

PRINCESS ANNE COURTHOUSE VOLUNTEER
RESCUE SQUAD AND FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

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**STANDARD OPERATING PROCEDURE
Chapter 1**

Membership Responsibilities Concerning Confidentiality

Matters discussed at corporation meetings and concerning station members shall be kept in confidence, and not discussed with personnel outside of the organization.

Discussions concerning applicants shall be kept in confidence and take place only with appropriate members of the organization.

All information obtained in the course of service to the community shall be held in confidence.

No information about a dispatched call or the status of a patient should be released to the public. Should a request for such information be received, it should be directed to an EMS Supervisor.

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Chapter 2**

Duty Responsibilities & Availability Submission

All full or associate members that are not on an authorized leave shall submit a schedule request via www.oscarsystem.com no later than the 15th day of the preceding month noting their available dates for the upcoming month. (example, on April 15th, a schedule request must be submitted for the month of May.) Submission requirements are as follows.

- If you are required to stand 48-hours of duty you are required to submit 72-hours of availability,
- If you are required to stand 36-hours of duty you are required to submit 48-hours of availability,
- If you are required to stand 24 hours of duty you are required to submit 36-hours of availability.

Exception: Life Members of the corporation, as a privilege of PACHVRS Life Membership, the Life Member may submit only the dates they desire to stand duty and seniority will determine priority of scheduling.

All operational members shall be scheduled in accordance with the Virginia Beach Department of EMS, Duty Policy. (Department of EMS Recognition of Life and Associate Membership will qualify in this situation.)

*Rescue duties will normally be run from 0600-1800 and 1800-0600 daily. **Prompt arrival prior to the start of your shift is a must.** Arrival time at the station should be no later than 0545 for the day shift or 1745 for the night shift. Members are required to use the electronic check-off sheets to ensure equipment is stocked to state EMS standards and the check-off will have all providers' names documented on it for accountability. The completed form will be electronically sent to the officers.*

Once the duty schedule has been published, the dates assigned to each member are the responsibility of the member. The member must either stand (run) the duty or switch dates with a qualified member to stand the duty in their place (trade). **The responsibility for assigned duties rests with the member the duty is assigned to.** If an emergency prevents the member from standing their duty, and a reasonable attempt to find a replacement has failed, the member will immediately contact the Captain of Operations.

If a member does not show up for their assigned duty (No Call / No Show), the crew member present will immediately notify the EMS Supervisor (EMS 1 or EMS 2) and then the Captain of Operations. Disciplinary action may be taken. When a member arranges for another qualified member to cover their duty, they should document the change in an email to the EMS Supervisors and the Captain of Operations.

Corrective Action for Missed Duty

Failing to report for a scheduled duty shall be considered misconduct and subject to corrective action. If an investigation is initiated through the corporate bylaws, the following shall be the minimum corrective action placed against a volunteer provider.

1. First missed duty will result in documented verbal counseling.
2. Second missed duty will result in a written reprimand.
3. Third missed duty will be referred to the Chief for investigation of violation of SOPs and corrective action is possible up to and including dismissal from the corporation.

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Elected Officers - Executive Leadership Committee

CHIEF:

The Chief oversees all day-to-day operations and administrative. The Chief is the direct liaison with the Volunteer Assistant Chief and EMS Headquarters. The Chief will handle investigations and initiate any disciplinary actions for violations of the corporate bylaws as outlined in the bylaws. The Chief may designate a Captain to conduct investigations and recommend corrective action, as necessary. The Chief may enlist the help of the Executive Leadership Committee in making decisions concerning corrective action issues. The Chief will update the Board of Directors' Chairperson regularly on issues relating to the organization's operations.

CAPTAIN of OPERATIONS:

The Captain of Operations is responsible for the monthly duty schedule, ensuring that staffing requirements are met, and ensuring all operational personnel meet the required duty requirements. Complaints alleging operational violations of the Bylaws and/or SOPs shall be in writing and should be addressed to the Captain of Operations. The Captain of Operations will conduct corporate operational complaint investigations and recommend corrective action to the Chief as necessary for all matters involving the operations of the corporation. The Chief may designate the Captain of Operations to represent the corporation for any corporation functions, related meetings, or committees, city meetings, committees, or functions as well as any citizen sponsored meetings, committees, or functions as the Chief deems appropriate. The Captain of Operations will act in place of the Chief when the Chief is out of town or otherwise unavailable. The Captain of Operations reports to the Chief.

CAPTAIN of ADMINISTRATION:

The Captain of Administration shall oversee all administrative personnel matters. These include the maintaining of accurate membership records (vote in dates, probationary, full, life), along with new member orientation (intended for all new probationary members of the corporation), public information release, membership communication, and other items as the Bylaws direct. Complaints alleging administrative violations of the Bylaws and/or SOPs shall be in writing and should be addressed to the Captain of Administration. The Captain of Administration will conduct corporate administrative complaint investigations and recommend corrective action to the Chief as necessary for all matters involving the administrative functions of the corporation. The Chief may designate the Captain of Administration to represent the corporation for any corporation functions, related meetings, or committees, city meetings, committees, or functions as well as any citizen sponsored meetings, committees, or functions as the Chief deems appropriate. The Captain of Administration reports to the Chief.

SECRETARY:

The Secretary shall – maintain all necessary official files of the corporation, maintain an up-to-date roster of retired life members and all current members (including email addresses and phone numbers), handles all official correspondence in concurrence with the Chief, shall attend and record (or arrange for someone to record) the minutes of all membership meetings of the corporation, and maintain attendance records for all membership meetings of the corporation. The Secretary reports to the Chief.

TREASURER:

The Treasurer shall – be bonded and responsible to handle the financial transactions of the corporation, to include receipt and disbursement of all funds, maintain all financial records of the corporation, reconcile the bank accounts of the corporation monthly, provide such written reports of the financial affairs of the corporation as requested by the Chief and/or the Board of Directors, submit the financial records of the corporation to an approved CPA firm, which has been approved by the Board of Directors, for the preparation of the tax returns no later than 45 days after the close of the fiscal year and for audit as the Board of Directors prescribes, provide a treasurer's report to the membership at each monthly general membership meeting (to include monthly income, monthly expenses and account balances), ensure that all investments, deposits and funds received are deposited into banks or other financial institutions insured by the FDIC and approved and selected by the Board of Directors. The Treasurer reports to the Chief and the Board of Directors Chairperson.

