

LANCASTER COUNTY
FIRE POLICE TASK FORCE

STANDARD OPERATING GUIDELINES



Revised March 16, 2022

FIRE POLICE PRAYER

Almighty God our Savior, whenever I am dispatched to serve my fellow man in times of need, I ask You,

To give me the strength and Guidance to be ever alert and to be consistent within the discharge of my duties,

To be ever mindful of the welfare and safety of all I have been sworn to protect and serve,

To be fair and impartial in the treatment of all persons with whom I come in contact.

To be courteous and never be profane in words or deeds while on duty,

To strive to always be proficient with the talents which you have given me, and to always have the willingness to serve.

And, if during my service to others in times of need, it is your will that I lay down my life, bless always, with your love and guidance, my family and those I leave behind.

Amen

Mission Statement

The Lancaster County Fire Police Task Force is a member committee of volunteers, organized to establish a county-wide volunteer Fire Police Task Force to assist with crowd control, traffic control and security. The Task Force shall work as one unit in assisting all local emergency responders at major emergency incidents throughout Lancaster County whenever needed. The Task Force shall also work in this capacity whenever requested by agencies in adjoining counties as well. The role of this Task Force is to work with the local Incident Coordinator on major emergency incidents in both an advisory capacity as well as providing additional support with volunteer Fire Police Officers from throughout Lancaster County.

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Section I - Purpose

THE PURPOSE OF THESE STANDARD OPERATING GUIDELINES (SOG's) IS TO ESTABLISH POLICY PROCEDURES AND RULES FOR ALL VOLUNTEER SPECIAL FIRE POLICE OFFICERS OF THE LANCASTER COUNTY FIRE POLICE TASK FORCE IN THE COUNTY OF LANCASTER, COMMONWEALTH OF PENNSYLVANIA.

THE PRIMARY GOAL HERE IS TO PROVIDE A TRAINED AND PROFESSIONAL TEAM OF SPECIAL VOLUNTEER FIRE POLICE OFFICERS TO ASSIST ALL EMERGENCY AGENCIES WHENEVER EXTRAORDINARY EMERGENCY EVENTS OCCUR AND/OR ADDITIONAL FIRE POLICE RESOURCES ARE REQUIRED FOR CROWD CONTROL, SECURITY REASONS AND FOR FIREMAN'S FUNERALS. THIS FIRE POLICE TASK FORCE SHALL ALSO PROMOTE AND ADVISE OF ALL TRAINING OPPORTUNITIES AS THEY BECOME AVAILABLE.

Section II - Terminology

This guideline will use specific terminology and abbreviations throughout:

- AHJ – Authority Having Jurisdiction – The municipality that has granted authority to the Fire Police under State Law Title 35
- Commander-In-Charge (CIC) – This could be the FTPF Chief, Deputy-Chief, Task Force Captain or other Task Force Officers
- FPC - Fire Police Captain - The member appointed or elected to command the company's Fire Police Chief.
- Host Company – The Fire Company or Fire Police Organization that the member is from
- IC – Incident-Commander – The person in command of an emergency scene. This is generally one of the company's Line Officers.
- FPTF – Lancaster County Fire Police Task Force
- LCFPTF Executive Board – The Administrative Members of the FPTF as defined by the Constitution, By-Laws and this SOG
- LCWC – Lancaster County Wide Communications (County 911)
- LO - Line Officer - Generally the Chief, Deputy-Chief, Assistant Chief, Captain, or Lieutenant.
- OIC – Officer-in-Charge – This could be the Fire Chief or Fire Police Captain or their respective Line Officers
- PSP - Pennsylvania State Police.
- SFPO - Special Fire Police Officer.
- Staging Area – The area designated for all responding Fire Police to gather pending assignment(s)
- Temporary Traffic Zone - The area at or near a scene established to divert traffic

Section III – Responsibilities of FPTF Line Officers

While State Law outlines the responsibilities of the Special Fire Police Officer, see Appendix B, the following Subsections outline the general responsibilities of all FPTF Line Officers. Since no two (2) events are the same, the responsibilities listed below may vary in their execution. See Appendix C for list of Administrative and Line Officers.

Section III.A – Chief

The Chief is the first-in-command during emergency and non-emergency requests for Task Force resources. As such, the Chief shall be the primary point-of-contact for all request for Task Force resources, whether emergency or non-emergency. The Chief shall have the right to approve or deny the dispatching of Task Force resources. The Chief shall:

During Dispatched Emergency Events

1. Upon arrival at incident, the Chief shall report to and work with the OIC in the allocation of FPTF resources.
2. Assigns resource to oversee staging area
3. Contacts County Radio in the event additional resources are needed
4. Coordinates, or assigns a FPTF representative, to work with Lancaster County Emergency Management Agency in the event of a long-duration event
5. Other responsibilities that may arise during an emergency event

During Dispatched or Scheduled Non-Emergency Events

1. Contacts members of FPTF to identify and schedule resources for coverage
2. Assumes command, or works with OIC, of all Fire Police at event
3. Assigns FPTF resources
4. Coordinates with event coordinator to guarantee safety at event

Section III.B – Deputy-Chief

The Deputy-Chief is the second-in-command during emergency and non-emergency requests for Task Force resources. In the absence of the Chief, the Deputy-Chief shall assume all functions of the Chief. The Deputy-Chief shall:

During Dispatched Incidents

1. Assists Chief in the assignment of LCFPTF resources
2. If requested by the Chief, assumes command of the staging area
3. Oversees health and safety of assigned LCFPTF resources
4. In the absence of the Chief assumes all responsibilities of the Chief
5. Other responsibilities that may arise during an emergency event

During Dispatched or Scheduled Non-Emergency Events

1. Assists Chief in contacting member of LCFPTF to identify and schedule resources for coverage
2. Assists command, or works with OIC, of all Fire Police at event
3. Assist in assigning LCFPTF resources
4. Coordinates with event coordinator to guarantee safety at event
5. Oversees health and safety of all assigned LCFPTF resources
6. In the absence of the Chief, assumes all responsibilities of the Chief

Section III.C - Task Force Captains

The Task Force Captain shall be the primary point-of-contact for the specific Task Force they are assigned. The Task Force Captains shall work with the Chief and Deputy-Chief in the oversight of the Fire Police within the Captain's Task Force in regard to LCFPTF responsibilities. In the event the Task Force Captain is contacted directly by County Radio, the Captain shall immediately contact the Chief and/or Deputy-Chief of the request for resources. The Task Force Captains shall:

During Dispatched Incidents

1. Reports to the OIC or, in the event the Task Force has been assigned command, reports to the Chief or Deputy-Chief
2. If requested, assumes command of the staging area
3. Oversees health and safety of assigned LCFPTF resources
4. Other responsibilities that may arise during an emergency event

During Dispatched or Scheduled Non-Emergency Events

1. Works with the Chief and/or Deputy-Chief to identifying and contact resources required for coverage
2. Assumes command in the absence of the Chief or Deputy-Chief
3. Oversees health and safety of assigned LCFPTF resources

Section III.D - Task Force Lieutenants and Sergeants

Each Task Force Captain may appoint two (2) Task Force Lieutenants who will assume the responsibilities of the Task Force Captain in their absence. Further, each Task Force Captain may, if deemed necessary, appoint one (1) Task Force Sergeant who will assume the responsibilities of the Task Force Lieutenants in their absence.

Section III.E – Safety Officer

As defined in the By-Laws, each Task Force Captain may appoint a Task Force Safety Officer during the Captain's term or during a dispatched incident. The Task Force Safety Officer shall verify those responding to an incident:

1. Have proper reflective gear.
2. Assume positions in a safe and visible manner related to visibility to and from motorists
3. Are not subject to unsafe conditions due to weather

In the event the Task Force Safety Officer determines an assigned responder is either not properly dressed or in a unsafe position, the Safety Officer shall notify the FTF OIC of the issue. If determined that the responder is in immediate danger, the Task Force Safety Officer has the right to withdraw the responder until the unsafe condition is resolved.

Section III.F – Traffic Unit Certification

On March 13, 2012, LCWC transferred responsibility for certifying Traffic Units to the LCFPTF, see Appendix D for letter. In order to certify a Traffic Unit, a minimum of two (2) Line Officers must perform the certification. The Task Force Captain for the sector shall assume responsibility for the certification process. All Traffic Units undergoing certification must meet the minimum requirements as outlined in Appendix E, Traffic Unit Certification Checklist. Once certified, the Line Officers will sign the Checklist and, along with a letter of Certification, send the Host Company a copy.

Section IV – Coverage Areas

The following Subsections outline the structures developed for providing coverage throughout Lancaster County.

Section IV.A – Fire Police Task Force Structure

For purposes of dispatching Lancaster County Fire Police Task Force Officers, Lancaster County has been divided into three (3) Task Forces. These Task Forces are primarily defined in the following manner:

Task Force 1 - Northwestern sector of Lancaster County

Task Force 2 - Northeastern sector of Lancaster County

Task Force 3 - Southern sector of Lancaster County

The Task Force sectors were determined by roads/highways and not by the “old” fire zones as those zones may no longer be used in the same manner as in the past.

Refer to Appendix F for Coverage Map.

Section IV.B – Strike Team Structures

Each Task Force shall consist of two (2) Strike Teams. Each Strike Teams shall be structured in a manner which will provide the requesting Fire Company with sufficient equipment without overwhelming the requester. Whenever and wherever possible, each Strike Team shall consist of 5 – 6 Traffic Units and/or Squads. If sufficient Traffic Units and Squads are not available, the Strike Team may be modified to include individual company Fire Police.

Refer to Appendix G for list of Fire Companies, their Task Force and their Strike Teams. Refer to Appendix H to Strike Team structures.

Section V – Membership

The following subsections outline the various types of memberships within the Task Force.

Section V.A – Participating Fire Company

As outlined in Article II - Membership, Section 2 – Membership Types of the Lancaster County Fire Police Task Force Constitution, Participating Fire Companies are those companies willing to assist, with approval from their AHJ, in only emergency dispatches.

All Fire Companies within Lancaster County shall be listed as participating within the Task Force. As such, the Fire Company's Fire Police will be called upon when needed. However, in the event a Fire Company does not wish to participate in the Task Force, or the municipality acting as the AHJ declines to participate, they shall be able to withdraw their participation by sending a letter to the FPTF Executive Board on company or municipal letterhead.

Participating Fire Companies should submit to the Executive Board individual applications for all Fire Police Officers who will be responding to emergency calls.

Fire Companies which decide to be a Participating Member only shall not be allowed to vote or receive supplies from the FPTF.

Section V.B – Membership Fire Company

As outlined in Article II - Membership, Section 2 – Membership Types of the Lancaster County Fire Police Task Force Constitution, member Fire Companies are those companies willing to assist, with approval from their AHJ, in both emergency and non-emergency dispatches.

