. Un interprete sarà chiamato. Il servizio è gratuito.
Lithuanian	Lietuvių	Nurodykite savo kalbą. Bus pakviestas vertėjas. Vertėjas jums bus suteiktas nemokamai.
Macedonian	Македонски	Покажете на јазикот на кој зборувате. Ќе позвикаме преводувач. Услугите на преводувачот се бесплатни.
Norwegian	Norsk	Pek på språket ditt. En tolk vil bli tilkalt. Tollen tilbys kostnadsfritt for deg.
Polish	Polski	Proszę wskazać swój język. I wzywieny tłumacza. Usługa ta zapewniana jest bezpłatnie.
Portuguese	Português	Indique o seu idioma. Um intérprete será chamado. A interpretação é fornecida sem qualquer custo para você.
Romanian	Română	Indicați limba pe care o vorbiți. Vi se va face legătura cu un interpret care vă este asigurat gratuit.
Russian	Русский	Укажите язык, на котором вы говорите. Вам вызовут переводчика. Услуги переводчика предоставляются бесплатно.
Serbian	Српски	Изаберите свој језик. Преводац ће бити позван. Преводац је за вас обавезно бесплатан.
Slovak	Slovenčina	Ukažte na svoj jazyk. Zavoláme tlumočníka. Tlmočenie je pre vás bezplatné.
Spanish	Español	Señale su idioma y llamaremos a un intérprete. El servicio es gratuito.
Swedish	Svenska	Peka på ditt språk. En tolk kommer att tillkallas. Tolkens erbjuds utan kostnad för dig.
Ukrainian	Українська	Вкажіть вашу мову. Вам викличуть перекладача. Послуги перекладача надаються безкоштовно.
Yiddish	יידיש	צווייטן און אויך שפראך און קען ווען פאר איר זאכען. איר זאכען פאר איר זאכען.

Pacific Islands

Fijian	Vosa Vakaviti	Dusi na nomu vosa. Ni na Vakamusi mai e dua na dau vakadevata vosa. Na dau vakadevata vosa e sega ni sauni.
Ilocano	Ilokano	Indo yo ti sao. Ag awag da ti maysa nga mangipapaparus nga tumulong kadakayo nga awan ti bayad na.
Indonesian	Bahasa Indonesia	Tunjukkan bahasa Anda. Penjemah akan dihubungi. Jurbahasa akan disediakan tanpa anda dikenai bayaran.
Malay	Bahasa Melayu	Tunjukkan bahasa anda. Jurubahasa akan dihubungi. Jurbahasa akan disediakan tanpa anda dikenakan bayaran.
Marshallse	Kajin Majöl	Ketel kajin eo am. Im renaj kūr juon am Ri-Uloik. Ri-Uloik eo enaj jibai eok ilo ejloek wóneen.
Samoan	Fa'asamoa	Fa'asino lau gogona. Ole a'vā'au se fa'amatala'upu. Ua saunia se fa'amatala'upu e aunoa ma se tau e te tologina.
Tagalog	Tagalog	Ituro po ang inyong wika. Ilang nagsalin ang ipagkaloob nang libre sa iyo.
Tongan	Lea Faka-Tonga	Tuhu'i mai ho'olea fakafonua. 'E uia ha fakatonuile. 'Oli ta etrongi kia 'a e fakatonuile.

North America, South America, and Caribbean

French	Français	Indiquez votre langue et nous appellerons un interprète. Le service est gratuit.
Haitian Creole	Kreyòl	Louje dwèt ou sou lang ou pale a epi nap rele you enpètrè pou ou. Nou ba ou sèvis enpètrè la gratis.
Navajo	Diné k'chíí	Nizand bit'á'ígíí bít'á'ígíí. Aha! 'ahine é'á' higo bi'á'ígíí. Aha! 'ahine é'á' dno haidá yí' t'ego bít'á'ígíí é'á' n'í' t'á'ígíí é'á' n'í' haidó'ahí.
Portuguese	Português	Indique o seu idioma. Um intérprete será chamado. A interpretação é fornecida sem qualquer custo para você.
Spanish	Español	Señale su idioma y llamaremos a un intérprete. El servicio es gratuito.