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Chapter 3**

Appointed Officers

(All serve at the will/discretion of the Chief)

SCHEDULER:

The Scheduler (if appointed) will be responsible for writing, publishing, and maintaining the monthly duty schedule to ensure the day-to-day manning of the ambulances. The scheduler reports to the Captain of Operations.

TRAINING LIEUTENANT:

The Training Lieutenant shall oversee the corporation's release process for BLS Interns in accordance with current Virginia Beach EMS policy. The Training Lieutenant will be the primary supervisor for all BLS Interns of the corporation until the member is released to general supervision as an Attendant in Charge. The Training Lieutenant may coordinate training activities and drills with an emphasis on new member training and/or approved continuing education. The Training Lieutenant will answer to the Chief on all concerns involving the training of the corporation personnel. The Training Lieutenant will represent the corporation for any training related committee meetings as well as any citizen requests for training as the Chief deems appropriate. The Training Lieutenant may recommend the appointment of a Training Sergeant to assist with the training program. The recommendation must be directed to the Captain of Operations. Final approval will be made by the Captain of Operations and the Chief. The Training Lieutenant reports to the Captain of Operations.

MAINTENANCE LIEUTENANT:

The Maintenance Lieutenant will be responsible for the rotation of the units through Preventive Maintenance cycle. The Maintenance Lieutenant must be notified by telephone and/or email of any unit malfunction. The Maintenance Lieutenant is also responsible for the minor general maintenance of the units (non-mechanical upkeep), The Maintenance Lieutenant may appoint a Crew Chief for each motorized asset owned by the corporation. The Maintenance Lieutenant reports to the Captain of Operations.

MAINTENANCE CREW CHIEFS:

Crew Chiefs will be assigned to a specific motorized asset owned by the corporation. Crew Chiefs will complete a full state EMS inspection checkoff, on any Virginia Office of EMS licensed vehicle, once a month. Crew Chiefs will assist the Maintenance Lieutenant with the review of all daily unit check offs along with any other duties as directed. The Crew Chief reports to the Maintenance Lieutenant.

SUPPLY LIEUTENANT:

The Supply Lieutenant will be responsible for the inventory of bio-medical equipment, durable medical equipment and consumable medical supplies needed to maintain operational ambulance requirements. The Supply Lieutenant will maintain a current inventory document of total supplies on hand. The inventory document should indicate the ready locker inventory levels. The Supply Lieutenant shall be notified by telephone and/or email if supplies are required for the ready lockers and/or the ambulances. The Supply Lieutenant will represent the corporation for any logistics related committee meetings, or other requests as the Chief deems appropriate. The Supply Lieutenant may recommend the appointment of a Supply Sergeant to assist with the supply program. The recommendation must be directed to the Captain of Operations. Final approval will be made by the Captain of Operations and the Chief. The Supply Lieutenant reports to the Captain of Operations. The Supply Lieutenant requires several budget line items for expenditures and must submit a budget request by March 1st each year.

OXYGEN SUPPLY MANAGER:

The Oxygen Supply Manager will be responsible for all matters related to medical gas grade Oxygen delivery. The Oxygen Supply Manager will ensure that an adequate inventory of oxygen is on hand at all times to meet the operational needs of the corporation. The Oxygen Supply Manager will be the individual responsible for the operation and/or training required to operate the oxygen cascade system installed at Virginia Beach Fire/EMS Station 21. The Oxygen Supply Manager will ensure that all oxygen cylinders are kept in a state of hydrostatic testing compliance. The Oxygen Supply Manager is appointed by the Captain of Operations and reports to the Logistics Lieutenant.

UNIFORM LIEUTENANT:

The Uniform Lieutenant shall issue corporate members the following uniform items; 1 uniform polo shirt, 2 uniform t-shirts, 1 sweatshirt/job shirt & 1 rain jacket and 1 class B uniform shirt (once the member has completed probation). The Uniform Lieutenant will maintain a complete inventory of uniform items on hand, documentation of items issued to members and ensure that members uniform items are returned to squad upon resignation and/or transfer to another organization. The Uniform Lieutenant requires knowledge of accurate inventory tracking. The Uniform Lieutenant requires a budget line item for expenditures and must submit a budget request by March 1st each year.

CHAPLAIN:

The Chaplain will conduct or arrange for the invocation at Corporation meetings and functions. If/When the corporation is notified that an active member or retired life member is ill or hospitalized, the Chaplain will contact the sick/injured (hospitalized members) on behalf of the corporation and relay any support needs/updates the member may have to the Chief and Board of Directors Chairperson.

The Chaplain should be available, for corporation members, upon the death of members. The Chaplain requires a budget line item for expenditures (flowers, cards of bereavement or congratulatory items) and must submit a budget request by March 1st each year. The Chaplain reports to the Chief.

FUND DRIVE MANAGER:

The Fund Drive Manager will interface with city wide mailout contractor. The Fund Drive Manager will maintain and update as necessary a list of addresses in the corporation's primary response/fund drive area. The Fund Drive Manager will coordinate with the Executive Leadership Committee and Board of Directors to find and develop new ways to raise working capital for the corporation. The Fund Drive Manager requires a budget line item for expenditures and must submit a budget request by March 1st each year. The Fund Drive Manager reports to the Chief and Board of Directors Chairperson.

PARLIAMENTARIAN:

The Parliamentarian will act for the good order of the corporation to ensure that Bylaws are followed and upheld during corporation general membership meetings.

HISTORIAN:

The Historian will research, document, update and maintain an accurate history of the corporation by gathering information from the founding of the Princess Anne Volunteer Fire Department to the current date. The Historian will build and/or maintain displays of corporation related artifacts to promote knowledge of the corporation history to the membership and the general public.

COMMUNITY RELATIONS COORDINATOR:

The Community Relations coordinator will coordinate or will arrange for members to represent the squad during community meet and greet events, and/or recruitment opportunities. The Community Relations coordinator will represent the corporation for any recruitment / retention / sustainability related committee meetings, or other requests as the Chief deems appropriate. The Community Relations coordinator will coordinate with Captain of Operations and/or Chief if they intend to use a corporation vehicle at any community meet and greet events, and/or recruitment opportunities. The Community Relations coordinator reports to the Captain of Administration.

FACILITIES MANAGER:

If for any reason an officer is unable to perform the duties of the office for greater than 2 weeks, they will surrender all items relating to the position (Portables, keys, Cell Phones etc.) to the Captain or other Officer-in-Charge

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Chapter 4**

Personal Appearance & Uniform Regulations

Appearance is a mark of professionalism and addition to you the provider, appearance reflects upon multiple organizations including the City of Virginia Beach, the Department of EMS, and our rescue squad. This chapter outlines the corporation's personal appearance guidelines and uniform standards and provides instruction on the correct wear of your uniform and insignia.