Any Fire Company within Lancaster County or surrounding counties can join the FPTF as a member by having their municipality pass a resolution permitting the Fire Company to become a member. A copy of the resolution must be submitted to the FPTF Executive Board as proof of full membership by either mail or email. Refer to Appendix I for sample resolution.

Member Fire Companies should submit to the Executive Board individual applications for all Fire Police Officers who will be responding to emergency calls.

As a member of the FPTF, the host company will be allowed to receive, from the FPTF, supplies which are made available to the FPTF by grants and/or donations. These supplies may include, but are not limited to, road signs, barricades, vests or other such items that may come available. Member Fire Companies will also be allowed to vote for Business and Line Officers as outlined in the By-Laws.

Section V.C – Individual Membership

In addition to Fire Company membership, individuals within a Fire Company's Fire Police from Participating or Member Fire Companies may join the FPTF as individual members. Refer to Appendix J for sample application for individual membership.

Individual Membership applications should be accompanied by background checks and all certifications. All applications for Individual Membership, along with supporting documentation, must be submitted to the FPTF Executive Board via mail, email, or directly to the Task Force Captain.

The following list contains the requirements for Individual Members. The LCFPTF Executive Board reserves the right to waive any requirement. The LCFPTF Executive Board also reserves the right to place additional requirements on an individual if deemed necessary.

- a. Individual Members must be in good standing and maintain active membership at their Host Company.
- b. Individuals currently under probationary period due to disciplinary action will not be accepted.
- c. Individual Members must have completed their probationary period at the Host Company. In the event the Host Company does not require a probationary period, the Individual Member must be a member of the Host Company for a period of six (6) months prior to applying to the FPTF.
- d. Individual Membership shall not be allowed from Fire Companies which have requested not to participate in the FPTF.

Section V.D - Fire Police Officer Security Levels

In order that we may provide Fire Police Officers for a host of different types of incidents/events for any agency requesting such, every FPTF Officer member shall be appointed to one of two security levels. Designated law enforcement officers shall provide the LCFPTF with this information for these purposes. Only the security level that a Fire Police Officer may attain will be shared with the LCFPTF Executive Board. All other information shall remain highly confidential with the law enforcement officers obtaining this data for us.

Background checks along with driver's license status checks may be conducted, at no cost to each Fire Police Officer, on an annual basis, along with the status of individual training requirements which shall determine/maintain these security levels.

Section V.D.1 - Security Level One

Security level requirements shall be determined by law enforcement officials that provide individual background checks. LCFPTF Officers with Level One security status shall wear an identification badge with a RED stripe on it. Level One security shall be considered as the highest security level.

Section V.D.2 - Security Level Two

Once again, security level requirements shall be determined by law enforcement officials that provide individual background checks. LCFPTF Officers with Level Two security status shall wear an identification badge with a BLUE stripe on it.

Section V.E – Membership Committee Review

All applications, whether from a Fire Company or individual, shall be submitted to the Membership Committee for review and recommendation to the Executive Board. The membership Committee shall:

Section V.E.1 – Fire Company Applications

Review the resolution from the AHJ to verify it meets the requirements, In the event the resolution does not meet the requirements, the Membership committee shall contact the Fire Company and provide them with the information needed for the resolution.

Section V.E.2 – Individual Applications

Upon receipt of an application from an individual, the Membership committee shall:

1. Contact the Host Company to verify the individual meets the qualifications as outlined in Section V.C above.
2. Conduct PSP background checks, or other appropriate agency
 - a. The Membership committee reserves the right to contact the applicant or their Host Company for explanation of any items found on the background checks.
3. If necessary, contact the individual and request copies of certifications required
4. Submit to the Executive Board their recommendation for membership

If approved for Individual Membership, the Task Force Captain shall contact the individual via email or mail. If rejected, the Secretary shall notify the individual, in writing, of the reason for rejection.

If deemed appropriate, the Executive Board can recommend the applicant resubmit an application once the reasons for rejection have been resolved.

Section VI – Training

The following subsections outline the requirements for all FPTF Line Officers and responding Fire Police. These requirements are to be in conjunction with or in addition to all Federal and State requirements. However, these requirements are not meant to replace the officer's host company requirements but should be considered as additional requirements.

Section VI.A – Training Requirements for the FPTF Line Officers

The LCFPTF requires all FPTF Line Officers complete the minimum training requirements within one (1) year of assuming the position. Minimum and additional requirements are outlined below:

Section VI.A.1 – Minimum Requirements for FPTF Line Officers

Minimum training requirements for FPTF Line Officers are:

- Basic Fire Police
- Advanced Fire Police
- HazMat Awareness (yearly certification required)
- IS-700: National Incident Management System, An Introduction.
- IS-800: National Response Framework, an Introduction
- ICS-100: Introduction to the Incident Command System.
- ICS-200: ICS for Single Resources and Initial Action Incidents.

Section VI.A.2 – Optional Training for FPTF Line Officers

In addition to the minimum requirements listed above, the following are recommended optional courses:

- Traffic Incident Management
- CPR (recertification required every 2 years)
- Active Shooter
- Initial Response to Terrorism
- Fire Police Courses currently recognized by the PA State Fire Academy

Section VI.B – Training Recommendations for Responding Fire Police

The LCFPTF requires all Fire Police responding to emergency and non-emergency assignments must meet the minimum training requirements outlined below:

Section VI.B.1 – Minimum Requirements for Responding Fire Police

Minimum training requirements for responding Fire Police are:

- Basic Fire Police
- Advanced Fire Police
- IS-700: National Incident Management System, An Introduction.
- HazMat Awareness (yearly certification required)

Section VI.B.2 – Optional Training for Responding Fire Police

In addition to the minimum requirements listed above, the following are recommended optional courses:

- Traffic Incident Management
- CPR (recertification required every 2 years)
- Active Shooter
- Initial Response to Terrorism
- Fire Police Courses currently recognized by the PA State Fire Academy

Section VI.C – Reporting Fulfillment of Training Requirements

All members of the FPTF must report fulfillment of their training requirements as outlined below:

- a. A copy of the certification denoting successful completion of the course should be forward to the Task Force's Captain, Chief, Training Officer, and Executive Board Secretary
- b. The Task Force Captain will review the certification and submit the certification for approval to the Executive Board
- c. The Executive Board Training Officer and Secretary shall keep copies of all personnel training

Section VI.D – Exceptions

Individuals in certain professions or those who have been trained in other emergency responder-type positions may be exempt from the training requirements noted in this section of the SOG's. Examples might be Fire Police Officers who are also law enforcement officers, in E.M.S. positions, certified investigative teams, search and rescue teams, Haz-Mat Technicians and the like. Requests for such training exemptions shall be given to the FPTF Executive Board for their review and decision.

However, this does NOT exempt anyone from completing NIMS 100, NIMS 200, NIMS 700 and the "Haz-Mat Awareness with Annual Refresher" (or higher) classes.

Section VII – Equipment and Uniform

This section shall outline the equipment and uniform to be used by the FPTF.

Section VII.A – Equipment

The following is a list of minimum equipment the FPTF member should use. At no time shall this list override the equipment requirements of the Host Company.

- a. Flashlights - Flashlights may be carried when wearing the dress uniform. Flashlights shall have approved luminaries (cone) when used to direct traffic at night.
- b. Gloves - Gloves of a high visibility color and or with reflective material may be worn. Other gloves appropriate to the season, or work being performed, may be worn. When directing traffic, consideration should be given to wearing gloves of a color which contrasts with other clothing being worn. This will provide better visibility of the hands when giving traffic directions.
- c. Reflective Vests - High-visibility, ANSI yellow in color, break-away-type vest with reflective striping and the words "Fire Police" shall be worn with the dress uniform when safety conditions warrant or while directing traffic.
- d. Fire Police Coats - A coat with reflective trim and the words "Fire Police" shall be worn. Coats should be ANSI yellow in color.
- e. Fire Police Jumpsuits - Jumpsuits of either summer or winter weight may be worn. Jumpsuits shall be ANSI-yellow in color. Reflective "Fire Police" lettering shall be on the back of the jumpsuit and additional reflective trim shall be included on the jumpsuit to enhance visibility.
- f. Rain Gear - Rain gear worn for emergency situations shall be ANSI-yellow in color and have the words "Fire Police" on the back in reflective letters. Additional reflective trim shall also be used to enhance visibility and safety.
- g. Hats – While baseball style hats are used by many companies, in the event of VIP visits, funerals, and other such events, baseballs style hats are frowned upon. Refer to Section VII.B – Uniform for proper attire during VIP visits, funerals, and other such events.

Section VII.B – Uniforms

At times, the LCFPTF may be called upon to assist at funerals of first-responders, VIP visits, or other such events. During these events, it is important that each member of the LCFPTF be properly attired. Therefore, it is recommended that members of the task force dress in their company's uniform. Eight-point or campaign hats shall be worn. In addition, members of the Executive Board shall dress in the following uniform:

- a. Black or dark dress pants
- b. White shirt with LCFPTF patches and appropriate badge
- c.** Eight-point or campaign hat
- d.** Reflective gear when and if necessary

Section VIII – Codes of Conduct

The following Subsections outline the acceptable and unacceptable conduct of all members of the FPTF.

Section VIII.A – Conduct of Special Fire Police Officers

All members of the Lancaster County FPTF shall always conduct themselves in a professional manner. This includes, but not limited to:

- a. Never report to duty under the influence of alcohol or drugs.
- b. Always be neat in your appearance. Proper Fire Police Officer's apparel and safety equipment must be worn as mandated by your respective Host company.
- c. Refrain from the usage of any foul or obscene language or gestures.
- d. Report all unusual incidents to the Officer in Charge (O.I.C.).

Section VIII.B – Unacceptable Behavior

The Executive Board of the Lancaster County Fire Police Task Force recognizes that it is necessary to establish guidelines for conduct for all Task Force Fire Police Officers. By the same token, it is also extremely important to establish possible disciplinary actions as well, if/whenever needed. The following list defines misconduct that could result in disciplinary action/s:

- a. Lewd or indecent conduct or foul language.
- b. Unauthorized use, possession, or sale of narcotics, illegal substances, firearms or dangerous weapons.
- c. Drunk or disorderly conduct
- d. Possession of alcoholic beverages
- e. Destruction of, damage to, malicious misuse of or abuse of anyone's personal and/or private property.
- f. Unsafe driving practices when responding to incidents.
- g. Any action(s) that can be construed to be disrespectful to anyone while performing their duties, regardless of ethnic origin, cultural background, sex, creed or ideology, or ill regard for the rights of others.
- h. Hateful or offensive expressions or gestures of prejudice and ignorance.
- i. Failure to properly follow instructions of their ranking Fire Police Officer and/or any law-enforcement official on scene.
- j. Failure to wear appropriate and proper clothing
- k. The use of tobacco is prohibited by any Task Force Fire Police Officer while performing their duties. This "no tobacco products policy" is also applicable to all "smokeless" tobacco, e-cigarettes and "vaping" products while "on duty" as well.

