



PURPOSE

To provide a consistent, uniform method of processing volunteer applications.

OBJECTIVE

To assure that each applicant is processed in a timely manner, insuring 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 a given sequence. This sequence was established in order to assure that each applicant is capable of performing the required duties prior to their medical examination and issuing of equipment. 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 from either the District Fire Chief or Fire Administration. In order to maintain communications with the applicant, a phone number and e-mail address will be required. The applicant will then go by the Escambia County Sheriffs Department and request a finger print card to attach with the application. Once the application is completed, the applicant will return the application to either the District Fire Chief, or Volunteer Coordinator for processing. Upon receipt of the application, the date received will be placed in the upper right corner of the application. ***No applicant will be allowed to ride on any apparatus until they have completed the entire application process and are issued gear.***

B. Chief's Interview

The District Chief will contact the individual and schedule a time for them to meet and review the application and conduct an oral interview. If the application is turned into the Volunteer Coordinator, the Coordinator will forward the application to the District Fire Chief and the Chief will contact the individual for an interview. Once this process is completed, the District Fire Chief will either accept or deny the

Frank Edwards, *Fire Chief*

applicant and provide a letter of intent to the Volunteer Coordinator along with the application, retaining a copy of the cover sheet for their records.

C. Background Check

Upon receipt of the application, the Volunteer Coordinator will perform a local background check with the Clerk of the Court, Nation Sexual Predator Database, and FDLE. If the applicant's record is clear, they can proceed to the physical agility test. If the applicant has been convicted of a felony within 6 years, they will be removed from the process. A conviction, plea of "no contest," or record of any one of the below-listed violations during the previous thirty-six (36) month period may disqualify a person from employment:

- I. Driving while under the influence of drugs or alcohol.
- II. Homicide arising out of the use of a motor vehicle.
- III. Using a motor vehicle for the commission of a felony.
- IV. Aggravated assault with a motor vehicle.
- V. Leaving the scene of an accident with or without injuries
- VI. Accumulating more than 12 conviction points for traffic or moving violations within the past 12 month period or 16 conviction points within the past 24 month period as assigned by any State regulating authority.
- VII. Three cases of reckless driving within a twelve (12) month period. (Forfeiting bail and/or not going to court to avoid being convicted of reckless driving are the same as a conviction.)
- VIII. An immoral act involving the use of a motor vehicle. (Immoral acts shall be defined under Florida Statute Chapter 800.)
- IX. Operating a motor vehicle in violation of Driver License restrictions pursuant to Florida Statute 322.16.

NOTE: Convictions involving arson, assault, drug abuse, and juvenile convictions will be reviewed by administration.

D. Physical Agility Test

All volunteer applicants will be afforded 2 initial opportunities to take and pass the applicant physical ability test. If the applicant fails a second attempt, they will be removed from the process and will not be allowed to re-apply and test for any volunteer company for a period of six months. This time should be used by the applicant to prepare for future attempts at the physical ability test. Applicants should actively participate in a preparatory program at their fire station or at another station. Applicants who wait the six month period and re-test, will provide the test evaluators with written documentation signed by their district chief verifying their participation in a preparatory program. If the volunteer applicant subsequently fails the PAT for the

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third time, they will not be afforded the opportunity to take the PAT for an additional year.

E. Medical Examination

Each applicant will contact the District Fire Chief advising him/her of their successful completion of the Physical Agility Test. The District Fire Chief will be issued a letter by the Volunteer Coordinator 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 Volunteer Coordinator. Once the results are returned, if the individual failed the exam, the results will be reviewed by the Department Medical Director and a decision made on the results. If the applicant passed the exam, they will be advised to contact the District Fire Chief and pick up the appropriate paperwork to have their Personal Protective Equipment issued.

F. Personal Protective Gear Issuing

Once the applicant has received their gear request sheets, they are to call the Warehouse Tech 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. Once the applicant has received their PPE, they will be released to function within the scope of their training. . (Cadets and Support are exempt)

G. Orientation

Each applicant will be required to orient with the Department they are assigned to.

H. Fire Fighter I

Each applicant will have 365 calendar days from the date they are issued their PPE to obtain their Fire Fighter I training. If they have not completed this training within the required time span, they will be suspended from Departmental activities and responding on fire apparatus until a review by the Volunteer Coordinator is completed.

Terminated Volunteers

- Existing volunteer members that are terminated by the district chief or their designee will not be allowed to re-apply for volunteer membership at any other company within Escambia County.

ESCAMBIA COUNTY FIRE-RESCUE

Rules, Policies, and Guidelines

Frank Edwards

_____, *Fire Chief*

1110.100

Volunteer Application Process

Implemented: 1/5/10

Revised:

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- Any volunteer termination will immediately remove that volunteer member from any current training courses or programs that they are participating in within Escambia County.
- All volunteer terminations must be accompanied with appropriate justification and documentation to substantiate the disciplinary action per existing SOG's.

Volunteer Transfers

- Existing volunteer members desiring to transfer to another volunteer company within Escambia County will have their request reviewed by the Volunteer Coordinator, the assigned Battalion Chief and both the sending and receiving volunteer district chief. Approval for transfer will be made on a case by case basis after this review.
- Volunteer members desiring to transfer to another company due to personality conflicts within the company will be required to fully disclose the reasons to the receiving volunteer district chief.