



Simsbury Volunteer Fire Company

Dear Future Volunteer Firefighter,

Thank you for your interest in becoming a part of our family at the Simsbury Volunteer Fire Company; it is a rewarding and exciting experience. We are looking for dedicated individuals who have a desire and passion in their heart to do something for their community and to be a part of a team. The Fire Company is an organization that has been committed to the safety of Simsbury since our inception in 1944.

We pride ourselves on delivering the highest quality of service to the citizens of Simsbury by responding to a variety of incidents such as structure fires, brush fires, mountain and water rescues, motor vehicle accidents, hazardous material incidents and many other emergencies. The Simsbury Volunteer Fire Company is on call 24 hours a day, 365 days a year. Our firefighters are required to attend weekly training on Monday evenings to keep our skills and knowledge at the highest level in order to respond to these calls.

The Simsbury Volunteer Fire Company currently offers two types of membership, Junior Firefighter and Probationary Firefighter. Probationary members can become regular members after a minimum of one year of service. Junior Firefighters are applicants between the ages of 15-17. To apply for Probationary membership, you must be 18 years of age or older. Applicants must live within the town in order to respond to emergency calls in a timely manner. No prior firefighting experience is required to apply. Upon receipt of this application, I will be in touch with you to start the membership application process. Part of this process includes an informative interview with representatives of the Fire Company to help you understand the requirements to be a volunteer firefighter in Simsbury and for us to understand what motivates you to join our organization.

Thank you once again for your interest in our organization and we look forward to receiving your application. Please feel free to contact me with any further questions or make an appointment to stop by one of our six stations for a tour on a Monday evening and meet with our members. I can be reached at (860) 658-1971 or PTourville@simsburyfd.org.

A handwritten signature in black ink, appearing to read "Patrick T. Tourville".

Patrick T. Tourville
Chief of Personnel
Simsbury Volunteer Fire Company
ptourville@simsburyfd.org
860-658-1971



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Criteria for Membership

All applicants must meet the following criteria in order to be considered for membership:

- Must be at least 18 years of age to apply for Probationary Member.
- Must be between the ages of 15 - 17 to apply for Junior Member.
- Must be a U.S. citizen or be eligible to work in the United States
- Must not have pled guilty to, entered a plea of no contest, or have been convicted of any misdemeanor within the past three years
- Must **never** have pled guilty to, entered a plea of no contest, or have been convicted of any felony, **regardless of time span**
- Must live within the Town of Simsbury

The Application Process

1. Submit the following items to the Chief of Personnel. **(Note: all items must be submitted in order to be considered for membership):**
 - A copy of driver's license and social security card
 - SVFC Membership Application
 - Review consent form for a background check provided by the Connecticut State Police Bureau of Identification.
 - Copy of All certificates deemed relevant to this position (Previous fire certifications, EMR, EMT .etc)
2. Upon receipt of the application and supporting documentation, a background check will be conducted.
3. The applicant will then be contacted to schedule an interview with the personnel committee.



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4. Once the interview has been completed and the personnel committee approves the applicant, a pre employment medical examination (paid by the department) will be scheduled.
5. Upon completion of the physical examination the applicant will be notified if they have been accepted or declined for membership within the SVFC by the Chief of Personnel.

Considerations before submitting Your Application

1. The Simsbury Volunteer Fire Company is a volunteer organization. The membership and firefighters do not receive compensation for their services.
2. The firefighters of Simsbury receive training on Monday nights throughout the year. Training (drills) are held between the hours of 7:00 pm until 9:00 pm. A Probationary member must attend 65% of all drills in a six month period. If the member exceeds 40% of the required alarms during the period rated, their Drill / meeting requirement will drop to 60%.
3. A Probationary Member is required to achieve certification to the State of Connecticut Firefighter I level within 12 months of becoming a member. This training is paid for by the department. This training requires a larger time commitment by the Probationary Member during their first year. Classes are offered through the Hartford County Regional Fire School and offered at a minimum twice a year so the Probationary Members may schedule attending classes at a convenient time. These classes run on Tuesday and Thursday evenings from 6:30 pm until 9:30 pm and Saturdays from 8:00 am until 4:00 pm and are located at the Hartford County Regional Fire School in Windsor Locks, CT.
4. From time to time the members of the Simsbury Volunteer Fire Company are asked to help out with activities that are not in the emergency role. This includes fire prevention activities, social events within the fire company, fundraising, community events and other events where the fire company will be represented. Many of these events will include your family, friends and the fire department family.



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5. Probationary firefighters are also required to respond to a minimum of 25% of callouts. This requirement is easily achievable for the firefighter that works away from the Town. The fire company understands that a volunteer is not available 24 hours a day and has additional commitments in life. We ask that you respond when you can and have set this minimum to ensure both our investment and yours is fulfilled when aiding the community in the event of a fire or emergency.

Some Benefits of Volunteering

1. A tax abatement is offered to volunteer firefighters beginning after two years of service and is prorated there after up to one thousand dollars. (Attendance requirements apply for eligibility of this benefit)

2 years of service - \$500.00

5 years of service - \$1000.00

- After 25 years of service you would be eligible for the tax abatement for as long as you own property in the town of Simsbury for life.

