



TIFFIN FIRE DEPARTMENT

Application for Membership

This form is to be completed by the applicant and dropped off at Tiffin City Hall or mailed to Tiffin Fire Department, 211 Main Street, Tiffin, Iowa 52340.

Applicant Full Name: _____

Address: _____ **Date of Birth:** _____

Home Phone: _____ **Cell Phone:** _____

E-Mail: _____

How Long Have You Lived in Tiffin? _____

Employer: _____ **Occupation:** _____

Employer Address: _____

Employer Phone: _____

How Long at Present Job? _____ **Previous Job?** _____

Education: _____

Fire Service Experience (experience not required to apply): _____

Provide a minimum of three references whom you have known at least three years. Provide reference letters if possible.

Reference:	Reference Contact Information:
_____	_____
_____	_____
_____	_____
_____	_____

Known Physical/Mental Disabilities/Ailments _____

Do You Possess a Valid Iowa Drivers License*? _____ **License #:** _____

*Please attach a photocopy of your drivers license if possible

I am interested in the following activities within the department (circle all that apply):

Firefighter	EMT-B*	Non-Emergency
Provide emergency response functions for the fire department Examples (fire calls, rescue calls, haz-mat incidents, etc.)	Provide emergency medical care functions for the fire department Examples (rescue calls, medical calls, fire scene rehab, etc.) <small>*EMT-B applicant must read and sign the EMT-B Certification Policy</small>	Provide non-emergency functions for the fire department Examples (office administration, outreach, recruitment, facility management, fundraisers, bookkeeping, social media, etc..)



TIFFIN FIRE DEPARTMENT

Commitment Policy

The Tiffin Fire Department is staffed 100% by volunteers. I understand that being a member of the Tiffin Volunteer Fire Department means that I commit to freely give of my time for various fire department activities including, but not limited to:

- Training meetings (1st Monday of every month)
- Business meetings (2nd Monday of every month)
- Special department trainings (occasionally scheduled in advance on weekends or evenings)
- Outside training (other departments, Iowa Fire Service Institute, CITA, etc.)
- Fundraising activities (2 fundraisers per year, includes preparation, activity and cleanup)
- Special community events (parades, Clean-up Day, Fire Prevention Week, etc.)
- Calls for service (fires, floods, rescue incidents, haz-mat incidents, medical incidents, storm spotting calls, community service calls, etc.)
- Other activities that arise from time to time.

I have read, understand and signed the Tiffin Fire Department Commitment Policy. I understand that any breach of this policy may result in removal from the Fire Department.

Applicant Signature: _____ **Date:** _____



TIFFIN FIRE DEPARTMENT

Drug Policy

The Tiffin Fire Department recognizes that drug use by members of this organization would be a threat to the public welfare and the safety of all department members and such use will not be tolerated.

The possession, use or being under the influence of alcoholic beverages or unauthorized drugs will not be permitted while on duty or conducting any official business in connection with the Tiffin Fire Department and will result in removal from the department. Any member who is using prescription or over-the-counter drugs that may impair their ability to safely perform their job, or affect the safety and well being of others, must notify an officer of such use before resuming any duties on behalf of the department.

Members shall be responsible for their guests brought onto department property. Members who bring guests that engage in the use, sale, consumption, possession or distribution of drugs or other controlled substances while on department property will be suspended immediately and further evaluation of the member's status will be required.

The use, sale, consumption, possession or distribution of drugs or other controlled substances while on or in department property (including vehicles) or while engaged in department business is strictly prohibited and will result in termination of membership.

The use, sale, consumption, possession or distribution of drugs or other controlled substances while off-duty will not be tolerated and result in immediate suspension and further evaluation.

For new recruits:

1. Unlawful sale of any controlled substance will disqualify a recruit.
2. Any recruit who is discovered to have misrepresented his/her drug history in completing the application will be disqualified.
3. A recruit who is known to have used or is determined to have used any illegal substance in the last five years will be found unsuitable for the department.

To determine whether you meet the department's drug policy, please answer the following questions:

1. Have you used an illegal drug (including marijuana) in the past five years? **Y / N**
2. Have you ever sold an illegal drug or controlled substance? **Y / N**
3. Have you ever used an illegal drug (no matter how many times or how long ago) while in a law enforcement or prosecutorial position, or in a position which carries with it a high level of responsibility or public trust? **Y / N**

If you answered YES to any of the above three questions, you are immediately disqualified.

