

Jefferson Fire District Orientation Manual



Serving the Talbot, Millersburg,
and Jefferson communities...



MOTTO, MISSION, VALUES, & VISION



MOTTO

Provide professional service with pride

MISSION

The Jefferson Rural Fire Protection District is dedicated to protecting life and property from harm and danger through education, training and teamwork.

VALUES

Openness and receptiveness to new and innovative ways of doing business. Honesty and integrity with open communication at all levels in the organization. Respect for all members of our organization and support each individual's efforts to achieve their highest potential. Safety and teamwork as the number one priority. Continually striving to respect and protect our customers. The importance of public education in the development of community safety.

VISION

A team whose members are effective, empowered and enthusiastic in their service. A personal growth in combination with up-to-date Fire and Emergency Medical Services technology. Training where knowledge is safety. Customer service balances community support. A workplace that is free from harassment and discrimination. Recognition as the community resource during times of need. Continually exceeding our customer's expectations. Fire prevention and education ideas turned into community wide uniformity. A District that is financially responsible. A management/labor partnership where decisions are made collaboratively.



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A Message to Prospective Volunteers

Thank you for considering being a volunteer with the Jefferson Fire District. We cannot begin to provide such a valuable service to the community without volunteers. Volunteer firefighters make up 70% of the firefighting force in the United States. A volunteer firefighter may not only provide a service to their community but to the State of Oregon and our neighboring states. The fire service is a demanding occupation and takes well-trained and dedicated people willing to serve others in a time of need.

It takes a special person to become a firefighter:

1. Willing to go through the training.
2. Willing to help others in a time of need.
3. Willing to answer the call any time of the day.
4. Willing to be a valued member of a lifesaving team.
5. Willing to have the community look up to you for the service.

Being a firefighter is not easy. It can be downright challenging, it can be emotional, it can be tiring but it also can be the most rewarding thing you will ever do. You can be the difference between someone having a good day or a bad day.

We have developed a packet to help answer questions about becoming a member of our organization. We hope you will consider joining our organization and become a valued member of the emergency services community. If you have any further questions, please feel free to contact us.

Welcome to the Jefferson Fire District

You are making the first choice in stepping up in your community by becoming a volunteer that provides a service to our community. You are preparing to take on a large responsibility. We, of the Jefferson Fire District, take pride in our accomplishments and our respected position in the community. As a member of the Jefferson Fire District you will do the best possible job and provide the finest fire protection and emergency medical service to the citizens of our communities.

This packet is to help aid you in becoming familiar with the operations of the Fire District and help you make the transition from an applicant to an active member. However, this information is general in nature and the rules, regulations, and general orders of the District will take precedence over any other information provided in this manual.

It is the policy of the Board of Directors of the Jefferson Fire District to provide fire protection and emergency medical services to our residents by utilizing volunteer personnel, augmented by a minimum number of paid personnel. At such time that the volunteer force can no longer provide a satisfactory level of service, the paid force will have to be expanded adding greatly to the cost of operating the Fire District. For this reason, maintaining an adequate volunteer force is vital to the operation of the Jefferson Fire District and you, as a Volunteer Firefighter, are the most important part of this plan.

The term "Volunteer" as it relates to firefighters of our Fire District has a meaning other than what might be expected. The Volunteer Firefighter in the Jefferson Fire District is a trained and respected part-time professional firefighter who is expected to work and act in a professional manner. The social part of membership, although very satisfying and pleasant, is of secondary importance to the reason why you are here. As a Volunteer Firefighter of the District, you will be put through a training program that will give you the necessary skills that will enable you to function, under supervision, at the scene of fires, medical calls, and other emergencies. Your attendance at regular drills will insure that your skill level in these evolutions is maintained and that you learn new and advanced techniques in firefighting.

Beyond these regular training programs, there are many opportunities for additional training in such areas as an engineer/operator, advanced firefighting, rescue and extrication techniques, and emergency medical technician. Everyone is encouraged to take advanced training and learn new skills; how far you progress depends entirely on how much time you have available and your willingness to learn.

A smooth and efficient force cannot operate without good communication. For this reason, do not hesitate to ask questions about any aspect of the Fire District's operations. Misinformation and rumors can destroy an organization very quickly. You will find our Officers are willing and able to work with you and provide the necessary answers to your questions. If you have personal problems that you feel should be brought to the attention of the Fire Chief or your Captain, please do so.

As an emergency service organization, fire district operations must differ from those that are normally carried on by business organizations. To the new firefighter, many things occur in the fire district that may not seem reasonable unless the firefighter has the "big picture". This "big picture" is based on a careful analysis that has been developed over the years and explains why fire departments do things the way they do. This analysis can be broken down into what we call The Five Basic Fire district Philosophies. If you ever find yourself in a situation where you are asked to do something that does not make sense, think back to these five philosophies and you will probably find the reason why:

1. As much as possible, back-up everything that is done so that if the first system fails, the second system will automatically take over
2. Fire District operations are conducted on a paramilitary basis
3. Although written rules and regulations must be extensive, good judgment is needed and expected of everyone
4. Do things right the first time and work safely
5. Be prepared for the next alarm

It is our sincere desire that your membership with the Jefferson Fire District will be productive for yourself, the Fire District, and the people we serve.

BOARD OF DIRECTORS

The Fire District is governed by a five-member citizen Board of Directors who serve four-year terms. To be eligible, a person must reside or own property within the District boundaries.

The Board members are elected to their positions by citizens of the District. It is their responsibility as your elected representative to consider every policy decision, ensuring it reflects your best interests. The Board of Directors has the authority to levy taxes, borrow funds, sell bonds, purchase equipment, hire personnel, and does whatever is necessary to provide fire protection and emergency services to the residence of the District.

All Fire District Board meetings are open to the public. The agenda is posted at the Jefferson Fire office front door on the Friday prior to each Board Meeting.

REGULAR MEETING SCHEDULE

The Board of Directors meetings are held on the third Tuesday of each month at 6:00 P.M. with the location being at the Jefferson Fire District training room.

HISTORY

Organized fire service was formed in the early 1930's as the Jefferson City Fire Department, housed a one truck building on South Main near Ferry Street.

The Jefferson Rural Fire Protection District was formed in 1956, discontinuing the city fire department and electing five Board members to oversee the District. In 1957, the current station at Hazel Street and North Main was built and remodeled twice. In 2005, the office building was added.

In 1975, two additional substations were added; one in the City of Millersburg and the other in the community of Talbot.