These standards are designed with safety in mind to keep the provider and the patient as safe as possible while maintaining both professional uniform & appearance standards. All personnel will report to duty neat, clean, well-groomed, and dressed in an appropriate uniform.

The following personal hygiene standards must be adhered to:

- I. Hair
 - a. Must be clean, combed, and neatly trimmed or arranged. Hairstyles should be appropriately professional and should not present a distraction in the performance of the employee's job function.
 - b. Hair color should be within naturally occurring color tones. Extreme hair colors such as green, purple, blue, pink etc. are prohibited (highlights, streaks/strips of extreme colors and/or glittered tinsel extensions may be permitted but should be kept in moderation).
 - c. Long Hair (both male and female) shall be pulled back into a ponytail, braid, or be otherwise neatly & inconspicuously fastened or pinned to the back of the head so that it does not extend below the top of the logo on the back of the uniform shirt. The same hair length management shall be strictly adhered to when wearing dress uniforms or other uniform attire without logos. Long hair shall not be exposed when turnout gear or other personal protective equipment designed to contain the hair is worn.
- II. Sideburns, mustaches, and beards should be neatly trimmed.
 - a. Any facial hair that interferes with the proper fit of any required respirator (i.e., N95, gas mask, etc.) is prohibited. (The only exception will be for personnel who have signed and have on file the appropriate waivers with Occupational Health and Safety as allowed in the City of Virginia Beach Exposure Control Plan).
 - b. All facial hair must always be neatly trimmed. An intermittently unshaven look is unacceptable unless medically necessary. (A medical need must be substantiated by a note from the member's physician and be on file with Occupational Health and Safety.)
 - c. Religious exemptions will be considered on a case-by-case basis.
- III. Perfumes, Lotions, and other Fragrances
 - a. To decrease the possibility of a patient or co-worker having an adverse reaction, no strong perfumes, strong lotions or other fragrances shall be worn while on duty.
- IV. Fingernails
 - a. Fingernails shall be clean and neatly trimmed.
 - b. Nails should be of a length appropriate for patient care and wearing protective gloves. (Supervisors have the authority to direct personnel to trim their nails if in the supervisor's opinion, the nails present a safety hazard).
- V. Make-Up
 - a. Make-Up shall blend with the natural skin and not appear exaggerated or artificial.
- VI. Tattoos
 - a. Visible tattoos are permitted but must not be of an offensive nature.
 - b. Supervisors have the authority to direct the covering of tattoos if, in their opinion, the tattoo is offensive.
 - c. If a supervisor directs a tattoo to be covered, a notification should be made to the Division Chief / Human Resources Division (in cooperation with the member's chain of command), for a follow-on investigation and official determination.

- d. NO tattoos should be visible on the head and/or face (exemption for permanent make-up tattoos).

VII. Jewelry

- a. Only VBEMS and/or corporation approved uniform insignia and pins shall be worn on the uniform.
- b. A wristwatch may be worn.
- c. A Medic Alert bracelet or necklace may be worn.
- d. One ring on each hand may be worn. (A wedding band and engagement ring set shall be considered one ring.)
 - i. For the safety of the member, rings that sit high and could potentially be caught or entangled in equipment, should not be worn. No ring shall interfere with wearing protective gloves.
- e. For the safety of the member, necklaces are not recommended. If worn, however, they shall always be kept inside the shirt.
- f. A single bracelet is authorized. The bracelet shall be of a single color and no greater than 1/2 inch in width.
 - i. For safety of the member, the bracelet shall be snug fitting with no dangling charms or similar components.
- g. Earrings should be worn in good taste.
 - i. For the safety of the member, dangling earrings, chain connector ear jewelry or any earring that impacts the ability to correctly don proper personal protective equipment, without removing the jewelry first, shall not be worn.
- h. Other visible body piercing jewelry (tongue, eyebrow, nose, lip, etc.) may be worn but must be in good taste and cannot impact the ability to correctly don proper personal protective equipment without first removing the jewelry. This includes permanently embedded jewelry.

As previously indicated, proper wearing of the uniform represents to the community not only who you are, but also the organization you represent. Each of you is a recruiter for our organization at large and we want to maintain an appearance that is inviting to the community. Corporation members are prohibited from wearing corporation uniform items in public settings that are inappropriate and could bring discredit to the corporation and/or its membership (ex: of an inappropriate setting would be wearing a uniform item while you are drinking alcohol in a bar). With this in mind, the following standards are established.

- I. City of Virginia Beach EMS ID Badge
 - a. A current Department issued photo ID badge shall always be worn while on duty or engaged in official business in city buildings or operational rescue squad facilities.
 - i. The ID badge should be attached somewhere on your person to allow it to be viewed at or above the waistline.
 - ii. Alterations to the ID badge are prohibited.
 - iii. NO accoutrements (heart, stork, or other pins, etc.) should be affixed to the ID badge (may be affixed to lanyards, or other cards but not the City ID Badges).
 - b. Members will properly care for the issued uniforms and only wear the uniforms while on duty, acting in an EMS capacity (court appearances, attendance at training etc.)
 - c. Uniforms must be clean, in good condition, and free of wrinkles.
- II. Shirts
 - a. Only corporation approved shirts shall be worn on duty.
 - b. Button up shirts shall have the corporation patch on the left sleeve and an approved certification patch on the right sleeve (NREMT Patch or Virginia EMS certification patch with appropriate rockers)
 - c. Shirt tails must be tucked in. (Exception: maternity blouse)
 - d. Uniform t-shirts, and sweatshirts for all members shall have either the Courthouse Rescue or the horizontal VB Rescue Courthouse logo screen-printed on the back.
 - e. Polo shirts and Job Shirts are not screen printed on the back.
- III. Pants
 - a. Only EMS uniform pants or similar work pants (no jeans) shall be worn.
 - b. Pants must be clean, neat, and properly fitted.
 - c. Corporation authorized shorts are authorized for wear from May 1 to October 31 each year.
- IV. Jackets/Coats/Raincoats
 - a. Only corporation approved outerwear may be worn with the uniform.
 - b. Uniform navy-blue or black bomber jacket with (gold/silver) buttons and embroidered badge or
 - c. HI-VIZ 3-in-1 jacket. The liner of this jacket may NOT be worn as an outer garment with this uniform.
 - d. HI-VIZ windbreaker or raincoat.
- V. Undergarments
 - a. Unless specifically outlined in other sections of this policy, underclothing should not be visible.
 - b. Undergarments should not have visible bold designs or logos.
 - c. Long-sleeved undergarments (Long Johns) are not authorized for wear with short-sleeved uniform shirts.
 - d. Visible logos for specialized custom undergarments (ex: Under Armor) may be allowed on a case-by-case basis with the approval of the Chief or Chief's designee.
- VI. Belts
 - a. Belts shall be worn.
 - b. Belts will be of either the black leather uniform style or black nylon webbing tactical/riggers style.
 - c. Belts and/or buckles with EMS logos are allowed.
 - d. Large, oversized metal buckles are not authorized.
- VII. Shoes
 - a. Shoes must be clean, sturdy, in good condition and in accordance with policy.
 - b. No open toed/or heeled shoes are permitted (exception for lifeguards while on lifeguard duty).
 - c. Black, steel-toed/composite-toed boots are preferred.
 - d. Black boots may be worn with the Class C uniform.
 - e. Tennis shoes may be worn (see further instruction in uniform classifications)

