



Mirror Fire Department Standard Operating Guidelines

SOG 105 – Recruitment

1. Scope

1.1 This guideline will apply when recruiting for Mirror Fire Department.

2. Purpose

2.1 To ensure that only those demonstrating a strong desire and having basic pre-requisites are offered the opportunity to become a volunteer fire fighter with Mirror Fire Department.

3. Responsibilities

3.1 All fire department members shall know their rights and responsibilities regarding the recruitment process.

4. Pre-application

4.1 Interested persons must attend three consecutive training nights before being offered an application.

4.2 This enables:

- a. the person an opportunity to see how the department functions and if they really want to join, and
- b. the general membership to get to know the person and are able to make an informed decision if the person is considered for probationary status in the department.

4.3 After the third training night, the Advisory Panel will decide if the person is to be offered an application package.

4.4 If it is decided not to offer the person an application package, he will be informed immediately by the District Fire Chief and thanked for his interest.

Note: Mirror Fire Department Policy 105 permits the District Fire Chief to deny an application before it reaches the membership.

5. Application Procedures

5.1 A person offered an application package, shall complete the Mirror Fire Department application form at the rear of this SOG and submit it to the District Fire Chief. The District Fire Chief and Deputy Fire Chief will:

- a. review the applicant's credentials;
- b. conduct an interview if deemed necessary in order to determine suitability; and
- c. once all pre-requisites are met, make a motion recommendation to the general membership for acceptance or denial of the application.

6. Pre-requisites

6.1 Consideration will be given to any applicants who lives or works within 6 kilometres by road from the fire hall.

6.2 Applicants may be asked to submit medical certification confirming that they can participate in arduous physical activity before commencing any training.

6.3 Applicants must:

- a. complete a criminal records check. To ensure there is no cost to the applicant when requesting a criminal records check, Mirror Fire Department will provide the applicant with a letter to the police confirming he is a member of a volunteer organization.
- b. complete the application to permit the fire department access to the person's driver abstract.

7. Application Approval

7.1 At the next training night, the District Fire Chief will present a motion to the membership regarding whether or not the applicant is recommended for acceptance as a Probationary member.

8. Application Denied

8.1 If the general membership chooses to deny the application, the applicant will be informed by the District Fire Chief and thanked for his interest.

9. Appeals

9.1 There is no appeal of the final decision. However failed applicants may re-apply after one year.