

# CHARLESTOWN FIRE DISTRICT

Box 327

Charlestown, RI 02813

## Application for Membership

In accordance with the Charlestown Fire District by-laws, the following application and its information are for review and vote by the members of the Company body. After the Company has approved an application, the application will be forwarded to the B.o.E. Membership Officer and the District Board of Engineers for review and approval. After this review and approval process the applicant may begin active operations with the Company. The candidate is applying for one of the categories described below.

### 1. Active Firefighter

Is an individual who actively responds to fires and/or emergency calls. Participates and trains in preparation of these calls. This person will be under the direct control of all by-laws (both Company and District), line officers, and Standard Operating Procedures. The applicant will be subject to the following procedures:

1. Personal background check including BCI.
2. Drivers license check including BCI.
3. Medical question are.

4. A six (6) month probationary period shall be required. During this time line officers will determine the candidate's participation level as well as deficiencies

Upon acceptance to the Company, the member will be required to attend a minimum amount of training to keep active status.

### 2. Associate Member

An Associate member is a support individual who contributes and donates time to functions related to the Company other than active firefighting. Members in this category may participate in monthly meetings, any fundraising events, parades, or any other function beneficial to the Company or as set forth in the by-laws.

This group includes the following sub-categories:

1. Fire scene rehabilitation personnel (other than EMS).
2. Honorary member: A member who does not participate in activities but is considered a member of the department.

### 3. Junior Firefighter

A Junior Firefighter is an individual who is between the ages of 14 and 18. This individual must have written parental consent allowing participation in training activities or actual demonstrations under the direction and discretion of an officer that are deemed beneficial and safe to the learning of the junior firefighter. The junior firefighter will abide by any rules and regulations that the Officers or Board of Engineers feel necessary to protect and promote this individual

# CHARLESTOWN FIRE DISTRICT

## CRIMINAL RECORDS REVIEW POLICY

### Section 1

Any person seeking membership in the Charlestown Fire District shall undergo a criminal background check to be initiated prior to or within one week of the commencement of his or her probationary period.

### Section 2

Each applicant for membership shall, through the Charlestown Fire District, apply to the local Charlestown Police Department for a statewide criminal records check. Fingerprinting shall not be required. Upon deliver of any disqualifying information as defined in Section 3 below, the Charlestown Police Department will inform the applicant in writing of the disqualifying information, and without disclosing the nature of this disqualifying information, will notify the Charlestown Fire District in writing that disqualifying information has been disclosed.

### Section 3

Disqualifying information shall mean:

a. Information produced by a criminal records review pertaining to conviction for the following crime will result in a letter to the applicant and the Charlestown Fire District disqualifying the applicant for membership: murder, voluntary manslaughter, involuntary manslaughter, first degree child molestation, second degree child molestation, assault on persons 60 years of age or older, assault with intent to commit specified felonies (murder, robbery, rape, burglary, or other abominable and detestable crime against nature), felony assault, patient abuse, neglect or mistreatment of patients, burglary, first degree arson, robbery, felony drug offenses, larceny, or felony banking law violations, or driving under the influence.

b. For purposes of this definition the term "conviction" shall mean, in addition to judgments of conviction entered by a Court subsequent to a finding of guilty or a plea of guilty, those instances where the defendant has entered a plea of nolo contendere and has received a sentence of probation and those instances where a defendant had entered into a deferred sentence agreement with the Attorney General.

### Section 4

An applicant, against whom disqualifying information has been found, may request a copy of the report be sent to the Charlestown Fire District B.o.E. Membership Officer and the Membership Officer shall make a judgment regarding the continued membership of the applicant.

### Section 5

In those situations in which no disqualifying information had been found, the Charlestown Police shall inform the applicant and the Charlestown Fire District B.o.E. Membership Officer in writing of the fact.

### Section 6

The Charlestown Fire District shall maintain on file evidence that criminal records checks have been initiated on all members and the results of the checks.

# CHARLESTOWN FIRE DISTRICT

## Application for Membership

Please check the position you wish to apply for:

Active firefighter \_\_\_\_\_ Associate member \_\_\_\_\_ Junior firefighter \_\_\_\_\_  
(Junior firefighter applicants require written parental consent form with application)

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Previous Address: \_\_\_\_\_ (if present is less than 3 yrs.)

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Social Security Number (last 4 digits only): XXX-XX-\_\_\_\_\_

Drivers License Number and State: \_\_\_\_\_

Present Employer/Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

### Previous Firefighting or Organization Experience

1. \_\_\_\_\_ Years: \_\_\_\_\_ Rank: \_\_\_\_\_

2. \_\_\_\_\_ Years: \_\_\_\_\_ Rank: \_\_\_\_\_

3. \_\_\_\_\_ Years: \_\_\_\_\_ Rank: \_\_\_\_\_

Reasons for leaving or resigning any of the above organizations \_\_\_\_\_

List any firefighting schooling, training, or special skills \_\_\_\_\_

I understand that there will be a background check, including criminal background, and acknowledge receipt of a copy of the Charlestown Fire Districts Criminal Records Review Policy and Drugs in the Workplace Policy. The undersigned attests that the information provided on the application is true and accurate.