VIII. Socks

- a. Plain black or navy-blue socks should be worn with most uniforms.
- b. Socks shall be at least "quarter length".

IX. Hats or other headwear

- a. Only corporation approved headwear or religious headwear may be worn while in uniform.
- b. No other head cover shall be worn unless authorized by the Chief or Chief's designee.
- c. If a member owns a helmet and wishes to use it while on duty, the helmet must comply with the VBEMS requirements for protective equipment (white for Captain and above, blue for all others).
- d. The helmet shall be marked with Department-approved rockers, shields, etc.
- e. An American Flag decal may be added centered at the back of a helmet at the wearer's discretion.
- f. Any other decals applied to helmets must be approved by the Chief or Chief's designee.
- g. Princess Anne Courthouse Volunteer Rescue ball cap style hats may be worn year-round,
- h. Princess Anne Courthouse Volunteer Rescue knit caps/beanies may only be worn October 1 – May 1 each year,

BADGES, INSIGNIA AND OTHER UNIFORM MARKINGS

The corporation's organizational structure is a paramilitary style structure lending itself to a formal rank structure that is consistent with other public safety departments. The following section outlines the rank structure and identifies uniform accoutrements and accessories that may be worn with the uniform.

I. The shirt badge.

- a. Shall be worn centered above the left pocket.
- b. Shall be the style of the Blackinton model B1449 or Smith & Warren model S228.
- c. Shall have the City of Virginia Beach seal in the center.
- d. COURTHOUSE RESCUE will be inscribed in the #1 panel above the seal.
- e. EST 1947 will be inscribed in the #2 panel below the seal.
- f. The rank or membership level will be inscribed in the #3 banner panel.
- g. Members will wear a silver-colored badge.
- h. Life Members, Elected Officers and Appointed Officers will wear a gold-colored badge.
(Embroidered shirt badges shall follow the specifications above)

II. The hat badge.

- a. Shall be the style of the Blackinton model B2910 or Smith & Warren model S225.
- b. Shall have the City of Virginia Beach seal in the center.
- c. PRINCESS ANNE will be inscribed in the #1 panel above the seal.
- d. COURTHOUSE will be inscribed in the #2 panel above the seal.
- e. The rank or membership level will be inscribed in the #3 banner panel.
- f. The color and lettering shall correspond to the shirt badge.
(There will be no embroidered version of the hat badge)

III. Patches

- a. Embroidered badge style patches may be sewn on winter coats and dress shirts in place of metal badges (see shirt badges above).
- b. The corporate shoulder patch is worn on the left shoulder.
- c. Certified providers may wear either the National Registry certification patch or the Virginia Office of EMS EMT patch with appropriate certification rockers below the patch (Advanced EMT, Intermediate, Paramedic) on the right shoulder.
- d. Virginia Office of EMS Education Coordinators may wear the "Instructor" rocker below the Virginia EMT patch.
- e. Shoulder patches are worn centered on the apex of the shoulder seam line and one inch down from the shoulder seam.

IV. Rank Insignia & Accessories

- a. Pinned (metal) rank insignia is used on the collar tabs of the Class A uniform shirt.
- b. Embroidered rank insignia is authorized for Class B, C, D and E uniforms.
- c. The Class A uniform hat for Chief officers shall have decorated brims.
- d. The Class A uniform hat chinstrap shall match the badge color (silver or gold).
- e. Ornamental buttons on the class A uniform shirt and/or Class A Uniform jacket shall match the badge color (silver or gold).
- f. Rank insignia pins are not to be worn on the Class A uniform jacket.
- g. Belt buckles and tie bars shall match the badge color (silver or gold).
- h. EMS wreath rank insignia are worn so that the bottom of edge of the insignia is centered, and one inch from the tip point of the collar. They are worn so that the base of the caduceus staff aims/points at the cornered tip of the collar.
- i. Military style rank insignia are worn centered 1 inch from the front and lower edges of the collar and positioned so that the vertical axis of the Insignia along an imaginary line bisecting the angle of the collar point.
- j. Longevity stars shall be worn centered horizontally on the left pocket flap with the tip of the stars aligned with the top seam line of the pocket flap on the class A uniform shirt, the class A uniform jacket and the class 'B' uniform shirt.
- k. Metal nametags are worn centered on the right pocket flap with the top edge of the nametag aligned with the top seam line of the pocket flap on the class 'A' uniform shirt and class 'A' uniform jacket.
- l. Embroidered nametapes are worn centered on the top edge of the right pocket flap of the class 'B' uniform shirt.

