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**SUBJECT: VOLUNTEER AND INTERN COST RECOVERY**

**POLICY:** The District will recover the costs incurred to bring on new Volunteer and Intern members when those members choose not to successfully complete the personnel process to join the department and satisfy one (1) year of service to the department thereafter. All or part of this cost recovery may be waived at the discretion of the Chief, or his designee, in the event of unforeseen, emergency circumstances.

**PURPOSE:** To offset the District's expense to bring on new Volunteers and Interns that later leave the department before providing a cost benefit to the District.

**DEFINITION:** Costs incurred to bring on new Volunteers and Interns include those associated with the human resource process such as physical exams, drug screens, background investigations, driving records, and immunizations; training costs for new recruits including books, supplies and certification fees; and individual equipment costs for items such as nametags, passports, etc. Uniform and turnout gear expense will not be included in these costs unless such items are not returned upon departure from the District. Costs in each instance will be calculated on an individual basis based upon what was actually spent to date on the member.

**SCOPE:** All Volunteer Recruit applicants, Lateral Volunteer applicants, and Intern applicants.

**PROCEDURE:** Upon being accepted by the District to begin the human resource process for becoming a Volunteer or Intern with Clark County Fire & Rescue, applicants will be required to sign a Volunteer/Intern Cost Recovery Agreement, which outlines the initial costs incurred by the District to bring a new member on. The Agreement will bind the new member to reimbursing the District for the costs incurred should the new member choose not to complete the HR process and serve a term of at least one (1) year as a Volunteer or Intern member in good standing.



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Should a new Volunteer or Intern member leave the District prior to one (1) year of service, he or she will be charged incurred costs, prorated based on the service schedule listed below.

< 3 months of service	100% of costs incurred
3-6 months of service	75% of costs incurred

6-9 months of service	50% of costs incurred
9-12 months of service	25% of costs incurred
Over 1 year of service	No reimbursement due

New Volunteer and Intern members will only have those months in which they meet their participation requirements, and are considered in good standing, credited toward their one (1) year of service.