

# Hauser Lake Fire Protection District

## Standard Operating Guideline Membership Firefighter/Ems

Revised: 4/9/2012

SOG 001

- 1.01** In order for a person to be considered for duty as a volunteer with the HLFPD, She/he must be 18 years of age, in good physical condition, and have the desire to serve the community. She/he must be of good character and be willing to respond to an alarm whenever it comes in, if available, regardless of the time of the day or night. Unless approved by the District Commissioners members should reside within the district.
- 1.03** A prospective volunteer must fill out an application and leave it with the Volunteer Coordinator for review and consideration. A Volunteer Coordinator will be appointed by the Department to assist with the New Volunteer/Recruitment Process. The Volunteer Coordinator will contact the prospective volunteer within 24 to 48 hours and conduct an initial interview with the prospective volunteer. Upon completion of the initial interview and review of volunteer application, the Volunteer Coordinator makes a recommendation to the interview committee and establishes a date and time for a panel interview/department orientation with the applicant.
- 1.04** Consideration criteria for out of district personnel shall be based on the following: (1) Can a candidate reasonably/safely make calls in district. (2) Does the candidate bring skills and/or value by joining the Department? (3) Is the response time of the out of district candidate comparable to those members who reside within district?
- 1.05** An Interview Committee will be established after the Coordinator performs an initial review of candidates' application and makes a recommendation to continue with the recruitment process. The interview committee should be made up of no more than three members of the Department and should have no less than two officers. A Process Flow chart and interview questions can be found in appendix A of these guidelines. Upon completion of the interview process a recommendation along with any comments will be presented to the chief for consideration and final approval.
- 1.06** Once a recommendation from the interview committee is received and the applicant is approved to continue with the recruitment process, the applicant shall be subject to a background check. A signed authorization form shall be completed by the applicant prior to authorizing the background check and shall remain in the applicants file with the district.
- 1.07** Upon acceptance, the new member will undergo a six (6) month probationary period to determine if this is really the kind of community service s/he is interested in, and if the Department is satisfied with their performance. An established criterion of 25% participation level is the expectation level for probationary members. If the probationary member is not able to achieve the participation criterion, extending the probationary period will be evaluated on a case by case basis. Probationary members are encouraged to participate in all monthly meetings /or training (4 hours per month) during the probationary period. At this time the new member shall also have voting privileges.

- 1.08** During the six month probation period, each new member will be assigned a mentor in accordance with the process flow chart found in Appendix A. The Mentor shall be responsible for insuring the candidate receives proper orientation /or training in accordance with the member checklist found in Appendix B. A copy of the checklist shall be kept in a training binder prepared by the Chief of the Department and shall be used as a guide / log of training performed by the probationary member. The mentor will be responsible with providing updates and training recommendations specific to probationary member development during regularly scheduled officer meetings.
- 1.09** At a minimum, a candidate must complete: CPR training, ICS 100, Fire Ground Safety, and PPE during the probationary period. First Responder /or EMT training is highly recommended after a performance review is completed at the end of the probationary period. It shall be the member's responsibility to ask questions frequently, to be sure they understand the subject and its necessity. Probationary members shall not be expected to perform any dangerous activity until properly trained.
- 1.10** Upon completion of the 6 month probationary period, a performance review will be conducted. The review shall consist of the officers of the Department and the assigned mentor. The mentor shall provide a recommendation to the officers at that time. The purpose of the performance review is to determine whether to extend the probationary period or approve full membership.