



HORRY COUNTY
FIRE/RESCUE DEPARTMENT
PROUD * PREPARED * PROFESSIONAL



STANDARD OPERATING PROCEDURE

APPROVED B: Garry B. Alderman, Fire Chief:

DATE: 04/01/11

SOP 203

VOLUNTEER APPLICATION PROCESS

PURPOSE OF THIS STANDARD

The purpose of this Standard Operating Procedure is to set forth the procedures for an individual to make his/her intentions known, that they desire to become a volunteer for Horry County Fire Rescue Department, in accordance with the Horry County Government's Resolution 174-99.

SECTION 1-APPLICABILITY

To provide accountability and a process for the citizens of Horry County to become a valuable part of the volunteers of Horry County Fire Rescue.

SECTION 2 – PROCEDURE

1. An individual may receive a volunteer application packet from either Horry County Fire Rescue Administration Office (2560 North Main Street, Conway), through www.horrycountyfirerescue.com (Volunteer Recruitment), or one of the Fire Rescue Stations. The volunteer packet contains the following items:
 - a. A volunteer application
 - b. Insurance beneficiary form
 - c. State Law Enforcement Division (SLED) Criminal Background Investigation (CBI) form
 - d. IRS W-4 form
 - e. Form I-9, Employment Eligibility Verification for aliens (non-US citizens),

2. These forms are to be completed in their entirety. The applicant's packet will also contain a letter from the Fire Chief and an application process flow chart.

The applicant returns the completed application packet to the administration offices in Conway, along with copies of his/her social security card and current driver's license. The applicant will schedule an appointment with the Volunteer Coordinator for the purpose of reviewing the application for completion.

Note: Upon completion, applications become confidential documents and will not be forwarded to anyone without prior knowledge and/or permission of the applicant.

3. The following credentials are required for an application to be considered:
 - **Must be 18 years of age and,**
 - **Must have authorization, with documentation, to work in the United States of America (ie., Social Security Card or Federal Employment Eligibility Verification, Form I-9) and,**
 - **Must possess a valid SC Drivers License and,**
 - **Must have a High School Diploma/GED or currently be enrolled in high school**
4. Once the proper forms have been completed and submitted, the applicant will be contacted to select a time for scheduled "new hire" physical agility testing (PAT).
 - a. See SOP 615 appendix A (JRAT)
5. Once PAT has been successfully completed, the applicant's CBI Form will be sent to SLED for investigation and review.
6. If the applicant's background check returns from SLED with favorable results, the process proceeds to the next step. If the SLED report returns and has negative results, the Fire Chief has, and reserves the right to reject the applicant from the volunteer program.
7. If the SLED background check is favorable, but the department obtains information from an alternate source that an applicant, or an existing volunteer firefighter, has been arrested or convicted of a crime, then the matter shall be referred to the Fire Chief for consideration and a determination as to whether the applicant or volunteer should be rejected or dismissed from the volunteer program. The Fire Chief may request that the applicant or volunteer submit to a background check through the County vendor utilized by Human Resources as part of the determination.
8. Prior to an applicant taking his/her medical physical examination, an orientation will be scheduled by the Volunteer Coordinator. The orientation will cover a brief history of the fire rescue service and physical packets will be distributed. All applicants will be mandated to attend the orientation. The applicant will be provided the times and meeting nights of the fire station to which he/she has been assigned. **The applicant shall not be allowed to respond to emergency calls or perform any activity in or**

about the station. He/she can attend meetings and observe only until advised by the Training Division or Volunteer Coordinator.)

9. The applicant is responsible for scheduling a medical physical examination appointment at the medical provider. Applicant will then notify the Volunteer Coordinator with their appointment time and date.
10. Once the medical exam and screening is are completed, and applicant is medically cleared or disqualified, the Human Resources Department (HR) will receive a letter from the testing agency. HR will notify the Volunteer Coordinator that the applicant has passed or failed.
11. Applicants who pass their physical will be notified when Basic Fire Fighter School will begin by the Volunteer Coordinator. Applicants that did not pass their physical will be notified of their disqualification by Volunteer Coordinator:
 - a. Those applicants who fail the physical can schedule another physical examination after **six months at their own expense**. An applicant who fails to successfully complete a physical examination within one year of application will be required to re-apply with a new application. The applicant will be removed from the volunteer program and will be dropped from activities at The Horry County Fire Rescue Station he/she had been assigned
 - b. Upon successful completion of recruit school, the new firefighter will begin a mentorship period. Mentorship must be completed within **30** days of receiving the mentor packet.
 - c. During the mentor period the new Volunteer Firefighter may only engage in tasks for which they have been trained and under the direct supervision of a Station Officer, Career Officer, or Senior Firefighter.
 - d. After the mentor packet has been completed the new volunteer firefighter must contact the Training Division to schedule a written test. Practical skills evaluation will be conducted by the Station Officer and signed off in the mentor packet.
12. In the event a recruit fails to successfully complete the mentorship period, the following options will be available:
 - a. Re-enroll in the next recruit class. (While waiting for the next class he/she may continue non-emergency functions at their station.)
 - b. Resign from the department and forfeit all rights and privileges afforded a member of Horry County Fire Rescue.
13. Once the mentorship has been successfully completed, the Training Division will notify the Volunteer Coordinator. The Volunteer will then be placed on Pay-Per-Call

and receive back-pay for training in Basic Firefighter School. They can then be issued all other department supplied equipment including, but not limited to a pager.

12. Each recruit will be registered in the Firefighter's Registration Program with the South Carolina Fire Marshal's Office.

