



# PRINCE GEORGE FIRE AND EMS

Section: Administration

Page: 1 of 2

Section No: 1.6

Date: January 21, 2021

Title: Physicals

Authorized By: 

## Volunteer Intake Process Purpose and Scope:

Prince George Fire, EMS, and Emergency Management (PGFEMS) strive to make health and safety a priority. Our members are our most important resource and as such it is imperative we assure they are able to meet the rigorous physical demands of firefighting and EMS activities. All members are highly encouraged to take advantage of this benefit.

## Responsibilities:

### Fire Administration:

Upon receiving an application from a volunteer candidate, the PGFEMS office (Fire Administration) will begin the application process. The office is responsible for assuring the application is complete and all waivers for operator license and criminal background checks are signed. Once the application and waivers are completed the background and license requests will be sent to the appropriate agencies within three (3) business days.

The volunteer candidate application will be held in the Fire Administration office until both operator license and criminal background checks are received. The Director, or designee, will review and sign off on the application background information with any appropriate comments. If the volunteer applicant's criminal history reveals any presumptively disqualifying convictions in accordance with Prince George County ordinance regarding criminal background checks for volunteers, the Director will consult with the County Attorney and advise the appropriate fire chief or emergency crew representative of the outcome of the criminal history review. If there are no presumptively disqualifying convictions, the application will be sent to the appropriate fire company or emergency crew for membership action in accordance with the current Rules and Regulations of the Department and Company.

After receiving notification of the applicant's acceptance of membership by a fire company or emergency crew, Fire Administration will provide the new member with the Physical Packet. The new member will then have ninety (90) calendar days to complete their physical. The Director or designee may extend the time deadline under extenuating circumstances on a case-by-case base.

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- This replaces page \_\_\_\_\_, Section \_\_\_\_\_, Dated \_\_\_\_\_
  - This is a new page



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Page: 2 of 2

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## Fire Company/Emergency Crew Responsibilities:

The Fire Chief/Emergency Crew Captain or designee is responsible for informing the new member, once they have been approved for membership, of their responsibility to complete the physical information packet. No equipment, uniforms, pagers, etc. are to be issued to the new member nor firefighting or EMS **physical activities** are to be allowed until conformation from Fire Administration the individual has been medically cleared to perform such activities.

## Individual Responsibilities:

The applicant is responsible to complete the volunteer application form completely and assure the information is accurate and factual with all necessary signatures. Once the application has been returned to the Company the applicant must comply with the Company's process for membership.

After being accepted as a member, the new member must complete the physical information form and returned it to the Fire Administration office within seven (7) business days. The new member will be responsible to contact the medical provider on contract with Prince George Fire, EMS, and Emergency Management and arrange the physical appointment. The physical must be completed within ninety (90) calendar days.

The physical assessment process is a fitness for duty check. If a new member has findings from the physical assessment protocol that require additional medical follow-up, it is the candidate's responsibility to manage that follow-up process through their own healthcare network. If the new member fails their physical assessment with the PGFEMS medical vendor and a follow-up medical evaluation is needed, it is the responsibility of that member to complete the required follow-up testing and provide the results to the PGFEMS medical vendor to complete the physical assessment process.

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- This replaces page \_\_\_\_\_, Section \_\_\_\_\_, Dated \_\_\_\_\_
  - This is a new page