

# Orchard Farm Fire Protection District Standard Operating Procedure

Division: 100 Administration  
Section: 103 Personnel  
Subject: 103.01 Application Process



Supersedes: N/A

Approved By: 

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## PURPOSE:

To define the minimum requirements and process to apply for a volunteer position with the Orchard Farm Fire Protection District

## RESPONSIBILITY:

All individuals interested in applying to volunteer for the District

## PROCEDURES:

Individuals who wish to apply to volunteer for the Orchard Farm Fire Protection District shall meet the following requirements:

1. Be a minimum of 18 year of age
2. Have a current BLS for Healthcare Provider CPR card from the American Heart Association
3. Have a valid driver's license
4. Fill out and submit the online application at [www.offpd.com](http://www.offpd.com)
5. Obtain a criminal background check through the Missouri Highway Patrol.
6. Successfully complete the OFFPD Cadet Training Program
7. High school diploma or equivalent

Before the District conducts a cadet class, face-to-face interviews will be scheduled at the Orchard Farm Fire Protection District station, with those applicants that have met the minimum requirements. Interviews will be conducted by a minimum of two (2) officers, at which time the applicant shall submit a copy of their driver's license, CPR card, criminal background check and any related training certificates. Applicants shall be notified with the decision of their acceptance within one (1) week of their interview.

Acceptance into and successful completion of the OFFPD Cadet Training Program is in no way a guarantee of a position as a Probationary Firefighter with the District.