

SOG# 505-1	Standard Operating Guideline		
	Cumberland Road Fire Department Inc. <div>Membership</div>	Approved By	
		Steven W. Parrish	
		Effective Date	Revised Date
		February 1, 2001	June 12, 2025

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):

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

Applicants under 18 years must be of good moral character and have written permission from his/her parent(s) or legal guardian 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 electronic application for review by the Assistant Chief of Training. Background checks, as required by North Carolina General Status, require the applicant to have his/her fingerprints obtained through the Cumberland County Sheriff's Department, who will then submit the fingerprints and completed paperwork to the North Carolina State Bureau of Investigation (NCSBI). Background checks performed by the NCSBI will include a local, state, and federal check, with the results returned to the Fire Chief for review. Incurred costs associated with the background check are the responsibility of the Cumberland Road Fire Department. Any applicant who has a felony record will be disqualified from the application process and membership consideration as required by North Carolina General Statute. Applicants with a misdemeanor record or records will be evaluated on a case-by-case basis with a final decision by the Fire Chief and/or their designee. Any criminal history determined to bring discredit to or upon the Cumberland Road Fire Department shall be

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

Applicants being considered for membership will be contacted to schedule an interview with the Assistant Chief of Training. Consideration for membership interviews shall be scheduled monthly or on an as-needed basis, dependent upon the department's status and needs. Upon completion of the interview, notification of acceptance to proceed with membership consideration or denial shall be provided to the applicant from the Assistant Chief of Training or their designee. Notification will be provided to the applicant within 14 days of completing the interview.

All applicants considered for membership must 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 Assistant Chief of Training or the Fire Chief. Applicants experiencing a family emergency and/or other forms of an emergency are expected to notify the Assistant Chief of Training, who shall document the communication and notify the Fire Chief if deemed necessary. Applicants must also notify the Assistant Chief of Training of anticipated or known tardiness to any Thursday business/training meeting. Notification of absences is evaluated and determined as excused or unexcused on a case-by-case basis and based upon established precedence.

APPROVED APPLICANTS FOR MEMBERSHIP:

Applicants approved for membership with the Cumberland Road Fire Department will be referred to as Probationary Firefighters. Probation firefighters, upon approval, will have his/her picture taken, which is shared and/or posted within the department for members to familiarize themselves with new members. Probationary firefighters must complete the Probationary Training program set forth by the Training Division and approved by the Assistant Chief of Training within ninety (90) days. Any extension approval shall be at the discretion of the Assistant Chief of Training. Probationary firefighters are expected to keep the training department updated regarding his/her status on completion, provide their issued copy of the Probationary Training program upon request of the Training Division, and have it in his/her possession during all scheduled Thursday business/training meetings.

- Each new member will be on departmental probation for one (1) year.

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- Each new member will serve on the Fire & Life Safety Education Committee at the direction of the Assistant Chief of Training or FLSE Officer for one (1) year.
- Each member must maintain the minimum call response of 20 incidents per month.
- Each member is required to volunteer two (2) night stays per month.
- No more than three (3) consecutive training night meetings can be missed without permission from the Assistant Chief of Training. If no notification or contact is received from the member in question after this allotted time, **Cumberland Road Fire Department reserves the right to remove the individual from its membership for reasons of no contact or no response.**
- Members or applicants who are United States Armed Forces members and receive orders for deployment or temporary orders for deployment or assignment to the field are expected to notify the Assistant Chief of Training and provide copies of such orders to the Assistant Chief of Training. Failure to notify and/or provide copies is deemed as "no notification or contact" and can result in termination of membership with the Cumberland Road Fire Department.
- New members will be reviewed monthly by the Assistant Chief of Training, with reviews shared with the Fire Chief, Deputy Chief, and Officers as an update on a member's status. The 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 Cumberland Road Fire Department member.
- Volunteering with another fire department while actively serving with Cumberland Road Fire Department is prohibited. This policy is intended to ensure fairness and commitment to our department. The time and effort given to another department could otherwise be used to support the mission, readiness, and operations of Cumberland Road Fire Department. Members are expected to dedicate their available volunteer service exclusively to this department.
- All members must obtain the following certifications within twenty-four (24) months of acceptance into the department:
 - **Firefighter I & II**
 - **Hazardous Materials:** Awareness, Operations, and Product Control
 - **Personal Protective Equipment (PPE)**
 - **Emergency Vehicle Driver**

Failure to meet these certification requirements within the specified timeframe may result in dismissal from the department.

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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 firefighter positions. Applicants who have completed the application will be contacted regarding their status within 14 days of application submission. Applicants contacted to schedule the interview will be allotted five (5) days from initial contact to respond. A no response or no contact will exclude the applicant, thus requiring the completion of a new application and background check.

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MEMBERSHIP AGREEMENT:

Membership with the Cumberland Road Fire Department is a volunteer position and can be terminated at any time by the Fire Chief without notice and/or explanation.

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

MEMBER SIGNATURE: _____ DATE: _____

Department Representatives

Robert L. Godwin, Assistant Chief
Print Signature

DATE: _____

Print Signature

DATE: _____