

<b>Campbell County Fire Department Policy</b>		
General/Administration	<i>Probationary Membership Criteria &amp; Process</i>	<i>100.83</i>

**I. PURPOSE:**

The purpose of this policy is to define minimum requirements to become a volunteer probationary member of the Campbell County Fire Department (CCFD). This policy also defines the criteria for disqualification of an applicant for membership and the process in which members are brought onto the CCFD.

**II. SCOPE:**

This policy applies to all persons submitting applications for membership and persons accepted as probationary members.

**III. POLICY:**

1. Minimum Qualifications

- 1.1. 18 years of age
- 1.2. High school diploma or a GED
- 1.3. Ability to read, speak, and write in English
- 1.4. Valid Wyoming driver's license or ability to obtain one prior to acceptance
- 1.5. Background check with no disqualifying offenses
- 1.6. Driving record with no disqualifying offenses

2. Disqualification Criteria for applicants:

- 2.1. Conviction of arson related crimes
- 2.2. Felony convictions
- 2.3. Misdemeanor convictions for theft, fraud, controlled substances, or crimes of violence within the previous ten (10) years
- 2.4. DUI conviction within five (5) years, a pending DUI on his/her present driving record, or two or more DUI convictions on his/her driving record in the previous 10 years
- 2.5. Driving While Suspended conviction within five (5) years or who has two (2) or more Driving While Suspended convictions on his/her driving record in the previous ten (10) years
- 2.6. Three or more major violation driving convictions on his/her driving record

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- 2.7. Three (3) or more moving violations (including speeding 15 mph over the posted speed limit) within the previous three (3) years, or six (6) or more moving violations on his/her driving record
- 2.8. Two or more *chargeable* accidents within the previous year. *Chargeable* means that the driver is determined to be the primary cause of the accident. Contributing factors, such as inclement weather or mechanical problems will be taken into consideration.
- 2.9. Other criminal record and/or a driving record will be evaluated on a case-by-case basis.

2.10.

Minor Violations	Major Violations
Stop sign/traffic signal offenses	DUI - Alcohol/Drugs
Speeding (up to 15-20 mph over posted speed)	Reckless Driving/Reckless Speeding
Improper turn, failure to signal	Vehicular homicide/assault
Careless/Distracted Driving	Attempt to elude an officer
Illegal passing	Falsifying an accident/police report
Following too close	Leaving the scene of an accident
Seat belt violation	Criminal vehicular operation
	Driving with suspended license

2.11. All rejected applications will be addressed in a written letter to the denied applicant stating the reason for the rejection of the application.

### 3. Membership Process:

3.1. Applicants seeking a volunteer position with CCFD will submit an approved application to the department. CCFD will appoint a career employee to act as a coordinator during the application process. The coordinator will be responsible for proper filing and tracking of new applications. They will ensure proper and timely processing of all applications.

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- 3.2. The Applicant Coordinator will ensure that the initial application process is properly completed. Upon completion, the application will be filed until the membership Committee meets to review new applicants. This generally occurs twice a year unless specific needs of CCFD change. Within two months of the Membership Committee review, the Applicant Coordinator will begin coordinating background procedures to ensure that they are completed prior to the Committee's review.
  
- 3.3. The Applicant Coordinator, acting under the Membership Committee's authority, will arrange for the appropriate background check as specified in the applications. Applicants will be fingerprinted and processed for criminal background through the Wyoming Division of Criminal Investigation and the Federal Bureau of Investigation. Results of that background check will be released to the Applicant Coordinator for proper dissemination. Upon review of the background check, the applicant coordinator will advise the Membership Committee Chair that the applicant either met or did not meet CCFD's minimum requirements. With approval of the Chair, the Applicant Coordinator will issue one of two letters: Either the applicant is approved for further applicant processing, or the applicant is not eligible for a position. Applicants meeting minimum requirements will be scheduled for an interview with the Membership Committee.
  
- 3.4. The Membership Committee will interview applicants meeting CCFD's minimum requirements for the position being sought.
  
- 3.5. The Membership Committee will ensure the prospective member understands and can meet the extensive requirements of time, training, and response commitments expected by the department.
  
- 3.6. After a review of the application and interview process, the Membership Committee will vote on the applicant for a Conditional Offer of Appointment. Upon a majority vote by the Committee, the Committee may extend a conditional offer of appointment to an applicant for a volunteer position. The volunteer applicant must then pass a physical examination by a Department-approved physician. The physical examination will be coordinated by the Department's Applicant Coordinator. Once the physician has approved the applicant's physical, the applicant will be appointed as a Probationary Volunteer Firefighter with a probationary period of up to eighteen months. Within this period of time the Probationary Firefighter must complete all Probationary Firefighter requirements. The Membership Committee reserves the right to extend—with cause—the probation period for any new member.

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- 3.7. The Membership Committee will review the three, six, and nine-month evaluations of the Probationary Member to ensure positive progress. The committee will meet with the probationary member's Station Captain if there are concerns. Additional meetings are at the discretion of the committee. The committee is obligated to solicit feedback on the performance of the Probationary Members. At the end of the probationary period, the Membership Committee will review the probationary member's progress and then make a recommendation to the Battalion where they are assigned to vote the member in as a full member.
  
4. Probationary Requirements:
  - 4.1. Completion of the CCFD Recruit Academy.
  - 4.2. Successful completion of the Wyoming State Firefighter 1 certification.
  - 4.3. Completion of the Hazardous Material Operational class.
  - 4.4. Completion of the S-130 and S-190 wildland courses.
  - 4.5. Completion of CCFD "Blue Dot" program. To become "Blue Dot" certified (a special designation for the use of Self-Contained Breathing Apparatus) the new member must successfully complete three burn rooms, and pass written and practical exams. The Training Division, upon documented completion of these requirements, will award the "Blue Dot."
  - 4.6. In addition to the Recruit Academy and in order to interact with other volunteers, Probationary members should attempt to attend at least one (1) monthly Thursday night training per month when not in conflict with academy classes as well as one business meeting per month. Probationary members will also be expected to attend and participate in community events sponsored by the CCFD.
  
5. Probationary Periods:
  - 5.1. For CCFD Cadets who are in good standing, the Probationary Period shall be six months.
  - 5.2. The probationary period for members who have no previous fire department/emergency services experience shall be a minimum of twelve months and a maximum of eighteen months.

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- 5.3. The probationary period for members who have verifiable previous fire department/emergency services experience shall be a minimum of six months.