4. Are you willing to take a physical exam (including a drug and alcohol screen) as may be required by the fire department? **Y / N**

I have read, understand and signed the Tiffin Fire Department Drug Policy. I will abide by this policy in my personal life and during Fire Department activities. I understand that any breach of this policy may result in removal from the Fire Department.

Applicant Signature: _____ **Date:** _____



TIFFIN FIRE DEPARTMENT

Code of Conduct

The character of our members is critical to the future success of our department. A member of the Tiffin Fire Department must be of good moral character, which means that he or she can be trusted and is considered by those who know him/her to be a person of good reputation and good standing in the community. Members must continually show high levels of maturity, good judgment, responsibility and a respect for others.

When conduct is of a nature that would discredit a member of the Tiffin Fire Department, the member may be dismissed.

For new recruits:

The above code of conduct will be used to determine suitability for membership with the Tiffin Fire Department. If during the application process the department becomes aware of any past behavior in conflict with this policy, the application will be denied. The department reserves the right to perform a criminal background check of all recruits.

Many factors are relevant in the assessment of one's character. The department seeks members whose histories show good judgment, maturity, a sense of responsibility and a respect for others.

To determine whether you meet the department's code of conduct, please answer the following questions:

1. Have you ever been convicted of a felony or aggravated misdemeanor? **Y / N**
2. Have you ever been convicted of sexual assault or sexual abuse? **Y / N**
3. Have you ever been convicted of domestic assault, child abuse or any other conviction resulting from domestic or child abuse? **Y / N**

If you answered YES to any of the above three questions, you are immediately disqualified.

I have read, understand and signed the Tiffin Fire Department Code of Conduct. I am willing to abide by this code in my personal life as well as during Fire Department activities. I understand that any breach of this code may result in my removal from the department. I also understand that the Tiffin Fire Department reserves the right to do a criminal background check of all recruits.

Applicant Signature: _____ **Date:** _____



TIFFIN FIRE DEPARTMENT

Confidentiality Policy

Confidentiality is of the utmost importance to members of the Tiffin Fire Department. The following policy includes communications with the media as well as communications with the general public and covers all Tiffin Fire Department personnel.

- 1) Any announcement or statement to the press or public (during or after an incident) will be cleared through the fire chief or a designated officer.
- 2) Any announcement or statement to the press or public with regards to the Tiffin Fire Department will be cleared through the fire chief or designated officer.
- 3) When a civilian or firefighter has received medical aid from Fire Department personnel, the patient's name, condition, diagnosis, care, treatment or any other personal information will be kept strictly confidential and shall not be given out by Tiffin Fire Department personnel (during or after the incident).
- 4) Inquiries from the general public or news media (during or after the incident) on any of the above topics shall be passed along to the fire chief or designated officer.

Failure to comply with the above confidentiality policy may result in disciplinary action, up to and including removal from the Tiffin Fire Department.

I have read, understand and signed the Tiffin Fire Department Confidentiality Policy. I understand that any breach of this policy may result in my removal from the fire department.

Applicant Signature: _____ **Date:** _____



TIFFIN FIRE DEPARTMENT

EMT-B Certification Policy

****Complete this form only if you plan to obtain an EMT-B certification****

It is the policy of the Tiffin Fire Department to pay for costs associated for members who wish to become certified as an EMT-B. As a condition of this agreement, the department expects the applicant to successfully become certified and make a minimum commitment of time of service. The following policy deals with the certification and length of service issues.

- 1) Once a new prospective member has been accepted for membership and has indicated an interest in becoming an EMT-B, training classes through Kirkwood Community College will be scheduled.
- 2) The department will pay up front the costs associated with this class, including tuition, books, uniform, immunizations, background checks and tests.
- 3) If the applicant does not successfully obtain their EMT-B certification, including passing the Iowa Practical Exam and the National Written Exam, the member will be required to reimburse the department for all costs listed above.
- 4) If the member leaves the Tiffin Fire Department within one year of successfully becoming certified, the member agrees that he/she will reimburse the department for 100% of the costs that have been paid by the department.
- 5) If the member leaves the Tiffin Fire Department after one year, but before two years from your certification date, the member agrees that he/she will reimburse the department for 50% of the costs that have been paid by the department.
- 6) If the member remains a member in good standing for two or more years after successfully becoming certified, no future payment of the costs listed above will be considered due to the department.

I have read, understand, and agree to the terms of the Tiffin Fire Department EMT-B Certification Policy as outlined above.

Applicant Signature: _____ **Date:** _____