LanguageLine Solutions

Language Identification Card

As a LanguageLine Solutions client you have access to over-the-phone interpretation 24 hours a day, 7 days a week. Use this Language Identification Card in a face-to-face situation to determine which language a person speaks. The Language ID Card lists the languages most frequently encountered in North America, grouped by the geographical region where they are commonly spoken.

- To use the Language ID Card efficiently, locate the geographical region where you believe the speaker may be from. (Pacific Islands, Europe, etc.)
- Show the person the languages listed for that region. The message underneath each language says: "Point to your language. An interpreter will be called. The interpreter is provided at no cost to you."

English English
Point to your language. An interpreter will be called.
The interpreter is provided at no cost to you.

- Refer to your Quick Reference Guide (QRG) to access an interpreter through LanguageLine Solutions. In most cases, an interpreter is available within seconds.

- If you are unable to identify the language, our representative will help you.

Please note: LanguageLine Solutions interpreters from English into more than 200 languages. Only the most requested languages are listed here. This list is subject to change based upon client demand.

From North America call 1800 752-6096 for more information about our service.



[illegible][illegible]

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Dinka	Thok monyjang	ᠲᠣᠭ ᠮᠣᠩᠵᠠᠩ
Weet ten thongdie, Raan weegeryic a col. Agwelyic ky a cin arop byik yen.		
French	Français	ᠫᠷᠠᠨᠴᠠᠢᠰ
Indiquez votre langue et nous appellerons un interprète. Le service est gratuit.		
Hausa	Hausa	ᠬᠠᠸᠠ
Nuna zuwa ga yarenka. Za a kin tafinta. An samar maka da tafintin ne bi tare da sai an biya kudi bu.		
Italian	Italiano	ᠶᠢᠠᠯᠢᠨᠠᠨ
Indicare la propria lingua. Un interprete sarà chiamato. Il servizio è gratuito.		
Nuer	Mägäcä luqädä	ᠮᠠᠭᠠᠴᠠ ᠯᠤᠭᠠᠳᠠ
Ka rñmian luqädädä. Turjibian äwä löyččér-doonä. Turjibändä lögum yččäyö wäw biläšš.		
Oromo	Oromo	ᠣᠷᠣᠮᠤ
Gara afan keeti ceri. Turjumaanni ni waanama. Turjumaanni bessee takka makte siif opphaawa.		
Portuguese	Português	ᠫᠣᠷᠦᠭᠦᠰᠡ
Indique o seu idioma. Um intérprete será chamado. A interpretação é fornecida sem qualquer custo para você.		
Portuguese Creole	Crioulo Português	ᠴᠢᠷᠢᠭᠤᠯᠤ ᠫᠣᠷᠦᠭᠦᠰᠡ
Nho pontá pa lingu qui nho ta papá. No ta amanja um interprete pa nho. No ta manja um interprete e nho cã ta pagã nada pa cl.		
Somali	AF-Soomali	ᠠᠫᠤᠰᠤᠮᠠᠯᠢ
Farra ku fiqduqadada... Waxa laaguugu yeeri doonaa turjumaan. Turjibanka wax lacag kaga bisi mayso.		
Swahili	Kiswahili	ᠬᠢᠰᠠᠪᠠᠯᠢ
Onyesha lugha yako. Mkalamani atairiwa. Utapewa mkalamani bila gharama yoyote.		
Tigrinya	ጥግኛ	ᠲᠢᠭᠢᠷᠢᠨᠶ᠋ᠠ
ፈቃደኛ ለውሳኔ፡፡ ኣኩርጻጻ ከዋየ ይኸልእ እዩ፡፡ ኣኩርጻጻ ኣከፍጻፍ ብኸየ ከፍሊጉ የለ፡፡		
Wolof	Wolof	ᠠᠣᠯᠣፑ
Taamel sa laakk agir fon, bolda ak kon degg sa laakk moo dimbendi len. Ndimbendi bi do ci fey dara.		
Yoruba	Yorubá	ᠶᠣᠷᠦ᠃ᠠ
Tóká si èdè rẹ. A ó ẹ̀ ọ̀gbúnṣí kẹ́n. Oṣẹ́ nì a ó ẹ̀ ọ̀gbúnṣí yín fún ọ.		

