


Scotts Valley Fire Protection District	
POLICY: 1509	SUBJECT: Volunteer Hiring
DATE APPROVED: 10/10/2018	
BOARD PRESIDENT: <i>RF</i>	FIRE CHIEF: <i>Steve M. Karcen</i>

Policy 1509: Volunteer Hiring


The Volunteer Candidate must meet the following minimum qualifications and participate in a selection/testing process:

- Citizen of the United States or a permanent resident alien who is eligible for citizenship.
- Minimum of 18 years of age.
- High school graduate or tested equivalent.
- Must reside within a 15 mile travel distance to the Scotts Valley Fire Protection District (SVFPD) headquarters station.
- Must possess and maintain a valid Class C California Driver’s License.
- Must be “insurable” to drive and operate SVFPD vehicles as defined and determined by the SVFPD insurance carrier.
- Must pass a medical physical examination as outlined by the SVFPD Standard Operating Procedures, including a drug test.
- Good physical condition and agility.
- Possess a valid “Advanced First Aid” card, equivalent, or higher.

In the event that a Volunteer is a member of another fire agency, said volunteer shall treat SVFPD as their “Priority” agency. The other fire agency’s activities and requirements shall not infringe, nor impair the Volunteer’s ability to fulfill their responsibilities and obligations to SVFPD.

Any person wishing to become a Volunteer Candidate will submit a SVFPD application to the administrative office. Applications submitted will be reviewed and screened to determine if the applicant meets all requirements.

The SVFPD will maintain a file of interested candidates. All qualified candidates on file will be invited to take part in the testing process. Candidates will be required to respond in writing to confirm their continued interest before proceeding with the testing process.

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Candidates for Volunteer positions shall complete the following process:

1. Application submission and screening for minimum requirements to participate in the testing process.
2. Review and approval of driving record by the SVFPD liability insurance carrier.
3. Possess a current CPAT card.
4. Oral interview.
5. Medical physical evaluation by the SVFPD designated physician, including a drug test.
6. Comprehensive background check.

Unacceptable ratings, incompleteness or failure of any of the above testing components will be cause for disqualification of the candidate.

Scores from the oral interview process shall be used to determine and establish an eligibility list. A minimum of 70% is required to pass the oral interview.

The eligibility list shall remain in effect for one year from the time of the first appointment. This list may be terminated or extended by the Fire Chief.

Newly appointed Volunteer Candidates shall be required to successfully complete a comprehensive training academy, unless the required certifications have already been obtained from a previous fire academy.

All newly appointed Volunteer Candidates shall be on Probationary Status during the academy and for a period of one year from the date of academy graduation.

Volunteer is an unpaid training position. Upon successful completion of the fire academy, and at the discretion of the Fire Chief, the Volunteer will be promoted to Probationary Status Paid Call Firefighter (PCF).