

	Hampton-Valley Forge Vol. Fire. Dept. Standard Operating Guidelines	
	Subject: Familiarization of New Members to the Hampton-Valley Forge Volunteer Fire Department	SOG # 4-10
	Approved: Fire Chief Chris Isaacs	Initiated 01/01/2019 Revised 01/01/2019

A. PURPOSE

1. The purpose of this procedure is to establish a policy to deal with all new individuals that apply for membership.

B. RESPONSIBILITIES

1. It will be the responsibility of the Fire Chief, and the Training Officer of the Hampton-Valley Forge Volunteer Fire Department **ONLY** to uphold this procedure.
2. Any individual who submits an application for membership to the Department must wait thirty days once the application has been presented to the membership before being voted on at the next business meeting. (Tabled for thirty days)
3. During these thirty days the individual(s) will have a meeting with the Chief and membership as soon as possible after the business meeting in which the application has been tabled.
4. The purpose of the meetings will be to get the individual familiar with the Department, the officers and members and any administrative or operational policy/procedure that the Fire Chief deem necessary. The Training Officer will present and review the Pre-Basic training program.
5. Once the individual has been voted into the Department, it will be the responsibility of the Fire Chief and Secretary to notify that individual in writing as soon as possible that he or she has or hasn't been accepted into the Department.