


SOG# 505-1	Standard Operating Guideline		
	Cumberland Road Fire Department Inc. <hr/> Membership	Approved By	
		Steven W. Parrish	
		Effective Date	Revised Date
		February 1, 2001	July 19, 2017

1.0 PURPOSE:

The purpose of this standard is to establish a uniform procedure for persons applying for membership to the Cumberland Road Fire Department.

2.0 PROCEDURE:

MEMBERSHIP:


Any person requesting to apply for membership into the Cumberland Road Fire Department shall meet the following criteria and maintain compliance with the established Standard Operating Guideline (SOG):

Persons must be 18 years of age or older must be of good moral character and have a high school diploma, GED, or higher are eligible for membership and/or membership consideration. The Cumberland Road Fire Department reserves the right to request such documentation for verification that applicant possesses such education (or educational documents).

Persons 16 years of age must be of good moral character and have written permission from his/her parent(s) may apply for membership as an Apprentice Firefighter. Established guidelines for initial and continued membership as an Apprentice Firefighter are set forth under SOG #505-8: *Apprentice Firefighter Program*.

APPLICATION PROCEDURE/PROCESS:

All applicants must submit a standard application and completed background check to the Training Department personnel for review. Background checks shall be obtained from the Cumberland County Sheriff's Department with any incurred cost being the responsibility of the applicant. Applicants who are currently enlisted with a military branch may supply in lieu of the county background check, a military background check. Acceptance of any submitted or supplied background check is at the discretion of the Department Chief or his/her representation. Any applicant who has a felony record will be disqualified from the application process. Applicants who have misdemeanor records will be evaluated on a case by case basis with final decision by the Department Chief and/or his/her representation. Any criminal history determined to bring discredit to or upon the Cumberland Road Fire Department shall be

SOG# 505-1	Standard Operating Guideline		
	<p style="text-align: center;">Cumberland Road Fire Department Inc.</p> <p style="text-align: center;">Membership</p>	Approved By	
		Steven W. Parrish	
		Effective Date	Revised Date
		February 1, 2001	July 19, 2017

considered as a disqualifying criteria for membership consideration and automatic dismissal for current membership.


Applicants being considered for membership will be contacted to schedule for the department's selection process which includes a physical agility test, written test, and interview coordinated by the Volunteer Selection Committee. The selection process shall be conducted quarterly or on an as needed basis, dependent upon the department membership status and applicant status. Upon completion of the selection process, if deemed necessary by the Volunteer Selection Committee, all documentation shall be forwarded to the Assistant Chief of Training for review. Notification of acceptance or denial shall be provided by the Training Department within 14 days of completing the selection process.

All applicants being considered for membership shall be required to attend three (3) consecutive Thursday night business/training meetings. Applicants who do not attend three (3) consecutive business/training meetings shall be excluded from moving forward with consideration for membership unless the absence has been approved by the Training Department. Applicants experiencing a family emergency and/or other forms of an emergency are expected to make notification to the appropriate department officer who shall then notify the Department Chief and/or his representation with any consideration of excused being based on a case-by-case basis.

APPROVED APPLICANTS FOR MEMBERSHIP:

Applicants approved for membership with the Cumberland Road Fire Department will be referred to as Probationary Firefighters. Probationary firefighters are required to complete the Probationary Training program as set forth by the training department and approved by the Training Captain within a period of 90 days. Any approval of extension shall be at the discretion of the Training Department. Probationary firefighters are expected to keep the training department updated regarding his/her status on completion.

- Each new member will be on departmental probation for a period of 1 (one) year.
- Each new member will serve on the Fire & Life Safety Education Committee at the direction of the FLSE Officer for 1 (one) year.
- Each member must maintain the minimum call response of 20 incidents per month.
- Each member is required to volunteer two night stays per month.
- No more than 3 consecutive training night meetings can be missed without permission from the Training Staff. If no contact is received from the member in question after this


SOG# 505-1	Standard Operating Guideline		
	<p style="text-align: center;">Cumberland Road Fire Department Inc.</p> <p style="text-align: center;">Membership</p>	Approved By	
		Steven W. Parrish	
		Effective Date	Revised Date
		February 1, 2001	July 19, 2017

allotted time, **Cumberland Road Fire Department reserves the right to remove the individual from its membership for reasons of no contact or no response.**

- Each new member will be reviewed at the next scheduled Cumberland Road Fire Department Officers meeting following his/her approval as a member and on a quarterly basis. The Training Lieutenant will be responsible for ensuring the compliance of new and current members is presented to the Officers as required.
 - The initial review by the Officers will consist of initial performance and presentation of the new members.
 - Quarterly review will consist of the member's performance for call attendance, business/training meeting attendance, volunteer night stays, FLSE events, training classes, probationary training status, personal conduct, and overall representation as a member of the Cumberland Road Fire Department.

PENDING APPLICATIONS:

The Cumberland Road Fire Department membership capacity is based upon the departmental needs and submitted applications with the department allocating six (6) Apprentice Firefighters positions. Applicants who have completed the application and background checks, upon submission of application will be contacted regarding their status within 14 days of application submission. Applicants who are contacted to schedule for the selection process will be allotted five (5) days from initial contact to provide a response. A no response or no contact will exclude the applicant, thus requiring completion of a new application and background check.

SOG# 505-1	Standard Operating Guideline		
	<p style="text-align: center;">Cumberland Road Fire Department Inc.</p> <p style="text-align: center;">Membership</p>	Approved By	
		Steven W. Parrish	
		Effective Date	Revised Date
		February 1, 2001	July 19, 2017

DISCLOSURE/AGREEMENT:

This is a part time volunteer position and can be terminated at any time by the Department Chief without notice and/or explanation.

I, _____, have read and understand the guidelines set forth in this SOG and can abide by them. I also understand that my failure to do so can result in my termination as a member of the Cumberland Road Fire Department INC.

MEMBER

SIGNATURE: _____ DATE: _____

TRAINING DEPARTMENT REPRESENTATIVE:

Print Signature

DATE: _____

TRAINING DEPARTMENT REPRESENTATIVE:

Print Signature

DATE: _____