Today the Jefferson Fire District still serves 100 square miles including Jefferson, Millersburg, and Talbot. While providing 107 square miles of ambulance service area, the District lays on the southwest end of Marion County and north end of Linn County.

SUPPORT PERSONNEL PROGRAM

This program is designed to allow people who either choose not to or cannot become a firefighter to participate in activities within the Jefferson Fire District. Activities such as training, photography, public information and education, rehabilitation of firefighters, office assistance, and social functions are available for support personnel. To become a support member, you must be 16 years of age or older (with parental permission), pass all background and drug screening, and maintain attendance requirements.

- Office/Administrative – mailings, scrapbook, office tasks
- Rehab Team – Rehab & canteen services for firefighters on incidents and training events
- Volunteer Association events – breakfasts, toy drive, dinners
- Maintenance – help maintain stations (cleaning, taking out garbage, recycling, organizing)
- District events – Open House events, EXPO
- Community events – National Night Out, Mint Festival parade
- Photographer/Videographer – at events, on incidents, at training

PARTICIPATION OPTIONS:

Attend Volunteer Business Meetings:

This is important as a volunteer. By attending you learn what the association is doing, help make important decisions, and get to know your fellow volunteers. Jefferson Volunteer Association is a 501 (c) (3) organization separate from the District is operated by the volunteers and money raised by their events belongs to the association.

Volunteer Business Meeting dinners:

The Support Team volunteers sign up to prepare one dinner for the volunteers on the night of one of the business meetings. The Jefferson Volunteer Association budgets for this expense so it shouldn't cost the individual preparing the dinner anything but their time and culinary skills. It's nice to have a couple people working together so it's an easier task for everyone. The District has accounts set up at Thriftway in Jefferson. Often members will shop at WinCo or Costco in Salem and get reimbursed by the Jefferson Volunteer Association. The District has two refrigerators, crock pots, cooking utensils, serving dishes, etc.

REHAB TEAM

The Rehab Team assists the firefighters on large/long-term calls or training events by providing water and refreshments as well as medical monitoring. You are required to participate in regular bi-monthly meetings. You will learn about setting up care and feeding of firefighters.

Volunteer Committees & Events: The volunteers hold several regular events during the year. Different volunteers step up each year to coordinate the events.

May: Festival of Flowers Mother's Day breakfast

July: Mint Festival breakfast and parade

Aug: National Night Out

Oct: Haunted House at Morningstar Grange in Millersburg

Nov-Dec: Food and Toy Drive

Miscellaneous Activities:

Photography –taking pictures at scenes and events

Administrative Assistance -helping with large mailings, filing, putting together binders, inventory, organizing, etc.

Data entry–assisting with entering data

ACTIVITY/TRAINING REPORTS/POINT SYSTEM

Reports: Every time you participate in an event (activity, work party, training, etc.), whether by yourself or as part of a group, an Activity/Training report must be filled out. A sign-in roster will be passed around or you may have to print and fill one out on your own. You want to make sure you sign in so points can be allotted appropriately.

Point System: The District offers a point benefit to the volunteers for participation in activities and training. An amount is allocated in the Budget (ex: \$30,000). All the hours of all the volunteers for all activities during the year are totaled and then divided into the amount budgeted. A value per point is determined and then multiplied by each person's total points earned. No one knows what that amount will be until checks are made out each quarter. Please note, not all activities earn extra points for a bonus check at the end of the year. These activities are some that do earn points towards bonus points (EX: EXPO, dinner meeting, breakfast, haunted house, etc.).

COPIER/FORMS

These are located on the hard drive on the copier at Station 600. Directions for accessing them are on the copier or in the instruction binder above it.

TRAINING

If there is some training you are interested in that is not offered by the District but you think it would benefit the District, submit a training request to Louis Gisler. He will determine if it would qualify and if budget funds are available. You are always welcome to participate in any Support member training offered by the District (ex: Rehab, Fire & Life Safety, First Aid, CPR, etc.)

DISTRICT ATTIRE

Chief Shepherd oversees the distribution of tee shirts, sweat shirts, hats, and beanies. You'll be issued two tee shirts, one sweatshirt and one hat and beanie if desired. When you become a member of the fire District.

Captain Gisler oversees distribution of dress uniforms and jackets. Firefighters are issued a uniform shirt once they are officially a member of the District. Jackets are issued to volunteers that are in good standing with the District for one year. The volunteer must remain in good standings with the district for two years, at the end of the two years the volunteer owns the jacket.

In addition, you may be issued an academy shirt while you are in academy.

Support Team members are issued a support uniform shirt once they are officially a member of the District.

DISTRCT SPONSORED EVENTS and COMMITTIES

February: Awards Banquet
August: Volunteer Picnic
December: District Christmas Party

JEFFERSON FIRE DISTRICT SOCIAL ACTIVITIES

The Jefferson Fire District is involved in several social activities during the year, including a Fill the Boot, Food Basket and Toy Drive, and Pancake Breakfast. Our special function is the Annual Awards Banquet each February. It provides an opportunity for fellow firefighters and their spouses to honor and recognize the accomplishments of the District firefighters and Support Team members.

RESIDENT VOLUNTEER PROGRAM

This is a volunteer position which requires the individual to maintain the fire station as his/her principle place of residence. The Resident Volunteer is assigned to a duty shift of 24 hrs on and 48 hrs off. The position requires an additional commitment of two (2) hours per week in training as well as time required for emergencies. Resident Volunteers respond to the scene of emergencies on Fire District apparatus and receive a point allowance for each drill or call as specified by S.O.P. The Fire District furnishes the resident with living quarters, desk and book shelves in a study room, lavatory facilities, and all kitchen facilities, including utensils, pots, pans, and dishes.

FIREFIGHTER NON-ENTRY

Firefighter Non-Entry is a level of certification within the Jefferson Fire District available for personnel that limits the training hours and requirements to meet the needs of the station and the incidents they respond to. Firefighter Non-Entry personnel will be required to attend drills and maintain all District standards, with the exception of certain training.

OUT OF DISTRICT VOLUNTEER

Program Intent and Overview:

The outside district volunteer (ODV) program is to allow individuals who reside outside of the Jefferson Fire District to volunteer as emergency responders for fire and EMS during specified periods of time covering the communities of Jefferson, Millersburg, and Talbot. To achieve those goals with this program, the Fire District is committed to maintaining minimum standards for firefighters, training requirements, modern and safe equipment, current safety standards, and consistent crew integrity.

This program allows the Fire District to provide a quality response and offers its ODVs the opportunity to perform their duties in an environment that limits the variables. The intent is not to replace paid or resident firefighters with tour of duty volunteers, but rather to better utilize willing resources so a safe, responsible, and professional response is achieved.

