



Hyattsville Volunteer Fire Department, Inc

RECRUITMENT TEAM

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Key Steps in New Volunteer Recruitment

Here's a quick overview of the steps taken during the recruitment process for new HVFD Volunteers. You may use this to track your progress.

TIMELINE

The entire Recruitment process can take as few as 35 days and up to three months (or more) depending how quickly you are able to complete various steps, documents and appointments. We will help you every step of the way including using our online recruitment system to provide you detailed information for each key step.

CHECKLIST

- 1.** Initial contact with HVFD Recruiter
- 2.** Schedule and attend Meet & Greet at the HVFD station
- 3.** Complete and return HVFD Application
- 4.** Schedule ride along with HVFD Recruiter
- 5.** Complete ride along at HVFD
- 6.** Receive Prince George's County Fire/EMS application packet
- 7.** Complete and return County application packet to HVFD with all application documents, four passport photos and notarized background form
- 8.** Notified by HVFD to schedule fingerprinting for background check
- 9.** Schedule fingerprinting appointment
- 10.** Complete fingerprinting
- 11.** Upon passing background check, notified by HVFD to schedule county physical appointment
- 12.** Complete county physical and any required follow-ups
- 13.** Upon passing physical, notified by HVFD of membership status, issued county ID number and provided other next steps
- 14.** Schedule Prince George's County Volunteer Recruit School (VRS) and provide any additional requested information/documents to HVFD including existing training certifications, if applicable
- 15.** Pick up necessary forms at HVFD and complete online FEMA courses prior to scheduled VRS
- 16.** Complete VRS
- 17.** Provide VRS completion form, copies of FEMA course confirmations, CPR card and any other requested documents to HVFD

Congrats, You're Turned Over to HVFD Operations for Next Steps Including Scheduling Training, Scheduling Duty Shifts & More!

SPECIAL CIRCUMSTANCES DURING THE PROCESS

- > If you have existing fire/EMS training such as EMT, Firefighter I, etc. you'll be asked to provide copies of these certifications prior to VRS. We'll assist you obtain reciprocity and/or equivalency for these certifications as needed.
- > If you fail the county's background or physical process, you will be notified of your options by County staff. The HVFD is not involved in the decision process of those steps.
- > If you are applying for an Administrative/Support volunteer role, you may not be required to complete a physical.

INITIAL STEPS AFTER BEING TURNED OVER TO OPERATIONS

- > An HVFD operational officer will be assigned to you and go over the next steps related to becoming a Firefighter/EMT or EMT with the HVFD, including scheduling initial training (such as EMT and Firefighter I), scheduling duty shift participation, obtaining initial duty wear and more. You'll also be added to our email list, members only Facebook group and text alerts.
- > Operational members will also need to visit County facilities to obtain a Prince George's County Fire/EMS Department PAT Tag, obtain gear and conduct a "Fit Test" for your SCBA mask. These steps must be completed within 30 days of completion of VRS.
- > You'll also be asked to complete the HVFD's New Member Orientation, which may be a combination of online and in person sessions.

NOTES

Need Help? We're Here.

If you have any questions, please email join@hvfd.com or refer to the HVFD's Prospective Member Guide provided to you with your initial HVFD application and also available for download at www.hvfd.com/join.