Section VIII.C – Weapons

As stated in Pennsylvania Chapter 74, Subchapter 74, Title 35 Section 7435, no Special Fire Police Officer shall carry or use a weapon while executing their function as a Special Fire Police Officer. See Appendix B for entire state law.

Further, LCFPTF has stated that no Special Fire Police Officer shall carry a weapon of any kind during execution of their function as a Special Fire Police Officer. However, it is recognized that Federal and State laws related to Law Enforcement Officers may exempt Special Fire Police Officers from this guideline.

Section VIII.D – Leaving the Scene

Leaving the scene without permission is not allowed and constitutes “abandoning one’s assigned post”. You are committed to an emergency incident until such time you are relieved of your duties/assignment by the Officer in Charge. Another Fire Police Officer may be needed to cover your assigned post.

When one is relieved of their duties, be sure to advise the OIC that you are leaving and sign the “sign-out” sheet and/or “accountability sheet”.

Section VIII.E - Violation of Codes of Conduct

Any FPTF Fire Police Officer found in violation of these expected principles of behavior may be immediately dismissed from the FPTF Team. In addition, further disciplinary action(s) may be necessary. Any such disciplinary actions shall be at the sole discretion of The Executive Board of the Lancaster County Fire Police Task Force.

Section VIII.F - Levels of Disciplinary Action due to Violations of Codes of Conduct

There shall be three (3) levels of disciplinary action, based on the severity of misconduct.

Level One

This level will result in a verbal, face-to-face discussion with all parties involved. This conversation shall take place in a “private” manner and shall not take place in a “public” setting.

Level Two

This level will result in a written document containing all details of the infraction that took place. Depending on the severity of the infraction, possible suspension may take place.

Level Three

This level of disciplinary action will also result in a written document containing all details of the infraction that took place. In addition, this action could result in the permanent suspension from the FPTF, per the discretion of The Executive Board of the Lancaster County Fire Police Task Force.

Section VIII.G – Immediate Suspension and Termination

A member of the FPTF will be immediately suspended and/or terminated if:

Section VIII.G.1 – Immediate Suspension

- The Host Company has suspended the member for disciplinary reasons.
- The individual member has been charged with a DUI.
- The individual member has been charged with a Felony crime.

Section VIII.G.2 – Immediate Termination

- The Host Company has terminated the member for disciplinary reasons.
- The individual member has been convicted or plead guilty to a DUI.
- The individual member has been convicted or plead guilty to a Felony crime.
- The Individual member has retired from the Host Company and is no longer an active member of a Fire Police organization. However, said member will still be permitted to be elected to and hold an Administrative Office within the Executive Board, as outlined within the LCFPTF By-Laws, but will be banned from responding to Task Force dispatches.

Section VIII.H – Disciplinary Hearing

Whether the violation is Level 1, 2 or 3, the following steps should be followed:

- a. The person observing the incident, whether it be the Chief, Deputy-Chief, Task Force Captain or other Fire Police Officer, shall report the violation on a Disciplinary Action Request form, see Appendix M for sample form.
- b. The form shall be forwarded to the LCFPTF Chief who shall review it and schedule a review with the LCFPTF Executive Board.
- c. The LCFPTF Executive Board shall determine, based on their investigation, if the disciplinary action should continue and at what level.
- d. If the LCFPTF Executive Board determines not to proceed with disciplinary action, the form will be returned to the person who filed it. Otherwise, a disciplinary hearing will be scheduled.
- e. Prior to any disciplinary hearing, the offending officer and the Host Company Chief shall receive copies of the complaint and a scheduled date for the hearing.
- f. Whether the offending officer is found to have violated the LCFPTF's Code of Conduct or not, the decision of the Line Officers, written on the form and, along with a cover letter, shall be sent to the offending officer and the Host Company's Chief.

Section VIII.I – Review Board Structure

In the event it is determined that a disciplinary hearing shall be held, the Review Board shall be structured as follows:

- a. The President shall act as Chairperson of the Review Board.
- b. The President shall appoint two (2) FPTF Line Officers to the Review Board.
- c. The President shall request the Host Company appoint two (2) members from the Host Company to the Review Board.
- d. The Review Board shall be allowed to call witnesses.
- e. The Review Board shall allow the offending officer to present a defense, including but not limited to calling witnesses.
- f. Upon conclusion of the hearing, the Review Board shall meet in private to determine if the offending officer shall be disciplined and if so, to what level.

In the event the FPTF President is the subject of the disciplinary hearing or the person filing the report, the Vice President shall assume responsibility for the tasks outlined above.

Section VIII.J – Additional Reporting of Violation

Depending on the severity of the infraction, the LCFPTF Executive Board may be required to report said violation to the law enforcement agency having jurisdiction where the incident occurred.

Section IX – Responses

The following Subsections will outline those events which are acceptable and unacceptable responses by the LCFPTF.

Section IX.A – Emergency Responses

The FPTF will respond to the following types of emergency dispatches:

- a. Motor vehicle crashes involving a fatality or some type of blocking where the roadway will be closed for at least three (3) hours or longer.
- b. Major structure fires involving tanker shuttles and tanker fill sites.
- c. Assist Law Enforcement for:
 1. Mass Evacuations
 2. SERT Team
 3. Active Shooter
- d. Hazardous Materials involving large areas and/or long duration.
- e. Traffic Control and security for:
 1. Large agricultural incidents
 2. Large medical related incidents
 3. Major flooding
 4. Mass transportation incidents
 5. Large power outages
 6. Train derailment
 7. Aircraft crashes

Section IX.B – Non-Emergency Responses

The FPTF will respond to the following types of non-emergency dispatches:

- a. VIP visits
- b. First Responder funerals

Section IX.C – Exceptions

The LCFPTF reserves the right to respond to special events upon approval of the Executive Board.

Section IX.D – Dispatching the FPTF

There are two (2) types of dispatching of the LCFPTF, initial dispatch and subsequent dispatch. These shall be defined below. However, it is important to note that no two (2) events are the same therefore, some variations may occur in the methods for dispatching additional units after the initial dispatch. It shall be the responsibility of the CIC to maintain the Incident Roster Form, see Appendix N.

Section IX.D.1 - Initial Dispatch of FPTF Resources by County Radio

The initial request for FPTF resources will be made by the OIC at the scene of the event. Generally, the OIC will request County Radio dispatch the primary Strike Team for their company.

- a. The requested Strike Team shall be dispatched via pager tones and text by County Radio. Upon dispatch, County Radio should provide both the staging area and the Fire Police Frequency to be used upon arrival. As County Radio will be dispatching units by station, the station's Fire Chief and Line Officers will also receive notification that their Fire Police are being requested.
- b. Traffic Units and Squads will notify County Radio when they respond on their respective frequencies. When dispatched, County Radio should provide both a working Fire Police Frequency and a staging area to report to.

- c. Upon approaching the event those units responding to the incident may be required to switch their radios to the working frequency announced by County Radio and request instructions.
- d. In addition to dispatching the primary Strike Team, County Radio will contact the Chief, Deputy-Chief, and Task force Captain of the dispatch. One or all three of these will also respond and assume their responsibilities as previously stated in this guideline.
- e. Should the Task Force be requested for an out-of-county incident, the Chief, Deputy-Chief or the Task Force Captain, lieutenant or sergeant will designate and advise all responding Fire Police Units the location of the staging area.
- f. After receiving their assignment, the responding FPTF resources shall assess the area and establish a safe Temporary Traffic Zone by using approved traffic control devices. Refer to Appendix L for recommended method for establishing a safe Temporary Traffic Zone.

Section IX.D.2 – Subsequent Dispatch of FPTF Resources

Upon arrival, the FPTF CIC (Chief, Deputy-Chief or Task Force Captain) will assess if additional FPTF resources are required. The CIC will determine:

- a. Is the response from the primary Strike Team sufficient to provide coverage for the area requested by the OIC? If the responding units are insufficient, the CIC will review the situation with the OIC and, with agreement from the OIC, contact County Radio and request the secondary Strike Team be dispatched. If additional resources are required, the CIC will then request the additional resources for the Task Force as outlined in Appendix H.
- b. Is this a long-duration event that require FPTF resources be scheduled in shifts? If the event is determined to be of long-duration, the CIC will review the need to schedule additional resources with the OIC. Once the OIC agrees the event is to be classified as a long-duration event, the CIC will work with County Radio to schedule the dispatch of the secondary Strike Team, if not yet dispatched, and/or additional resources from the responding Task Force. Once the resources for the requested Task Force have been depleted, the CIC shall then use the resources from other Task Forces.
- c. Will the event require involvement of the county's EMA? At times the event may require the involvement of the County EMA's office. In the event EMA is involved, the CIC shall either directly work with or assign a representative to work with EMA to schedule FPTF resources. Note that this representative may be located at the County's EMA office.

Section IX.E – Completion of Incident

Upon completion of the incident, or within a period not to exceed two (2) weeks, the CIC shall complete the Incident Report Form, see Appendix O. The form shall then be submitted to the LCFTF Executive Board for review. A copy of the report shall be filed by the Secretary.

Section X – Use of Social Media

These subsections will outline the acceptable and unacceptable use of Social Media. Whether it is Facebook, YouTube, Twitter, Instagram or other Social Media tools, using any site, whether directly associated with the LCFPTF or representing LCFPTF on other sites, usage must be confined to LCFPTF business only and must follow a strict code of conduct.

Section X.A – Acceptable Usage of LCFPTF Sites

The following use of LCFPTF sites are deemed acceptable:

- a. Announcing upcoming training sessions
- b. Announcing upcoming events
- c. Discussion of emergency and non-emergency responses (see Section X.B Unacceptable Usage for guidelines on discussions)

Section X.B – Unacceptable Usage of LCFPTF Sites

The following use of LCFPTF sites are deemed unacceptable:

- a. Discussion of political issues
- b. Expressing personal issues deemed harmful to others
- c. Promoting descent
- d. Promoting violence
- e. Use of inappropriate language
- f. Promoting rumors
- g. Defaming others
- h. Posting photographs of emergency scenes which are not part of the public domain, including victims and their families.

The administrators of the LCFPTF Social Media sites have the right to remove any content they feel unacceptable.

Section X.C – Unacceptable Usage of Social Media as a LCFPTF Representative

While this organization believes in each person's right to free speech, when representing the LCFPTF on other sites, those items deemed unacceptable in Subsection X.B will apply.

Section X.D – Disciplinary Action

Any member of the LCFPTF who violates this section will be subject to disciplinary action up to and including dismissal from the Task Force.

Section XI – Sexual Harassment

This section will outline the LCFPTF's policy related to sexual harassment.

Section XI.A – General Statement

THE LCFPTF WILL NOT CONDONE ANY ACTION, WHETHER VERBAL OR PHYSICAL, THAT CAN BE CONSTRUED AS SEXUALLY HARASSING ANOTHER PERSON.