Minimum Acceptance Requirements

- Valid Oregon Driver's License and insurable by the District's insurance policy
- Oregon Emergency Medical Responder Certification or higher
- NPFA Firefighter I
- NFPA Driver
- one year of firefighting experience
- NIMS-100, -200, -700 Certification
- Certifiable by DPPST

Desired Qualifications include

- Oregon Emergency Medical Technician or Paramedic
- NPFA Firefighter II
- NFPA Apparatus Operator with Pump (Pumper Operator)

Basic Requirements for ODVs:

- *ODVs are expected to volunteer 36 hour each month*
- *ODVs are expected to train in conjunction with district training policy*

Shifts and Scheduling

Shifts are 12 hours, either 0600-1800 or 1800-0600

To remain in good standing, ODV's will pull 36 hours each month

Out of District Volunteers may count any training hours while on shift as double time. Example: During a coverage, an out of District volunteer also does 4 hours of training, they can count the coverage hours and training hours towards their required monthly coverage.

Out of District Volunteers who are also medics on the ambulance can count 50% of their ambulance shift time as ODV coverage time.

Initial Shift and Probation

Initial first four shifts will be scheduled with the assigned district Lieutenant. This allows the officer and crew to orient the new ODV to the District and give time to complete probationary taskbook. A firefighter check-off sheet contains a set of skills that an ODV must show proficiency in to the company officer to establish a baseline for the basic skills required and will be completed during the initial shifts. Probation will last one year.

Maintenance Training Requirement:

Training hours, which are drill nights, and/or any Fire District authorized training, including Target Solutions.

PART TIME EMT/PARAMEDIC

Job Overview

The Jefferson Ambulance EMT/Paramedic is a paid, part time position in which the employee provides emergency medical support to people who are injured or critically ill and transports them to the appropriate medical facility.

Job Descriptions:

PARAMEDIC

1. Reports to the Duty Officer or EMS Officer.
2. Assures the safety for the crew.
3. Primary person responsible for patient care.
4. Emergency and non-emergency response to crisis and performance of duties related to the provision of medical care including:
 - a. Examining, evaluating, treating, and transporting ill or injured persons utilizing basic and advanced life support skills and abilities;
 - b. Always providing quality customer service, respecting the needs of our patients and maintaining the patients' dignity.
5. Performs duties associated with maintaining quality equipment and living quarters.
6. Operates ambulance service apparatus and equipment.
7. Participates in educational opportunities and training sessions, conducts training and public education as requested in special areas.
8. Performs other related duties as required.
9. Provides patient care within the scope of practice as listed in the Oregon Administrative Rules, according to patient care protocol, and supervising physician standing orders.

EMT

1. Reports to the Duty Paramedic.
2. Works as a team member to provide patient care.
3. Assures the safety of the crew.
4. Emergency and non-emergency response to crisis and performance of duties related to the provision of medical care including:
 - a. Examining, evaluating, treating, and transporting ill or injured persons utilizing basic and advanced life support skills and abilities.

- b. Always providing quality customer service, respecting the needs of our patients and maintaining the patients' dignity.
5. Performs duties associated with maintaining quality equipment and living quarters.
6. Operates medical equipment and apparatus.
7. Participates in educational opportunities and training sessions, conducts training and public education as requested in special areas.
8. Performs related office and other duties as required.
9. Provides patient care within the scope of practice as listed in the Oregon Administrative Rules, according to patient care protocol, and supervising physician standing orders.

Minimum Requirements for EMT's:

- Oregon certified EMT in good standing with the Oregon State Health Division
- Valid Oregon Driver License with an insurable driving record
- Pass DMV and Criminal History Background Checks
- Valid and current CPR card

Minimum Requirements for Paramedics *in addition to the above:*

- Paramedics must have at least one year experience on an ALS transporting ambulance
- Oregon licensed Paramedic in good standing with the Oregon State Health Division

Shifts and Scheduling

Shifts are in 12 hour increments from 0600-1800 or 1800-0600 and can be worked separate or congruently up to a maximum of 36 hours a week.

Employees turn in their work availability a month in advance and are then assigned shifts accordingly.

Initial Shift and Probation

Initial shifts will consist of at least 2 days of ambulance orientation training. Training will be scheduled with Stephanie McClung. After completion of training, new employees will be evaluated by their partners for a minimum of 10 shifts. An annual review will be performed by Assistant Chief Scott Shepherd.

VOLUNTEER MEMBERSHIP REQUIREMENTS

To initially qualify for application as a Recruit Firefighter, an individual shall meet the following criteria:

1. There must be a position available on the station roster at the time of acceptance.
2. An individual shall be at least 16 year of age for cadet firefighter (with parental permission) or 18 years of age.
3. An individual shall be in possession of a valid Oregon driver's license, or have the ability to obtain one within six months of being accepted as a member of the District.
4. An individual shall have no record of a criminal history. However, the District reserves the right to consider individual cases when requested by the applicant. The Fire Chief will make the final determination.
5. An individual shall live or work within the Fire District. An exception to this policy may be allowed if, in the opinion of the Fire Chief, an individual is within a *reasonable* distance for response.
6. All applicants shall complete the applicant routing checklist prior to being accepted as a recruit firefighter. Until completion of this checklist, an individual may attend all meetings and drills, *but will not be allowed to perform any emergency service.*
7. Any member resigning from the District shall file written notice to that effect to the Fire Chief or other Fire Officers. Every member resigning from the District shall surrender all District property in his/her possession to the Fire Chief or Fire Officer.
8. An offer of membership may be contingent upon an applicant's successful completion of a medical examination to determine if the applicant is able to perform the essential functions of the job, with or without reasonable accommodation and without direct threat to the health or safety of the applicant or other persons. The District's Physician at District expense will provide this examination. Drug/alcohol screening will be part of the physical. In order to insure continued qualifications for membership, the District may request its members to submit to an unannounced urine test at the District's expense.

MOST COMMONLY ASKED QUESTIONS BY AN APPLICANT

Q. What are the training requirements for a Volunteer Firefighter?

- A. Volunteer Firefighters are required to complete:
- a. Firefighter Basic Training
 - b. Hazardous Materials First Responder Awareness and Operations Training
 - c. Emergency Medical and First Responder Training
 - d. Driver Course
 - e. Wildland Training

After these requirements are completed the Volunteer Firefighter shall attend a minimum of 14 hours of training per quarter (three months). During the fourth quarter of the year (October – December) 10 hours shall be obtained. Training/drills done while on shift would count toward the quarterly requirement as well as regular drill night participation.

