

WEST PATERSON FIRE DEPARTMENT

Title: GENERAL ORDER # 11

Date: 4/4/2011

Authority: PAUL SALOMONE JR., CHIEF

Replaces: 1/14/2007

Subject: FIREFIGHTER APPLICATION PROCEDURE

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The following procedure shall be adhered to for new Firefighter applicants:

1. The applicant shall complete the ***"OATH of ALLEGIANCE"*** form and return same to the Captain of the Company that he/she is making application to. The application shall then be forwarded to the Chief of the department. The Chief will check the application for completeness, and that the address indicated is within 2 miles of the border of the Borough of Woodland Park. Should the applicant reside further than 2 miles, the applicant will be reject immediately. Once the application has been approved by the Chief of the Department, said application shall be forwarded to the Woodland Park Police Department for background check. The applicant shall make an appointment with the Police Department to have his/her fingerprints taken to be used for a criminal background check via the New Jersey State Police.
2. Once the Chief of the Department receives written notification from the Woodland Park Police Department that the applicant's record is clear, the applicant will then complete the following forms:
 - N.J. State Fireman's Association Application (Juniors will complete the Juniors Application)
 - Respiratory Health/Medical Evaluation Form
 - Fire Academy Application (Juniors do not complete this application)
 - Beneficiary Form
 - Hepatitis B Form
 - Personnel Information Form
 - Blue Light Permit Application (Juniors do not complete this form)
 - Accountability/Medical Form
 - Workman's Compensation Form
 - W-4 Form

Note: The Company Officer accepting the above mentioned documents shall review these forms for completeness and shall sign off on the *"Firefighter Application Packet"*

the form. All forms listed above and below shall be turned over to the Chief of the Department for processing and/or filing with the appropriate agencies, departments, officers, and medical facilities.

3. Applicant shall receive the following documents and sign a “Acknowledgement of Receipt” form:

- Fire Department Ordinance
- Drug/Alcohol Policy
- Harassment Policy

Note: No applicant will be permitted to perform any firematic duties until approved by the Mayor and Council, and the Chief of the Department.

4. Upon receiving written approval from the Mayor and Council, the Chief of the Department shall advise the company captain that the application is cleared for firematic duty.

5. The applicant upon approval shall be placed on Probationary Status for One Year and must complete a department approved Firefighter One course in that time period.

6. The Relief Secretary will forward the application to the State of New Jersey for a line number.