



## CHELAN COUNTY EMERGENCY WORKER APPLICATION INSTRUCTIONS

1. Completely fill out this Emergency Worker Application and submit it to Chelan County Emergency Management.  
VIA email to [sheriff.em@co.chelan.wa.us](mailto:sheriff.em@co.chelan.wa.us)  
**Or** Mail to:  
Chelan County Sheriff's Office  
Emergency Management Division  
401 Washington St. #1  
Wenatchee, WA 98801  
**Or** bring to the physical location of the  
Chelan County Emergency Management Office at:  
425 C Ohme Garden Rd.  
Wenatchee, WA 98801
2. Get fingerprinted (any prior fingerprints done for other reasons, i.e., concealed weapons permit, do not qualify for this application process)  
Please go to the Records Department of the Chelan County Sheriff's Office. They are open to do fingerprinting Monday – Thursday, 9 AM to 11:30 AM and 1:30 PM to 4:00 PM. Tell them you are applying to be an Emergency Worker with Chelan County. They are located at the Law and Justice Building at 401 Washington Street, first floor. Enter the building on the second floor (in the breezeway). You will then go through Security after which you can take the elevator down to the Sheriff's Office Records (not Civil).  
  
Bring your driver's license with you as a copy of it will be taken at the time of fingerprinting.
3. After your fingerprints are done, we will run a background check on you. Once cleared, you will receive an email to do a short on-line CJIS course (Criminal Justice Information System). Monitor your junk/spam folders as sometimes it ends up going there. This will need to be renewed yearly in order to remain a credentialed Chelan County Emergency Worker.
4. Successfully complete IS-100 and IS-700.  
IS-100 can be found here: <https://training.fema.gov/is/courseoverview.aspx?code=IS-100.c> and  
IS-700 can be found here: <https://training.fema.gov/is/courseoverview.aspx?code=IS-700.b>  
Please note that a FEMA SID number is required in order to take the final exams and obtain your certificates. There is a link on the site under TAKE FINAL EXAM that takes to the area to get a FEMA SID number.
5. Successfully complete a CPR/First Aid Course. This will need to be renewed prior to expiration dates in order to remain a credentialed Chelan County Emergency Worker.
6. Please submit copies of certificates of completion for IS-100, IS-700, CPR/First Aid and CJIS (see #1 for options to submit this information)
7. Please email a headshot to [sheriff.em@co.chelan.wa.us](mailto:sheriff.em@co.chelan.wa.us). This will be used to create your ID card.

**Thank You**

## EMERGENCY WORKER REGISTRATION

JURISDICTION: Chelan County				ISSUE DATE:	REGISTRATION NO.
NAME (LAST)	(FIRST)	(MIDDLE)	E-MAIL		
ADDRESS					
ADDRESS (MAILING)					
CITY		STATE	ZIP		
DRIVER'S LICENSE NUMBER		DATE OF BIRTH	BLOOD TYPE	SEX	
HEIGHT	WEIGHT	EYE COLOR	HAIR COLOR	ORGAN DONOR?	
PHYSICAL DISABILITIES (IF ANY)					
HOME PHONE		WORK PHONE		CELL PHONE	
				CARRIER	
GROUP AFFILIATION (SUCH AS SEARCH & RESCUE, MOUNTAIN RESCUE, ETC.)				CAN YOU RECEIVE TEXT MESSAGES? Y N	
I certify that the information on this card is true and correct to my best knowledge and belief.				<b>In case of Emergency Please Notify</b>	
Emergency Worker Signature:				Name	
Date of Signature:				Telephone Number with Area Code	
For Official Use Only: ICS 100 ICS 700 FIRST AID CPR				Relation	

WAC 118-04-200 Personal Responsibilities of Emergency Workers:

- (1) Emergency workers shall be responsible to certify to the authorized officials registering them and using their services that they are aware of and will comply with all applicable responsibilities and requirements set forth in these rules.
  - (a) Emergency workers have the responsibility to notify the on-scene authorized official if they have been using any medical prescription or other drug that has the potential to render them impaired, unfit, or unable to carry out their emergency assignment.
  - (b) Participation by emergency workers in any mission, training event, or other authorized activity while under the influence of or while using narcotics or any illegal controlled substance is prohibited.
  - (c) Participation by emergency workers in any mission, training event, or other authorized activity while under the influence of alcohol is prohibited.
  - (d) Emergency workers participating in any mission, training event, or other authorized activity shall possess a valid operator's license if they are assigned to operate vehicles, vessels, or aircraft during the mission unless specifically directed otherwise by an authorized official in accordance with RCW [38.52.180](#). All emergency workers driving vehicles to or from a mission must possess a valid driver's license and required insurance.
  - (e) Use of private vehicles, vessels, boats, or aircraft by emergency workers in any mission, training event, or other authorized activity without liability insurance required by chapter [46.29](#) RCW is prohibited unless specifically directed otherwise by an authorized official in accordance with RCW [38.52.180](#).
  - (f) Emergency workers shall adhere to all applicable traffic regulations during any mission, training event, or other authorized activity. This provision does not apply to individuals who have completed the emergency vehicle operator course or the emergency vehicle accident prevention course and who are duly authorized under state law to use special driving skills and equipment and who do so at the direction of an authorized official.
- (2) Emergency workers have the responsibility to comply with all other requirements as determined by the authorized official using their services.
- (3) When reporting to the scene, emergency workers have the responsibility to inform the on-scene authorized official whether they are mentally and physically fit for their assigned duties. Emergency workers reporting as not fit for currently assigned duties may request a less demanding assignment that is appropriate to their current capabilities.
- (4) Emergency workers have the responsibility to check in with the appropriate on-scene official and to complete all required recordkeeping and reporting.

*I have read the above WAC (118-04-200) – Personal responsibilities of emergency workers.*

---

Signature

---

Date



Automatic Disqualifiers

**DRIVING:**

- One or more criminal traffic convictions within the last three years (DUI, physical control, reckless driving, etc.)
- Suspension of driver’s license within the past year
- Five or more moving violations within the past two years
- Two or more at-fault accidents within the past two years (will be reviewed on a case-by-case basis)
- Other: a negligent driving conviction (will be reviewed on a case-by-case basis)

**DRUG USE:**

- Illegal drug/substance use or exposure within the past two years
- Illegal use of ANY controlled substance while employed in a criminal justice related capacity
- Other drug use outside these standards will be considered on a case-by-case basis
- No illegal sale of ANY drug, including marijuana
- Pattern of illegal use or sale of prescription medication
- Use of marijuana within the last year will be considered on a case-by-case basis

**CRIMINAL ACTIVITY:**

- Any adult felony conviction
- Any misdemeanor or felony conviction(s) while employed in a criminal justice capacity
- Adult misdemeanor convictions will be carefully reviewed
- Juvenile felony convictions will be carefully reviewed
- Domestic Violence convictions of any type will be carefully reviewed
- Conviction for unlawful sexual activity

I have read and understand the Automatic Disqualifiers mentioned above. To the best of my knowledge and belief:

I have NOT been convicted of any crime mentioned above.  True  False

I do NOT meet any of the disqualifiers above.  True  False

If you answered False, please explain:

The Chelan County Sheriff’s Office (CCSO) reserves the right to decline an applicant’s request for Emergency Worker status based on any of the above-mentioned disqualifiers, and/or any other pertinent information obtained during the background investigation which would demonstrate the individual does not meet the core values of our agency – Integrity, Teamwork, and Excellence.