

New Recruit Check List

Eleanor Ratliff 565-1144 / Shawna Chase 565-6071

Fax # 565-1172

Dept. Name: _____

Recruit Name: _____

Date Completed	Item to complete	To	Signature
<i>Chief ~ Please Fax the Following items:</i>			
	1. An Add Form shall be submitted by the Chief. (See add form)	Shawna	
	2. The DMV Release form is signed by the new recruit and submitted.	Shawna	
	3. Rules and Regulations are acknowledged by signature of the new recruit and submitted to DES.	Shawna	
	4. Existing training records shall be submitted to DES.	Shawna	
	5. The new recruit (if an emergency responder) will be offered optional Hepatitis vaccine . The acknowledgement forms shall be signed and returned to DES (see SOP 9.15). DES will forward requests for the vaccine to Occupational Health who will contact the recruit.	Shawna	
<i>You will be contacted by DES with a date to do the following:</i>			
	6. DES will arrange for fingerprinting and a background check once the Add Form is received.	Shawna	
	7. A respirator Fit Test shall be completed.	Material Handler	
	8. The medical evaluation will be scheduled by DES.	Shawna	
	9. The new recruit must be cleared by Occupational Health .	Shawna	
<i>Chief ~ Please acknowledge the following with you signature.</i>			
	10. Acknowledgement that the new recruit has no firefighting training, he/she must remain a "Trainee" until all of the training outlined in the California State Fire Marshal Volunteer Fire Fighter Certification is completed (see attached Certification Record).	Eleanor	
	11. Acknowledgement that Wildland fire fighting may not be conducted until the Trainee has completed S130, S131, S190 and ICS 200 as required by the Sonoma County Chief's Association.	Eleanor	
	12. Acknowledgement that Wildland fire fighting protective equipment will only be issued after required training.	Eleanor/ MH	
<i>The following will be performed by DES staff.</i>			
	13. Protective equipment will be issued via appointment with the DES Materials Handler.	Material Handler	