Section XI.B – Definition of Sexual Harassment

In addition to Federal, State, and Local government laws, the LCFPTF considers the following acts as sexual harassment:

- a. Unwanted physical contact
- b. Gestures of a sexual nature
- c. Inappropriate language
- d. Discussion of another person's physical, sexual orientation or gender in the presences of others

Section XI.C – Disciplinary Actions

In the event a complaint of Sexual Harassment against a member, the following actions shall be taken immediately:

- a. The offending member will be immediately placed on suspension from the LCFPTF.
- b. The Host Company will be contacted and made aware of the complaint.
- c. The Chief will select three (3) members of the Executive Board who will investigate the events surrounding the complaint. The Host Company will be asked to select three (3) members to participate in the investigation if desired.
- d. Upon conclusion of the investigation, the selected members shall submit, in writing, a report to both the LCFPTF Executive Board and Host Company of their findings.
- e. If recommended, the offending member shall be disciplined in accordance with the disciplinary actions previously defined in this SOG.
- f. If deemed necessary, the results of the investigation may be forwarded to Law Enforcement for review.

Section XII – Task Force Vehicles

This section will outline the use of any Task Force vehicle and the procedure for reporting issues. Only LCFPTF personnel shall be allowed to drive a Task Force vehicle.

Section XII.A – Use of Task Force Vehicles

All vehicles owned and operated by the Task Force shall be used for Task Force purposes only. Valid uses of the vehicle are, but not limited to:

- a. Responding to emergency dispatches.
- b. Responding to arranged non-emergency dispatches, such as funerals.
- c. Transporting Task Force personnel to and from events related to Task Force business.
- d. Conducting Task Force business which requires travel.

All other uses of the Task Force vehicles must be pre-approved by the Executive Board prior to its use.

Section XII.B – Traffic Violations

In the event the driver of the Task Force vehicle is issued a traffic violation, whether it be a parking or moving violation, the driver of the vehicle shall notify the Executive Board as soon as possible. The driver is required to complete the Traffic Violation Report, refer to Appendix P. The Executive Board shall review the report at the next scheduled meeting and determine if disciplinary action shall be taken. The Executive Board shall also determine if the driver's use of the Task Force vehicles shall be suspended and the length of time for the suspension.

The driver of the vehicle shall be responsible for all fines resulting from the violation unless the Executive Board agrees to assume financial responsibility for the violation.

Section XII.C – Accidents Involving Task Force Vehicles

In the event a Task Force vehicle is involved in an accident, whether at fault or not, the driver of the Task Force vehicle must immediately report the accident, no matter how small, to Law Enforcement. In the event the driver does not need medical attention, the driver shall:

- a. Not admit to fault.
- b. Obtain all insurance information from all parties involved.
- c. Obtain the police report or identify where and when a copy of the report can be obtained.
- d. Complete the Vehicle Accident Report, refer to Appendix Q.

In the event the driver requires medical attention, the driver, if possible, shall contact a member of the Executive Board who will arrange for the disposition of the vehicle. After receiving medical attention, the driver shall complete the Vehicle Accident Report, refer to Appendix Q.

Once received, the Executive Board shall review the report at the next scheduled meeting and determine if disciplinary action shall be taken. The Executive Board shall also determine if the driver's use of the Task Force vehicles shall be suspended and the length of time for the suspension.

The driver of the vehicle shall be responsible for all fines resulting from the violation unless the Executive Board agrees to assume financial responsibility for the violation.

Section XII.D – Non-FPTF Personnel in Task Force Vehicles

Unless requested to transport personnel or victims during an emergency, no non-FPTF personnel shall be permitted to ride in Task Force vehicles unless approved by the Executive Board.

Section XIII – Responding Units

This section will outline the guidelines for responding to emergency dispatches as well as reporting traffic violations and accidents by responding units, whether they be Host Company equipment, such as Traffic Units or Squads, or personal vehicles.

In conjunction with this section, all responding personnel shall follow all State and Local traffic laws and guidelines set forth by their Host Company.

Section XIII.A – Use of Sirens, Red or Blue Lights

Whether responding in Host Company equipment or personal vehicles, all responders are to follow both State and Local laws governing use of sirens and red or blue lights. All responders are to follow the guidelines set forth by their Host Company and this SOG. Further:

- a. Sirens and red or blue lights should not be used when responding to a non-emergency dispatch.
- b. In the event the dispatch is to assist Law Enforcement, consideration should be made to refrain from use of sirens within 5 miles of the staging area. Law Enforcement dispatches may involve, but are not limited to, hostage situation, SERT Team involvement, or Active Shooter where the use of sirens by incoming responders may further inflame the situation.
- c. Unless directed otherwise, units dispatched as follow-up Strike Teams should refrain from using sirens and red or blue lights.

Where a conflict arises between this SOG and the Host Company SOG, the Host Company SOG shall prevail.

Section XIII.B – Traffic Violations Involving Host Company or Personal Vehicles

All guidelines outlined below must be followed in conjunction with Host Company SOGs related to receiving traffic violations involving members.

In the event a responder, whether driving Host Company equipment or personal vehicle, is issued a traffic violation, whether it be a parking or moving violation, the driver of the vehicle shall notify both their Host Company and the LCFPTF as soon as possible. In addition to any Host Company report, the driver is required to complete the Traffic Violation Report, refer to Appendix P. Working with the Host Company, the Executive Board shall determine if disciplinary action should be taken.

The LCFPTF will not assume financial responsibilities for any fines or other claims against the driver.

Section XIII.C – Accidents Involving Host Company or Personal Vehicles

All guidelines outlined below must be followed in conjunction with Host Company SOGs related to accidents involving members.

In the event a responder is involved in an accident, whether at fault or not, the driver of the vehicle must immediately report the accident, no matter how small, to Law Enforcement. In the event the driver does not need medical attention, the driver shall:

- a. Not admit to fault.
- b. Obtain all insurance information from all parties involved.
- c. If possible, obtain the police report or identify where and when a copy of the report can be obtained.
- d. Complete the Vehicle Accident Report, refer to Appendix Q.

In the event the driver requires medical attention, the driver, after receiving medical attention, shall complete the Vehicle Accident Report, refer to Appendix Q.

Working with the Host Company, the Executive Board shall determine if disciplinary action should be taken.

The LCFPTF will not assume financial responsibilities for any fines or other claims against the driver.

Section XIV – Radio Protocol

This section will outline the guidelines for the use of radios during all emergency and non-emergency dispatches. This guideline should be used in conjunction with all guidelines established by Host Companies.

Section XIV.A – General Usage

The responder must remember that what they say on the radios can be heard for miles. Therefore, use of radios should be done in a professional manner. When using radios, responders shall never:

- a. Use obscene language.
- b. Refer to others by anything other than their identification.
- c. Make comments about others that can be construed as disparaging.
- d. Conduct personal conversations with others.
- e. Discuss details about the scene other than to inform others of pending vehicle movement, request relief, or provide instructions related to traffic flow.

Section XIV.B – Communications During Emergency Responses

Effective communications during an emergency response are critical to both the safety of those at the scene as well as the safety of the responder.

If responding with Host Company equipment, the responder must notify County Radio they are responding to the dispatch. The responder should obtain the location of the staging area and the fire police frequency to be used upon arrival.

If responding with your personal vehicles, multiple responders from the same Host Company should use caution not to “overload” County Radio with notification of responses. Host Company guidelines for notifying County Radio shall be followed.

When approaching the assigned area, the responder should notify command they are incoming and request instructions. Once assigned a location, the responder should contact command once they arrive on location.

Section XIV.C – May Day

In the event the responder encounters an emergency situation, such as injury or threat of injury, the responder should:

- a. If the responder’s radio is equipped with an emergency, May Day, button, press the button. The responder should then state their identification number, location, and the emergency situation. Note that once the button is pushed, the responder has 10 seconds of dedicated airtime as all radios within the county are automatically silenced.
- b. If the responder’s radio is not equipped with an emergency button, the responder should depress the microphone and announce the phrase “May Day” up to three (3) times. The responder should then state their identification number, location, and the emergency situation.
- c. Upon announcing the emergency situation, the responder should wait for a response from either County Radio or the OIC. If no response is received within 45 – 60 seconds, the responder should repeat either item (a) or (b) above.

Section XV – Incident Command

In addition to Section IX, Responses, this section shall define the command structure and activities to be used during an emergency dispatch. During these events, the highest-ranking Lancaster County Fire Police Task Force Line Officer shall assume command of Task Force responsibilities and be referenced as the Task Force Incident Command (TFIC). The TFIC shall work hand-in-hand with the OIC or their designated representative in the coordination of all Fire Police resources and assignments.

It is important to note however that while it is not the mission of the LCFPTF to assume overall Fire Police command at an emergency event, if the OIC requests the LCFPTF assume overall responsibility for Fire Police, the TFIC must establish a protocol with the OIC for communicating needs to County Radio. If the OIC decides all Fire Police communications with County Radio should be the responsibility of the TFIC, the OIC shall notify County Radio of the decision. The TFIC must remember that all communications with County Radio must be done using a Fire Frequency and not a Fire Police frequency and that the OIC should be kept apprised of all communications with County Radio.

Section XV.A – Command Structure

Whether reporting to the OIC, their Fire Police representative or assuming command over all Fire Police related tasks, initially the highest-ranking Task Force Line Officer at the scene shall assume command until relieved by a higher-ranking Task Force Line Officer. For example, if a Task Force Captain assumes initial command, command is passed to the Chief or Deputy-Chief upon their arrival. The initial TFIC will review the situation, resources involved, and all other items with the new commanding officer. The OIC, their designated representative, and/or County Radio should then be made aware of the change in Task Force Command personnel.

Section XV.B – Command Activities

Once the TFIC has been placed in position, the TFIC should:

- a. Verify a command location has been established and if not, designate a site for Fire Police Command.
- b. Verify a working Fire Police frequency has been established.
- c. Identify the location of all currently assigned Fire Police and determine if resources are sufficient. If the TFIC determines additional resources, the TFIC will inform the OIC of the situation and request, whether directly or through the OIC, that County Radio dispatch additional resources.
- d. Select a site to be used as a staging area and communicate the location to all responding Fire Police resources.
- e. Appoint a Task Force Officer to oversee the staging area.
- f. Appoint a Task Force Officer to oversee the safety and welfare of all currently assigned and responding Fire Police, refer to Section XV.D – Safety and Welfare Officer.
- g. For events spanning more than 24 hours, appoint a Task Force EMA Coordinator, refer to Section XV.E – Task Force EMA Officer.
- h. Work with OIC, their designated representative and/or Law Enforcement to determine estimated length of event.
 - If longer than 3 hours, identify resources for relief of assigned Fire Police (this may involve the Task Force EMA Officer – refer to Section XV.E – Task Force EMA Officer)
 - If longer than 8 hours, identify resources for relief of Task Force command
- i. Upon completion of the event, verify all Fire Police have been released.
- j. Working with the OIC or their designated representative, complete all Task Force reports, refer to Section XV.F – Completion of Emergency Event.

