

FLORENCE TOWNSHIP FIRE DISTRICT NO.1

785 DEPARTMENT AND RELIEF ASSOCIATION APPLICATIONS

PURPOSE:

To establish a procedure for application to the Department and to provide a means by which there will be a review of the Applicant. This policy shall also outline the application procedure for membership in the New Jersey State Fireman's Association.

SCOPE:

This policy is applicable to those persons wishing to apply for membership in the Florence Township Fire Department with the exception of Auxiliary Members.

APPLICANTS:

The Board will review each Applicant to ensure compliance with the Membership Requirements as specified by The Florence Township Fire Department Policies and Procedures Manual - Sections 215 and 220. Any applicant that cannot meet the requirements of the specified Sections or other applicable sections of the manual shall be rejected as a Member of the Department.

APPLICATIONS:

The Board will review each application for completeness. Any application that is found to be incomplete or out of order will be returned to the Applicant and will not be heard until such time as the application is in order.

APPLICATIONS TO THE DEPARTMENT:

Individuals wishing to apply for membership into the Department must submit to the following steps in the application process.

OBTAINING AN APPLICATION:

Department Applications may be obtained at the following locations:

- Florence Township Fire District #1 Office 401 Firehouse Lane Florence, NJ 08518
- Florence Township Fire Department Web Site www.ftfd40.org

SUBMISSION OF THE COMPLETED APPLICATION:

Applications must be submitted by the Friday before the regular scheduled meeting. Membership application for the NJ State Firemen's Association will be provided at the time of the physical for applicants over 18 years of age. An application fee of \$5.00 must be included with the application.

APPROVED APPLICATIONS:

Once approved by the Fire District the application will be forwarded to the Fire Company.

DENIED APPLICATIONS:

Any applicant that is denied for membership shall be advised in writing of the specific reasons for denial. Applicants may request the Board to reconsider denied applications. Requests for reconsideration shall be done in person at a regular monthly meeting of the Board.

STATION APPROVAL:

Approval by the station shall constitute temporary approval prior to completion of a physical and background check.

APPLICATION PHYSICAL:

Applicants must submit to, and pass, an Application Physical with the Department Physician. Application Physicals will be approved by the Board once the Applicant is approved by the district. If applicant is over the age of 18, they will be provided with a membership application to the New Jersey State Fireman’s Association which will be completed as part of the physical.

All physicals shall include a. Standard Pre-Employment Physical with the following additional requirements:

- a. Pulmonary Function Test,
- b. EKG
- c. Standard Non-DOT Drug Test.

APPLICATION BACKGROUND CHECK:

Applicants must submit to, and pass, a background check. This may involve the applicant being fingerprinted by the Florence Township Police Department.

TEMPORARY APPROVALS:

Once an Applicant is accepted by a Station he/she shall be considered to have Temporary Approval for membership. Temporary Approvals are only valid for a period of one hundred and eighty (180) days from the date of acceptance by the Station. Temporary Approval does not permit the Applicant to respond to any Incidents, enroll in any training or otherwise be considered as a Member of the Department in anyway. This does not preclude the Applicant from being in any of the Department Buildings while in the company of a Department Member and in accordance with the by-laws that govern the membership of that particular building. To obtain Final Approval the Applicant must successfully complete an Application Physical and background check by the Florence Township Fire Department Physician and Florence Township Police Department.

APPLICATION PHYSICALS:

Once the Applicant has Temporary Approval an Application Physical will be scheduled with the Florence Township Fire Department Physician. The Applicant is responsible to take the physical examination part of the Department Application Package with him to the Department Physician. At this point in the application process Membership in the Department is based on successful completion of the Application Physical. Any Applicant that fails an Application Physical can request a reexamination of the disqualifying problem if he can correct the problem within one hundred and eighty (180)

days from the date of acceptance by a station. If the Applicant is able to correct the problem that led to the failure of the Application Physical and the Florence Township Fire Department Physician confirms it to be true then the Applicant shall be considered to be a Member of the Department from that time. Upon notification by the Florence Township Fire Department Physician the Chief shall forward the approved application form to the member's Station Commanding Officer.

BACKGROUND CHECKS:

Once the Applicant has Temporary Approval an Application background check will be conducted. The Applicant may be responsible to be fingerprinted as part of the Department Application Package. At this point in the application process Membership in the Department is based on successful completion of the Application Background Check. Any Applicant that fails a background check can appeal with a written explanation concerning the issue. If the Applicant is unable to provide an explanation that led to the failure of the Application Background Check, the application will be dismissed. Upon successful completion of the background check, the Chief notify the fire company that the applicant has passed the background check.

APPLICATIONS TO THE NEW JERSEY STATE FIREMAN'S ASSOCIATION:

Included with the physical authorization packet is an application and physical test record to the New Jersey State Fireman's Association. Any applicant that chooses to join the Association and is permitted to do so by virtue of the type of membership, shall also file said application and have the physical test record completed at the time of the Application Physical. Once an applicant successfully completes the Application Physical the Secretary shall forward the original approved New Jersey State Fireman's Association application to the Secretary of the Florence Township Fireman's Relief Association.

FINAL APPROVAL:

Upon final approval of the Station, Dept. Physician, and background check the applicant will comply with PEOSHA Hepatitis B requirements. Proof of inoculation or a waiver form must be signed before PPE is issued and the applicant is allowed to respond to alarms.

Adopted: 700-785-03

Revised: 10-2016

Readopted: 10-2016