

	<h1><b>COMMERCE FIRE DEPARTMENT</b></h1> <h2>Standard Operating Guidelines</h2>
	<b>Subject:</b> Recruitment of Personnel
	<b>Reference Number:</b> 1.07
	<b>Effective Date:</b> 12/5/2013 <b>Last Date Revised:</b> 11/6/2014
	<b>Approved By:</b> Chief Kevin Dean

**Purpose:** To establish a guideline for recruitment of new firefighting personnel for the Commerce Fire Department.

- Each prospective Firefighter must complete a questionnaire application before consideration for an appointment to the Department.
- Applications will be reviewed by Human Resources and decided upon by the Officers of the Department.
- Final Applications will be presented to the Department for acceptance.
- Applicants must agree to meet the following requirements:
  - A. Be at least 18 years of age.
  - B. Pass a physical examination by a professional physician.
  - C. Have not been convicted of a felony within the last 7 years (conviction will not necessarily disqualify an applicant.) All applicants are subject to a criminal Background check.
  - D. Be of good moral character as determined by investigation and/or review committee.
  - E. Have a valid, proper Georgia driver's license.
  - F. Must live inside fire district or within 5 miles of a Commerce Fire Department Station unless otherwise approved by the Chief and his Officers
- After an application has been accepted, the prospective firefighter must satisfactorily complete Registered Volunteer Course or accepted equivalent and have completed a live-fire course taught by or through the Georgia Fire Academy. For credit from the Council, the live-fire component will meet the following conditions:

- The live-fire component shall be taught by the Georgia Fire Academy or by instructors who have completed an apprenticeship as a live-fire instructor with the Georgia Fire Academy.
  - The live-fire component must be instructed in accordance with *NFPA 1403* and the applicable EPD regulations.
  - Shall meet *NFPA 1001: Standard for Fire Fighter Professional Qualifications*.
  - The Registered Volunteer component must be completed prior to the live-fire evolution
  - Passes the Registered Volunteer Test
- If the applicant is currently certified as a Georgia Firefighter according to the Georgia Fire Academy, and has successfully passed the registered volunteer firefighter certification or equivalent, the applicant will only need to complete 60 hours of in-house training as prescribed by the Training Coordinator and complete Probationary Firefighter Objective Package.
- Upon completion of training and acceptance to the Department, the prospective firefighter will be placed on a six-month probationary period. During the probationary period, the prospective firefighter should attend all training meetings and learn to identify and properly use all equipment found on the vehicles as well as complete the Probationary Firefighter Objective Package. During this probationary period, the prospective firefighter may respond to calls, but may not take an active role in the suppression of fires unless already properly trained.
- Any equipment issued to the candidate is subject to recall at the discretion of the Chief, Training Coordinator, or Quarter Master. All equipment must be turned in immediately.
- Damage or loss of pager or radio issued by the department during non-department activities will be replaced by the fireman at their own expense.