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Arabic	عربي أبو الفتح وسيف الإسلام بشار بن معروف كما سماه إسماعيل النخعي القوري سبيلًا.
Armenian	Հայերեն Հայեր, Քիւրդի, Եւրոպայի, Կովկասի, Հայաստանի, Եւրոպայի, Կովկասի, Հայաստանի, Եւրոպայի, Կովկասի,
Azerbaijani	Azərbaycan dili Dünayın dili bildirmir. Sizin için tercüme etmek olunamaz. Tercüme xidməti üçün fəxri tələb olmur.
Dari	زبان دری زبان مردم نظر از اشیای کبیر. یک یک چمن فراخ اند که اهد شد. این دری است کدام فریبه در پی نخواست داشت.
Farsi	زبان مردم نظر خود را مشخص کنید. یک یک چمن در پی شما درختان خوابد. مردم بصورت رنگارنگ در اینخت شما قرار می گیرند.
Hebrew	עברית העבר עבר השפה שלך, אתה את המקור המעולה שירותו של המתורגמן נתון ללא תשלום.
Kurdish	کوردی لێمانه به زمانمان، و ئێگه ئێگه بانگ دهکێت. بۆ ئێمانهکێو ئێو ئێگه ههیه که ئێو ئێو دهکێت دهکێت.
Pashto	پښتو خپل ژبې ته اشاره وکړئ او ته ژباړونکې ته ژباړل شوې. متاسو له ژباړونکي انتظام به وړيې ورته کېږي.
Turkish	Türkçe Anladık. Sizin için bir çevirmen atadık. Bu çevirmen size ücretsiz sağlanır.

China	請指認您的語言，以便為 您提供最優質的口譯服務。	廣東話	潮州話	福建話	國語	上海話	台灣話	台山話
Cantonese		廣東話	潮州話	福建話	國語	上海話	台灣話	台山話
Chaochow		廣東話	潮州話	福建話	國語	上海話	台灣話	台山話
Fukienese		廣東話	潮州話	福建話	國語	上海話	台灣話	台山話
Mandarin		廣東話	潮州話	福建話	國語	上海話	台灣話	台山話
Shanghai		廣東話	潮州話	福建話	國語	上海話	台灣話	台山話
Taiwanese		廣東話	潮州話	福建話	國語	上海話	台灣話	台山話
Toishanese		廣東話	潮州話	福建話	國語	上海話	台灣話	台山話

[illegible]

REASONABLE ACCOMMODATION

PURPOSE

This procedure of the Cresson Volunteer Fire Company d.b.a. Keystone Regional Fire Rescue Department, hereafter known as the KRFRD implements a process for furnishing Reasonable Accommodations for Employees, Visitors, and recipients of service.

Scope of Applicability

All volunteers, hereafter referred to as employees, are covered individuals under this policy. Additionally, applicants for joining as a member are covered in the application process and should make it known on their application form if reasonable accommodations are required during that process. Visitors to either site or sponsored events are also covered.

PROCEDURE

Procedure to Request a Reasonable Accommodation

Employees, applicants and visitors are responsible for requesting an accommodation under this Policy.

A. Applicants

1. Applicant requests for reasonable accommodation during the hiring process may be made on the application. The Department Secretary receiving a request should contact the Executive Officers for a review of the request

B. Visitors

1. Visitors to the facilities or those participating in Department sponsored events needing reasonable accommodations should call the KRFRD department/unit responsible for coordinating the respective event, activity, or program. Visitors can also speak to their guide to request an accommodation. Persons that receive visitors' request for accommodations for an event, activity or program should immediately consult with the Executive Officers to work with the visitor and guide for coordinating the event to determine the appropriate accommodation.

C. Employees

1. Employee requests for reasonable accommodation must be made to the Department Chief, President, or Senior Trustee by completing the Self Identification and Accommodation Request forms.
2. The employee must meet with the President or designee who will facilitate an interactive process with the employee to determine if a reasonable accommodation can be provided to the employee. The employee must communicate how the disability affects his/her ability to perform the essential functions of the job, and identify what workplace accommodations are necessary to assist in performing the job duties.
3. The President or designee may request medical documentation of the individual's functional limitations to support the request. Any medical documentation will be collected and maintained in accordance with appropriate confidentiality procedures.
4. The employee and Department Chief or Senior Trustee will provide information on the essential functions of the position and the impact the requested accommodation will have on the operations of the department.
5. Upon completion of the interactive process, the Executive Officers are responsible for assessing whether or not the employee's requested workplace accommodation is reasonable and determining what, if any accommodation is most appropriate for both the employee and the KRFRD. While consideration is given to the employee's preference, the KRFRD will choose from among reasonably effective accommodations and may select and implement the one that is most cost effective and easiest to provide.

