

LAKEWOOD FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

SOG NUMBER: 500.01	RECRUITMENT
DATE IMPLEMENTED: OCTOBER 26, 2017 DATE REVISED:	TITLE: APPLICATION PROCESS

PURPOSE:

To establish guidelines for ensuring consistency with regard to the application process to become a volunteer firefighter or member of the Fire-Police in the Lakewood Fire Department.

SCOPE:

This SOG shall apply to the recruitment and application of individuals seeking to become volunteer firefighters or members of the Fire-Police.

1. To be considered for membership an applicant must be 18 years of age or older and reside within the Township of Lakewood or one of its contiguous municipalities. The contiguous municipalities include: Brick, Howell, Jackson, Manchester and Toms River.
2. The one exception to residing within Lakewood or one of its contiguous municipalities is an applicant who is an active volunteer firefighter in another fire department and who resides in another municipality but works in the Township of Lakewood. Membership may be considered with written permission from the applicant's employer stating the applicant will be able to respond to emergencies during his working hours in the Township. The applicant must also acknowledge he will be able to satisfy all requirements of being a volunteer firefighter in Lakewood. This includes training, emergency responses, meeting attendance, etc.
3. All individuals making membership inquiries will be directed to the District Website at lakewoodfd.org and/or referred to the Board Office. Upon receipt of a membership inquiry, the Board Office will forward the appropriate information regarding the prospective applicant (name, address, phone, email, etc.) to the Chief of Department or his/her designee.
4. The Chief of Department or his/her designee shall initiate telephone contact with the prospective applicant as soon as possible, but no later than seven (7) calendar days after receiving the prospective applicant's information from the Board Office. The purpose of this initial contact is to ascertain if the prospective applicant is 18 years of age or older, if they meet the residency requirements, if they are familiar with the requirements for becoming a volunteer firefighter or member of the Fire-Police, etc.
5. After the initial telephone contact has been made by the Chief of Department or his/her designee, the Chief of Department or his/her designee shall inform the Board Office via email as to whether or not the applicant should proceed in the application process. Should a

determination be made the applicant is not able to proceed in the application process, it is imperative the reasons the applicant is not able to proceed are included in the email. Upon receiving an email the applicant is able to proceed in the application process, the Board Office will mail to the prospective applicant a Letter of Introduction, a LFD Application and a copy of SOG 500.01 to provide an overview of the Application Process.

6. The applicant shall return the completed application to the Board Office within thirty (30) days of receipt or the Board Office will assume the applicant is no longer interested in becoming a volunteer firefighter.
7. Every effort shall be made to formally interview the prospective applicant as soon as possible thereafter; however, the interview must be conducted no later than fourteen (14) calendar days after initial contact from the Chief of Department or his/her designee. The interview shall be conducted by the Chief of Department, his/her designee or the Company Officer(s) of the Station to which the prospective applicant may be assigned.
8. Upon the conclusion of the interview, the interviewer(s) will immediately inform the Chief of Department or his/her designee to proceed to the formal application process; or, if this is not the case, the interviewer(s) shall clearly inform the Chief of Department or his/her designee in writing as to why the prospective applicant should not proceed to the formal application process. The Chief of Department or his/her designee will inform the Board Office as to the disposition of the prospective applicant.
9. Upon receiving a recommendation from the Chief of Department or his/her designee to proceed in the application process and once the completed application is received by the Board Office, the background investigation will commence. As soon as a satisfactory background report is received by the Board Office, a medical evaluation will be scheduled. At the time of the medical evaluation the New Jersey State Firemen's Relief Association Medical form will be completed unless the applicant is over the age of 45 in which case a signed waiver of ineligibility must be completed. Applicants shall allow sixty (60) days for these parts of the process to be completed. NOTE: Fire-Police applicants will have their New Jersey State Firemen's Relief Association Medical form completed by their own healthcare provider unless the applicant is over the age of 45 in which case a signed waiver of ineligibility must be completed.
10. Once it is determined the applicant meets the required criteria to become a volunteer firefighter, the applicant as well as the Chief of Department along with the respective Company Officer(s) to which the applicant is assigned will be notified.
11. The applicant will then be presented to the Board of Fire Commissioners for their approval.
12. Upon approval from the Board of Fire Commissioners, the New Jersey Firemen's Relief Association application will be submitted.
13. The applicant will then be presented to the respective Fire Company.

14. The respective Fire Company Secretary or his/her designee shall complete a “New Member Form” as well as a “Personal Equipment Form” and promptly return both to the Board Office.
15. Upon receipt of a Line Number from the New Jersey Firemen’s Relief Association or a signed waiver of ineligibility, the information will be forwarded to the respective Fire Company and Company Captain who will then enroll the member in Firefighter 1 Training or Fire-Police Training as appropriate.
16. Under no circumstances shall any member participate in fire related training, activities, or emergency responses of the Lakewood Fire Department and/or Lakewood Fire District No. 1 until a New Jersey Firemen’s Relief Association Line Number has been issued or a signed waiver of ineligibility has been received.