Q. Is this the only training that the District provides the Volunteers?

- A. No. The District will pay for training outside of the District training program, provided that you have established your membership and the training you request is appropriate.

Q. Is the training I receive here certified?

- A. The Training Program at the Jefferson Fire District is accredited by the Department on Public Safety Standards and Training. All training is recorded and filed for each member of the District.

Q. If I have prior fire service or EMS training and experience, will it count toward District training requirements?

- A. The Training Division will examine each individual's prior training records and evaluate them on a case-by-case basis. Certificates with the Board on Public Safety Standards and Training will carry special weight, however you will still have to challenge or complete the District's recruit competencies.

Q. What is the cost of the required training?

- A. Required training is provided free of charge to Volunteers.

Q. Do Volunteers receive any compensation?

- A. Volunteers are awarded points based on their responses and the drills they attend. These points are used to determine a reimbursement schedule in accordance with the District's reimbursement policy.

Q. Is it possible to specialize in medical work only?

- A. Yes it is possible to be involved in medical service only. No matter the personnel, all volunteers are required to maintain a proficiency level of training to the level of their certification.

Q. What is the physical agility examination?

A. This is a test with various tasks to determine if you are physically capable of being a firefighter. It consists of several events each designed to test you in a different way. This is to assure that the same physical standards are used for all firefighters in the District.

Q. I just want to be a Volunteer. Why do I have to take a physical agility test?

A. The District is required by the State OR-OSHA to certify all personnel as being physically capable of fighting fire. The physical agility examination is one way of doing that.

Q. How is the physical agility test scored?

A. The physical agility examination is a pass/fail test. You must pass all of the events to pass the test; fail any event and you fail the examination. If you fail the examination, you will be invited to take it again the next time it is held.

Q. Is the physical agility examination the only physical test I'll have to take?

A. No. You will be given a medical examination by a physician named by the District. This will medically certify you as being physically capable of fighting fire. This examination will also include a drug screening. After your academy completion, you will be required to complete a NFPA 1582 physical by a clinic named by the District.

Q. What is a probationary period?

A. This is the initial period of your service with the District during which you may be discharged at any time for any reason. It seems a little harsh, but it is during this time that the most pressure is placed on you to train to be a firefighter. It is also a time when the others in your station can get to know you. The probationary period provides a period of time for the evaluation of your physical and mental capabilities, as well as your temperament during emergencies.

Q. How long is the probationary period?

A. This period will continue for twelve (12) months following the completion of the start of membership.

Q. What happens after the probationary period?

An evaluation of your attendance, training and performance as a member of the District will be evaluated by the Captain of your station.

Q. As a support member, do I qualify for insurance coverage?

A. Yes, as a Support Member you receive workman's comp insurance coverage, and gym membership

INSURANCE BENEFITS

Worker's Compensation

All members of the Fire District are provided with Worker's Compensation Insurance, which covers a member from the time he/she leaves their home responding to an alarm or training session, until the time he/she returns home. This is the same type of accident insurance coverage that is provided to industrial workers.

Life and Disability Insurance

The District provides accidental death and dismemberment policies that provide 24 hour AD&D coverage and additional on duty AD&D coverage. In addition, the Federal Government provides a death benefit to any firefighter killed while on duty, under certain circumstances.

Additional Life Insurance Coverage

The District also provides *group life insurance* to Volunteers in the amount of up to \$10,000. This policy covers members of the group twenty-four hours a day, seven days a week, and is not related to the performance of firefighting duties.

A new law was passed creating a *Public Safety Memorial Fund* dedicated to providing benefits to surviving family members of Oregon public safety officers who are killed or permanently disabled in the line of duty. This pays a benefit of \$25,000 to eligible beneficiaries. Other benefits may also be available.

YEARS OF SERVICE AWARDS:

5 Years	Ice flame trophy
10 Years	Fire Service Clock
15 Years	Leather Helmet
20 Years	Personalized Gift
25 Years	Michael Garman statue

Participation Options and Requirements:

Attend the Volunteer Business Meetings

This is important as a volunteer. By attending you learn what the association is doing, help make important decisions, and get to know your fellow volunteers.

Drill

Attending drill is an important aspect of being a firefighter. You will want to get into the habit of coming to drills on Tuesday nights at 7:00pm. You will not be required to meet the current firefighter minimum since you are new, but you will be required to attend at least one drill per month.

Volunteer Committees & Events: The volunteers hold several regular events during the year. Different volunteers step up each year to coordinate the events. You will not be required to coordinate an event, but this is a good opportunity to become more involved. If there is an event occurring while you are waiting for academy to begin, your attendance will be expected. There are some exceptions. Here are some examples of our events.

May: Festival of Flowers mother's day Breakfast

July: Mint festival breakfast and parade

Aug: National Night Out/

Sept: Emergency EXPO

Oct: Haunted House at Morningstar grange

Nov-Dec: Food and toy drive

Activity-Training reports/Point system

Reports: Every time you participate in an event (activity, work party, training, etc.), whether by yourself or as part of a group, an Activity/Training report must be filled out. A sign-in roster will be passed around or you may have to print and fill one out on your own. You want to make sure you sign in so points can be allotted appropriately

Website/Facebook:

You can stay current with what's happening at Jefferson Fire District through Facebook or the District website www.jeffersonfire.org. The website will have the monthly training calendar posted. Just click on an event such as 'Drill' to find out more details. The Bugle is also published bimonthly and sent to members and friends of the District via email unless an alternate method is requested.

Why you would want to become a volunteer Firefighter!

- To learn new skills.
- To fulfill a family tradition (mom, dad, grandpa, uncle, was a firefighter).
- Interest in public safety as a potential career field.
- Someone in the F.D. talked to them, and they were so excited about it that it sounded pretty neat.
- To gain excitement and experiences.
- To develop a future career/build resume.
- The satisfaction that comes with knowing you are an important part of keeping your community safe.
- Working as a team and building lasting relationships and friendships.
- A sense of belonging.
- Getting your hands dirty and being in the middle of the excitement.
- Receiving college credits for training.
- Getting free training!
- Physically active

Reasons why you wouldn't want to become a firefighter

- You don't have time to make it a priority
- You think it'd be fun to drive big fire trucks
- You want a district shirt
- You want to be a Hero
- You want to pick up a Date
- You don't follow directions
- You don't like blood
- You won't get up a 2:00 am for medical call
- Excessive alcohol or drug usage
- Lack of interest and enthusiasm; passive; indifferent

Welcome to the Jefferson Fire District!