- m. American flag pins of a style approved by the Chief shall be worn centered horizontally on the left pocket flap and centered vertically between the longevity stars and the pocket button on the class A uniform shirt and jacket. (An alternative veteran's flag set has been approved for all military veterans).
 - n. Chief Officer or other credentialing pins approved by the Chief shall be worn on the right pocket, centered on the flap on the class A uniform shirt and jacket between the button and the top seam.
 - o. Special Operations pins approved by the Chief (ex: diver, coxswain, swat medic etc.) shall be worn centered 1/4" above the bar pins or nametag, whichever is higher, on the class A uniform shirt and jacket.
- X. Special recognition pins shall not be worn on the Class A or Class B uniform shirt or Class A uniform jacket. They may be worn on any class C or below uniform item, on an ID lanyard, and shall not exceed 3 in number. Examples of specialty pins are as follows,
- a. VBEMS specialty recognition Pins, or other pins, etc.)
 - i. Heart pins
 - ii. Stork pins
 - iii. Recruiter Pins
 - b. Virginia Beach office of Volunteer Resources recognition pins
 - i. City seal and years of service pins
 - c. Princess Anne Courthouse Pins
 - i. Patch lapel pin
 - ii. Miniature badge pin
- XI. Service Award Ribbons
- a. shall be worn centered above the right pocket 1/4" above the nametag on the Class 'A' Uniform shirt and Class 'A' Uniform jacket.
 - b. shall be worn centered above the right pocket directly above the nametape on the Class 'B' Uniform shirt.
 - c. The ribbon of highest precedence will be worn on the wearers left (closest to the heart).
 - i. If other rows are needed to accommodate the service ribbons, the ribbons of higher precedence will be worn in the top row.
 - d. CIT bars and Special Operations team pins are worn next to each other centered over the service award ribbons or name tag / nametape whichever is higher with the Special Operations team pin on the wearers left (closest to the heart).
 - e. Special Operations team pins approved by the Chief are intended for wear on the class 'A' uniform shirt, the class 'A' uniform jacket and the class 'B' uniform shirt only.

UNIFORM CLASSES AND WEAR

There are several different classes of uniforms that can be worn for different occasions. Uniformed staff will be issued the appropriate uniforms based on the position they hold. Not all uniformed staff will receive uniform items for all classes of uniforms (only elected officers may receive a Class A ceremonial uniform).

- I. Class A Ceremonial Uniform – The Class A Ceremonial Uniform shall be the formal ceremonial dress uniform for Officers of the corporation. The Class A Ceremonial Uniform shall be worn to all formal occasions (ex: city ceremonies, funerals)
 - a. The Class A Ceremonial Uniform shall consist of the following:
 - i. Uniform long sleeve white shirt with black tie, metal insignia and accoutrements.
 - ii. Uniform navy-blue pants (men/women) and black leather belt with gold/silver buckle.
 - iii. Uniform navy-blue skirt (women) of a length that is not more than two and a half (2.5) inches above the knee on all sides and black leather belt with gold/silver buckle.
 - iv. Uniform black Dress Pumps or Flats (women) will be made of smooth or synthetic leather, slip-on, rounded with closed toe and heel. Dress Pump heels will be 5/8 inch to 3 inches in height (measured from the bottom and back of the heel to where it connects to the shoe), and no wider than 1-3/4 inches at the base. The sole will be no thicker than 1/4 inch. Wedge heels are not authorized. The outsole and heel will be black.
 - v. Uniform black plain toed, oxford style, low quarter, lace shoe, made of smooth leather or synthetic leather. The heel shall be an outside heel 3/4 inch - 7/8 inch high with a flat sole.
 - vi. Uniform navy-blue socks (men/women)
 - vii. Skin tone-colored hose (women) Uniform five button navy-blue departmental dress jacket with accoutrements.
 - viii. Uniform hat, (worn at outdoor formal events as directed by the Chief).
- II. Class 'A' Uniform – The Class 'A' uniform shall be the dress uniform of the corporation members who are not officers of the corporation. The Class 'A' uniform is not issued but may be purchased by a corporation member. If a member wishes to purchase a Class A uniform, the Uniform Lieutenant will assist the member and coordinate with the vendor to complete the process. The member will not wear the Class 'A' uniform until the uniform is complete. The Class 'A' uniform is to be worn, by uniformed members, when appearing in a court of law as a witness, and to all formal occasions (ex: promotion or graduation ceremonies, funerals). The Class 'A' uniform may also be worn to semi-formal occasions by all uniformed staff. The wearing of plain white crew neck short-sleeved undershirt is required when wearing this uniform.
 - a. The Class 'A' uniform shall consist of the following:
 - i. Uniform long sleeve white shirt with navy-blue tie, metal insignia and accoutrements
 - ii. Uniform navy-blue pants (men/women) and black leather belt with gold/silver buckle.
 - iii. Uniform navy-blue skirt (women) of a length that is not more than two and a half (2.5) inches above the knee on all sides and black leather belt with gold/silver buckle.
 - iv. Uniform black Dress Pumps or Flats (women) will be made of smooth or synthetic leather, slip-on, rounded with closed toe and heel. Dress Pump heels will be 5/8 inch to 3 inches in height (measured from the bottom and back of the heel to where it connects to the shoe), and no wider than 1-3/4 inches at the base. The sole will be no thicker than 1/4 inch. Wedge heels are not authorized. The outsole and heel will be black.
 - v. Uniform black plain toed, oxford style, low quarter, lace shoe, made of smooth leather or synthetic leather. The heel shall be an outside heel 3/4 inch - 7/8 inch high with a flat sole.
 - vi. Uniform navy-blue socks (men/women)
 - vii. Skin tone-colored hose (women)
 - viii. Uniform winter coat (bomber jacket) with (gold/silver) buttons and (gold/silver) metal badge
- III. Class 'B' Uniform – The Class B shall serve as the issued formal uniform for corporation members. In the absence of a Class 'A' Uniform, the Class 'B' Uniform will be worn, by uniformed members, when appearing in a court of law as a witness, and to all formal occasions (ex: promotion or graduation ceremonies, funerals). The Class 'B' uniform may also be worn to semi-formal occasions and when publicly representing the organization (civic league meetings, media interviews etc.). The wearing of a plain white crew neck short-sleeved undershirt is required when wearing the Class B uniform.
 - a. The Class 'B' uniform shall consist of the following:

- i. Uniform navy-blue open collar shirt (all seasons) with embroidered badge, embroidered rank insignia, embroidered name tape and accoutrements.
 - ii. Uniform navy-blue pants and black leather belt with silver/gold buckle (men/women)
 - iii. Uniform navy-blue skirt of a length that is not more than two and a half (2.5) inches above the knee on all sides and black leather belt with gold/silver buckle. (women)
 - iv. Uniform navy-blue socks with pants (men/women) or skin toned hose with skirts.
 - v. Uniform black Dress Pumps or Flats (women) will be made of smooth or synthetic leather, slip-on, rounded with closed toe and heel. Dress Pump heels will be 5/8 inch to 3 inches in height (measured from the bottom and back of the heel to where it connects to the shoe), and no wider than 1-3/4 inches at the base. The sole will be no thicker than 1/4 inch. Wedge heels are not authorized. The outsole and heel will be black.
 - vi. Uniform black plain toed, oxford style, low quarter, lace shoe, made of smooth leather or synthetic leather. The heel shall be an outside heel 3/4 inch - 7/8 inch high with a flat sole.
 - b. Optional Items:
 - i. Uniform navy-blue or black bomber jacket with (gold/silver) buttons and embroidered badge or HI-VIZ 3-in-1 jacket. The liner of this jacket may NOT be worn as an outer garment with this uniform.
- IV. Class 'C' Uniform – The Class 'C' uniform will serve as the primary working uniform for corporation members. The Class 'C' Uniform will be worn, by uniformed members while on any scheduled duty shift, when representing the corporation on a public relations standby event or providing community education classes. If a t-shirt is worn under the Class 'C' uniform shirt, it must be plain white or navy-blue crewneck style.
- V. The Class 'C' Uniform shall consist of the following:
- a. Uniform navy-blue polo shirt (short or long sleeve) with embroidered logo/badge over the left chest.
 - b. Uniform navy-blue pants (men/women) with a black belt
 - c. Uniform navy-blue or black socks
 - d. Uniform navy-blue job shirt (optional)
 - e. Uniform navy-blue ball cap (optional)
 - f. Black Boots or sturdy shoes
 - g. Uniform navy-blue jacket or HI-VIZ 3-in-1 jacket. The liner of this jacket may be worn as an outer garment as long as the embroidered badge is sewn onto the liner.
 - h. ANSI Hi Viz PPE, as required (traffic vest, windbreaker, or winter parka are seasonally dictated options.).
- VI. Class 'D' Uniform – The Class 'D' Uniform shall be an optional working uniform for corporation members which will be worn, by uniformed members while on any scheduled duty shift or special event.
- a. The Class 'D' Uniform shall consist of the following:
 - i. Uniform navy-blue t-shirt (short or long sleeve) with screen printed logo/badge over the left chest and either the Courthouse Rescue or VB Rescue Courthouse logo screen-printed on the back.
 - ii. Uniform navy-blue pants (men/women) with a black belt
 - iii. Uniform navy-blue or black socks
 - iv. Uniform navy-blue job shirt (optional)
 - v. Uniform navy-blue ball cap (optional)
 - vi. Uniform Hi Viz rain jackets (optional)
 - vii. Uniform navy-blue jacket or HI-VIZ 3-in-1 jacket. The liner of this jacket may be worn as an outer garment as long as the embroidered badge is sewn onto the liner.
 - viii. Black Boots or sturdy shoes
 - ix. ANSI Hi Viz PPE, as appropriate for the environment or work setting (traffic vest, windbreaker, or winter parka are seasonally dictated options.).
- VII. Class 'E' Uniform – The Class 'E' Uniform shall be an optional working uniform for corporation members which will be worn, by uniformed members while on any scheduled duty shift or special event. The Class 'E' Uniform is authorized for wear from May 1 through October 31 each year.
- a. The Class 'E' Uniform shall consist of the following:
 - i. Uniform navy-blue polo shirt (short or long sleeve) with embroidered logo/badge over the left chest or,
 - ii. Uniform navy-blue t-shirt (short or long sleeve) with screen printed logo/badge over the left chest and either the Courthouse Rescue or VB Rescue Courthouse logo screen-printed on the back.
 - iii. Uniform navy-blue shorts (must have a 7" inseam), and black belt.

- iv. Uniform navy-blue or black socks. Socks shall be a minimum of “quarter length” and high enough to cover the anklebone.
- v. Black Boots or sturdy closed toe shoes
- vi. Uniform navy-blue ball cap (optional)
- vii. Uniform Hi Viz rain jackets (optional)
- viii. ANSI Hi Viz PPE, as appropriate for the environment or work setting (traffic vest)
- ix. Sweatshirts, job shirts, turtlenecks, sweaters, and long-sleeved shirts shall not be worn with shorts.

Note: Chief may authorize the wear of Class ‘E’ (summer) uniforms outside of the date range listed above in the event of unseasonably warm weather.

- VIII. Class ‘F’ Uniform – The Class ‘F’ Uniform is a casual uniform for use at fundraising events and special events. The Class ‘F’ Uniform may be worn by operational members, administrative members and members of the Board of Directors
- a. The Class ‘F’ Uniform may be worn with jeans, khaki, navy-blue or black pants or shorts.
 - b. The Class ‘F’ Uniform shall consist of the following.
 - i. Heather Gray t-shirt with the he RES5CUE log screen printed on the left chest and the vertical VB Rescue / Courthouse screen printed on the back.

In cases where the appearance of a member is in question, any AIC may use their judgment to decide if there is a need to take corrective action with respect to the member’s appearance, The AIC should notify and consult with an officer of the corporation.

BASIC UNIFORM ISSUE:

- I. The Uniform Lieutenant will issue each member the following:
 - a. Two (2) – Navy blue Courthouse Rescue T-shirts
 - b. One (1) – Navy blue Courthouse Rescue polo shirt
 - c. One (1) – Navy blue Courthouse sweatshirt or job shirt
 - d. One (1) – High Visibility Yellow Courthouse Rescue rain jacket
 - e. One (1) – Navy blue Courthouse Rescue Class B uniform shirt (one probation is complete)
- II. Optional uniform items that can be purchased by members of the corporation:
 - a. Courthouse Rescue Navy blue baseball hat
 - b. Courthouse Rescue Navy blue knit cap (beanie for winter wear only)
 - c. Courthouse Rescue BCA Pink Courthouse Rescue t-shirts (for wear in October only)
 - d. Courthouse Rescue Rainbow Pride Courthouse Rescue t-shirts (for wear in June only)
 - e. Courthouse Rescue Courthouse navy blue long sleeve shirt

When a member has a uniform item that needs replacing, the member will contact the Uniform Lieutenant.

Members should also be familiar with the Virginia Beach Department of EMS Personal Appearance & Uniforms Handbook.

**PRINCESS ANNE COURTHOUSE VOLUNTEER
RESCUE SQUAD AND FIRE DEPARTMENT**

**STANDARD OPERATING PROCEDURE
Chapter 5**

Duties & Responsibilities of the AIC

The AIC has the overall responsibility for the safety of the crew and the safe responsible operation of the assigned ambulance.

The AIC and Driver together are responsible for completing a unit check off each shift. The AIC will ensure that the unit is stocked with all required equipment and supplies, and that all equipment is operational.

The AIC is responsible for conducting training each shift with the Intern. The AIC will document this training on the Intern's evaluation discuss the evaluation with the Intern prior to leaving the station at the end of the shift.

The AIC shall contact an EMS Supervisor immediately concerning any accidents, injuries, or exposures to blood borne pathogens involving personnel on the crew. The AIC will ensure the Captain of Operations and the Chief are notified as soon as events allow.

