



**City of Winchester
Fire & Rescue Department
STANDARD OPERATING PROCEDURE**



Section:	Administration	SOP:	1.3
Subject:	Probationary EMT-Firefighter Hiring Process	Executed:	August 17, 2011
		Revised:	January 5, 2012
Approved:			
 Scott Cullers, Fire Chief			

PURPOSE

When Winchester Fire and Rescue (WFRD) is authorized to fill Probationary EMT/Firefighter vacancies, the following steps shall be used to ensure consistency in the hiring process. At a minimum WFRD shall maintain an eligibility list that will be active for a period of one (1) year.

SCOPE

To outline a process in which is fair and equitable for all applicants that seek employment with the Winchester Fire and Rescue Department as a Probationary EMT/Firefighter

HIRING PROCESS

Hiring the right individual for an EMT/Firefighter position is of the utmost importance for Winchester Fire and Rescue. The process from start to finish can be lengthy. The City of Winchester screens all applications for position requirements while treating each applicant equally and fairly without regard to the person’s age, gender, race, religion, national origin, creed, political affiliation or disability. We are an equal opportunity employer with a commitment to affirmative action.

Applications

Applications for Probationary EMT/Firefighter are accepted **when testing dates are established.** Actual testing dates will be determined by the department’s need to maintain an active eligibility list. These applications are screened for requirements as published in the job announcement. Eligible candidates will be notified to announce, that they have made it to the next phase of the hiring process.

Written Exam

The written exam test that is created and validated by a third party is administered to potential candidates.

Physical Ability Test (PAT)

The candidate will be required to complete a physical ability test (PAT) that consists of two (2) non-timed events and seven (7) timed events. The required time to complete the course is 12 minutes and 30 seconds or less. This test will be administered by the WFRD Peer Fitness team.

Candidate Eligibility List

Upon successful completion of the written exam and PAT, candidates are ranked based on written scores, certifications, previous experience and background. All candidates will be notified of their testing results and where they are ranked on the list. When positions become available, the department will select preferred candidates from the ranking list and notify them of the next step in the hiring process.

Oral Interview

Candidates reaching the interview panel have shown the qualifications that are sought after by the department. The candidate will sit in front of an interview panel consisting of City personnel, that will ask questions allowing the candidate to give pertinent information about themselves.

Polygraph Evaluation

Successful candidates from the oral interview are moved on to the polygraph. The polygraph evaluation will be conducted by the Winchester Police Department. The results of this test will be forwarded to the Human Resource Director and Fire and Rescue Chief for dissemination to move forward.

Background Check

Successful candidates from the polygraph evaluation will receive a background check. An outside agency will conduct this check and forward the results to the Human Resource Director and Fire and Rescue Chief for dissemination to move forward.

Psychological Evaluation

A psychological evaluation will be conducted by the City's contracted psychologist. The evaluation results will be compared to firefighter statistics from across the country. A report will be prepared and forwarded to the Human Resource Director and Fire and Rescue Chief with a recommendation for eligibility to hire.

Medical Exam

The medical exam is the last step in the hiring process. Candidates will be scheduled to attend a medical exam by the department physician. A determination of fit for duty will be given to the Human Resource Director and Fire and Rescue Chief.

Notification of Hire

After a complete verification of the process has been completed by the Winchester Fire and Rescue Department and the Human Resource Director, the candidate will be notified that they have successfully completed the hiring process and an offer of employment will be made.

PROCESS RESPONSIBILITIES

1. WFRD intent to hire notice to the Human Resource Department (HR)
 - a. Give HR 30 days minimum notice
2. Position Announcement
 - a. Contact Human Resource to announce position
 - b. A minimum of twenty days (20) should be allowed from the time of announcement to the closing period to receive applications
 - c. Post the announcement in local newspapers and industry related websites as determined by WFRD
 - d. Require: job application, supplemental application and required certifications for the position as determined by the WFRD Professional Development Program (PDP)
 - e. Forward applications to WFRD for review
3. Applicant Screening
 - a. WFRD will review applications for qualifications and other defined criteria as per "SOP 1.4 Dis-Qualification Criteria"
 - b. Two (2) days should be allotted for this process
 - c. Use "Application Disposition" form to attached to each applicant packet (See Appendix A)
4. Qualified/non-qualified Candidate
 - a. Qualified and un-qualified applicants names are sent to HR
 - b. A minimum of ten (10) business days should be allotted to receive registrations
 - c. HR mails qualified applicants letters that outlines the next step in the process (written test and physical ability test)
 - d. Liability forms and study guide information should be attached to this letter
 - e. Also include website addresses to download the recruitment packet and watch the PAT video
 - f. HR mails un-qualified applicants letters of rejection
 - g. Applicant becomes a Candidate at this point
 - h. Candidates must register with HR for the written test as outlined in the qualification letter
 - i. Written tests are ordered by HR based on the number of registered candidates
5. Written Test / Practice Physical Ability Test (PAT)
 - a. Thirty (30) days minimum should be allotted from the close of the registration process until the delivery of the written test
 - b. Written test begins at 0800 hours
 - c. Two hour time limit on the written test
 - d. A valid driver's license with photo is required to enter testing site