Section XV.C – Staging Area Officer

Once a staging area has been selected and a Task Force resource appointed to command the staging area, the Task Force Staging Officer (TFSO) shall:

- a. Establish a communication protocol between the TFIC and TFSO to identify assignments for units arriving or waiting at the staging area
- b. Establish a location where incoming personnel can obtain their assignments
- c. Position incoming equipment, whether Squads, Traffic Units or personal vehicles in a safe and secure manner
- d. Verify all responding resources have signed-in when arriving and signed-out when relieved. Refer to Appendix N for sign-in sheet

Section XV.D – Safety and Welfare Officer

For the Task Force Safety and Welfare Officer (TFSWO) the safety and welfare of assigned Fire Police resources must always be forefront in TFSWO's mind. Whether the event is estimated to last 3 hours, 10 hours or days, the TFSWO must consider and take action to remediate the following conditions:

Excessive weather, hot, cold, rain or snow

While some resources may be assigned positions that will allow them to remain inside or near their squad or traffic unit, resources assigned to intersections face a danger other than traffic. Both excess heat and cold can quickly take its toll on resources assigned to open areas. In the heat of a summer day, the assigned resource can quickly become dehydrated resulting in significant injury to a person's body. In the cold of winter, a resource can develop frost bite and other injuries.

Stress

Perhaps the one condition that is often overlooked is that of stress. For those resources assigned to major intersections, traffic control can be highly stressful. From the inattentive driver to the aggressive driver, the resources assigned to direct traffic is placed in a highly stressful situation. This stress can be compounded by both the weather and road condition.

Personal Needs

There is no simple way to put it, people need to use restrooms.

To remediate weather, stress and personal needs, the TFSWO should, working with the TFIC:

- a. Establish one or more "floating" Fire Police who would move from location to location providing temporary breaks for personnel
- b. For long-lasting events, the TFSWO will need to work with the TFIC to establish a Rehab Facility. Using one of the various teams located within Lancaster County, the TFSWO shall establish a facility where relieved personnel can:
 - Obtain heat (during cold weather) or air conditioning (during hot weather)
 - Food and drink
 - Comfortable seating

Section XV.E – Task Force EMA Officer

The Task Force EMA Coordinator (TFEC) shall be responsible for working with County EMA and/or County Radio to schedule resources when events exceed 24 hours. For best results, the TFEC shall be located at the County Radio headquarters. The TFEC shall:

- a. Establish a protocol with the TFIC to identify number and types of resources required for future assignments

- b. Work with County EMA and/or County Radio on identifying resources that can be dispatched for the future assignments
- c. Contact and work with the selected resources to guarantee their availability for the future assignments

Section XV.F – Completion of Emergency Event

Once the event has ended, the TFIC must:

- a. Work with the TFSO and TFSWO to verify all responding Fire Police have been released
- b. Within 24 hours, work with the OIC, TFSO, TFSWO and, if appointed, the TFEC to document the event, refer to Appendix O - Incident Report (said report shall be distributed to the OIC and the Task Force Executive Board)
- c. If necessary, or requested by the OIC, a meeting of parties should be conducted to review the incident and identify any improvements to the process.

APPENDIX

Appendix A – Revisions

| Date of Revision | Page(s) Revised | Revision Made |
|------------------|-----------------|--|
| 1/25/2013 | 16, 17 | Revision to apparel required |
| 3/1/2013 | 2 | Add page 15A to Table of Contents section. |
| 3/1/2013 | 15A | Insert page 15A that was accidentally omitted. |
| 8/8/2014 | 6 | Remove region 4 & Change region 3 to southern sector. |
| 1/9/2015 | 6 | Change the word & #4 to word & #3 |
| 1/9/2015 | 9 | Changed Names |
| 1/9/2015 | Last Page | Added Appendix A |
| 1/17/2016 | 8-10,12 | Change Commander to Coordinator |
| 1/17/2016 | 16-27-28 | Change Commander to Coordinator |
| 1/17/2016 | 8 | Changed Coordinator email address |
| 1/17/2016 | 27-28 | Changed titles and updated date |
| 1/17/2016 | 27-28 | Added Michael Delpazzo and Michael Rhodes |
| 1/17/2016 | 2 | Updated revision date |
| 3/8/2016 | 2 | Updated revision date |
| 3/8/2016 | 7 | Remove traffic units & squads from map & Enlarge map |
| 3/8/2016 | 9 | Removed M.Dalpezzo as secretary block & reorder names |
| 3/8/2016 | 13 | Add red and blue stripes to badges |
| 3/8/2016 | 15 | Delete note number 3 |
| 3/8/2016 | 15A | Deleted classes: non-emergency, emergency response |
| | | highway incident, fire police review, communications |
| | | and legal concepts. Added traffic control 101 |
| 3/8/2016 | 19 | Deleted line 3: about 33.46 |
| 3/20/2016 | 14 | Deleted classes under training requirements |
| 11/28/2017 | 9 | Added Tim Tritt as Region 1 Coordinator Added Rod Warner Jr. as Region 3 Coordinator |
| 1/13/2019 | 9 | Added Michael Rhodes as Region 1 Coordinator Added Jason Beiler as Region 3 Coordinator |
| 3/16/2022 | All | Revised entire SOG |
| | All | Changed Commander and Deputy-Commander to Chief and Deputy-Chief |

Appendix B – State Law

Chapter 74

VOLUNTEER FIREFIGHTERS

SUBCHAPTER D

SPECIAL FIRE POLICE

Title 35 - Health and Welfare

Section:

7431. Scope of subchapter. 7432. Definitions (Reserved).

7433. Nomination.

7434. Confirmation.

7435. Powers.

7436. Power and authority in places other than where appointed.

7437. Badge of authority and subordination.

Special Provisions in Appendix: See section 7(b.1)(2) of Act 118 of 2010 in the appendix to this title for special provisions relating to continuation of prior law.

Cross References: Subchapter D is referred to in sections 7431, 7434, 7435, 7436 of this title.

§ 7431. Scope of subchapter.

This subchapter applies to a volunteer fire company in any city, borough, town, township or home rule municipality. Cross References. Section 7431 is referred to in section 7433 of this title.

§ 7432. Definitions (Reserved).

§ 7433. Nomination.

An entity under section 7431 (relating to scope of subchapter) may nominate any of its members as special fire police.

§ 7434. Confirmation.

Special fire police nominated under this subchapter shall, before they enter upon their duties, be confirmed by the mayor of the city, the mayor of the borough or town, the chairperson of the board of commissioners or supervisors of the township or the chief executive officer of a home rule municipality, as the case may be.

§ 7435. Powers.

Specific powers: When confirmed and sworn and displaying a badge of authority, special fire police shall have full power to regulate traffic and keep crowds under control at or in the vicinity of any fire on which their companies are in attendance and to exercise other police powers necessary to facilitate and prevent interference with the work of firemen in extinguishing fires.

They shall also have the police powers necessary to perform their duties when functioning as special fire police at any function, event or parade conducted by and under the auspices of a volunteer fire company, or another event, function or parade conducted by an organization other than a volunteer fire company, provided that the request to perform these duties is made by the governing body of the city, borough, town, township or home rule municipality in which the event will be conducted, or when accidents, floods

or any other emergencies require performance of traffic-control and crowd-control duties. The duties may be performed without prior request from the governing body until the arrival of proper State, city, borough, town, township or home rule municipality police authority and thereafter subject to direction of the police authority until the emergency no longer exists. A person functioning as special fire police and performing a duty under any of the conditions in this subsection shall be deemed to be performing the duties of his employment.

Identification.--Fire police performing the duties under this subchapter shall be identifiable by, at minimum, the wearing of a distinctive armband, hat, uniform or insignia.

Construction.--Under no circumstances shall this subchapter be construed to grant special fire police the right to use firearms or other weapons in the exercise of special fire police powers granted by this subchapter.

§ 7436. Power and authority in places other than where appointed.

Whenever a volunteer fire company is in attendance on a fire or when the special fire police are on special duty as provided under this subchapter, the special fire police in a city, borough, town or township, other than the one in which the fire company is organized, shall have the same power and authority in another city, borough, town or township as they would have where they were appointed.

§ 7437. Badge of authority and subordination.

All special fire police when on duty shall display a badge of authority and shall be subject to the control of the chief of police, if any, of the city, borough, town or township in which they are serving, or, if none, of the member of the Pennsylvania State Police.

Appendix C – Executive Board – Administrative and Line Officers

The Executive Board of the Lancaster County Fire Police Task Force shall consist of the following individuals (note – Members may assume more than one role):

Administrative Officers

President - Luke S. Gerhart
Vice President – Merle Weaver
Treasurer - Bob Billett
Training Officer – Merle Weaver
Secretary - Kevin T. Fuentes

Line Officers

Chief - Luke S. Gerhart
Deputy-Chief – Robert J. Billett
Task Force 1 Captain –
 Task Force 1 Lieutenant 1 –
 Task Force 1 Lieutenant 2 –
 Task Force 1 Sargent –
Task Force 2 Captain – Merle Weaver
 Task Force 2 Lieutenant 1 – Merv Martin
 Task Force 2 Lieutenant 2 – Kevin T Fuentes
 Task Force 2 Sargent – Robert Truitt
Task Force 3 Captain – Jason M. Beiler
 Task Force 3 Lieutenant 1 –
 Task Force 3 Lieutenant 2 –
 Task Force 3 Sargent –

Appendix D – Letter from Lancaster County LCWC Re: Traffic Unit Certification

Memorandum

To: Luke Gerhart, Chair, Fire Police Task force

From: Rick Harrison, Operations Manager, County of Lancaster

Communications Date: March 13, 2012

Ref: Traffic Unit Inspection

Luke,

I am writing this in memo form because of the time constraint. I will follow up with an official letter on the Fire Chiefs letter head. The premise of this memo is for the Fire Police Task Force to take over the inspection of Traffic Units.

As we discussed, the Lancaster County Fire Chiefs inspect apparatus for compliance. This includes anyone that wants to become a Traffic Unit. With that said the Chiefs inspectors have always done this and followed the template that was developed. In discussion with Eric Bachman, Chair of the inspection committee, it was decided that we would like to turn the Traffic Unit inspection duty over to your group.

Inspections would require you to be the point of contact for anyone needing an inspection and then scheduling the inspection date and time. Two inspectors at a minimum go out to do the inspection. In addition, any changes that you would like to make to the inspection form are welcome. We consider you the experts and your committee can adjust the standard.

Thank you for considering this and if you have any further questions please feel free to call or email me.