Thank you for expressing your interest in joining our Fire District. We are glad to have you join our team. There are a lot of things going on and a variety of ways for you to participate, share your talents, and learn new skills. I will share a few ways for you to participate and explain a few procedures to help you get a better understanding and feel more comfortable taking part in the activities. I've also included a contact person for some of the options in case you have more questions. You will learn more of course once you get involved and see firsthand how things work for each event, but hopefully this will help you find out about a few things that may not be explained elsewhere.

Employment contingent upon applicant passing a written medical evaluation, a background check, driving record, physical, and drug test.

A Copy of Drivers License both front and back, and a copy of one of the following three Social security card, Military Id, or birth certificate, will need to be turn in with application. We can make copies for you.

A copy of most current Immunization Records.

Jefferson Fire District

PO Box 911
189 N Main
Jefferson, OR 97352
APPLICATION

Please indicate what position you are applying for:

Date:

PERSONAL INFORMATION

Last Name

First Name

Middle Name

Current Address

City

State

Zip Code

Home Phone

Cell Phone

Work Phone (Optional)

Date of Birth

Social Security Number

Oregon Driver's License Number

Email Address

Are you prevented from lawfully becoming employed in this country because of VISA or immigration status?

SPECIAL SKILLS, QUALIFICATIONS and CONSIDERATIONS

Summarize special skills and qualifications, volunteer activities, military experience, employment, or other activities related to the job you are seeking.

EDUCATION

School or Collage

Course Work

Dates Attended

CERTIFICATIONS

Please list current certifications such as Firefighter, CPR, ACLS, Fire Officer, Instructor.
Include expiration dates and attach copies of the certifications with the application

REFERENCES

List three non-relatives who are familiar with your qualifications, actual work history and abilities.

Name

Occupation

Years Known

Telephone #

MEDICAL HISTORY

Jefferson Fire District has special physical requirements and may require an applicant to pass a job specific physical agility test. List any medical conditions that the Fire District should be aware of.

EMPLOYMENT HISTORY

List three of your last jobs in order starting with your present or last employer.

Employer Supervisor's Name

Position at the Company

Employer's Address

Start Date

End Date

Hourly Rate

Reason for Leaving

Employer

Position at the Company

Supervisor's Name

Employer Address

Start Date

Duties and Responsibilities

End Date

Reason for Leaving

Employer

Supervisor's Name

Position at the Company

Employee Address

Start Date

End Date

Duties and Responsibilities

Reason for Leaving

SUPPLEMENTAL QUESTIONS

Are you fluent in another language other than English?

Fluent in

Can you read or write fluently in any language other than English?

Which language?

Do you have any traffic violations that may prevent you from driving a Fire District vehicle?

List Violation

Have you ever been a member of another fire department?

List other departments

Do you have any experience on a transporting ambulance?

List your experience with a ambulance transporting agency

Start Date	End Date	Agency
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Are you in good standing with the Oregon Health Division?

If no, Explain

Have you ever had your standing orders limited by any Physician Supervisor?

If yes, Explain

Have you completed a Hepatitis B Vaccination series?

Have you had a tuberculosis test?

Have you had Hazardous Materials training?

Have you completed a Emergency Vehicle Operations course? Date

Briefly explain your interest in Jefferson Fire District.

ADDITIONAL INFORMATION

Please list any additional information you feel would be important for Jefferson Fire District to know about you.

IN CASE OF AN EMERGENCY Please list at least one emergency contact

Name	Relationship	Telephone #
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AFFIDAVIT

I acknowledge that my employment with the Jefferson Rural Fire Protection District is subject to compliance with all Policies and Procedures, Standard Operational Guidelines, and the laws of the State of Oregon. I understand that I may be terminated for any reason at any time.

I expressly waive all provisions of the law prohibiting a physician or hospital from disclosing to Jefferson Rural Fire Protection District any treatment of information from Marion County, Linn County, the State of Oregon or other organization, information relative to my past driving record, criminal record, or other information relative to my position with the Jefferson Rural Fire Protection District. It is the policy of Jefferson Rural Fire Protection District to verify background information.

I certify that all answers and statements I have made on this application, and supplemental materials, are true and complete without omission. I understand that any false information will be grounds for refusal to hire or immediate discharge if I am employed.

Signature

Date

Make sure to save your application.

**APPLICANT DISCLOSURE AND
AUTHORIZATION FORM
(IMPORTANT – PLEASE READ CAREFULLY
BEFORE SIGNING AUTHORIZATION)**

DISCLOSURE REGARDING BACKGROUND INVESTIGATION

{Employer} ("The Company") may obtain information about you from a consumer reporting agency for employment purposes. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living, which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may contain information regarding your credit history, criminal history, social security verification, motor vehicle records ("driving records"), verification of your education or employment history including current positions, worker's compensation injuries, or other background checks. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report conducted by (ClearStar, Inc – 5955 Shiloh Rd, East, Suite 104, Alpharetta, GA 3005. 1.877.275.7099 (their privacy policy can be reviewed at <http://www.clearstar.net/privacy-policy/including> information about including whether your personal information will be sent outside the United States or its territories. The scope of this notice and authorization is all-encompassing, however, allowing the Company to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and throughout the course of your employment to the extent permitted by law.

ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those document. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by the Company at any time after receipt of the authorization and throughout my employment, if applicable, I agree that a facsimile (:fax), electronic or photographic copy of this Authorization shall be as valid as the original.

PLEASE PRINT LEGIBLY

Prospective Employer (Company): _____

Applicant's Full Name (Print): _____
Last First Middle Suffix (Sr., Jr.)

Previous Name Used: _____
Last First Middle Suffix (Sr., Jr.)

(Only if MVR is required)

Driver's License Number: _____ State of Issue: _____

Social Security Number: _____ - _____ - _____ Date of Birth: _____
(For Verification Only) Month Day Year

Current Address: _____
Street Address (Apt.)

City State Zip Code

I also acknowledge that my potential employer has provided me with a summary of my rights under the federal Fair Credit Reporting Act. I certify that the information provided is true and complete. Any false statement on this form, the application, and/or on my resume shall be considered sufficient cause for termination at any time. * This information will be used for background screening purposes only and will not be used for any other purpose.

Signature: _____ Date: _____

STATE LAW NOTICES AND DISCLOSURES – BACKGROUND INVESTIGATION

Pursuant to state law, the following disclosures are provided to state residents.

CALIFORNIA applicants or employees only: By signing below, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Please check the box if you would like to receive a copy of the investigative consumer report or consumer credit report at no charge if one is obtained by the Company. Check box to receive report.

