

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 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:

- Station 401, 25 West Third Street, Florence
- Station 402, 501 Delaware Avenue, Roebling
- Station 403, Seventh Avenue and Main Street, Roebling
- Florence Township Fire District #1 Office
- Florence Township Clerk's Office

DETERMINATION OF A STATION ASSIGNMENT:

The decision of joining a particular Station does not have to be based on the location of the Station in relation to the Applicants home. The decision may be based on the Applicants daily routines or by the close proximity of the Station to the Applicants work.

SUBMISSION OF THE COMPLETED APPLICATION:

Applicants must submit the completed application to the Board for review and action. If membership is sought to the New Jersey State Fireman's Association the completed application must be submitted at this time. Completed applications must be submitted to the Secretary of the Board by the Friday prior to the next regularly scheduled meeting of the Board.

APPROVED APPLICATIONS:

If the Board approves the application the Applicant must then submit the approved application, along with any dues or fees, to the appropriate official in the station where membership is sought. An approval letter will be forwarded to the Secretary of the Station where the Applicant will be stationed. When applicable, the New Jersey State Fireman's Association application shall be endorsed by the Secretary of the Board and also by the Chief of the Department.

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 APPROVALS:

The applicants chosen Station will then formally accept the Applicant as a member at the next regularly scheduled meeting. This shall constitute Temporary Approval.

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 accepted for Temporary Approval. If membership to the New Jersey State Fireman's Association is sought then the Applicant may have the Department Physician complete that part of the Department Application at the expense of the applicant.

All physicals shall be the Dept. Standard Pre-Employment Physical with the following additional Requirements were applicable:

- a. All Members – Pulmonary Function Test, EKG and Standard Non-DOT Drug Test.
- b. Return –To –Work – Dept. Standard Return To Work Physical and Standard Non-DOT Drug Test.
- c. All Vehicle Operators – The applicable above physical and shall be subject to DOT Drug Testing according to Section 383 of Federal DOT Laws.

APPLICATION BACKGROUND CHECK:

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

TEMPORARY APPROVALS:

Once an Applicant is accepted by a Station he 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 scheduled with the Florence Township Police Department. The Applicant is 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 notification by the Florence Township Police Department the Chief shall forward the approved application form to the member's Station Commanding Officer.

APPLICATIONS TO THE NEW JERSEY STATE FIREMAN'S ASSOCIATION:

Included with each application package 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 sought 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.