



## Volunteer Application Process Flow Chart

### Step 1

- Application is submitted to Fire/Rescue Administration
- Fingerprints are completed upon turning in application

### Step 2

- Fingerprints are sent to Office of EMS for processing (30-90 days for processing)
- Background Investigation provider notified to begin checks (30-60 days for processing)
- Reference checks are reviewed

### Step 3

- Interview scheduled upon receipt of Office of EMS eligibility letter and Background check clearances.
- Deputy Chief notifies applicant of interview dates and applicant is interviewed.

### Step 4

- Upon recommendation from interview panel, application sent to Fire-Rescue Chief for final review.
- If approved for membership, member will be notified of next steps (medical/physical tests, orientation, training, station assignment, etc.)