



# **FRESNO COUNTY FIRE**

**PROTECTION DISTRICT**

## **PAID-CALL FIREFIGHTER POLICY & PROCEDURE HANDBOOK**

**POLICY NO.:** 100-02

**SUBJECT:** APPLICATION AND APPOINTMENT PROCESS

**EFFECTIVE DATE:** November 1, 2009

**REVISION DATE:** October 1, 2013

**RESPONSIBILITY:** Fresno County Fire Protection District  
Paid-Call Firefighters

### **POLICY/PROCEDURE:**

#### **PURPOSE:**

The purpose of this policy is to establish minimum qualifications and a step by step candidate application and screening process prior to appointment.

#### **POLICY:**

**All new or returning personnel are required to follow the application process.**

Any person applying to become a Paid-Call Firefighter with the Fire District: must be 18 years of age at the time of application; possess a high school diploma or GED; a U.S. citizen or be legally authorized to work in the United States; be in good physical condition and health; able to perform the arduous duties associated with firefighting and emergency incident response; and possess a valid California driver's license.

All applicants will be subject to a detailed background check, controlled substance screening, medical evaluation and complete review of their DMV record. Any applicant with a felony conviction, or who tests positive for controlled substances, or refuses to submit to controlled substance screening, will be immediately disqualified and therefore ineligible for Company membership. Any other prior criminal convictions or conduct of a questionable nature will be evaluated on a case by case basis by the Fire District management.

PCF Firefighters must live or work within 10 minutes' drive time of their assigned station, for stations East of Highway 41, and within 15 minutes' drive time of their assigned station West of Highway 41, as determined by the Districts maps.

The Fire District will maintain the right to restrict any applicant from membership, for any of the above reasons and/or untruthful entries or statements on the application.

### **Application Procedures:**

1. Applications may be obtained at any Fresno County Fire Protection District Fire Station, the Fire District Headquarters, or the Fire District web site at [www.fresnocountyfire.org](http://www.fresnocountyfire.org)
2. Completed applications and all supporting documents are to be submitted in person to the Fire District Headquarters, Attention: PCF Program Administrator.
3. Applications will only be accepted at the Fire District Headquarters. **All applications must contain truthful and accurate information and include an original signature by the applicant.**
4. All applications will be processed and tracked by the PCF Program Administrator throughout the approval process (see Exhibit 100-02).
5. Approved applications will be retained on file by the PCF Program Administrator and candidates will be placed on a waiting list until a vacancy exists.

### **Interview Procedure:**

1. When a PCF Company vacancy exists, the Station Captain will contact the PCF Program Administrator to coordinate a date and time for candidate interviews.
2. The PCF Program Administrator will contact the eligible candidate on the waiting list and offer an interview for membership at the station. If accepted, the candidate(s) will be provided the station contact information to set up an interview.
3. Up to three (3) candidates from the waiting list may be interviewed to fill any one (1) vacancy.
4. Interviews will be conducted by both the Station Captain and PCF Company Officer and follow an established format.
5. Candidates will be rated based on their individual qualifications, and effectiveness to answer questions and follow direction.
6. The station Captain will notify the PCF Program Administrator of their candidate selection and the PCF Program Administrator will begin the candidate's screening process.

### **Appointment Procedure:**

Appointments of new PCF members will occur only when the candidate is successful in completing the pre-appointment screening process.

1. Upon notification of successful interview by the Station Captain and Company Officer, the PCF Program Administrator will initiate the candidate's background investigation, DMV record review, and training record review.
2. Upon satisfactory completion of the background investigation, the applicant will be scheduled for a controlled substance screening.

All information received during the investigative and screening process will remain confidential.

Applicants failing any portion of the background investigation, controlled substance screening or DMV record review will be advised of their status and further processing of their application shall cease.

3. All applicants successful in completing those processes will be conditionally cleared for appointment as a PCF Company member "Trainee Status," pending successful completion of the medical examination process, and a conditional acceptance letter will be sent to the successful candidate.

All applicants receiving a conditional letter of acceptance will be scheduled for a full medical examination.

4. Upon successful completion of the medical examination, a formal letter of acceptance will be sent to the successful candidate. Copies will be sent to the appropriate fire station, Battalion Chief, Training Bureau and District Finance by the PCF Program Administrator.
5. After receipt of their letter of acceptance, the newly appointed PCF Company member Trainee Status will contact the PCF Program Administrator at Sanger Headquarters to schedule an appointment at the Service Center to obtain their personal protective safety equipment and the Fire Prevention office to obtain an ID card.
6. Completed PCF Company applicant processing check-sheets must be presented to the Service Center prior to issuance of personal protective clothing.
7. After obtaining personal protective safety equipment, all PCF recruits will contact their assigned fire station to begin their station level Trainee Status training (State Fire Marshal Firefighter curriculum). All Trainee Status training shall be successfully completed and signed-off by the Training Bureau prior to any emergency response or apparatus ride-along. Details regarding all Fire District training requirements are outlined in Policy 300-01.
8. Upon successful completion of the recruit training program, the completed PCF Company applicant check-sheet will be signed-off by the Training Chief, or designee, and returned to the District Administrative Officer. Check-sheets will be maintained in the employee's Official Personnel File (OPF).
9. The PCF Company applicant processing check-sheet must be fully completed, having obtained an authorized signature at each of the designated phases, prior to a candidate receiving full clearance for PCF Company membership.

10. All application documents and records will be held in the official personnel file at District Headquarters.

Applicants who are unsuccessful in any aspect of the application or appointment process, and who are rejected for PCF Company membership will be ineligible for appointment, and will be so notified by the District Administrative Officer.

Unsuccessful candidates may appeal their rejection from membership, by doing so in writing to the PCF Program Administrator. The appeal must include a reason why a rejection should be reconsidered and any documentation to support the appeal. A written decision by the Fire Chief or designee will be provided within 10 business days.

**POLICY RESPONSIBILITY:**

Board of Directors, Fire Chief, District Administrative Officer, Division Chiefs, Battalion Chiefs, Station Captains, Paid-Call Company Officers, Paid-Call Fire Apparatus Operators, Paid-Call Firefighters.