REMEMBER: The AIC is ultimately responsible for everything their crew does or says. You are a direct reflection on our rescue squad, the City of Virginia Beach and the Virginia Beach Department of EMS. **Please act accordingly!**

The AIC has the authority to remove any member of the crew from the ambulance for infractions of any SOPs, Bylaws or City of Virginia Beach EMS Rules, Regulations and Policies. Should the need arise to remove a member from the crew, the AIC must notify an EMS Supervisor, the Captain of Operations and the Chief immediately.

**PRINCESS ANNE COURTHOUSE VOLUNTEER
RESCUE SQUAD AND FIRE DEPARTMENT**

**STANDARD OPERATING PROCEDURE
Chapter 6**

Duties & Responsibilities of the Driver

The Driver shall be responsible for the mechanical and operational aspects of the ambulance. The Driver will complete the applicable portions of the unit check-off sheet. The AIC and Driver together are responsible for completing a unit check off each shift. The Driver will ensure that the unit's tires have adequate air pressure in them and that the tire treads are not excessively worn.

The Driver shall check the unit's lighting and audible sound systems for proper operation. The Driver will ensure that all emergency lights, siren(s) and horn(s) are in working order.

Also, the Driver will ensure that there is no new body damage to the unit and that the unit is washed each shift.

Any discrepancies found while checking off the unit, whether corrected or not, should be documented on the unit check-off sheet. The appropriate Crew Chief should be notified by telephone and/or email as soon as reasonably possible.

The Driver shall be responsible for the safe operation of the unit during all responses and non-emergency driving. The Driver will operate the vehicle with due regard and in a safe manner that will protect the lives of his/her crew and the public.

The Driver will assist the AIC in all matters, as necessary, at the direction of the AIC.

If involved in an accident, the Driver, if uninjured, will remain with the unit. Do not discuss the accident with others involved or unauthorized personnel. Do not move the vehicle until an EMS Supervisor and/or a Police officer arrives, and you are directed to do so. The Driver shall ensure that EMS 1 or EMS 2 is notified immediately, and the Captain of Operations is to be notified as soon as reasonably possible. If a patient is onboard, notify the dispatcher to send another unit to your location to transport the patient to the hospital.

**PRINCESS ANNE COURTHOUSE VOLUNTEER
RESCUE SQUAD AND FIRE DEPARTMENT**

**STANDARD OPERATING PROCEDURE
Chapter 7**

Duties & Responsibilities of the BLS Intern

The BLS Intern is in a training status to eventually achieve the level of Driver and/or AIC. The BLS Intern will act under the strict supervision of the AIC. The BLS Intern must always follow the instructions of the AIC.

The BLS Intern shall assist the Driver and AIC with the unit check-off. This is a valuable training tool which familiarizes the BLS Intern with the equipment and its location onboard the unit.

The BLS Intern will assist the Driver and AIC, as directed.

The BLS Intern shall bring their training book/binder (with check-off sheets & evaluations) to each duty. The BLS Intern will ensure that the AIC on the shift documents all training held during the shift. The BLS Intern may also complete an evaluation form on the AIC at the end of the assigned shift. Similarly, it is the BLS Intern's responsibility to ensure the calls are documented on the evaluation and presented to the AIC for completion at the end of the shift.

The BLS Intern must ensure that they are, or are working to be, proficient in the knowledge and use of all equipment onboard the ambulance. Additionally, they must know the location of all equipment onboard the unit, when and how to use it, how to service the equipment, and how to replace equipment that has been used.

The BLS Intern shall ensure that all documentation concerning training is submitted to the Training Lieutenant at the completion of the assigned shift. Delays in paperwork equate to delays in release.

In accordance with state law, the VBEMS OMD by way of the VBEMS Training Division sets the requirements for release as an Attendant In Charge.

The individual rescue squads are free to set the requirements for release to Driver. BLS Interns are required to complete a station driving course to formalize themselves with locations of fire stations, hospitals, and neighborhoods.

**PRINCESS ANNE COURTHOUSE VOLUNTEER
RESCUE SQUAD AND FIRE DEPARTMENT**

**STANDARD OPERATING PROCEDURE
Chapter 8**

Cleaning of the Station

The cleanliness of the bay area, day room, and bunkrooms are the responsibility of the on-duty crew. The crew shall ensure that the following tasks are completed each shift as call volume allows.

Day Room(s)

1. Vacuum entire room.
2. Ensure all work surfaces are uncluttered and organized.
3. Wipe down the desks and cabinets.
4. Ensure all trash is removed at the end of the shift.
5. Ensure all cups and dishes are removed and cleaned.

Bunkroom(s)

1. Ensure that all bunks are stripped of linen.
2. Ensure that all clean linen is folded and stored.
3. Ensure that all dirty linen is cleaned or returned to hospital soiled linen.
4. Ensure all trash is removed at the end of the shift.
5. Vacuum bunkrooms.

Apparatus Bay Area

1. Sweep EMS apparatus bay area (rescue bay).
2. Ensure locker area and bay area is clean.

**PRINCESS ANNE COURTHOUSE VOLUNTEER
RESCUE SQUAD AND FIRE DEPARTMENT**

**STANDARD OPERATING PROCEDURE
Chapter 9**

MILITARY AND WORK-RELATED TRAVEL

Active members in good standing will be allowed a prorated duty exemption for months in which they are required to travel out of town due to work or military duties. For the duration of the travel, the member will remain in an active status. "Out of Town" is defined as greater than a 100-mile radius from Virginia Beach. If the member will be traveling for one (1) week (at least 7 days), he/she will be exempt from one (1) duty; if 2 weeks (at least 14 days), he/she will be exempt from two (2) duties.

The member will be required to stand at least 2 duties per month. If the anticipated travel schedule is such that the member cannot stand at least 2 duties, a leave of absence must be requested.

The member must submit, to the Captain of Operations, via email, a request for a travel exemption no later than the 15th of the month preceding the month in which the travel is planned or prior to that month's membership meeting, whichever is earlier. (ex: if travel in June is planned, the request must be submitted no later than May 15th or the May membership meeting, whichever is earlier).

The travel exemption is not a device to be used on a constant basis. Therefore, its use by any member may be restricted by the Captain of Operations or the Chief if it appears that the privilege is being abused by that member.

If a member finds that he/she is a constant user of the travel exemption, a re-evaluation of the feasibility of integrating rescue with the work schedule may be in order.

