County of Louisa

Department of Fire & EMS

Memorandum

TO: **MOG** **DATE:** **October 19, 2017**

FROM: **Keith Greene** **COPIES:**

SUBJECT: **Volunteer Application Process**

Department applications are available in the office and on the department's website.

Process:

- Application is completed by volunteer.
- Application is submitted to LCDFEMS along with any pertinent information such as certifications.
- The application is forwarded to Human Resources (typically the same day), who conducts the NCIC background and DMV checks. The criminal history background check can take up to 5 days. All background forms included in the application must be completed for this process.
- The volunteer must be fingerprinted. This is best done on week days between 8:30 and 3:30. If done on a weekend, please call the sheriff's office ahead of time, because they generally need to bring a deputy in from the field to do this process. There is no charge for fingerprinting and perspective volunteers should tell the Sheriff's office that they are being fingerprinted as a Fire & EMS volunteer.
- Once the background check is completed, the chief/captain (or their designated person) of the respective station is notified of eligibility.
- A file is created to be kept in the office.
- When/if the applicant is voted in, they are added to the organization's roster, the volunteer e-mail group and to ImageTrend.
- Copies of all certifications must be sent to the office for the master file.
- As certifications are updated, they too must be submitted to the office and added to the master file.