



## PROVINCIAL COMMISSIONER'S DIRECTIVE

Directive No.  
04/98

Issued  
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Supersedes  
6/92 & 6/95

Subject

### PERSONNEL AND UNIT ADMINISTRATION

Direction

#### GENERAL

Personnel/unit administration is maintained at Unit, Council and National levels. National Headquarters (NHQ) and Provincial Headquarters (PHQ) maintains master personnel records on both active and inactive members of the Brigade to achieve the following:

- a. ongoing communication, through the maintenance of up-to-date addresses for each Brigade member;
- b. maintenance of the national and provincial awards programs, and issuance of national and provincial awards to Brigade members;
- c. maintenance of records for historical purposes; and
- d. compilation of information for statistical analysis.

Individuals responsible for handling Brigade records, at all levels, should be made aware of the importance of personnel administration to the overall maintenance of membership and members awards. (See St. John Canada Instructions (StJCI) 2-6-1 on Awards.)

Responsibility for the administration of a Brigade unit rests with the officer in charge of the unit, even though the authority to carry out the administrative procedures may be delegated to other members of the unit.

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Authority

Direction (cont.)

This directive will clarify the use of the following new or revised administrative forms and processes by the Brigade in Ontario:

- Volunteer Application Form (new - replaces existing Application for Membership Form)
- Membership Form (new - replaces Change of Member Status Form & PTV)
- Unit Annual Report (new - replaces BF2:Annual Return)
- Registration of a Unit (new - replaces BF1)
- Disbandment of A Unit (new)

**VOLUNTEER APPLICATION FORM** (replaces previous Application for Membership form)

This form (Annex A) must be completed by every individual wishing to enrol or re-enrol in the Brigade. Unlike the previous Application for Membership, this form is retained at the originating unit level (e.g. division). It is not forwarded to PHQ or NHQ unless specifically requested. Enrolment information will be forwarded to PHQ and NHQ using the new Membership Form (described further on).

The Volunteer Application Form is part of a comprehensive screening process (see StJCI 2-9-2) which includes the use of Police Records Checks (see Provincial Commissioner's Directive 02/97), interviews, and references.

The form consists of the following sections: Member Information (e.g. name, etc.), Category of Membership Sought, Patient/Health Care Qualifications, Volunteer Experience, References, Declaration Statements, Applicant/Parent/Guardian Authorization, and specific membership information required once the applicant has been accepted as a member.

The form is to be completed (as directed) and signed by the applicant (if age 18 and over), or signed by the applicant's parent/guardian if under 18.

The officer in charge of the unit will sign the application as either conditionally accepting the applicant or rejecting them. If the applicant is rejected, reasons should be listed.

A conditional offer of enrolment and approval to begin orientation/training will be made to the applicant. The new member will be on probation pending a police records check and reference check. It is the responsibility of the officer in charge of the unit to check references. Currently reference checks are not required for applicants under the age of 18. Once conditionally accepted, the officer in charge must collect any relevant information outlined at the end of the Application Form e.g date of birth.

NOTE: The completed application remains at the originating unit level (e.g. the division).

Police Record Checks are forwarded with a Membership Form (described next) to PHQ as per Provincial Commissioner's Directive 02/97.

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Direction (cont.)

**MEMBERSHIP FORM** (formerly Change in Member Status Form and Personnel Transaction Voucher)

This form (Annex B) is initiated by the unit (e.g. Area, Division), to transmit to PHQ all events that affect the personal career of each member of the Brigade, including:

- i. enrolment or re-enrolment;
- ii. achievement of qualification;
- iii. appointment, promotion or reversion of appointment;
- iv. transfer between units of the Brigade;
- v. change in name or address;
- vi. release from the Brigade (retirement, resignation, leave of absence, dismissal or deceased).

The same Membership Form must be completed for every member upon joining the Brigade, or when a change in their personal information or status occurs. The Membership Form passes from the originating unit to PHQ and subsequently NHQ, where it is held, to ensure all levels have the same information. Separate application forms (as previously mentioned) for joining the Brigade are used in addition, but should be held by the originating unit (e.g. division).

The Membership Form consists of four sections: Unit Information, Member Information, Member Status, and Authority.

Unit Information - identifies the originating unit.

- a. The Province is identified by two letters:

British Columbia	BC	Federal District	FD
Alberta	AB	Quebec	PQ
Northwest Territories	NT	New Brunswick	NB
Saskatchewan	SK	Nova Scotia	NS
Manitoba	MB	Newfoundland	NF
Ontario	ON		

- b. Unit Type is identified by a single letter:

Section	S (this type is not recognized in Ontario)
Division	D
Area	A
Corps	C
Provincial	P
National	N

- c. The Unit Designator identifies the number by which the unit is known. (see Annex C - unit designator codes, for your reference - Note changes to codes e.g. CD41 has changed to D0041, C317Y has changed to Y0317)
- d. ID numbers will be allocated automatically by PHQ and/or NHQ respectively, unless otherwise indicated.

