



NEW VOLUNTEER CHECKLIST

NAME	COMPANY #	DATE
<input type="checkbox"/> Volunteer Firefighter <input type="checkbox"/> EMS Only		
TASKS		
<input type="checkbox"/> Applicant attends three Volunteer Company meetings within a two-month period.		
<input type="checkbox"/> At the 3 rd Volunteer Company meeting, the applicant is provided a Volunteer application packet.		
<input type="checkbox"/> Applicant submits completed application packet to Volunteer Company Officer including: <ul style="list-style-type: none"> <input type="checkbox"/> Copy of DMV License Record Printout, obtained from DMV <input type="checkbox"/> Copy of Proof of Vehicle Liability Insurance <input type="checkbox"/> Copy of Valid CDL <input type="checkbox"/> Live Scan-Proof of Appointment <input type="checkbox"/> Copy of CPAT Card (Firefighter applicants only) <input type="checkbox"/> Two Letters of Reference 		
<input type="checkbox"/> Volunteer Company Officer reviews and signs application, ensuring all fields are completed. Form I-9 must be completed with Volunteer Company Officer verification.		
<input type="checkbox"/> Application is forwarded to the Battalion Chief. Battalion Chief interviews applicant, discusses outcome with Volunteer Company Officer, approves/denies application, signs application, and forwards Application Packet and attachments along with Interview Question Score Sheet to Training.		
<input type="checkbox"/> Training Battalion Chief reviews and approves/denies application. <ul style="list-style-type: none"> <input type="checkbox"/> Denied applicants receive a letter with reason for denial. <input type="checkbox"/> Approved applicants receive a letter and health questionnaire with instructions on how to complete the medical physical. 		
<input type="checkbox"/> Training receives medical clearance or denial from health provider. <ul style="list-style-type: none"> <input type="checkbox"/> Denied applicants receive a letter from Training with the results and instruction on how to proceed. <input type="checkbox"/> Approved applicants receive a letter with instructions on obtaining PPE and Volunteer Academy training schedule. 		
<input type="checkbox"/> Volunteer Firefighter and EMS Responders must complete all Trainee requirements as outlined in the Santa Cruz County Fire Department Volunteer Handbook.		

If the above criteria have not been met within the time allowed, the Volunteer's status shall be evaluated by the Volunteer Company Officer and Battalion Chief.

Volunteer applicants possessing a State Fire Marshal FFI certification or a graduate of a SFM Fire Fighter I Accredited Academy may challenge the practical skills of the Basic Fire Fighter Academy with the approval of the Training Battalion Chief.