NEW YORK applicants or employees only: You have the right to inspect and receive a copy of any investigative consumer report requested by the Company by contacting (ClearStar, Inc – 5955 Shiloh Rd, East, Suite 104, Alpharetta, GA 3005. 1.877.275.7099

NEW YORK applicants or employees only: By signing below, you also acknowledge receipt of a copy of Article 23-A of the New York Correction Law.

WASHINGTON applicants or employees only: You have the right to request from ClearStar, Inc – 5955 Shiloh Rd, East, Suite 104, Alpharetta, GA 3005. 1.877.275.7099 a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

MASSACHUSETTS, MINNESOTA and OKLAHOMA applicants or employees only: Please check the box if you would like to receive a copy of your consumer report, free of charge, if one is obtained by the Company. Check box to receive report.

By signing below, I acknowledge receipt of the following separate documents (and certify that I have read and understood them):

- DISCLOSURE REGARDING BACKGROUND INVESTIGATION;
- A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT; and
- ADDITIONAL STATE LAW NOTICES

Signature: _____

Print Name: _____

Date: _____

NOTICE – BACKGROUND INVESTIGATION AND USE OF CREDIT INFORMATION CALIFORNIA RESIDENTS

California Residents or Employees – this summary of the provisions of California Civil Code section 1785.20.5 is being provided to you pursuant to state law.

Prior to requesting a consumer credit report for employment purposes, the user of the report shall provide written notice to the person involved. The notice shall inform the person that a report will be used, and shall identify the specific basis under subdivision (a) of Section 1024.5 of California’s Labor Code for use of the report. The notice shall also inform the person of the source of the report, and shall contain a box that the person may check off to receive a copy of the credit report. If the consumer indicates that he or she wishes to receive a copy of the report, the user shall request that a copy be provided to the person when the user requests its copy from the credit reporting agency. The report to the user and to the subject person shall be provided contemporaneously and at no charge to the subject person.

California Labor Code section 1024.5 is provided below:

1024.5. (a) An employer or prospective employer shall not use a consumer credit report for employment purposes unless the position of the person for whom the report is sought is any of the following:

1. A Managerial position.
2. A Position in the state Department of Justice.
3. That of a sworn peace officer or other law enforcement position.
4. A Position for which the information contained in the report is required by law to be disclosed or obtained.
5. A Position that involves regular access, for any purpose other than the routine solicitation and processing of credit card applications in a retail establishment, to all of the following types of information of any one person:
 - (A) Bank or credit card account information.
 - (B) Social security number.
 - (C) Date of birth.
6. A Position in which the person is, or would be, any of the following:
 - (A) A named signatory on the bank or credit card account of the employer.
 - (B) Authorized to transfer money on behalf of the employer.
 - (C) Authorized to enter into financial contracts on behalf of the employer.
7. A Position that involves access to confidential or proprietary information, including a formula, pattern, compilation, program, device, method, technique, process or trade secret that (i) derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who may obtain economic value from the disclosure or use of the information, and (ii) is the subject of an effort that is reasonable under the circumstances to maintain secrecy of the information.
8. A Position that involves regular access to cash totaling ten thousand dollars (\$10,000) or more of the employer, a customer, or client, during the workday.
 - (b). This section does not apply to a person or business subject to Sections 6801 to 6809, inclusive, of Title 15 of the United States Code and state and federal statutes or regulations implementing those sections if the person or business is subject to compliance oversight by a state or federal regulatory agency with respect to those laws.
 - (c). The following definitions apply to this section:
 1. “Consumer credit report” has the same meaning as defined in subdivision (c) of Section 1785.3 of the Civil Code, but does not include a report that (1) verifies income or employment, and (2) does not include credit-related information, such as credit history, credit score, or credit record.
 2. “Managerial position” means an employee covered by the executive exemption set forth in subparagraph (1) of paragraph (A) of Section 1 of Wage Order 4 of the Industrial Welfare Commission (8 Cal. Code Regs. 11040).

**NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW
CALIFORNIA RESIDENTS**

California Residents or Employees – this summary of the provisions of California Civil Code section 1786.22 is being provided to you pursuant to state law.

Your employer intends to obtain information about you from an investigative consumer reporting agency, as defined under California law, for employment purposes.

Under California law you are entitled to visually inspect all files maintained about you by an investigative consumer reporting agency (“ICRA”), such as **ClearStar, Inc – 5955 Shiloh Rd, East, Suite 104, Alpharetta, GA 3005. 1.877.275.7099**, upon request and presentation of proper identification during normal business hours and on reasonable notice as follows:

- In person. You may request a copy of your file. The ICRA may charge you for the actual copying costs associated with providing you with a copy of your file.
- By telephone. A summary of all information contained in the ICRA’s file about you will be provided to you via telephone, if you have made a written request for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged directly to you.
- By certified mail. You may make a written request for copies to be sent to a specified addressee. ICRA’s complying with requests for certified mailings shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the ICRA.

“Proper Identification” includes documents such as a valid driver’s license, social security account number, military identification card, and credit cards. If an ICRA is unable to reasonably identify you on the basis of these documents, they may require additional information concerning your employment and personal or family history in order to verify your identity.

The ICRA will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information contained in files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection.

You may be accompanied by one other person of your choosing, who must furnish reasonable identification. An ICRA may require you to furnish a written statement granting permission to the ICRA to discuss your file in such person’s presence.

NOTICE – BACKGROUND INVESTIGATION NEW JERSEY RESIDENTS

New Jersey Residents or Employees – this summary of the provisions of the New Jersey Fair Credit Reporting Act (“NJFCRA”) is being provided to you pursuant to state law (N.J.S.A. § 56:11-28 et seq.)

- Before an employer can obtain a consumer report about you from a consumer reporting agency they must provide you with a clear and conspicuous disclosure in writing that such may be obtained for employment purposes. You must provide written consent to the procurement, for employment purposes, of a consumer report.
- When using a consumer report for employment purposes, before taking adverse action based in whole or in part on the report, an employer must provide you with a copy of the consumer report and a description in writing of your rights under the federal Fair Credit Reporting Act as well as the NJFCRA.
- You must be afforded a reasonable opportunity to dispute, with the consumer reporting agency, any information on which the employer relied upon in your consumer report.
- You can request from a consumer reporting agency all information in your file, upon proper identification. This includes sources of information and identification of each person who procured a consumer report for employment purposes during the two year period preceding your request. These requests must be made during normal business hours and on reasonable notice. It can be done in person or by telephone, if you have made a written request and pay the toll charge. A consumer reporting agency must provide trained personnel to explain to you any information in the consumer report.
- You can dispute inaccurate information with the consumer reporting agency. If you dispute the completeness or accuracy of any of the information in your file, the consumer reporting agency must reinvestigate free of charge during a 30-day period. A consumer reporting agency must provide written notice to you of the results of the reinvestigation not later than five business days after completion of the reinvestigation.
- If, after a reinvestigation, any information disputed by you is found to be inaccurate or incomplete or cannot be verified, the consumer reporting agency must promptly delete that item of information from your file or modify that item of information, as appropriate, based on the results of the reinvestigation.
- You can seek damages for noncompliance under the NJFCRA.