**PRINCESS ANNE COURTHOUSE VOLUNTEER
RESCUE SQUAD AND FIRE DEPARTMENT**

**STANDARD OPERATING PROCEDURE
Chapter 10**

ON-DUTY AMBULANCES

While on a regularly scheduled duty shift, ambulances shall be based at the station to which you are assigned for the shift. No staffed ambulances should be based or posted at a private residence or members place of business. (Exceptions: when you are assigned to a special event, or when posting at the direction of an EMS Supervisor.)

The staffing of a unit by a member when they are not scheduled is not only allowed, but also strongly encouraged! Please notify the Captain of Operations by telephone or email if you intend to staff a unit outside of your regularly scheduled required duty shifts.

If you respond to the station and staff an ambulance in response to calls holding or a citywide call for additional staffed ambulances, there is no need to notify the Captain of Operations.

**PRINCESS ANNE COURTHOUSE VOLUNTEER
RESCUE SQUAD AND FIRE DEPARTMENT**

**STANDARD OPERATING PROCEDURE
Chapter 11**

COMMUNICATIONS

Members may hear the following words or codes when listening to the EMS Radio.

<u>Procedure Word or Code</u>	<u>Meaning</u>
10-4	I have understood your last message, or your last message was received.
CLEAR THE AIR (522 to Virginia Beach, clear the air)	Unit has an urgent. operationally necessary message to relay
RESTRICT THE AIR Only the unit requesting the restriction, the dispatcher and EMS supervisor should use the radio until the restriction is lifted by the dispatcher.	Unit has an urgent Message possibly involving life or death safety concerns.
Code 1	Send PD Priority 1 crew is in trouble/safety concerns.
Code 1 error	Orange button activation by mistake or in error. All is ok.

Phones are to be the primary method used to contact station officers. If a response is not received in a timely manner, try the next officer in the chain of command. The radio is to be used as a last resort.

Keep radio traffic to a **MINIMUM!** Excessive radio traffic slows the dispatcher's abilities to dispatch calls. There is a button on the MDT for most actions. While on duty, the MDT will be the primary method of communication between your unit and other units and between your unit and the dispatcher.

Reassignment of calls should only be done by an EMS supervisor.

**PRINCESS ANNE COURTHOUSE VOLUNTEER
RESCUE SQUAD AND FIRE DEPARTMENT**

**STANDARD OPERATING PROCEDURE
Chapter 12**

VACATION POLICY

Full voting members who are in good standing will be allotted two weeks of vacation per calendar year. During that time, the member will be considered as remaining in an active status and will be exempt from one duty per week of vacation.

The member must submit to the Captain of Operations a written request for vacation time no later than the 15th day of the month preceding the month in which the vacation time is intended to be used or prior to that month's membership meeting, whichever is earlier. For example, if a vacation in June is planned, the request must be submitted no later than May 15th, or by the May business meeting, whichever is earlier.

No more than 10% of the active membership may be on vacation at one time. This maximum percentage may be changed at the Chief's discretion to preserve adequate operational staffing levels.

Requests for vacation will be granted in the order in which they are received (first come first served). Therefore, if more than 10% of the membership desires vacation during the same time frame, those submitting their requests first will have priority.

The two weeks of vacation do not have to be taken consecutively. However, no more than two weeks may be taken during a three-month period. This is to prevent a member from taking the last two weeks of December and the first two weeks of January (for example).

**PRINCESS ANNE COURTHOUSE VOLUNTEER
RESCUE SQUAD AND FIRE DEPARTMENT**

**STANDARD OPERATING PROCEDURE
Chapter 13**








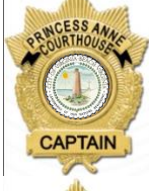


MEMBERSHIP TITLES & RESPONSIBILITIES

- I. **Associate Member:** Associate Membership requirements are defined by City of Virginia Beach EMS policy. Associate Members of the corporation accrues time and service towards Life Membership at fifty percent (50%) the rate of Regular Members. Associate Membership duty requirements are defined by City of Virginia Beach EMS policy. Associate Members may vote on routine business during monthly membership meetings. Associate Members are not allowed to hold an elected office in the corporation. Associate Members are not allowed to vote during the annual election of officers. Associate Members are valued members of our organization and our patient care team.
- II. **Regular Member:** Regular Membership duty requirements are defined by City of Virginia Beach EMS policy. Regular Members who have completed their required probationary phase and been voted in as a "full member" shall have full voting privileges at monthly business meetings and at the annual election of officers. Regular Membership encompasses Recruits, BLS Interns, Probationary Members & Full Members. Regular Members are the (entry and mid-level members) future of our organization.
- III. **Life Member:** Life Membership duty requirements are defined by City of Virginia Beach EMS policy. Life Members of the corporation are to be given priority when building the schedule if they have submitted their Oscar availabilities on time. Retired Life Members may retain their voting privileges if they continue to attend a minimum of 50% of the regular monthly business meetings. Life Members are there to mentor the regular membership. Life Members are "the example" to our Regular Members,
- IV. **Tenured Member:** Tenured Membership duty requirements are defined by City of Virginia Beach EMS policy. Tenured Members of the corporation are to be given priority when building the schedule if they have submitted their Oscar availabilities on time. Retired Tenured (Life) Members may retain their voting privileges if they continue to attend a minimum of 50% of the regular monthly business meetings. Tenured Members are the senior experience of the squad.
- V. **Administrative Member:** Non-certified members of the corporation who perform administrative tasks (treasurer, Golf Tournament Director, etc.) Administrative Members will be required to complete a minimum of 8 service hours in support of the squad. Administrative Members will be required to report their service hours to the Captain of Administration. Administrative Members who have completed their required probationary phase and been voted in as a "full member" shall have full voting privileges at monthly business meetings and at the annual election of officers.
- VI. **Medical Leave:** Medical Leave is exactly that. Your physician must provide a letter to occupational health that states his examination confirms you can perform all requirements in the job description for your current level of certification. You are required to make an appointment with occupational health to receive a fit for duty statement. This will be forwarded to EMS HQ, and you will be cleared to return to duty.

Updated 06/01/2023.

**PRINCESS ANNE COURTHOUSE VOLUNTEER
RESCUE SQUAD AND FIRE DEPARTMENT**

**STANDARD OPERATING PROCEDURE
Table 1**

Shirt Badge	Rank	Hat Badge	Rank
	MEMBER		MEMBER
	LIFE MEMBER		LIFE MEMBER
	LIEUTENANT		LIEUTENANT
	CAPTAIN		CAPTAIN
	CHIEF		CHIEF