

## Department Identification Card policies

The purpose of this policy is to outline the department identification card policies for all volunteer personnel.

**Scope:** This policy applies to all Coldsprings-Excelsior Fire and Rescue personnel.

**Definitions:** Active Personnel – those persons who regularly respond to emergency calls or regularly perform other duties for a fire, rescue, or emergency medical services station.

### Policy: 1. Identification Card Contents

- Minimally, ID cards contain the following information
- Emergency Medical Training Level
- Fire Training Level
- Special Team/Task Force Affiliations (if applicable)
- First Name & Last Name
- Station
- Rank or Title
- ID Card Number
- Expiration Date

Personnel may choose to have any of the following information included on the ID card:

- Date of Birth
- Blood Type
- Gender
- Height
- Weight
- Medical History
- Allergies

The ID card can also have a barcode, which is encoded with the holder's Social Security Number.

### 2. Volunteer Personnel

To obtain a Department identification card, volunteers must present an authorized and signed Volunteer Action Form to the Department of Fire Rescue.

Photo identification cards may be obtained by appointment. To schedule an appointment, volunteers may contact the Department via e-mail or telephone.

Volunteers must present a valid government-issued photo identification (driver's license) to obtain a Department ID.

### 3. CEFR Personnel

Department identification cards are issued CEFR personnel after employee orientation and probationary status has been released

CEFR personnel must present a valid government-issued photo identification (driver's license) to obtain a Department ID.

### 4. General Policies

ID cards are issued to all active volunteer CEFR personnel.

ID cards are the property of the Coldsprings-Excelsior Fire and Rescue and are issued for the official use of the cardholder.

All ID cards must be surrendered to the Department upon inactive status (resignation, termination, etc.)

ID cards are initially issued at no cost to the individual.

ID cards will be updated for personnel to reflect changes in status, training, rank, title, name, etc. There is no cost for the updated card.

Personnel must report in writing lost or stolen ID cards to the Department immediately.

Lost ID cards will be replaced for a fee of \$2.00.

ID cards expire two (2) years from issue date. Personnel must make application for a new ID card upon expiration.

### 5. Authorized Uses

Any activities when prior authorized by an officer or Chief of the Coldsprings-Excelsior Fire and Rescue Department.

ID cards constitute a uniform when acting under FIRE PREVENTION CODE (29.1 - 29.34)

**FIRE PREVENTION CODE**  
**Act 207 of 1941**

AN ACT to provide for the prevention of fires and the protection of persons and property from exposure to the dangers of fire or explosion; to authorize the investigation of fires and the discovery of crime or other offenses in relation thereto; to require the razing, repair, or alteration of buildings, and the clearing and improvement of premises which constitute a fire hazard or a menace to the peace, security, or safety of persons or property; to control the construction, use, and occupancy of those buildings and premises for fire safety purposes; to provide for the certification of fire inspectors and the delegation of certain powers to those certified fire inspectors; to provide for the regulation of the storage and transportation of hazardous material; to provide for the issuance of certificates; to prohibit the use of certain fire extinguishers and fire extinguishing agents; to provide immunity from liability for certain persons; to provide for the administration of this act and prescribe procedure for the enforcement of its provisions; to fix penalties for violation of this act; to provide for the promulgation of rules; to provide for the assessment of fees; and to repeal certain acts and parts of acts.