NOTICE – BACKGROUND INVESTIGATION NEW YORK RESIDENTS

New York Residents or Employees – this summary of the provisions of the New York Correction Law is being provided to you pursuant to state law.

Article 23-A

Licensure and Employment of Persons Previously Convicted of One or More Criminal Offenses

§ 750. Definitions

For the purposes of this article, the following terms shall have the following meanings:

1. “Public agency” means the state or any local subdivision thereof, or any state or local department, agency, board or commission.
2. “Private employer” means any person, company, corporation, labor organization or association which employs ten or more persons.
3. “Direct relationship” means that the nature of criminal conduct for which the person was convicted has a direct bearing on his fitness or ability to perform one or more of the duties or responsibilities necessarily related to the license, opportunity, or job in question.
4. “License” means any certificate, license, permit or grant of permission required by the laws of this state, its political subdivisions or instrumentalities as a condition for the lawful practice of any occupation, employment, trade, vocation, business, or profession. Provided, however, that “license” shall not, for the purposes of this article, include any license or permit to own, possess, carry, or fire any explosive, pistol, handgun, rifle, shotgun, or other firearm.
5. “Employment” means any occupation, vocation or employment, or any form of vocational or educational training. Provided, however, that “employment” shall not, for the purposes of this article, include membership in any law enforcement agency.

§ 751. Applicability

The provisions of this article shall apply to any application by any person for a license or employment at any public or private employer, who has previously been convicted of one or more criminal offenses in this state or in any other jurisdiction, and to any license or employment held by any person whose conviction of one or more criminal offenses in this state or in any other jurisdiction preceded such employment or granting of a license, except where a mandatory forfeiture, disability or bar to employment is imposed by law, and has not been removed by an executive pardon, certificate of relief from disabilities or certificate of good conduct. Nothing in this article shall be construed to affect any right an employer may have with respect to an intentional misrepresentation in connection with an application for employment made by a prospective employee or previously made by a current employee.

§ 752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited

No application for any license or employment, and no employment or license held by an individual, to which the provisions of this article are applicable, shall be denied or acted upon adversely by reason of the individual’s having been previously convicted of one or more criminal offenses, or by reason of a finding of lack of “good moral character” when such finding is based upon the fact that the individual has previously been convicted of one or more criminal offenses, unless:

1. there is a direct relationship between one or more of the previous criminal offenses and the specific license or employment sought or held by the individual; or
2. the issuance or continuation of the license or the granting or continuation of the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public.

§ 753. Factors to be considered concerning a previous criminal conviction; presumption

1. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall consider the following factors:

- A** The public policy of this state, as expressed in this act, to encourage the licensure and employment of persons previously convicted of one or more criminal offenses.
- B** The specific duties and responsibilities necessarily related to the license or employment sought or held by the person.
- C** The bearing, if any, the criminal offense or offenses for which the person was previously convicted will have on his fitness or ability to perform one or more such duties or responsibilities.
- D** The time which has elapsed since the occurrence of the criminal offense or offenses.
- E** The age of the person at the time of occurrence of the criminal offense or offenses.
- F** The seriousness of the offense or offenses.
- G** Any information produced by the person, or produced on his behalf, in regard to his rehabilitation and good conduct.
- H** The legitimate interest of the public agency or private employer in protecting property, and the safety and welfare of specific individuals or the general public.

2. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall also give consideration to a certificate of relief from disabilities or a certificate of good conduct issued to the applicant, which certificate shall create a presumption of rehabilitation in regard to the offense or offenses specified therein.

§ 754. Written statement upon denial of license or employment

At the request of any person previously convicted of one or more criminal offenses who has been denied a license or employment, a public agency or private employer shall provide, within thirty days of a request, a written statement setting forth the reasons for such denial.

§ 755. Enforcement

1. In relation to actions by public agencies, the provisions of this article shall be enforceable by a proceeding brought pursuant to article seventy-eight of the civil practice law and rules.

2. In relation to actions by private employers, the provisions of this article shall be enforceable by the division of human rights pursuant to the powers and procedures set forth in article fifteen of the executive law, and, concurrently, by the New York city commission on human rights.

NOTICE – BACKGROUND INVESTIGATION WASHINGTON STATE RESIDENTS

Washington State Residents or Employees – this summary of the provisions of the Washington State Fair Credit Reporting Act (WFCRA) is being provided to you pursuant to state law. The WFCRA is designed to promote accuracy, fairness, consumer confidentiality and the proper use of credit data by each consumer reporting agency (CRA) in accordance with the requirements of the WFCRA.

The WFCRA is modeled after, and generally provides the same rights as, the federal Fair Credit Reporting Act (FCRA) (15 U.S.C. § 1681 et seq.)

The complete text of the WFCRA RCW 19.182, can be obtained from the Washington Code Revisers Office, P.O. Box 40551, Olympia, WA 98504, or online at <http://apps.leg.wa.gov/rcw/default.aspx?cite=19.182&full=true%20-%2019.182.070>. One significant distinction between the FCRA and the WFCRA is that in Washington, an employer may not obtain a consumer report that indicates the consumer's credit worthiness, credit standing, or credit capacity, unless (1) the information is substantially job related and the employer's reason(s) for using the information are disclosed in writing, or (2) the information is required by law.

