

	Standard Operating Guideline: GEN 1	
	Subject:	Recruitment and Retention
	Effective Date:	April 1, 2012
	Revision Date:	May 1, 2018
	Approval:	
	EMS Representative:	<i>[Signature]</i>
	Fire Representative:	<i>[Signature]</i>
	Career Representative:	<i>[Signature]</i>
Director:	<i>W. T. Ferguson</i>	

PURPOSE: In order to provide a program to assist in retaining volunteers in the system and to provide a token of appreciation for services rendered on a volunteer basis and to actively seek and obtain minimum Fire and EMS training to all qualified individuals.

I. POLICY RECRUITMENT

A. At request, the Public Safety Department will provide remuneration to any member of a volunteer agency affiliated with the Franklin County Department of Public Safety who obtains certification in the Virginia Emergency Medical Technician – Basic course and/or the Virginia Department of Fire Programs Fire Fighter 1 course after July 1, 2000.

1. Eligibility for the remuneration includes:
 - a) Current, active membership in a volunteer agency operating under the auspices of the Franklin County Department of Public Safety;
 - b) Documented successful completion of the designated course(s).
2. The amount of the remuneration shall be established at one-hundred-fifty dollars (\$150.00) per initial course completion.
3. To receive the remuneration, a volunteer must provide a request in writing signed by the Captain or Chief to the Public Safety Department, stating they desire to receive the funding AND provide a copy of certification certificate for the particular class.

4. The request must be made within 90 days of receiving the certificate of certification.
5. The member must serve a minimum of two years as a volunteer with the agency. Failure to serve the minimum two years will require the money to be paid back to the Public Safety Department within 30 days of leaving the agency.

II. POLICY RETENTION

- A. A yearly stipend (\$34.25-**updated 2018**) will be offered to all qualified volunteers who serve as members of agencies under the auspices of Franklin County Department of Public Safety.
- B. In addition, the following will be offered:
 1. \$4.00 per call for each member certified as an Emergency Medical Technician or Firefighter 1.
 2. \$6.00 per call for each member certified as an Advanced Emergency Medical Technician or Firefighter 2.
 3. \$8.00 per call for each member certified as an Intermediate or Fire Instructor Level 1.
 4. \$10.00 per call for each member certified as a Paramedic or Fire Instructor Level 2.
- C. To qualify to receive a stipend, a member must:
 1. Be listed as a member of the agency reporting and be listed on the Public Safety master volunteer roster of at least one year.
 2. The member must submit the completed tax forms to the Public Safety Administration office, as necessary.
- D. Payments of the stipend will be twice per year and will occur in February and August of each year.
- E. Call numbers for payment will be generated utilizing Image Trend Software reporting system.
- F. To facilitate accounting and bookkeeping procedures, no payments will be made if less than 3 calls are answered during the time frame submitted.