6. The Department will provide a written decision within 30 calendar days from the date of the employee request, and will notify the employee if a longer period is needed.

DEFINITIONS

1. **Disability** - The term "Disability" means, with respect to an individual:
 - A. A physical or mental impairment that substantially limits one or more Major Life Activities of such individual;
 - B. A record of such an impairment;
 - C. Being Regarded as Having such an Impairment; or
 - D. An impairment that is episodic or in remission if it substantially limits a Major Life Activity when it is active.
2. **Employee** - Individuals employed by the University including faculty members, EHRA non-faculty employees, SHRA employees, graduate, professional and doctoral students, post-doctoral scholars, and student employees.
3. **Essential Function(s)** - the fundamental duties of the position or the primary reasons the position exists. The KRFRD is not required to eliminate an Essential Function from the position, or to lower quality or performance standards to make an accommodation, as long as those standards are applied uniformly to employees with or without a disability. The KRFRD is not required to create a new position to accommodate an employee. The KRFRD makes a determination as to whether a job function is "essential" on a case-by-case basis. Some of the factors used in determining whether a job function is essential are:
 - A. Whether the reason the position exists is to perform that function;
 - B. The number of other employees available to perform the function or among whom the
 - C. performance of the function can be distributed; and
 - D. The degree of expertise or skill required to perform the function.
1. **Has a Record of an Impairment** - An individual has a record of an impairment if that individual has a history of, or has been classified as having, a mental or physical impairment that substantially limits one or more Major Life Activities.
2. **Major Life Activities** -
 - A. **In General** - major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and/or working.
 - B. **Major Bodily Functions** - a major life activity also includes the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.
3. **Qualified Individual with a Disability** - An employee or applicant for employment who, with or without a Reasonable Accommodation can perform the Essential Functions of the position.
4. **Reasonable Accommodation** - A modification or adjustment to a position, an employment practice, or the work environment that makes it possible for a Qualified Individual with a Disability to perform the Essential Functions of the position.
 1. Reasonable Accommodations may include, but are not limited to:
 - A. Making existing facilities readily accessible to and usable by persons with disabilities;
 - B. Job restructuring, modifying work schedules, reassignment to a vacant position;
 - C. Acquiring or modifying equipment or devices, adjusting or modifying examinations, training materials, or policies, and providing qualified readers or interpreters;
 - D. Making a website or digital information accessible; or
 - E. Allowing leave as an accommodation.The KRFRD is not obligated to and will not provide personal use items needed in accomplishing daily activities (e.g., eyeglasses, hearing aids, prosthetic limbs, or wheelchair).
5. **Regarded as Having such an Impairment** - An individual is Regarded as Having such an Impairment if the individual establishes that he or she has been subjected to an action prohibited by the ADA because of an actual or perceived physical or mental impairment, whether or not the impairment substantially limits or is perceived to substantially limit a Major Life Activity.

When determining if a condition is a Disability under this Policy, the KRFRD will not take into consideration any "mitigating measures" such as prescription drugs, medical equipment, prosthetics or other remedies, beyond ordinary eyeglasses or contact lenses.

6. **Substantially Limiting** - An impairment is a Disability under this Policy if it substantially limits the ability of an individual to perform a Major Life Activity as compared to most people in the general population. An impairment need not prevent, or significantly or severely restrict, the individual from performing a Major Life Activity in order to be considered substantially limiting.
7. **Undue Hardship** - An accommodation or action requiring significant difficulty or expense when considered in light of factors such as the KRFRD's size, financial resources, and the nature and structure of its operation. Undue Hardship also refers to an accommodation that is unduly extensive, substantial, or disruptive, or one that would fundamentally alter the nature of the position.

RELATED REQUIREMENTS

External Regulations and Consequences

- Americans with Disabilities Act of 1990 and ADA Amendments Act of 2008, 42 U.S.C. § 12101 et. seq.
- Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act, 29 C.F.R. Part 1630
- Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 701 et. seq., and implementing regulations
- Section 503 of the Rehabilitation Act of 1973, 29 U.S.C. § 793, and implementing regulations

SELF-IDENTIFICATION ACCOMMODATION REQUEST FORM

Any information received from outside parties is used exclusively for the purpose of determining on-site accommodations. It will be kept in a secure location, and will not be released except in accordance with state and federal law.

