Falmouth Fire-EMS Operating Guideline

Application Process and New Member Orientation

Objective:
To provide prospective members with a clear understanding of the application process for employment as well as the new member orientation process and requirements. Make clear what positions this SOG covers?

Guidelines:

Application Process

A. Application
   a. Can be found on Department Website and at Administration.
   b. Can be dropped off or mailed to Falmouth Fire-EMS Administration.
   c. Must be signed by applicant and by parent or legal guardian if applicant is under 18 years old.

B. Application Review – Application is reviewed by Fire Chief, Assistant Chief and EMS Captain.

C. Interview – Candidate is scheduled for an interview.
   a. Interview Committee is led by Assistant Chief and includes the Deputy Chiefs and Station Captain.

D. Interview Committee Recommendation - Interview Committee makes a recommendation to the Fire Chief. The Fire Chief determines if we will move forward.

E. Background Check - A background check is completed
   a. Driver’s License Check performed.
   b. Criminal Background Check performed.

F. References –References are called.

G. Final Hiring Decision – The Final Hiring Decision is made by Fire Chief

H. Contingency Letter – Contingency Letter is mailed out. It is an offer of employment contingent on passing department Health Evaluation.
   a. The Evaluation is performed by the Department Occupational Health Provider and is paid for by the Department.

I. Health Evaluation – Once candidate passes the health evaluation they are scheduled for New Member Orientation.
New Member Orientation Process

A. All New Members must attend a New Member Orientation. The Orientation consists of:
   a. New Employee Forms
      i. Employee Data Form.
      ii. W-4 Federal Tax Form.
      iii. W-4 State Tax Form.
      iv. I-9 Employment Eligibility Verification.
      v. Direct Deposit.
      vi. Text Paging Sign up.
      vii. Certifications and Vaccine Record.

   b. Mandatory New Member Training
      i. Chain of Command.
      iii. Sexual Harassment Awareness.
      iv. Bloodborne Pathogens Protection
      v. Respirator Protection
      vi. Use of Fire Extinguishers
      vii. Traffic Safety

   c. Specialized Training:
      i. When to Work (for EMS members)
      ii. ImageTrend (EMS if needed)

   d. Falmouth Fire-EMS Policies
      i. Review of Department SOGs
      ii. Junior Member Rules

   e. PPE and Communications Equipment Issuance

   f. Station Assignments
      i. Assigned Company Officer
      ii. Assigned Station
      iii. Assigned FF/EMS Number

These guidelines may be changed or altered by the Fire-EMS Chief at any time.