Regards,

Rick Harrison,

ENP Operations

Manager

Appendix E – Traffic Unit Certification Checklist

| LANCASTER COUNTY FIRE POLICE TASK FORCE TRAFFIC UNIT CERTIFICATION CHECKLIST | | |
|---|-------------------------------|--|
| UNIT DESIGNATION | | INSPECTION DATE |
| YEAR OF VEHICLE | | MAKE/MODEL |
| REQUIRED EQUIPMENT | | |
| MINIMUM REQUIRED | ITEMS ON BOARD | EQUIPMENT |
| 1 | | First Aid Kit, Hand Sanitizer, Gloves |
| 1 | | County Map Book or GPS |
| 1 | | DOT Haz-Mat Emergency Response Guidebook (ERG) |
| 1 | | Fire Extinguisher - Dry Chemical ABC, 10 lb. minimum |
| 1 | | Binoculars |
| 2 | | Hand-held Portable Radios |
| 4 | | Flashlights with red wands (or similar type light) |
| 1 | | Arrow stick or similar device |
| 2 | | Safety Helmets with Reflective Trim ** |
| 4 | | Break-away Traffic Vests ** |
| 2 | | Fire Police-type Bunker Coats ** |
| 2 | | "Road Closed" signs, with stands (48") * |
| 2 | | "Accident Ahead" signs (48") * |
| 2 | | Detour Signs with Arrows (48") * |
| 12 | | Small Detour Signs, with Arrows (for traffic cones -12" x 12") * |
| 3 cases | | Emergency Road Flares (fusee-type) |
| 50 | | 28" Traffic Cones with Reflective Trim * |
| 8 | | "A-Frame"-type Barricades with Reflective Trim |
| 2,000 feet | | "Fire Line - Do Not Cross" tape |
| 1 | | Portable Generator |
| - | | Portable Lighting Equipment |

| OPTIONAL EQUIPMENT | | |
|---------------------------|--|---|
| Optional | | "E-Flares (Electronic) |
| Optional | | 20 lb. Bag/s of Oil Dry (absorbent) |
| Optional | | Shovel, Push Broom |
| Optional | | Pails/plastic buckets |
| Optional | | Stop / Slow Paddle and/or hand-held flag |
| Optional | | Electrical Extension Cords (varying lengths) |
| Optional | | Nylon Rope |
| Optional | | Reflective Warning Triangles for disabled vehicles (1 set of 3) |
| Optional | | 2 6' x 12' tarps (or similar size) |
| Optional | | Tool Box (with assorted hand tools) |
| Optional | | "High Water" signs (48") * |
| Optional | | Expandable barricades (pole type) – Recommend 4 or more |

* **NOTE #1:** All Flags and signs MUST be D.O.T. approved.

** **NOTE #2:** All vests and other apparel MUST be ANSI and/or MUTCD approved

Representative(s) from company (Please sign):

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

Representatives from LCFPTF (Please sign):

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

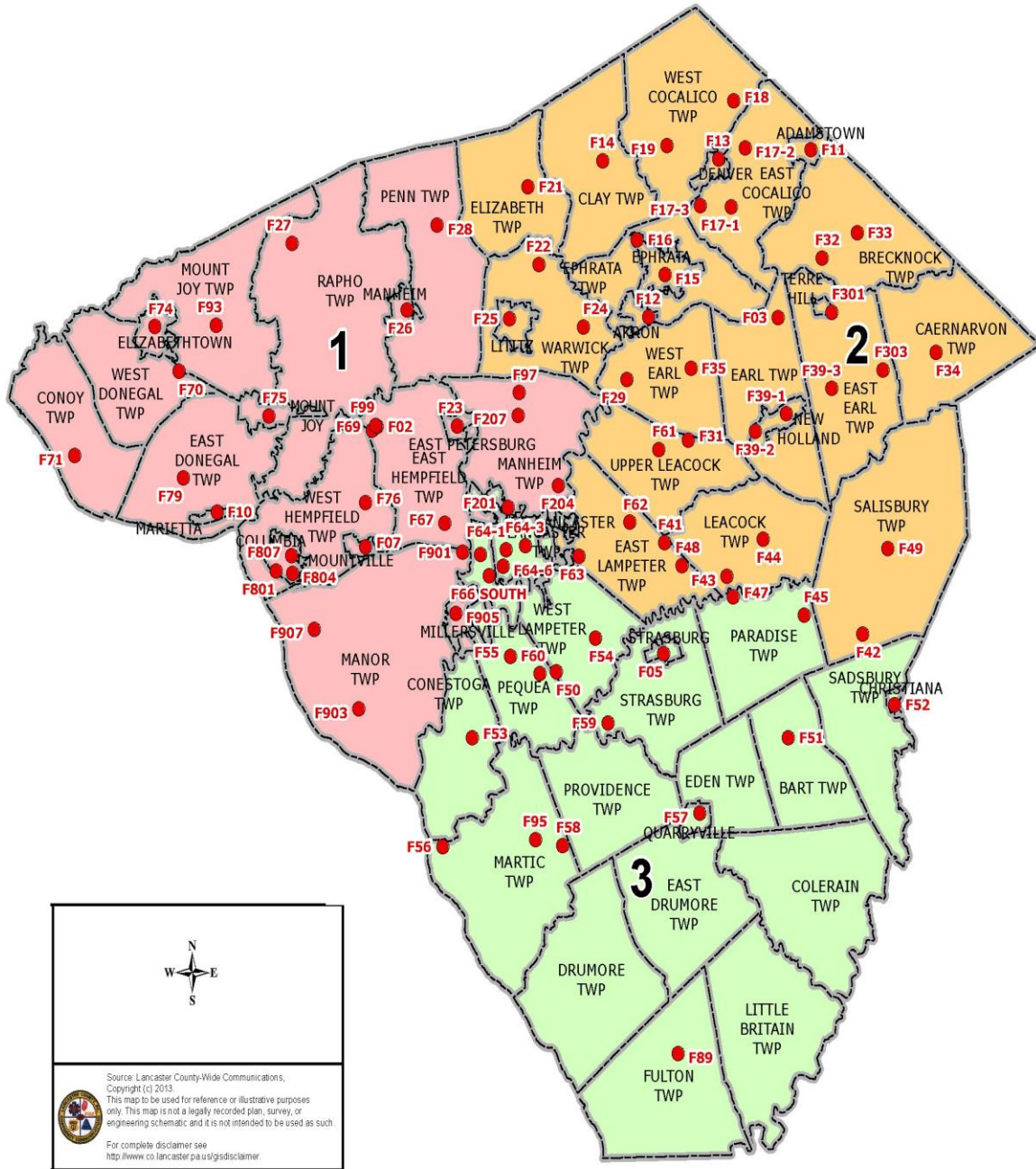
Results of Review

Select One: Unit Approved: _____ Unit Failed: _____

If Failed, describe the reason: _____

Comments: _____

Appendix F – Coverage Map



Lancaster County Fire Police Task Force

Appendix G – Fire Company List - Regions and Strike Teams

| Station Number | Company Name | Task Force | Primary Strike Team | Secondary Strike Team |
|----------------|-----------------------------------|------------------------------|---------------------|-----------------------|
| 2 | HAZ-Mat 2 | Dependent Upon Area of Event | | |
| 3 | Martindale Fire Company | 2 | 7 | 3 |
| 5 | Strasburg Fire Company | 3 | 6 | 5 |
| 7 | Mountville Fire Company * | 1 | 1 | 2 |
| 10 | Marietta Fire Company | 1 | 1 | 2 |
| 11 | Adamstown Fire Company | 2 | 3 | 7 |
| 12 | Akron Fire Company | 2 | 7 | 3 |
| 13 | Denver Fire Company | 2 | 7 | 3 |
| 14 | Durlach & Mount Airy Fire Company | 2 | 7 | 2 |
| 15 | Ephrata Fire Company | 2 | 7 | 3 |
| 16 | Lincoln Fire Company | 2 | 7 | 3 |
| 17-1 | Reamstown Fire Company | 2 | 7 | 3 |
| 17-2 | Smoketown Fire Company | 2 | 7 | 3 |
| 17-3 | Stevens Fire Company | 2 | 7 | 3 |
| 18 | Reinholds Fire Company | 2 | 7 | 3 |
| 19 | Schoeneck Fire Company | 2 | 7 | 3 |
| 20 | Manheim Township Fire & Rescue * | 1 | 2 | 4 |
| 21 | Brickerville Fire Company | 2 | 7 | 2 |
| 22 | Brunnerville Fire Company | 2 | 7 | 2 |
| 23 | East Petersburg Fire Company | 1 | 2 | 1 |
| 24 | Rothsville Fire Company | 2 | 7 | 2 |
| 25 | Lititz Fire Company * | 2 | 2 | 7 |
| 26 | Manheim Fire Company | 1 | 2 | 1 |
| 27 | Mastersonville Fire Company | 1 | 2 | 1 |
| 28 | Penryn Fire Company | 1 | 2 | 1 |
| 29 | West Earl Fire Company | 2 | 7 | 3 |
| 30 | Weaverland Valley Fire Company | 2 | 3 | 7 |

| Station Number | Company Name | Task Force | Primary Strike Team | Secondary Strike Team |
|----------------|------------------------------------|------------|---------------------|-----------------------|
| 31 | Bareville Fire Company | 2 | 4 | 3 |
| 32 | Fivepointville Fire Company | 2 | 3 | 7 |
| 33 | Bowmansville Fire Company | 2 | 3 | 7 |
| 34 | Caernarvon Fire Company | 2 | 3 | 7 |
| 35 | Farmersville Fire Company | 2 | 7 | 3 |
| 39 | Garden Spot Fire Rescue | 2 | 3 | 7 |
| 41 | Bird-In-Hand Fire Company | 2 | 4 | 6 |
| 42 | Gap Fire Company | 2 | 6 | 4 |
| 43 | Gordonville Fire Company * | 2 | 6 | 4 |
| 44 | Intercourse Fire Company | 2 | 4 | 3 |
| 45 | Kinzer Fire Company | 3 | 6 | 4 |
| 47 | Paradise Fire Company | 3 | 6 | 4 |
| 48 | Ronks Fire Company * | 2 | 4 | 6 |
| 49 | White Horse Fire Company | 2 | 3 | 4 |
| 50 | Willow Street Fire Company | 3 | 5 | 6 |
| 51 | Bart Township Fire Company | 3 | 6 | 5 |
| 52 | Christiana Fire Company | 3 | 6 | 5 |
| 53 | Conestoga Fire Company | 3 | 5 | 6 |
| 54 | Lampeter Fire Company * | 3 | 5 | 6 |
| 55 | New Danville Fire Company | 3 | 5 | 6 |
| 57 | Quarryville Fire Company | 3 | 5 | 6 |
| 58 | Rawlinsville Fire Company | 3 | 5 | 6 |
| 59 | Refton Fire Company | 3 | 5 | 6 |
| 60 | West Willow Fire Company | 3 | 5 | 6 |
| 61 | Upper Leacock Fire Company | 2 | 4 | 3 |
| 62 | Witmer Fire Company | 2 | 4 | 3 |
| 63 | Lafayette Fire Company | 2 | 4 | 5 |
| 64 | Lancaster City Fire Department * | 5 | 5 | 4 |
| 66 | Lancaster Township Fire Department | 3 | 5 | 4 |

| Station Number | Company Name | Task Force | Primary Strike Team | Secondary Strike Team |
|----------------|---------------------------------------|------------|---------------------|-----------------------|
| 67 | Rohrerstown Fire Company * | 1 | 1 | 2 |
| 69 | Hempfield Fire Department | 1 | 2 | 1 |
| 70 | Rheems Fire Company * | 1 | 1 | 2 |
| 71 | Brainbridge Fire Company | 1 | 1 | 2 |
| 74 | Elizabethtown Fire Company | 1 | 2 | 1 |
| 75 | Fire Department of Mt. Joy | 1 | 1 | 2 |
| 76 | West Hempfield Fire & Rescue | 1 | 1 | 2 |
| 79 | Maytown – East Donegal Fire Company * | 1 | 1 | 2 |
| 80 | Columbia Boro Fire Department | 1 | 1 | 2 |
| 89 | Robert Fulton Fire Company | 3 | 5 | 6 |
| 90 | Blue Rock Fire & Rescue | 3 | 5 | 1 |
| * | Company does not maintain Fire Police | | | |