The following is a summary of your major rights under the WFCRA:

- You will be required to provide proper identification before reviewing your consumer file. Proper identification may include your Social Security number. You may request to review your file at any time. A CRA will make disclosures of your file available to you during normal business hours and on reasonable notice. File disclosures may be done in person or by telephone, if you have made a written request and pay the toll charge, as applicable, or by any other reasonable means. A CRA will provide trained personnel to explain to you any information in your consumer report. Upon request, and proper identification, you may be permitted to bring one additional person with you to review your consumer file. If the CRA provides you with a credit score, the agency will also provide you with an explanation for that credit score.
- You have a right to know what is in your file. Upon proper identification, you may request and obtain all the information about you in the CRA's files, although medical information may be withheld, and instead will be disclosed to a health care provider of your choice. Your health care provider may disclose your medical information to you directly. Your file disclosure will include all items of information the CRA maintains about you, including sources of information (except sources acquired solely for use in an investigative report). The file will also identify each person who procured your consumer report for employment purposes during the two-year period preceding your request, or any person who procured your report for any other purpose within the six-months prior to your request. When applicable, a record of inquiries the CRA received identifying you in a credit transaction that was not initiated by you in the six-months prior to your file disclosure request. Each of these records will include the name of the person or trade name of the business that sought your consumer file, and upon your request, their respective addresses.
- You are entitled to one free consumer report every 12 months, upon request. In many cases, your file disclosure will be free. You may be charged a limited fee for a second or subsequent report requested by you during a 12 month period. You will also not be charged for:
 - a consumer report if a person has taken adverse action against you because of information in your report;
 - the reinvestigation of information you dispute; or
 - corrected reports resulting from the deletion of inaccurate or unverifiable information.
- You must be told if information in your file has been used against you. If a person takes an adverse action against you that is based, in whole or in part, on information contained in a consumer report, that person must tell you (usually, through a written notice), and must give you the name, address, and telephone number of the CRA that provided the information.
- You have a right to dispute incomplete or inaccurate information. If you identify information in your file that is incomplete or inaccurate, and you notify the CRA directly of the dispute, the CRA will reinvestigate without charge and record the current status of the disputed information before the end of thirty business days, unless your dispute is frivolous. Upon completion of the reinvestigation, within five business days of the CRA's decision, the agency will provide you notice in writing or through another authorized means, of the results of the reinvestigation. If the CRA determines that your dispute is frivolous the agency will inform you of that determination, along with its reasons, and your rights under the WFCRA within five business days.

- Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information. Upon completion of the reinvestigation, if the information you disputed is found to be inaccurate or cannot be verified, the CRA must delete the information and notify you of the correction. Information that has been found to be inaccurate will not be reinserted into your consumer file, unless the furnisher of the information verifies the accuracy and completeness of that information. In such circumstances, you will be notified, within thirty business days that the information is being reinserted into your file. If the reinvestigation does not resolve your dispute, you may file with the CRA a brief statement (that may be limited to 100 words) setting forth the nature of your dispute. The statement will be placed in your consumer file and in any subsequent report containing the information you disputed.
- You have the right to request that users of your consumer report be notified of any disputed information they previously received within the statutory time frame. After certain disputed information has been deleted or you have filed a statement of dispute, you may request that the CRA provides notification of that deleted item or item of dispute to any person you designate who has, within two years received your consumer report for employment purposes, or who has within six months received your report for any other purpose, if the furnished report contained the deleted or disputed information.
- Consumer reporting agencies may not report outdated negative information. In most cases, a CRA may not report negative information that is more than seven years old, or bankruptcies that are more than ten years old.
- You have the right to advanced disclosure of any fees. Any charges for file disclosures or other requested actions to be taken by the CRA must be disclosed to you before the information is provided or the action is taken.
- Access to your file is limited. A CRA may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, court or government agency, or in accordance with your written instructions.
- You must be notified if reports are provided to employers. A CRA may not give out information about you to employers without your knowledge. A potential employer must make a clear and conspicuous disclosure in writing to you or obtain your consent before obtaining a report. A current employer may not receive a report unless it has given you written notice that reports may be used for employment purposes.
- You must be notified in writing if a person seeks an investigative consumer report about you. An investigative consumer report may include information as to your character, general reputation, personal characteristics, and mode of living. Within a reasonable period of time after receiving such notice, you may request, in writing, a disclosure as to the nature and scope of the investigation requested—which will be delivered to you within five days of your request.
- You may limit “prescreened” offers of credit and insurance you get based on information in your credit report. You may elect not to receive unsolicited “prescreened” offers for credit and insurance by using the CRA’s notification system to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- You may place a security freeze on your credit report. Under certain circumstances, you may request that a security freeze be placed on your credit report to prevent it from being shared with potential creditors or insurance companies when making determinations related to your eligibility for credit.

- You may be able to block information resulting from identity theft from appearing on your credit report. If you are a victim of identity theft, certain CRAs must permanently block misinformation resulting from that theft from appearing on your credit report. You must provide the CRA with a copy of a police report as evidence of your claim before it can place the block on your report.
- You may seek damages from violators. If a CRA, a user of consumer reports, or a furnisher of information to a CRA violates the WFCRA, and you have a legal basis for a claim under the WFCRA, you may be able to bring a legal action in court to assert your rights under the WFCRA. The applicable statute of limitations is specified in Wash. Stat. § 19.182.120 — which is generally two years from the date the cause of action accrued. Consumers who prevail on claims to enforce the WCFRA may obtain actual damages, monetary penalties, reasonable attorneys' fees, costs, and other relief.

For questions or concerns regarding the WFCRA, please contact:

Office of the Attorney General
Consumer Protection Division
800 5th Avenue, Suite 2000
Seattle, Washington 98104-3188
Phone 1-800-551-4636 or (206) 464-6684
Statewide Toll-Free TDD: 800-833-6388

Any complaints by consumers under state law may be directed to:

The Attorney General's Office via U.S. Mail or Online.

Information and forms related to filing a consumer complaint can be found at:

<http://www.atg.wa.gov/FileAComplaint.aspx>

Additional information about consumer issues can be found at:

<http://www.atg.wa.gov/consumer-issues>

A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- You must be told if information in your file has been used against you. Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- You have the right to know what is in your file. You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:

- a person has taken adverse action against you because of information in your credit report;
- you are the victim of identity theft and place a fraud alert in your file;
- your file contains inaccurate information as a result of fraud;
- you are on public assistance;
- you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.

A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT 2

- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- The following FCRA right applies with respect to nationwide consumer reporting agencies:

CONSUMERS HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE

You have a right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is placed on a consumer’s credit file. Upon seeing a fraud alert display on a consumer’s credit file, a business is required to take steps to verify the consumer’s identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

Type of Business:	Contact:
<p>1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p>	<p>a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552</p> <p>b. Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act.</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Financial Protection (OCFP) Division of Consumer Compliance Policy and Outreach 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590</p>
<p>4. Creditors Subject to the Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423</p>
<p>5. Creditors Subject to the Packers and Stockyards Act, 1921</p>	<p>Nearest Packers and Stockyards Administration area supervisor</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., Suite 8200 Washington, DC 20416</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549</p>
<p>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p>	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
<p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>	<p>Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>