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West Deptford Township  
Station 6-2



1415 Crown Point Rd  
Westville, NJ 08093



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(856) 848-2436 - Fax

*“REACHING HIGHER SINCE 1916”*

### Volunteer Membership Application Process STEPS 5,6,7,8, ACTIVE FIRE MEMBERS ONLY

- STEP 1:** Prospective member will pick-up an application from a member
- STEP 2:** Upon returning the completed application, the chief and the president will review it.
- Any discrepancies will be discussed with the membership
  - Applications left incomplete will not be accepted: no exceptions
  - An application not accepted will be returned to prospective member
- STEP 3:** After the application is reviewed and accepted, the prospective member will be contacted
- The meeting will follow the previous outline, covering all pertinent information
  - The member will be given a tour and explanation of daily operations
  - Member will be advised of expectations, new member application will be reviewed
  - The member will be advised of membership's decision after the interview and notified of when to report for department meetings and drills.
- STEP 4:** The member will be brought into the department as per the by-laws
- STEP 5:** Member will be issued equipment and given a locker, depending on member's intentions and training levels. Equipment will include but not limited to:
- Turn-out gear, accountability tags, SCBA mask
  - Member will be issued a copy of the Verga Fire Department By-Laws, a copy of the probationary members handbook, and a copy of any pertinent fire district policies
  - Pager
  - Key fob (once off Probation)
- STEP 6:** Member will be assigned an officer to begin probationary training
- Member will be issued apparatus check off forms, which will be required to be completed before member can ride apparatus as an observer or operational member
  - Junior members will also need to fill out forms to their operational capacity, per the Verga SOGs
  - Member will be required to maintain his probationary members handbook and apparatus check off forms at all times and is encouraged review policies and train on equipment for a period of time whenever in the building
  - The assigned officer members will be charged with the training and development of probationary member
- STEP 7:** The member will be required to attend at a minimum his/her 3-Month review
- This is requested in order to maintain communication between new member and the departments expectations whether the member is meeting them or not
  - The member may be requested to attend additional reviews as requested by department heads
- STEP 8:** The member will be required to attend a N.J. State certified Firefighter I Course with-in one year per township SOGs or the member will be dropped from membership
- The probationary member will also be required to attend all department fundraisers, work parties, ETC. health and welfare permitting The member will be notified of the outcome of his/her probationary period in writing A probationary member can be dropped from the rolls at any time by the membership committee if the member fails to maintain activity with Fire calls, Bingo, fundraisers, work parties or has disciplinary problems within the department