Appendix H – Strike Team Structures

| Fire Police Task Force 1 | | Fire Police Task Force 2 | | | Fire Police Task Force 3 | |
|-----------------------------------|----------------|-----------------------------------|---------------|----------------|-----------------------------------|---------------|
| Strike Team 1 | Strike Team 2 | Strike Team 3 | Strike Team 4 | Strike Team 7 | Strike Team 5 | Strike Team 6 |
| Squad 10-2 | Traffic 23 | Squad 32-1 | Squad 31-2 | Traffic 15 | Traffic 50 | Squad 05-1 |
| Traffic 75 | Fire Police 26 | Squad 33-1 | Squad 41-2 | Squad 17-3 | Squad 57-2 | Squad 45-1 |
| Traffic 76 | Fire Police 27 | Squad 34-1 | Traffic 50 | Fire Police 19 | Squad 60 | Squad 47-2 |
| Traffic 80 | Fire Police 69 | Traffic 39 | Squad 62-2 | Fire Police 22 | Squad 66-2 | Squad 51-1 |
| Squad 90 | Traffic 74 | Fire Police 30 | Squad 66-3 | Fire Police 03 | Squad 90 | Squad 52-1 |
| | | | | | | |
| Additional Task Force 1 Resources | | Additional Task Force 2 Resources | | | Additional Task Force 3 Resources | |
| Squad 28-2 | | Fire Police 11 | | | Fire Police 53 | |
| Fire Police 71 | | Fire Police 12 | | | Fire Police 55 | |
| Utility 54 (Dauphin County) | | Fire Police 13 | | | Fire Police 58 | |
| | | Fire Police 14 | | | Traffic 59 | |
| | | Fire Police 16 | | | Fire Police 89 | |
| | | Fire Police 17-1 | | | | |
| | | Fire Police 17-2 | | | | |
| | | Fire Police 21 | | | | |
| | | Fire Police 18 | | | | |
| | | Traffic 29 | | | | |
| | | Fire Police 35 | | | | |
| | | Fire Police 42 | | | | |
| | | Fire Police 44 | | | | |
| | | Squad 49 | | | | |
| | | Fire Police 63 | | | | |

Appendix I – Sample Municipal Resolution

In an effort to assist all Lancaster County Fire Police Officers obtain insurance coverage when dispatched to an emergency event within Lancaster County or perhaps to a neighboring county, the municipality should approve a resolution allowing the host company to participate in the FPTF. There are two (2) different methods for this approval:

1. The municipality may approve a yearly resolution, generally at its first meeting, granting the host company permission to participate.
2. A Municipal Resolution, seen as a sample below, can be provided by the host company and voted upon by the municipal government. Note, This document may need to be revised to accommodate the requirements of each municipality.

MUNICIPAL RESOLUTION #

A RESOLUTION OF (name of municipality) (Borough Council or Board of Supervisors) AUTHORIZING THE VOLUNTEER FIRE POLICE OF (name of municipality) TO PARTICIPATE IN NON-EMERGENCY EVENTS DURING THE CALENDAR YEAR OF 201?

WHEREAS, (name of municipality), Lancaster County, Commonwealth of Pennsylvania, is organized as a (Borough or Township); and,

WHEREAS, in accordance with the (Borough or Township) Code, power is granted to (Borough Council or Board of Supervisors) to oversee members of volunteer fire companies as Special Fire Police;

NOW, THEREFORE IT BE RESOLVED, that (Borough Council or Board of Supervisors) of (name of municipality) authorizes the Fire Police of (name of municipality), who have been duly appointed, to participate during the calendar year of 201?, in non-emergency functions such as funerals, parades or other events sponsored by any legally recognized organization within Lancaster County, Pennsylvania, including being dispatched by Lancaster County-Wide Communications (LCWC) to emergency incidents in any other municipality within The County as a member of the Lancaster County Fire Police Task Force. The participation can be rendered without further request or permission during the year 201?; however, the (Borough or Township) shall be informed of these activities prior to the date of any such activities whenever possible/feasible, the exception of course being whenever dispatched to an emergency incident, within or outside of the normal running/coverage area.

(name of municipality) will provide said Special Fire Police with worker's compensation insurance in accordance with the conditions of the applicable Pennsylvania Worker's Compensation Act, as amended.

RESOLVED by (name of municipality) (Borough Council or Board of Supervisors) on this day of (month), 201?

ATTEST: (name of municipality)

| | |
|------------------------|------------------------|
| By: | By: |
| Secretary | President |
| (name of municipality) | (name of municipality) |

12/12/2012

Appendix J – Sample Application – Individual Member

LANCASTER COUNTY FIRE POLICE TASK FORCE

Application For Membership

| | | |
|--|-----------------|---------------------|
| Name: | | Phone Number: |
| Address: | | |
| Are You 21 Years Old or Older: | Height: | Weight: |
| Social Security Number (Last 4 Digits) | Eye Color: | Hair Color: |
| Driver's License Number: | State: | |
| Have you ever been convicted of a crime: (If "Yes" to above, explain) | Martial Status: | Number of Children: |
| Municipality where you are "Sworn In": (Twp. Boro, City) | | |

EMPLOYEMENT

| | |
|---|---------------------|
| Employer: | Phone Number: () - |
| Address: | Position: |
| Are you available for Emergency Calls during working hours? | Working Hours: |

EXPERIENCE

List Fire Company & Other Emergency Services Memberships (Use back of form if needed:

| | | |
|-------------------------------|--|--------|
| Fire Company Name: | Rank: | Years: |
| Are you an active member now: | Please attach training Certificates: (Copies Only) | |

REFERENCES

| | |
|----------|---------------|
| Name: | Phone Number: |
| Address: | |
| Name: | Phone Number: |
| Address: | |

PHYSICAL RECORD:

List any medical restrictions or problems:

| | | |
|------------------------------|---|-------|
| Blood Type: | List any other medical restrictions or problems | |
| Family Doctor | Hospital | Phone |
| In case of emergency notify" | | |

IMPORTANT – PLEASE READ BELOW STATEMENTS BEFORE SIGNING

- I understand that to the best of my knowledge and belief, all the information given on this application for task force membership is true, correct and complete. I understand that my statements will be verified and material fact may result in revocation of this application or my subsequent membership termination from the **L.C.F.P.T.F.** Regardless of when such fact may be discovered. Please provide a **copy** of your background checks including criminal & child abuse clearance from your Fire Company. And PSP
- I hereby give **L.C.F.P.T.F.** The right to make thorough investigation into my previous involvement with other organizations, references and criminal record. I release from all liability all persons, companies and corporations supplying such information. I release, idem- nifty and hold harmless **L.C.F.P.T.F.** From and against and all liability which might result from making such an investigation.
- I understand and simply by completing this application, does not guarantee membership to the **L.C.F.P.T.F.** I understand that if accepted as a member of **L.C.F.P.T.F.** That the failure to comply with the rules, regulations and procedures can/or will result in disciplinary action and/or dismissal. I understand that my membership is probationary for a period of 90 days.

| | |
|-----------------------------------|-------|
| Applicant Signature: | Date: |
| Fire Chief Signature: | Date: |
| Fire Company President Signature: | Date: |
| Fire Police Captain Signature: | Date: |

Appendix K – Security Badges



Sample Security Level 1 Badge



Sample Security Level 2 Badge



Sample Host Company Badge

Appendix L – Establishing a Temporary Traffic Zone

The following conditions are assumed to be in place prior to the person or persons assigned to establish the Advance Warning or Transition Area beginning their assignment;

- A suitable responder vehicle is on location within the Temporary Traffic Control Zone and the vehicle is positioned in a blocking position so as to create a protected Work Area and Buffer Space,
- Portable traffic control equipment (cones, flares, deployable sign, etc.) are available and readied for use, Fire Department member performing task has been assigned to specifically deploy portable devices to create an Advance Warning and/or Transition Area; Not a freelance effort, and
- Fire Department member are wearing proper personal protective equipment (PPE), including high-visibility garment and helmet. During periods of low light level or reduced visibility weather conditions, member has an operating hand light with them and it is turned ON during this activity.