Date: _____ Station: Lilly or Cresson Name: _____

Address: _____ City: _____ State _____

Zip Code: _____ Phone: (Home) _____ (Mobile) _____

Email: _____

Did you have an IEP or 504 Plan in high school? Yes No

Do or did you have accommodations at your previous employer or any other site? Yes No

If yes, please provide this information with your documentation. Please identify the disability or condition which requires accommodations.

Circle all that apply:

ADD ADHD Health Impairment Learning Disability Mobility/Wheelchair Hearing Psychological
Vision TBI – Traumatic Brain Injury Speech/Language Anxiety/Depression Other: Explanation:

* Be advised that further documentation related to your indicated condition(s) is necessary to determine appropriate accommodations. Please indicate areas impacted by your disability. Please describe previous accommodations which have been successful for you in the past:

What accommodations or services will you be requesting from KRFRD?

I affirm that the information provided in this form is true and accurate. I understand that submitting this form is just the first step in the process of receiving support from KRFRD. Completing this form does NOT guarantee the provision of accommodations. My next steps should be: 1. Have qualified health professional complete the Documentation of Disability Form. Provide that form, and any further supporting documentation (i.e., IEP, 504 Plan, etc.) to: KRFRD, Attn: President, PO Box 12, 223 Ashcroft Avenue, Cresson, PA 16630 and then schedule an intake interview through the Department Secretary.

Signature: _____ Date: _____

Procedure 14

DRUG FREE WORKPLACE

POLICY STATEMENT

The Keystone Regional Fire Rescue Department (KRFRD) is committed to providing a safe work environment. The illegal use of drugs presents dangers to the members of KRFRD. This policy was developed regarding the illegal use of drugs that we believe, serves the best interest of the members of KRFRD. Our policy firmly states the use of illegal drugs will not be tolerated. The goal is to balance our respect for individual's right to privacy with the need to maintain a safe environment that is drug free. This commitment is jeopardized when any employee illegally uses drugs while participating in the events of the KRFRD, comes to any activity under the influence, or possesses, distributes or sells drugs on KRFRD property in conjunction with KRFRD activity. The Department has established the following policy.

POLICY

3. It is a violation of the Department for any employee to possess, sell, trade, or offer for sale any illegal drugs or alcohol or to otherwise engage in illegal use of drugs while participating in any event with the KRFRD. The KRFRD will not accept any candidate who tests "NON-NEGATIVE" or "POSITIVE" on a pre-employment drug test. If tested while on probationary status and test positive or non-negative, their membership will be suspended.
4. It is a violation of the KRFRD policy for anyone to respond to an incident under the influence of illegal drugs or alcohol or refuse to take a test when requested by KRFRD. While not under the testing requirement of the U.S. DOT, the Department will ordinarily use the established and approved testing cut-off levels for: alcohol, amphetamine or methamphetamine, cannabinoids, benzoylecgonine, opiates, phencyclidine, barbiturates, benzodiazepines, methadone, methaqualone, expanded opiates/synthetic narcotics, or propoxyphene found in the guidelines of 49 CFR 40. KRFRD reserves the rights to modify these testing modalities, methods and procedures, that are approved by the US Department of Health and Human Services.
5. It is violation of KRFRD policy for anyone to use prescription drugs illegally. However, nothing in this policy precludes the appropriate use of legally prescribed medications.
6. Members who violate this policy are subject to automatic suspension from the Department.
7. All members may be subject to pre-employment drug testing, random drug, alcohol testing and/or post-accident drug and alcohol testing.
8. Drivers/operators of any Department vehicles:
 - a. may be subjected to testing on an annual basis in addition to therefore mentioned items.
 - b. will submit to a drug test within (5 calendar days) when notified.
 - c. will be subject to drug and alcohol screening post-accident, at the discretion of the OIC of the incident.
 - (b) Any member refusing a drug/alcohol screen will be automatically suspended of all firefighting duties, and the incident will be reviewed by the Chief Officers.
 - (i) In addition, any random testing will include 25 percent of active membership.
7. A single urine specimen will be collected and in the event of a Non-Negative or a Positive drug test is registered on the instant test panel, the single urine specimen taken will be sent to an approved laboratory for confirmation of that test. If that test is found to be accurate (positive), the member being tested will be responsible for the full cost of the test.

