

# Southampton Fire Department

P.O. Box 1435  
Southampton, New York 11969

## NEW MEMBER PROCEDURES

- A) At time of application to a Company, member must submit the following:
  - a. The member application (3 Pages with signature on final page)
  - b. Copy of New York State Driver's License
  - c. Completed Motor Vehicles Report form.
- B) Company elects new member at a regular meeting. Company secretary writes a letter to council notifying them that the new member had been elected to the company.
- C) Member must have a Physician completed physical examination prior to paperwork being sent to Village Board for consideration.
- D) Arson Background check (Suffolk County Sheriff's Office)
  - Filled out by chief officer and submitted to Sheriff's Office, Returned report will be placed in personnel file.

When all above paperwork is completed and the arson check has been returned, the paperwork is delivered to Village Hall for their approval at their next regular scheduled meeting.

### **Following Acceptance by Village Board:**

- 1) New member and Chief to meet with the Department Manager to fill out remaining paperwork for LOSAP, Insurance and Identification Tags.
- 2) Member to be given Department By Laws, Key Fob, Calendar, License Plate, Window sticker and Pager.
- 3) Member, Equipment Officer and Equipment Chief to meet at the bunker to issue gear.

Member must meet with company training officer to schedule application for Firefighter I course

**Member is now eligible to respond to calls.**