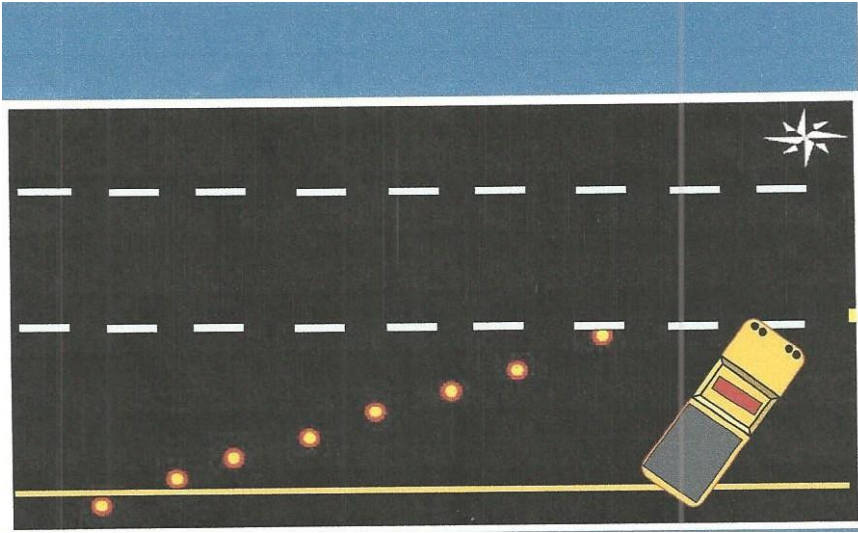
OPERATIONAL STEPS:

The following operational steps can serve as a recommended guideline for performing this assigned function;

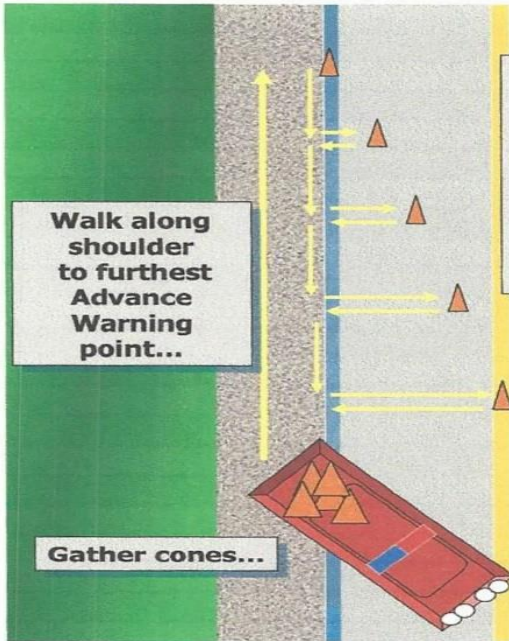
- Portable equipment is gathered while member is inside protected Work Area.
- Activity is coordinated with an assigned "Watch Out" or safety partner, if staffing permits.
- The member should then gather their equipment, facing on-coming traffic, and move along a linear, safe pathway on the shoulder or median area of street, road, or highway, to the furthest upstream location where first device is to be deployed.
- The member shall deploy first device along shoulder/edge of lane of street, road, or highway while standing in safe area. This initial deployment point should be approximately 100 -120 feet for the deployment of five (5) devices
- Deployment point should be up to 200-240 feet upstream for deployment of eight (8) devices. Initial deployment point should take into considerations environmental weather or poor lighting conditions and any visual obstructions for approaching motorists including hills, curves, or other visual obstructions. Furthest traffic control device can be extended further upstream according to these sight-limiting conditions.
- The member shall move a distance of ten (10) paces back toward the incident scene along this safe pathway area. When determined safe to do so, member may enter into the nearest travel lane a distance of one (1) pace or approximately three (3) feet and deploy the second traffic control device.
- NOTE: When deploying highway flares, ignition of the flare should take place while member is standing in the safe pathway area. Once lit, the member can move the appropriate distance into the nearest travel lane to actually deploy the flare.
- Member shall immediately return back to the shoulder or median safe area and move an additional ten (10) paces along the safe area back towards the incident scene.

- When determined safe to do so, member may enter into the travel lane being closed a distance of two (2) paces or approximately six (6) feet and deploy the third traffic control device.
- This pattern of ten (10) paces back towards the incident scene and a distance of an additional three (3) feet into the travel lane each time a cone or flare is deployed creates an effective diagonal line of cones or flares across a travel lane of the street or highway.
- Ideally, the final device shall be near the rear of the responder vehicle that is in a blocking position at the incident scene.
- If a retro-reflective, pink deployable sign is used by the fire department to comply with NFPA 1500 Standard; this sign shall be carried in the folded condition upstream along the safe area (shoulder or median) and deployed along the shoulder or median at a location ten (10) additional paces further upstream of the initial cone or flare already deployed.

The following are examples of cone or flare deployment patten for transition of one (1) lane.

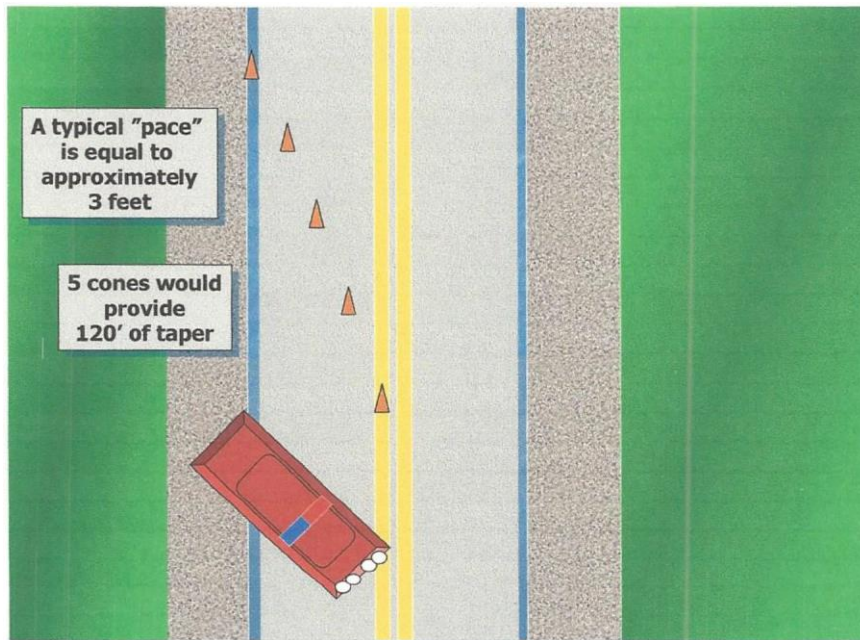


· h
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10 paces linear; then 1
pace to the side,

10 more paces then 2
paces to side,



Appendix M – Disciplinary Request Form

| |
|------------------------------------|
| DISCIPLINARY ACTION REQUEST |
|------------------------------------|

Submitted By: _____ Title: _____

Special Fire Police Officer Involved: _____

Special Fire Police Officer's Host Company: _____

Date of Incident: _____

Location: _____

Was this event the result of an emergency dispatch? Yes ___ No ___

Did this incident involve alcohol: Yes ___ No ___

Did this incident involve foul language or actions: Yes ___ No ___

Did this incident cause bodily harm: Yes ___ No ___

Did this incident result in damage to property: Yes ___ No ___

Please provide a brief overview of incident: _____

Executive Board Review

Date of Review: _____

Reviewed By: _____

Proceed to Disciplinary Hearing: Yes ___ No ___

If yes, provide Level of Disciplinary Action: One ___ Two ___ Three ___

If no, provide comments: _____

Disciplinary Hearing

Date of Hearing: _____

Representatives from Executive Board: _____

Name of Host Company Representative: _____

Result of Hearing: Verbal Warning Issued _____ Written Warning Issued _____

Offender Terminated _____

Comments: _____

Signature of Executive Board Representatives: _____

Notifications

Copy of results with attached letter sent to Host Company: Yes ___ No ___

Date copy sent: _____

Sent by: _____

Appendix O – Incident Report Form

| LANCASTER COUNTY FIRE POLICE TASK FORCE INCIDENT REPORT | | | | | |
|--|---------------|-----------|-------------------------------|---------|-----------|
| Call Nbr: | Date: | Dispatch: | Response: | Arrive: | Complete: |
| Nature of Call: | | | | | |
| Location of Call: | | | | | |
| Mutual Aid Given To: | Municipality: | County: | State: | | |
| Type of Call: | | | | | |
| Equipment Used: | | | | | |
| | | | | | |
| Incident Summary | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Officer In Charge (Print) | | | Officer Making Report (Print) | | |

Appendix P – Traffic Violation Report

TRAFFIC VIOLATION REPORT

DRIVER INFORMATION (as it appears on your license)

Name: _____ Date: _____

Street Address 1: _____

Street Address 2: _____

City: _____ State: _____ Zip Code: _____

License Number: _____

VEHICLE INFORMATION

What kind of vehicle were you driving (check one):

Task Force: _____ Host Company: _____ Personal: _____

If driving a Host Company vehicle, vehicle's designation: _____

Complete below if you were driving a personal vehicle:

Make: _____ Model: _____ Year: _____

Plate Number: _____

TYPE AND LOCATION OF VIOLATION

Parking _____ Speeding: _____ Other (specify): _____

Location of violation: _____

Municipality: _____

If speeding: Speed Limit: _____ MPH Your Speed: _____ MPH

Law Violated (per summons): _____

Date of violation: _____

ADDITIONAL INFORMATION

Use this area to enter additional information is needed

DRIVER SIGNATURE

Signature _____ Print _____

EXECUTIVE BOARD REVIEW

Date of Review: _____

Was Host Company Notified:

If yes: When: _____ By Who: _____

If no, explain why: _____

Results of Board Review: _____

Will LCFPTF assume financial responsibility: Yes ____ No ____

President Approval of Report: _____

Appendix Q – Vehicle Accident Report

VEHICLE ACCIDENT REPORT

SECTION 1 - DRIVER INFORMATION (as it appears on your license)

Name: _____ Date: _____
Street Address 1: _____
Street Address 2: _____
City: _____ State: _____ Zip Code: _____
License Number: _____

SECTION 2 – VEHICLE INFORMATION

What kind of vehicle were you driving (check one):
Task Force: _____ Host Company: _____ Personal: _____
If Host Company vehicle, what is the vehicle's designation: _____
Complete below if you were driving a personal vehicle:
Make: _____ Model: _____ Year: _____
Plate Number: _____ Was Vehicle Towed: Yes _____ No _____

SECTION 3 – ACCIDENT INFORMATION

Date of Accident: _____ Municipality: _____
Location of Accident: _____

Was your Vehicle Towed: Yes _____ No _____
Where Other Vehicles Involved: Yes _____ No _____
Were You Injured or Others Injured: Yes _____ No _____
If Yes, Were You Treated at the Scene or Transported to the Hospital (Which Hospital):

Were Others Injured: Yes _____ No _____
If Yes, Were They Treated at the Scene or Transported to the Hospital (Which Hospital):

Did you Receive a Summons: Yes _____ No _____
If Yes, Summons issued for: _____
Did others Receive a Summons: Yes _____ No _____
If Yes, Summons issued for: _____

SECTION 4- DESCRIPTION OF ACCIDENT

SECTION 5 - ADDITIONAL INFORMATION

Use this area to enter additional information if needed

SECTION 6- DRIVER SIGNATURE

Signature Printed

Date Submitted: _____

PLEASE ATTACH A COPY OF THE POLICE REPORT

SECTION 7 – FOR EXECUTIVE BOARD USE ONLY

Date of Review: _____ Was Host Company Notified: Yes ___ No _____

If yes: When: _____ By Who: _____

If no, explain why: _____

Was a representative of the Host Company present during the review:

Name of Host Company Representative: _____

Name of Host Company Representative: _____

Name of Host Company Representative: _____

Results of Board Review: _____

This review was conducted by:

Executive Board Member: _____

Executive Board Member: _____

Executive Board Member: _____

Complete if disciplinary action was taken: _____

A letter stating the findings of this review has been sent to the Host Company and Member on:

Date: _____ By: _____