



# LaVale Volunteer Rescue Squad, Inc.

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[www.lavalerescue.org](http://www.lavalerescue.org)

## Applicant Information Sheet



### READ THIS SHEET BEFORE COMPLETING THE APPLICATION

*Applicants under 18 years of age shall review this form with their parent(s) or legal guardian.*

#### Introduction

Thank you for your interest in becoming a member of our organization! We are a quasi-governmental Emergency Medical Services organization comprised of volunteer members and paid employees. What does this mean? Our volunteers perform duties with no expectation of personal pay or compensation. We understand everyone's time is valuable and appreciate anyone who has time to serve with us and has a commitment for what we do. We provide Emergency Medical Ambulance Service to the citizens of LaVale, Maryland on a twenty-four (24) hour basis every day of the year and assist surrounding agencies as needed. We work with other Ambulance Services, Fire Departments, and Law Enforcement to further the goal of Public Safety. We are licensed and guided in our operations by the State of Maryland, Allegany County Government, and our own By-Laws and Standard Operating Procedures and Guidelines. Active volunteer members may participate in the Allegany County Length of Service Award Program (LOSAP) and the Maryland Income Tax Subtraction Modification program.

#### Membership Divisions

- Administrative Division – Members in the administrative division perform a variety of duties around the station which may include answering the phone, interacting with visitors, serving on committees, and helping with other administrative functions.
- Operations Division – Members in the operations division respond to emergency calls for assistance to provide care to the public. These members will typically be (or become) licensed clinicians through the Maryland Institute of Emergency Medical Services Systems. Applicants to the operations division who are not currently licensed will receive mandatory minimum training prior to being permitted to respond on calls for assistance. Operations division members may also participate in the duties of the administrative division.
- Associate Membership – Associate members provide a meaningful contribution to the department but do not meet the regular requirements for membership and do not earn voting rights or tenure towards life membership.
- Paid employees – Paid employees are licensed clinicians that supplement our volunteer staffing. Paid employees do not earn voting rights or tenure towards life membership.

#### Membership Requirements

1. Attend a minimum of twelve (12) hours of scheduled duty per month. Duty shifts are typically scheduled as one (1) - four (4) hour shift per week on the same day and time.
2. Attend a minimum of six (6) out of twenty-four (24) scheduled meetings per year. Company meetings are held on the first and third Sunday at 18:00 hours (6:00 P.M.) prevailing Eastern Time.
3. Attend a minimum of four (4) out of twelve (12) scheduled company drills per year. The drills are typically held after one meeting each month and announced in advance. Typically, these drills offer CEUs for licensed clinicians.
- \*\* The above requirements (items 1-3) are counted for your first twelve (12) months of membership, then annually thereafter running from December to November. This includes any part of the apprenticeship period which falls within the current year.
4. Associate members will meet requirements as set by the Executive Board.
5. Participation in all squad sponsored fundraising efforts.
6. Members shall be of clean and sound mind and body.
7. Members shall be dressed properly during duty shifts (including long pants and closed toe shoes).
8. Members shall be at least 16 years of age.

#### Application Procedure

1. Steps to be completed by the Applicant:
  - a. Ensure the application is completed in its entirety.
  - b. Notify your references of the importance to respond to our request for information.
  - c. Return application with a non-refundable \$10.00 application fee (volunteer applications only).
2. Steps to be completed by the Company:
  - a. Application is received and forwarded to the appropriate committee for review and processing.
  - b. The background investigation and reference checks will be conducted by a third-party service. References will be contacted via phone or email.
  - c. The committee will review all references and background investigation results and schedule an interview if warranted. If it is not warranted, the application is dismissed.
  - d. An interview with the committee will occur.
  - e. The committee will determine if a recommendation for membership/employment shall be made. If there is no recommendation for membership, the application is dismissed.
  - f. At the next regularly scheduled General Membership meeting, the application is discussed and voted on by the membership present. If accepted, the applicant must be sworn in within three (3) months.
  - g. Accepted members serve a minimum apprenticeship period of twelve (12) months or until the monthly general membership meeting following their eighteenth (18<sup>th</sup>) birthday, whichever is greater. During this period, they are assigned a field training officer.
3. If you have any questions, including the status of your application, you may send an email to the appropriate committee:
  - a. Membership (volunteers) – [membership@lavalerescue.org](mailto:membership@lavalerescue.org)
  - b. Employment – [paidems@lavalerescue.org](mailto:paidems@lavalerescue.org)
4. Failure to fill out the application properly or any misrepresentation is grounds for dismissal.
5. You may withdraw your application at any point by notifying the appropriate committee.