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Direction (cont.)

Member Information - provides basic information about the member, including name, address, birthdate, language preference, member type, professional qualifications (ie. MD, RN, EMT, EMCA), and date of joining the Brigade.

Member Status - identifies a new member, first aid qualifications, change in status for current members, and the effective date of the transaction. Status changes include:

- a. rejoining
- b. transfer from one unit to another
- c. change of appointment (see Annex D for appointment codes<sup>1</sup>)
- d. relinquishment of appointment (see Annex D for appointment codes<sup>1</sup>)
- e. release (retirement, resignation, dismissal, deceased or leave of absence)

Authority - provides signatures at each appropriate level, beginning with the originating unit, to authorize the transaction<sup>2</sup>.

1 - also refer to Provincial Commissioner's Directive 03/98.

2 - Membership Forms (aside from those that require specific appointment approval) will be forwarded directly to the Brigade Community Services office at Council.

### **UNIT ANNUAL REPORT WITH SUMMARY SHEET** (replaces Annual Return - BF2)

This form (Annex E) is completed by the unit on an annual basis, and submitted to PHQ. The form contains a compilation of unit information on each member, including:

- i. name
- ii. ID number
- iii. position
- iv. course information (type and year taken)
- v. number of voluntary community service hours

In December of each year, National Headquarters will prepare a Unit Annual Report form for each Brigade unit for distribution to units through Provincial Headquarters. This report will contain the name and appointment of members on the unit roll at the beginning of the year, and members enrolled during the year and for whom a Membership Form has been received by PHQ and NHQ.

Unit Annual Reports must be completed for all Youth and Adult units, in both Patient Care Services and Community Care Services (e.g. Therapy Dogs). Auxiliary members must also be included.

Units are responsible for updating and confirming the accuracy of the information in the report, as of 31 December, and making changes as follows:

- a. delete members who are no longer with the unit, indicating the reason, and forward a completed Membership Form with the Annual Report;
- b. add members who have joined your unit but do not show on the report, and forward a completed Membership Form with the Annual Report;

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Direction (cont.)

- c. for each member, indicate:
  - i. name
  - ii. position
  - iii. course information, including type (see bottom of the Annual Report for appropriate acronyms for Standard Level First Aid, Emergency Level First Aid and BTS Levels 1, 2 or 3) and year taken
  - iv. hours of service (voluntary community service) for the year
  - v. other comments (ie. indicate courses other than those already identified)
  
- d. ID numbers will be allocated automatically by PHQ and/or NHQ, unless other wise indicated.

The Summary Sheet (formerly Cover Sheet) provides a summary of the unit's information, to assist in compiling statistical data. It is to be filled out and returned to PHQ with the completed Unit Annual Report.

The Unit Qualifying Service Summary form (see Annex F), is issued by NHQ after processing the Unit Annual Reports, to indicate unit members' annual eligibility for service awards (i.e. three-, six- and nine-year bars, and the Service Medal of the Order).

#### **REGISTRATION OF A UNIT** (replaces BF1)

The formation of a new unit (Area or Division) is initiated locally by submitting a completed Registration of a Unit form (formerly BF-1)(Annex G), accompanied by completed Membership Forms for all listed members. See Annex B for Membership Form. The form is submitted to the Provincial Commissioner.

A Registration Certificate, suitable for framing, will be issued by NHQ, along with the original Registration of a Unit form, with the new unit number indicated.

#### **DISBANDMENT OF A UNIT**

Disbandment of a unit can take place for the following reasons:

- a. most members of the unit are unable, over a period of two consecutive years, to perform duties consistently and to the satisfaction of the Provincial Commissioner;
- b. the unit has not had active members over a period of two consecutive years;
- c. there has been no requirement in the community for the services of the unit for a period of two consecutive years;
- d. other instances, with the authority of the Provincial Commissioner and the National Commissioner.

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Direction (cont.)

The disbandment of a unit is recommended by the Provincial Commissioner to the National Commissioner by submitting a completed Disbandment of a Unit form (see Annex H) and attaching Membership Forms for all members, to indicate transfers, resignations, etc.

If a formerly disbanded unit is reinstated, it must be registered as a new unit.

### **HANDLING PERSONNEL RECORDS**

The Unit Superintendent/Coordinator or Area Commissioner is responsible for ensuring accurate and up-to-date personnel records are kept and appropriately filed for each of their members. This responsibility may be delegated to another unit member. A copy of all forms which are forwarded on for processing should be retained by the originating unit.

All personnel records must be treated confidentially. Refer to StJCI 2-1-2 for policy on privacy of information.

Upon relinquishment of their post, the member responsible for personnel records must transfer all records to their successor.