

STANDARD OPERATING GUIDELINES

**DELTA-CARDIFF
VOLUNTEER
FIRE COMPANY**

S.O.G. E57-53 Revision: 0

SUBJECT: Disciplinary/Criminal History

DIVISION: Ambulance

INITIAL DATE: 27 June 2003

EFFECTIVE DATE: 23 February 2004

PURPOSE: To ensure that all personnel and officers are responsible individuals.

APPLICABLE TO: All EMS Personnel

AUTHORITY: DCVFC Ambulance Committee

1. The Ambulance Division shall ensure that all persons who staff the ambulance, including its officers, directors and other members of its management team, pre-hospital personnel, and ambulance drivers, are responsible persons.
2. All personnel, including company officers, are required to immediately report information to the Ambulance Division as to misdemeanor and felony convictions, and disciplinary sanctions against a license, certification or other authorization to practice a health care occupation or profession, that have been imposed against them, and to update that information if and when additional convictions and disciplinary sanctions occur. The Ambulance Division shall consider this information in determining whether the person is a responsible person. Per State law, it is the duty of all pre-hospital personnel to report to the Department of Health, within 30 days, a misdemeanor or felony conviction, or a revocation, suspension or other disciplinary sanction of a certificate or other authorization to practice a health care profession or occupation.
3. The Ambulance Division shall also provide the Department of Health with advance notice, 30 days if possible, of any change in management personnel, to include as a new member of the management team, a person who has been convicted of a felony or misdemeanor or has had a disciplinary sanction imposed against a license, certification or other authorization to practice a health care occupation or profession.

Approved: /s/ Anthony Hall

Title: Vice President