

# LARKSPUR FIRE PROTECTION DISTRICT



## Guidelines for Volunteer Application Completion

Version 1 02-15

All previous version are of this application are void

To be eligible for non-paid (volunteer) employment with the Larkspur Fire Protection District you must meet the following minimum qualifications:

1. Be 18 years of age or older.
2. Be legally employable in the United States of America.
3. Be of good moral character.
4. Possess a high school diploma or GED.
5. Be able to read, comprehend, and write the English language.
6. Have a current Colorado State Driver's License without restriction (active duty military are exempt from this requirement).
7. Be insurable by our insurance carrier.

The volunteer hiring process includes (LFPD reserves the right to extend a timeline, postpone or cancel a volunteer membership process at any time):

1. Submit a completed application. Incomplete applications will not be accepted into the hiring process. Applications will be accepted throughout the year, but must be submitted prior to step two below. A completed application packet will include the following:
  - a. A completely filled out application.
  - b. A legible and clear photo-copy of your driver's license
  - c. A copy of your driving record (dated within two weeks from date of application). The driving records of candidates must not render them uninsurable through the District's insurance carrier. The driving history must cover at least five years. If you have not lived in Colorado for five years, please contact the state where you resided previously to obtain a copy of your driving history.
  - d. Provide a copy of your Colorado criminal background check (dated within two weeks from date of application) from the Colorado Bureau of Investigation. Background check information may be found at: <https://www.cbirecordscheck.com>
  - e. A copy of your H.S. Diploma, GED or college diploma
  - f. A copy of all of your current certifications
2. Attend a perspective member hiring process meeting. At the meeting LFPD staff will review the entire hiring process including an introduction to the LFPD Physical Agility Test (LPAT), as well as review the requirements of membership.
3. Pass a written general knowledge test.
4. Pass the Larkspur Physical Agility Test (LPAT) – The physical agility test is pass/fail. A failure results in the candidate's elimination from the testing process.
5. A selection process based on the written test and physical agility test scores.

6. Ride Along Program:
  - a. Perform three 8 hour ride periods with our shift personnel.
  - b. Rides are scheduled through the Volunteer Coordinator or District Admin.
  - c. Only one rider will be allowed at any one time.
  - d. One ride will be performed with each of the three shifts.
  - e. Rides will be conducted between the hours of 9:00 AM and 8:00 PM.
  - f. All rides will be evaluated.
  - g. Uniform for a ride along is: white polo or button down shirt, blue pants (no jeans), black belt, black boots.
  - h. Candidates will be provided sufficient personal protective equipment for their ride along and will not be permitted to use any of their own structural firefighting gear if they possess it.
7. LFPD Membership Board will meet to evaluate ride along performance and decides which candidates will move on with our process.
8. Oral Interview by the LFPD Membership Board.
9. Final selection of candidates for employment.
10. Offer of Volunteer Employment
11. Upon acceptance of an offer of employment recruits are required to submit to a physical exam and an FBI background check. The cost of these items will be covered by the District. Results of both the physical and the FBI background check may result in rescinding of the offer.

You may email a copy of your completed packet to Training Officer/Volunteer Coordinator Paul Hartigan at [phartigan@larkspurfire.org](mailto:phartigan@larkspurfire.org) or hand deliver/mail a copy to:

Larkspur Fire Protection District  
9414 South Spruce Mountain Road  
Larkspur, Colorado 80118  
Attention: Volunteer Coordinator