

105.30 APPLICATION PROCEDURE (New Applicants): The following application procedure will be followed for new (1st time) membership applications.

- 105.31 Step 1 - New applications for membership will be accepted on a quarterly basis during the months of February, May, August, and November. All applications received during the open application period will be forwarded to the membership committee for processing.
- 105.32 Step 2 - The membership committee will ensure that each application includes copies of required documents (Driver's License, High School Diploma or GED, etc.) If the applicant has prior military service, they shall also submit a copy of their DD-214. Incomplete applications will not be accepted. An application is incomplete if any of the documents listed above are missing or if any of the spaces on the application are left blank. All applications that are complete and comply with the minimum requirements for membership shall proceed to the next step.
- 105.33 Step 3 - The Physical Assessment Test (PAT), Panel Interview, and Drug screen/Background check signup will be conducted on the last Saturday of each application period. Each applicant will be provided a time to arrive for the PAT. Applicants will be given two attempts to pass the PAT. Applicants who do not pass the PAT will be removed from the application process. Applicants who pass the PAT will proceed to Step 4.
- 105.34 Step 4 – Panel Interview. The membership committee will conduct a panel interview of each applicant who passes the PAT. Interview questions will be standardized and scored by panel members. A passing score of ## will be required to proceed to Step 5. Applicants who do not pass the panel interview will be removed from the application process.
- 105.35 Step 5 – Background/Drug screen signup. Each applicant who passes the interview board will proceed to the background check/drug screen signup. During this process, the designated membership committee member will enter the applicant's information into the Intellicorp testing portal and will ensure that the applicant receives the email instructions from Intellicorp. The applicant must complete the information for the background check and schedule their drug screen before proceeding to Step 6.
- 105.36 Step 6 – Following completion of the above steps, the applicant will be advised in writing of the training that must be completed prior to being presented to the membership for a vote. Each applicant shall be required to submit certificates of completion for the following courses before their application will be placed on the agenda for consideration: NIMS 100, 200, 700, 800, and Courage to Be Safe.

105.37 Step 7 – Reading and Voting. Following completion of step 5, in accordance with the Constitution & By-laws of the department, the application will be placed on the agenda for readings at the regular meetings held on the 1st and 2nd Tuesdays of the month. The third reading shall take place on the third Tuesday at the department’s monthly business meeting. At the third reading, if the background check and drug screen are acceptable, and all required training certificates have been received, the application will be placed on the agenda for membership consideration and possible action. If the background check or drug screen is not acceptable, the applicant will be notified prior to the business meeting, and the application will be removed from the process.

105.38 Step 8 – Membership committee report. After the third reading, the membership committee chair or designee shall present information related to the applicant for the membership to consider. This information should provide a general impression of the applicant (level of interest, timeliness in completing tasks, training compliance, etc.)

105.39 Step 9 – Voting. If a motion to accept the member is made and seconded, a vote of members present shall be taken. This includes members attending virtually through an online forum. If 2/3 of members present vote to accept the applicant, then the applicant will become a probationary member of the department effective immediately.

105.310 The membership committee shall provide to any rejected applicant, a reason why the application was rejected. This may include failure to complete any of the above steps or may include a lack of motion to accept the application.