- e. Receive liability forms (already notarized)
 - f. Late arrivals disqualifies candidate from the process
 - g. No electronic devices permitted in the testing venue
 - h. No grading of test onsite, HR/Fire grades test at a later time
 - i. 70% minimum score
 - j. At the conclusion of the written test the candidate is given a "PAT Pass". This is to be presented on the day of the timed PAT event
 - k. Candidates are sent to the training center for a PAT practice session. This is not required but highly advised
 - l. Candidates will work and listen to the PAT proctors and will have the ability to sample each station for understanding
 - m. PAT video to be shown at the training center
6. Physical Ability Test (PAT) (day after the written/practice PAT)
- a. PAT will be limited to one day
 - b. A rain date should be scheduled
 - c. PAT testing begins at 0800 hours
 - d. Candidates arrive prior to their assigned date and time. Arriving late will disqualify the candidate from the process
 - e. A Valid driver's license with photo required to enter testing site along with the PAT Pass
 - f. ALL candidates will be medical screened prior to and after the PAT test
 - g. Medical screening will follow the guidelines set in the recruitment packet
 - h. Candidates not meeting the medical screening guidelines will be disqualified from the process
7. HR compilation
- a. HR compiles the written and PAT testing results
 - b. A spreadsheet ranking the candidates shall be forwarded to the Fire and Rescue Chief
8. Interviews
- a. Fire and Rescue Chief reviews testing results and recommends to HR what candidates to schedule for interviews
 - b. Interview panel selected. A minimum of the Fire Chief, HR Director, EMS Captain, OPS Captain and one other selected person shall set on the interview panel
 - c. A pre-interview session with the interview panel shall be conducted to discuss questions, process and scoring methods
 - d. An interview "Tally" form shall be used by each panel member to rank candidates
 - e. The panel shall recommend what candidates should be moved forward
9. Polygraph
- a. HR shall schedule candidates moved forward to the polygraph phase

- b. WPD will perform the polygraph
 - c. Polygraph results should be sent to the HR Director then forwarded to the Fire Chief for dissemination
10. Background Check
- a. HR shall move forward the candidates that are successful in the polygraph
 - b. HR shall use an independent background research group
 - c. The background report shall be forwarded to the Fire Chief for dissemination
11. Psychological Evaluation
- a. At the direction of the Fire Chief, HR shall schedule the candidate for the psychological evaluation
 - b. Evaluation reports shall be forwarded to the Fire Chief for dissemination
12. Medical Exam
- a. At the direction of the Fire Chief, HR shall schedule the candidate for the medical exam
 - b. Evaluation reports shall be forwarded to the Fire Chief for dissemination
13. Notification of Hire
- a. The HR Director and Fire Chief shall review the results of each step for accuracy
 - b. The successful candidate shall be notified of their start date
 - c. Once all positions are filled, the HR Director shall notify the remaining candidates of their position on the eligibility list
 - d. The eligibility list shall be valid for one (1) year

APPENDIX A



**Probationary EMT/Firefighter
Applicant Disposition**

Applicant Name: Contact #:

Application Package

Did the applicant supply all of the required documentation request in the job announcement? **YES / NO** (circle one) If NO, what items were missing (list):

Qualifications Review

Valid Drivers License State/Expire Date: _____
High School Diploma or Equivalent State/School/Year: _____
EMT-Basic or Higher State/Level/Expire Date: _____
Firefighter I State/NFPA Std./Year: _____
Hazmat Awareness State/NFPA Std./Year: _____

Additional Certifications Attached (List)

Additional Screening

Drug Use (List)

Driving Record (List)

Criminal Record (List)

Work History (List)

Is the applicant qualified to proceed in the hiring process? **YES / NO** (circle one)

If YES, date candidate notified: _____ If NO, date of rejection letter sent: _____

Reviewer Name: _____ Date Reviewed: _____



Probationary EMT/Firefighter
Candidate Progress

Event	Date Contacted	Date Administered	Result	Remarks
Notification			N/A	Invite / Rejection <small>(circle one)</small>
Written Test			Score:	
Physical Ability Test			Time:	
Oral Interview			Rating:	
Polygraph			Pass / Fail <small>(circle one)</small>	
Background Check				
Psychological Evaluation			Rating:	
Medical Exam			Pass / Fail <small>(circle one)</small>	
Notification of Hire			Start Date:	

Attach all supporting documentation received