

# Hiring Process and Guidelines

## ***Application Process:***

1. All Applicants must be at least 18 years old and have a valid Driver's License.
2. Completed applications will be turned into the administration office. A locked drop box will be available by front office for applicants to drop off applications after hours. Administration will make calls to applicants for items needed to complete applications.
3. The Application will be available on the website for applicants to fill out as well as a check list of required items.
4. A completed application consists of: the completed Application, Copy of Drivers License and Insurance, Resume with References, and a Physical.
5. Once the application has been turned in along with all items listed above it will be processed by administration and a DPS background check) will be done by administration. If the application is approved then the individual will be contacted for an interview.
6. The Interview board will consist of 3-5 people with at least 1 administration person, 1 officer and 1 fire fighter. The interviews will be done every 2<sup>nd</sup> Tuesday of the odd months (January, March, May, July, September, November).
7. Once the individual has passed the interview board then the applicant will be signed up for a Criminal background check and drug test through American Data Bank. The applicant will have 2 working Laboratory days to go for the 10 panel drug test.
8. Once the individual has passed the application process they will then be given a Probationary/Trainee book which will be completed within 12 weeks of the start date.
  - a. "Yellow Book" is for:
    - i. Non Certified Firefighter
    - ii. Certified EMT but **non** Certified Firefighter
  - b. "Green Book" is for:
    - i. Certified Firefighter

## ***Probationary Period:***

1. During this 12 week period the trainee **will not** go on any emergency calls or participate in Wednesday night trainings. They may only observe at trainings.
2. All Probationary firefighters are not permitted in the station after 9:00 pm unless they are observing during Wednesday night training or with their FTO.

3. The trainee will always come to station in blue work pants, department issued probationary fire fighter T-shirt and steel toed black boots.
4. The trainee will be given a "Yellow Book" to be completed in 12 weeks. In this book they will have to get various items filled out and signed off on in order to complete the book. The required items include:
  - i. 50 hours of station hours which can include completing station duties, equipment review, sitting in on weekly trainings, and approved community education activities.
  - ii. JB learning program via textbook and online learning.
  - iii. Completion of hands on skills listed and described in book.

***Certified Fire Fighter Trainee Period:***

1. Certified EMT & Fire Fighters will also complete the Application Process listed above.
2. If the individual hired is already an EMT and FF they will be required to complete the Green book.
3. In the 12 week period they must attend at least 6 trainings and 25 emergency calls (under the supervision of a red helmet and above) which will be signed off in their "Green Books." Prior to going on the 25 emergency calls the Trainee must successfully pass a Medical Protocol Assessment Exam and a Medical and Fire SOP's exam (which will be signed off in their "Green Book."
4. These individuals can run emergency calls but only under the supervision of a red helmet and above. They may get their skills signed off through their successful performance of the skill on an emergency call.