2. A volunteer firefighter pension program. Volunteer firefighters are eligible to be enrolled in the program after completing five years of service. They will be 100% vested after ten years of service. The rate of the benefit is determined by a dollar amount per month per year of service with a maximum of 40 years service. (Attendance requirements apply for eligibility)

3. Discounted gym membership at participating health Clubs. (Attendance requirements apply for eligibility)

Again please review these points seriously when applying for membership within the Simsbury Volunteer Fire Company. If you feel you have the time and dedication it takes we look forward in receiving your application for consideration.

List any motor vehicle violations

Criminal Convictions

Firefighting Training

Other emergency response training

References

First, Last Name

Address

Phone Number

First, Last Name

Address

Phone Number

This section to be completed during interview

I, the undersigned, have personally been interviewed by the personnel committee of the Simsbury Volunteer Fire Company, Inc. I understand that the results of the interview, background check and physical examination must be deemed acceptable by the Simsbury Volunteer Fire Company in order for the application process to be completed. I also declare under penalties of false statement that, to the best of my knowledge and belief, the statements contained herein are true and correct.

Applicant's signature

Date

Interview date

Applicant accepted

Applicant rejected

Signed By Chief of Personnel

Signed By Captain Main Station

Signed By Captain West Simsbury

Signed By Captain Bushy Hill

Signed By Captain Weatogue

Signed By Captain Firetown

Signed By Captain Tariffville

Signed By SVFC President

Signed By SVFC Secretary

Agency Privacy Requirements for Noncriminal Justice Applicants

Authorized governmental and non-governmental agencies/officials that conduct a national :fingerprint-based criminal history record check on an applicant for a noncriminal justice purpose (such as a job or license, immigration or naturalization matter, security clearance, or adoption) are obligated to ensure the applicant is provided certain notice and other information and that the results of the check are handled in a manner that protects the applicant's privacy.

- Officials must provide to the applicant written notice¹ that his/her fingerprints will be used to check the criminal history records of the FBI.
- Officials using the FBI criminal history record (if one exists) to make a determination of the applicant's suitability for the job, license, or other benefit must provide the applicant the opportunity to complete or challenge the accuracy of the information in the record.
- Officials must advise the applicant that procedures for obtaining a change, correction, or updating of an FBI criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- Officials should not deny the job, license, or other benefit based on information in the criminal history record until the applicant has been afforded a reasonable time to correct or complete the record or has declined to do so.
- Officials must use the criminal history record solely for the purpose requested and cannot disseminate the record outside the receiving department, related agency, or other authorized entity.² The FBI has no objection to officials providing a copy of the applicant's FBI criminal history record to the applicant for review and possible challenge when the record was obtained based on positive fingerprint identification. If agency policy permits, this courtesy will save the applicant the time and additional FBI fee to obtain his/her record directly from the FBI by following the procedures found at 28 CFR 16.30 through 16.34.

It will also allow the officials to make a more timely determination of the applicant's suitability. Each agency should establish and document the process/procedures it utilizes for how/when it gives the applicant notice, what constitutes "a reasonable time" for the applicant to correct or complete the record, and any applicant appeal process that is afforded the applicant. Such documentation will assist State and/or FBI auditors during periodic compliance reviews on use of criminal history records for noncriminal justice purposes.

If you need additional information or assistance, contact:

Connecticut Records:
Department of Emergency Services and Public Protection
State Police Bureau of Identification (SPBI)
1111 Country Club Road
Middletown, CT 06457
860-685-8480

Out-of-State Records:
Agency of Record OR
FBI CJIS Division-Summary Request
1000 Custer Hollow Road
Clarksburg, West Virginia 26306

¹ Written notification includes electronic notification, but excludes oral notification.

² See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d), 50.12(b) and 906.2(d).

Noncriminal Justice Applicant's Privacy Rights

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification³ by the Simsbury Fire District and or Simsbury Vol. Fire Company that your fingerprints will be used to check the criminal history records of the FBI.
- If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the job, license, or other benefit based on information in the criminal history record.⁴
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.⁵
- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <http://www.fbi.gov/about-us/cjis/background-checks>.
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI at the same address as provided above. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)

If you need additional information or assistance, please contact:

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State Police Bureau of Identification (SPBI)
1111 Country Club Road
Middletown, CT 06457
860-685-8480

Out-of-State Records:

Agency of Record OR
FBI CJIS Division-Summary Request
1000 Custer Hollow Road
Clarksburg, West Virginia 26306

³ Written notification includes electronic notification, but excludes oral notification.

⁴ See 28 CFR 50.12(b).

⁵ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

Federal Bureau of Investigation
United States Department of Justice
Privacy Act Statement

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Social Security Account Number (SSAN). Your SSAN is needed to keep records accurate because other people may have the same name and birth date. Pursuant to the Federal Privacy Act of 1974 (5 USC 552a), the requesting agency is responsible for informing you whether disclosure is mandatory or voluntary, by what statutory or other authority your SSAN is solicited, and what uses will be made of it. Executive Order 9397 also asks Federal agencies to use this number to help identify individuals in agency records.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Additional Information: The requesting agency and/or the agency conducting the application-investigation will provide you additional information pertinent to the specific circumstances of this application, which may include identification of other authorities, purposes, uses, and consequences of not providing requested information. In addition, any such agency in the Federal Executive Branch has also published notice in the Federal Register describing any systems(s) of records in which that agency may also maintain your records, including the authorities, purposes, and routine uses for the system(s).