

SNOHOMISH COUNTY FIRE PROTECTION DISTRICT NO. 1

**PERSONNEL MANAGEMENT POLICY**

SUBJECT: 400.00.020.00 - HIRING/RECRUITING  
FIREFIGHTERS, FIREFIGHTER-PARAMEDICS

1.0 PURPOSE

To establish guidelines for recruiting and hiring for positions of Firefighter and Firefighter/Paramedic at Snohomish County Fire Protection District No. 1. To encourage a diverse community-based applicant pool with best-fit candidates, and to make good hiring decisions.

2.0 DIVISIONS AFFECTED

Firefighters; Firefighter/Paramedics.

3.0 REFERENCES

None.

4.0 POLICY

4.1 **Recruitment**

4.1.1 The Fire Chief will determine the recruiting and selection strategies. Position announcements may be posted on bulletin boards, advertised in newspapers and professional publications or websites, or other methods of recruitment as appropriate. Announcements may include information such as job title, minimum qualifications, closing date, and application procedures.

4.1.2 Human Resources or its designees will track and screen applications, based on minimum qualifications, for the position and other job-related criteria. Top applicants may be selected for scheduled testing and interviews. Fire District 1 seeks to employ the most qualified individuals and consideration is consistently given to more candidates than positions may be available.

4.2 **Pre-employment Testing**

The initial pre-employment testing process may include testing of physical agility and fitness, manual dexterity, and written communications. Evaluations by an oral board or assessment center may also be included.

The District may designate a qualified person or agency to administer and score said examinations and/or evaluations. Participation in one segment of the testing process does not guarantee a candidate will be invited back for the next segment of testing. Best-fit candidates will be forwarded to the Fire Chief for review prior to making conditional job offers.

#### 4.3 Conditional Offer of Employment

4.3.1 A conditional offer of employment may be made pending the satisfactory completion of the initial pre-employment testing process. After a conditional job offer, the District may conduct a psychological examination and additional interviews. Personal references and driving records will be verified. Criminal background checks and all pre-employment checks, as required by law, will be completed.

4.3.2 A medical examination and a drug screen will be administered. The purpose of these exams is to determine if the individual is physically able to perform the job and to ensure that his/her physical condition will not endanger the health, safety, or well being of other employees or the public.

4.3.3 A candidate will not be considered medically approved if: (1) he/she is found physically unable to perform the essential functions of the position (and the individual's condition(s) cannot be reasonably accommodated in the workplace); (2) the candidate refuses to submit to a medical or psychological examination or complete the required medical history forms; or (3) if the examinations reveal a current or contemporaneous abuse of alcohol or illegal use of controlled substances.

#### 4.4 Offer of Employment

4.4.1 After successful completion of all pre-employment testing and other inquiries, Human Resources will generate a start-to-work letter. Upon written acceptance by the candidate, all necessary internal documents will then be generated and a new hire orientation will be scheduled with both Human Resources and the Training Division.

4.4.2 Applicants who have previously attended an equivalent Firefighter I training academy may be able to waive attendance at the Washington State Fire Academy.