

POLICY: RECRUITING & EMPLOYMENT

Fire/EMS Committee
Policy #001

I. PURPOSE

The purpose of this policy is to outline the procedures to be followed in recruiting and employment.

II. PROCEDURE

A. This department is an equal opportunity employer. As such, all persons are eligible for employment without regard to race, color, creed, sex or national origin. Additionally, persons employed will not be subject to discrimination, harassment, or inappropriate treatment with respect to their race, color, creed, sex, national origin or disability as outlined in specific Federal and State, local laws and ordinances.

B. The following steps shall be taken in examining an applicant's qualifications for employment.

1. The applicant shall complete a written fire department application.
2. The applicant must provide proof of high school graduation or GED.
3. All applicants shall complete a pre-employment process established by department.

4. The applicants will be screened in the following areas:

- a) criminal background
- b) drivers license - * **See Below**

* Any Applicant that has accumulated more than two (2) Civil Infraction moving violations or has six (6) points on their Driving Record at the time of application will not be considered for employment. Once the accumulative points have fallen below six (6) the individual may reapply for employment.

Any applicant with one (1) drug or alcohol related driving conviction within the last two (2) years, or more than one (1) drug or alcohol related driving convictions within the last five (5) years, will not be considered for employment.

5. Applicants who successfully complete the initial pre-employment process will be offered a conditional offer of employment contingent upon the successful completion of the following.

- a. Applicants will be referred for pre-employment physical examination and drug screen at a medical facility designated by the Fire Chief.
- b. Applicants who successfully pass the pre-employment physical examination and drug screen will be referred for a pre-employment physical agility test. The physical agility test will be of a type as approved by the NFPA 1582 or comparable.

- c. Applicants will be subject to a background investigation, family interview (if applicable), and driving record review.
 - d. All persons employed as firefighters are required to successfully complete the State mandated training within mandated time period. Pursuant to (PA 291, of 1966) as amended to date. Pursuant to MCL 29.369 § (5) and (6):
 - (5) Within 12 months after a person's hiring date as a full-time firefighter, the person must pass both part 1 and part 2 of the examination to be eligible for continued or permanent full-time employment as a fire fighter.
 - (6) Within 24 months after a person's appointment date as a volunteer or paid on-call service as a fire fighter, a person must pass part 1 of the examination to be eligible for continued volunteer or paid on-call service as a fire fighter.
6. Applicants who successfully complete the pre-employment procedures as described above, will be recommended for employment with department.

III. CONDITIONS OF EMPLOYMENT

- A. All persons offered employment as firefighters by the Department are expected to attend _____% of all regularly scheduled training and respond to _____% of all calls for service. Failure to attend regularly scheduled training and respond to calls for service without an acceptable reason may result in termination of employment. Personnel are expected to keep the Fire Chief or Designee appraised of all the hours during which they can be expected to be available for service. Personnel must immediately notify the Fire Chief of times when they will be unavailable for service due to personal circumstances such as vacation, business trips, unusual family circumstances, illness, injury, or for any other reason.
- B. All persons employed as firefighters must maintain themselves in physical condition so as to be able to safely perform the duties of their position. All fire personnel must participate in and successfully pass periodic a physical examination as determined by the fire department.

I have read and understand the content of this policy.

Signature Date

APPLICANT RELEASE FORM

I, _____ presently

residing at _____
hereby apply for membership / employment with the Dorr Township Fire Department. I have been advised and am fully aware that a representative of the Department will be conducting a thorough investigation of my background to assist in determining my suitability for this employment. I realize that, in conducting this background investigation, representatives will be making inquiries of the following personal institutions: Officials and Records Offices at schools which I have attended; Physician's and /or other persons who may have treated me for any physical or other type illness or injury; Police and / or Court Records with whom I may have an arrest or conviction record; present and previous employers; and any other persons who may be able to provide information about me which the Department deems necessary.

I hereby authorize and instruct any person or institution in possession of information about me to release same to the department. I hereby waive any privileged or right which might otherwise forbid any physician, or other person who has attended me or any other school, official, court, policy agency, employer, firm or person, from disclosing to the Department any knowledge or information they may have concerning me. I further consent that the Chief of the Department or her / his representative be provided with a copy of any such records concerning me which they may desire.

I hereby give my consent to the Department or its designee to perform test of my blood and / or urine to determine my possible usage of prohibited substances.

I recognize the right of the Department, in its sole discretion, to test all sources as confidential, and withhold from me and / or my agent the names of such confidential sources and information obtained there from

Signature of Applicant

Date