- a. If any employees test would return positive, the member must show documentation that they attended a Substance Abuse Program (SAP), with the full cost of the program absorbed by the member.
 - b. KRFRD is not obligated to return a member who has violated testing policy, but after careful review of the SAP and medical professional recommendation on case-by-case basis.
8. All members must abide by terms of this policy and notify the Department Chief and or President in writing of Driving Under the Influence (DUI) conviction, and/or drug arrest, no later than five (5) calendar days after the incident.
9. Testing will be administered by a lab service that is locally available at the time.

Procedure 15

UNIFORM PROCEDURE

Scope:

1. The Keystone Regional Fire Rescue Department (KRFRD) uniform identifies members of the organization, ensures a measure of uniformity, and promotes professionalism. This procedure identifies the uniform classes and provides guidelines for wearing the Department uniforms as approved by the Department President and/or Department Chief.
2. It is the intention of the Keystone Regional Fire Rescue Department to provide qualified members a professional appearance and be easily identified as Fire Department members.
3. Other components of uniform wear shall be identified in this procedure.

CLASS "A" UNIFORM

Class "A" uniform is worn for all formal occasions to include: public ceremonies, graduations, funeral visitation or ceremonies, and at the direction of the Department President and/or Department Chief. Uniform caps are to be worn for all formal occasions and removed once indoors.

Determination for eligibility for a Class A Uniform:

1. Active is defined as meeting the classification of Fire Fighter, Active Member or Life Member with Voting Privilege in the KRFRD Bylaws.
 - a. The qualified members are posted on the current Membership Status List posted in October of each year.
2. Member must obtain Fire Fighter or Active Member status for Probationary Review year and for the following two consecutive years (3 years total).
3. If a member does not meet qualification for Fire Fighter, Active Member or Life Member with Voting Privilege in the KRFRD Bylaws, this member will forfeit his/her Class A Uniform upon posting of the Membership Status List in October.
 - a. A Class "A" uniform can be re-issued upon obtaining Fire Fighter, Active Member or Life Member with Voting Privilege status the following year.

Class A Uniform

1. Class A Uniform will be provided by the KRFRD and consists of the following:
 - a. Bell type uniform hat
 - b. Double breasted navy blouse coat with four silver buttons with American Flag and Fire Department patch:
 - i. Only the KRFRD Patch is allowed on the left shoulder
 - ii. Only the American Flag is allowed on the right shoulder
 - c. Long sleeve white shirt with Fire Department Patch and American Flag:
 - i. Only the KRFRD Patch is allowed on the left shoulder
 - ii. Only the American Flag is allowed on the right shoulder
 - d. Name tag consisting of first Initial and last name:
 - i. Place directly above the top of the right pocket seam
 - e. Black tie (dress, Velcro or clip-on tie)
 - i. No bow tie
 - f. Black dress shoes
 - g. Collar pins to be worn on the shirt denoting rank.
 - h. Department issued Service Award Pins:
 - i. Wear only one and place it centered, above the nametag
 - i. A white tee shirt (short or long sleeved) must be worn beneath the uniform shirts
 - i. Not provided by KRFRD
2. All badges are silver in color

- a. The only exception is any Chief Officer (Department Chief, Department Deputy, or Department Assistant Chief):
 - i. At the end of his/her term of office, the KRFRD will present the Chief Officer with his/her badge as a memento for their service.
3. The uniform will be maintained by the KRFRD at a designated location.

Class A Uniform usage

1. Each qualified members will go to the designated location to dress in Class A uniform
2. A uniform when being issued, will require the signature/date of the member accepting and responsible for care of the uniform while being worn and in his/her possession.
3. A uniform, when being returned to the designated KRFRD location, will require the signature/date of the member responsible for care of the uniform while it was being worn.
4. The uniform will be dry cleaned by the KRFRD after each use or as deemed required.
5. When the Class A Uniform are approved to be worn, the individual wearing the uniform is prohibited from consuming alcohol while in uniform.

