



PURPOSE:

To provide a consistent, uniform method of processing volunteer applications

OBJECTIVE:

To assure that each applicant is processed in a timely manner, ensuring that an appropriate background check is performed and that they are physically capable of the duties required for the position

SCOPE:

All volunteer applicants

OVERVIEW

The application process encompasses several steps to be performed in each sequence. This sequence was established in order to assure that each applicant can perform the required duties prior to their medical examination and issuing of equipment while maintaining fiscal responsibility in the process. This guideline will list all steps required and the processes performed for each step.

APPLICATION PROCESS

A. Initial Application

Anyone interested in becoming a Volunteer Firefighter, cadet, or support personnel will complete an application which is available on-line, at any Escambia County fire station or the ECFR Fire Administration office. To maintain communications with the applicant, a phone number and e-mail address will be required. Once the application is completed, the applicant will forward the application via email or deliver in person to the ECFR Training office for processing. The application can also be turned into the District Chief who will forward the application to the ECFR Training office. Upon receipt of the application in the ECFR Training Office, the date received will be placed in the upper right corner of the application.

The applicant will also be required to submit a legible copy of their driver's license and high school diploma or GED.

No applicant will be allowed to ride on any apparatus until they have completed the entire application process and are issued personal protective equipment.

**B. Chief's Interview**

The new applicant's information will be passed onto the District Chief or career lieutenant assigned volunteer coordinator duties. The District Chief or career lieutenant will contact the individual within 7 days and schedule a time for them to meet in person and review the application and conduct an oral interview. If the application is turned into the District Chief, the Chief will retain the application until completion of the applicant's interview.

Once this process is completed, the District Chief or career lieutenant will either accept or deny the applicant and provide a letter of intent to the ECFR Training office along with the application, retaining a copy of the cover sheet for their records. If the District Chief or career lieutenant "denies" the applicant documentation indicating why the applicant was not an acceptable member must be provided along with the denial letter.

C. Physical Agility Test

All volunteer applicants will be afforded ample opportunities to take and pass the ECFR physical ability test. If the applicant fails the first attempt, they will not be allowed to continue in the application process. The applicant may complete only on-line required training such as ICS courses, Courage to be Safe and Traffic Incident Management. The applicant may re-test in 30 days, however, should take the time to prepare for future attempts at the ECFR physical ability test. Applicants should be assigned a mentor to ensure they actively participate in a preparatory program at their fire station or at another station. Applicant's will be afforded three attempts in passing the PAT, if they fail the third attempt the applicant will be ineligible for membership.

D. Background Check

Escambia County Fire Rescue orders a criminal background check and an MVR (Motor Vehicle Record) check on all applicants. An applicant who has a criminal history which makes them ineligible under Florida law will not be allowed to become a Volunteer Firefighter. An applicant whose driving history does not meet the requirements of the Escambia County Fire Rescue Policy may be rejected.

E. Drug Test

Each applicant will be required to submit to a drug test at a facility chosen by the County. Applicant will come to ECFR Fire Admin to be issued a drug test form and directions to the testing facilities. The applicant will sign a consent form which informs the applicant they have 24 hours from the date/time of issuance to complete the drug test. Failure to complete the drug test within 24 hours of issuance will cause the applicant to be denied membership in ECFR for a period of one (1) year. Failure to report to Fire Admin the week immediately following the PAT as directed will result in disqualification for a period of one (1) year.

**F. Medical Examination**

The applicant will be issued a letter by the ECFR Training office referring the applicant to the appropriate medical facility for their exam. They will make an appointment and present the letter at the exam. Once the exam is completed, the applicant will be required to wait until the results are returned to the ECFR Training office. If the applicant failed the exam, they will be advised of the results by the medical provider who performed the medical examination. Before the applicant can continue any further in the application process, they will have to be medically cleared by a physician stating the applicant is fit to perform firefighting duties. This will be documented on an ECFR "Medical Clearance" form. If the applicant passed the exam, they will be advised by the ECFR Training office to contact the ECFR Warehouse staff to have their Personal Protective Equipment issued.

G. Personal Protective Equipment (PPE) Issuing

Once the applicant has received their clearance to receive PPE, they are to call the ECFR Warehouse and arrange a time to come by the warehouse and be fitted for their PPE. No one will be allowed to go directly to the warehouse without an appointment. PPE will be issued based on applicant's certifications.

Once the applicant has received their PPE, they will be released to function within the scope of their training.

It is the responsibility of the member to return all issued equipment to the warehouse upon separation from the department.

Any previous members with equipment not returned will be responsible to provide such equipment or be non-eligible for membership.

H. Orientation

Each applicant will be required to orient with the station they are assigned to. The District Chief or career lieutenant is responsible to ensure all required training is completed and documentation is provided to the ECFR training division.