Signed \_\_\_\_\_

I hereby authorize the Charlestown Fire District to obtain from the Bureau of Criminal Identification, through the Charlestown Police Department, a statewide criminal records check in accordance with the Charlestown Fire Districts Criminal Records Review Policy.

Signed \_\_\_\_\_ Date \_\_\_\_\_

The information on this application is confidential and will not be made public

For Official Use Only \_\_\_\_\_

Background check completed by: \_\_\_\_\_

Background Information: \_\_\_\_\_

Application approved \_\_\_\_\_ Application rejected \_\_\_\_\_ Date \_\_\_\_\_

# CHARLESTOWN FIRE DISTRICT

## Application for Membership

### MEDICAL QUESTIONNAIRE

Firefighting is a dangerous activity involving a high degree of risk of minor and serious bodily harm to the firefighter. Certain medical or physical conditions or limitations could interfere with or impede your ability to perform the physical requirements of firefighting. Activities include, but are not limited to, lifting heavy loads, handling heavy equipment, driving trucks and operating fire apparatus, climbing into or out of fire trucks, wearing heavy fire firefighting equipment and clothing, , climbing ladders, and handling hoses.

Do you have any medical or physical condition or limitations, which would interfere with, or impede your ability to perform the physical requirements of firefighting?

Yes\_\_\_\_\_ No\_\_\_\_\_

If yes please describe\_\_\_\_\_

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

Are you now receiving or have you ever received disability payments due to above?

Yes\_\_\_\_\_ No\_\_\_\_\_ If yes, when? \_\_\_\_\_

Are you now receiving, or have you received, disability payments due to other physical disabilities? Yes\_\_\_\_\_ No\_\_\_\_\_ If yes, when?\_\_\_\_\_

If yes, please describe\_\_\_\_\_

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

If your physical condition precludes your being an active firefighter due to the danger it would cause to the public or other firefighters, would you like to be considered for an associate membership?

Yes\_\_\_\_\_ No\_\_\_\_\_

# CHARLESTOWN FIRE DISTRICT

## Application for Junior Membership

### CONSENT, RELEASE and WAIVER OF LIABILITY FOR JUNIOR MEMBERSHIP

Junior applicant's name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Town: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Mothers name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Town: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Fathers name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Town: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

The undersigned represents that I am the parent or legal guardian of the child named above and that I do hereby authorize and give for my child to become a Junior Firefighter and also to participate in Junior Firefighter activities conducted by the Cross Mills Fire Department and /or the Charlestown-Richmond Fire Association.

I do hereby release, indemnify, and hold harmless the Cross Mills Fire Department, The Charlestown-Richmond Fire Association, The Charlestown Fire District, and their directors, officers, employees, agents, volunteers, and the owners or operators of any property on which an injury or other damage might occur as a result of my child's participation in Junior Firefighter activities, from all liability, cause of action, claims and demands of every kind and nature whatsoever for accidents, damage, injury, illness, or related or similar claims to my child.

### **I hereby acknowledge that I have read the above consent and release of liability**

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_  
Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

State of Rhode Island  
County of Washington

In \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ before me personally appeared \_\_\_\_\_, to me known and known by me to be the party executing the foregoing instrument to be her/his free act and deed.

\_\_\_\_\_

Notary Public  
My commission expires: \_\_\_\_\_

# CHARLESTOWN FIRE DISTRICT

## Drug-Free Workplace Policy

The Charlestown Fire District recognizes the potential dangers of drug use in the workplace and, therefore, prohibits the manufacture, distribution, possession, or use of controlled substances by any member or employee of the Charlestown Fire District at any time while engaged in Fire District business, operating Fire District equipment or property, or on Fire District premises.

To fulfill the intent of maintaining a drug-free work place The Charlestown Fire District will ensure that:

1. All employees or members of the Charlestown Fire District in violation of this policy are subject to disciplinary action. Within 30 days of the Charlestown Fire District being notified of an employee or members conviction of a criminal drug statute, the Fire District shall take such action as to include; satisfactory participation in a controlled substance assistance or rehabilitation program, suspension, or termination.
2. As a condition of employment or membership, employees or members are required to notify the Fire District within (5) calendar days of any criminal drug statute conviction where such conviction was due to an occurrence inside or outside of the workplace. Notice of such conviction must be submitted to the Chairman of the Charlestown Fire District Board of Engineers in writing.
3. The Fire District will report such criminal drug statute convictions, as stated above, to appropriate federal agencies with ten (10) calendar days after receiving notice of such convictions.
4. The Charlestown Fire District shall offer at a minimum of once per calendar year, a class to educate employees and members about the dangers of drug abuse, and the specifics of the Charlestown Fire District Drug Free Workplace Policy.
5. All employees or members of the Charlestown Fire District shall be issued a copy of the Drug Free workplace Policy and the Policy shall become an integral part of the Fire District application for membership package.