Non-Class A UNIFORM

Non-Class A uniform can be worn by qualified members when Class A Uniforms are worn for all formal occasions that include: public ceremonies, graduations, funeral visitation or ceremonies, and at the direction of the Department President and/or Department Chief.

Determination for eligibility for Non-Class A Uniform:

1. The current Membership Status List posted in October of each year shall be the determination.
 - a. A member listed as Active or Firefighter or Life member with voting privileges
 - b. A Life Member without voting privileges
 - c. Probationary member
 - i. Must be approved by the Department President
 - d. A member listed as an Active No Vote (NV) member who is authorized to respond to incidents, training, meetings or fund raisers
2. A member listed as Contributory
 - a. authorized to respond to Incidents and/or training
3. Any member not meeting the criteria in Paragraph 1 or Paragraph 2 of the Determination for eligibility for Non-Class A Uniform, may be authorized to wear a Non-Class A Uniform upon approval of the President and/or Department Chief.

Non-Class A Uniform

1. Non-Class A Uniform attire items are not provided by the KRFRD except:
 - a. Badge
 - b. KRFRD Patch
 - c. American Flag patch
 - d. KRFRD Badge, Patch and/or the American Flag patch are obtainable from KRFRD if available. Reimbursement cost may apply.
2. Each member eligible and desiring to wear a Non-Class A Uniform will personally secure and maintain all items and consists of the following:
 - a. Uniform long sleeve white shirt with Fire Department Patch and American Flag
 - i. Only the KRFRD Patch is allowed on the left shoulder.
 - ii. Only the American Flag is allowed on the right shoulder.
 - b. If no uniform long sleeve white shirt available
 - i. A long sleeve white dress shirt
 - c. Name tag consisting of first Initial and last name
 - i. Place directly above the top of the right pocket seam
 - d. Black Tie (Velcro, dress or clip on)
 - i. No bow tie permitted

- e. Black dress shoes
- f. Collar pins can be worn on the shirt denoting rank
- g. Department issued Service Award Pins:
 - i. Wear only one and place it centered, above the nametag
- h. A white long or short sleeved tee shirt must be worn beneath the uniform shirt
- 3. All badges are silver in color
 - a. The only exception is any Chief Officer (Department Chief, Department Deputy, or Department Assistant Chief).
 - i. This badge may be gold in color
- 4. A Non-Class A Uniform and related attire and items will be solely purchased and maintained by the member without reimbursement. Member will ensure the uniform when worn is:
 - a. clean
 - b. pressed
 - c. without stains, tears or in disrepair in any aspect of the uniform to include shirt, pants shoes, tie.

Non-Class A Uniform usage

- 1. Non-Class A Uniform shall automatically be approved usage when a Class A Uniform is approved.
 - a. Exception when KRFRD is participating as a unit (example-march in parade, etc)
 - b. Exception may be implemented by President and/or Department Chief
- 2. When Non-Class A Uniforms are approved to be worn, the individual wearing the uniform is prohibited from consuming alcohol while in uniform.

Class A or Non-Class A Uniform usage at time of a member death

- 1. In the event of a member's death and the immediate family of the member at the time of death request to wear his/her Class A or Non-Class A Uniform for funeral service:
 - a. Class A Uniform
 - i. Request will be approved unless:
 - 1. Member has less than 10 years of cumulative and documented active or firefighter service
 - 2. Member is suspended on the date of death
 - ii. No request for cost reimbursement will be presented the member's immediate family.
 - b. Non-Class A Uniform
 - i. Request will be approved unless:
 - 1. Member is suspended on the date of death
 - c. No request for cost reimbursement will be presented the member's immediate family.
- 2. In the event of a member Line-of-Duty death:
 - a. The immediate family will be formally asked if the deceased member is to be dressed in his/her Class A or Non-Class A Uniform for funeral service
 - i. Family request will be honored
 - b. No request for cost reimbursement will be presented the member's immediate family.

Determination of members not permitted to wear a Class A or Non-Class A Uniform:

- 1. Any person not listed on the current KRFRD membership roster.
- 2. Any member listed as suspended.
- 3. Any member listed as an Active No Vote (NV) member.
 - a. Exclusions noted in **Determination for eligibility for Non-Class A Uniform**
- 4. Any member listed as a Contributory Member.
 - a. Exclusions noted in **Determination for eligibility for Non-Class A Uniform**