



PUBLIC TRUST POLICY

In effect:

Authorized by:

## **PT-4 Membership Policy**

### **I. Purpose**

It is the purpose of this policy to provide a process by which people interested in either volunteering with Sam Bass Fire Department (SBFD) or working as a paid firefighter may be considered for membership. It is only through a documented process that the public will be able to trust that the Department shows due diligence in its acceptance of new members.

### **II. Policy**

It is the policy of SBFD that all citizens interested in service to the Department be evaluated by means of a process that contains a minimum set of criteria and measures. The minimum criteria and measures shall include:

#### **A. Application**

Proper application shall include a complete and honest submission of all information requested on the official Sam Bass Fire Department application form.

#### **B. Interview**

A face-to-face interview shall take place between all applicants and a selected panel of interviewers before the applicant will be allowed to proceed to the next level in the acceptance process.

#### **C. Background Check**

The Department shall pay for a third party background check to determine the acceptability of the applicant in the areas of criminal history and driving record. In addition to the information gathered by the background check, references and former employers will be contacted and interviewed.



#### D. Proof of Qualifications

All applicants shall provide proof of qualification for acceptance in the Sam Bass Fire Department.

For volunteer applicants, this will include all the requirements listed in the constitution of the Department. This includes proper application and documentation of meeting attendance, drill attendance and time spent on ride-outs.

For paid fire fighter applicants, this will include proper application, Texas Commission of Fire Protection fire fighter certification, Texas Department of Health EMT-B certification and successful completion of Williamson County EMT Scope of Care.

After becoming a member of SBFD, volunteer members will be required to maintain their qualifications by fulfilling all the requirements of the Constitution of the Department. Documentation of meeting attendance, drill attendance and time spent on ride-outs and responding to alarms is also required.

#### E. Initial Drug Screening

All applicants must be willing to participate in an initial drug screening for the use of illegal drugs paid for by the department.

Final approval for membership into the Sam Bass Fire Department will be subject to either a vote of acceptance by the general membership for anyone seeking to be a volunteer or by offer to hire presented to an applicant seeking to be a paid firefighter by the Fire Chief.