Grant County Fire Protection District 3

POLICY AND PROCEDURE

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1. NUMBER: 5.4.01

2. SUBJECT: ***Application and Examination Process***

3. POLICY: Grant County Fire District 3 will follow an open and fair application process for all personnel. All candidates shall be afforded equal access to the application process.

4. SCOPE: This Policy and Procedure is applicable to all personnel of Grant County Fire District 3.

5. RESPONSIBILITIES:

   A. The District Fire Chief is responsible for ensuring that this Policy and Procedure is followed.

6. PROCEDURE:

   A. All applicants for volunteer firefighting personnel shall be processed in the following manner:

      1. Applications shall be given to any person requesting such.
      2. Applications shall be dated as to when they are returned to Grant County Fire District 3's office. This is the order in which they will be processed when an opening or position needs to be filled.
      3. All applications, when received, shall be forwarded to the Department Secretary for processing.
      4. Applications will be sorted as to the geographical area in which the applicant resides to determine which station, he/she could respond to the quickest.
      5. When processing an application, consideration will be given to factors that will affect the applicant's ability to serve the District (i.e.: nearness to the stations, prior firefighting experience, First Responder training, hours the applicant will be able to respond).
      6. All applicants will be screened to determine status of drivers record and criminal record. If an applicant does not pass the records check, processing of their application will terminate at this point.
      7. After receipt of an application and when it is determined that additional personnel are needed the District Fire Chief shall:
         a. Schedule the applicant for an interview with the Recruitment Committee. At this interview the Committee shall explain the application process, requirements of volunteers, and orient the applicant to the volunteer system in this department.

b. If all of the application is in order and the applicant has successfully passed the records checks and the oral interview, the applicant will be asked to schedule an appointment for a medical examination with the District's physician.
c. After successfully completing the physical examination, the applicant will be given a physical agility test to determine the applicant's ability to handle things relevant to the fire service.
d. Upon completion of all phases, notification and appropriate paperwork will be forwarded to the following individuals:
    1) District Fire Chief
    2) District Secretary to the Board of Commissioners
e. The application along with a recommendation from the District Fire Chief will be put on the agenda for the next regularly scheduled meeting of the Board of Commissioners for their approval or rejection.
f. All new employees shall have their picture taken and be issued an ID card.
g. New volunteers shall be issued protective clothing and radio equipment and will be eligible to begin attending station drills.
h. New volunteers shall be required to meet the minimum performance standards of this department before engaging in any actual firefighting or emergency activities. These include but are not limited to:
    1) Firefighting Fundamentals
    2) All personnel shall be aware of and meet the minimum attendance requirements.

B. Application process for entry level firefighter personnel:

1. Announcement of examinations: Public notice of examinations shall be given at least ten days in advance of the last date for filing of applications by publication in one or more newspapers of general circulation published in Grant County, by posting announcements on bulletin boards in the corridors of the fire stations and in such other places and in such other manner as the Board of Commissioners and the District Fire Chief may deem advisable. The announcement will include all job-related prerequisites specified for candidacy.
2. Filing of applications: Applicants must submit, in person during office hours, or by mail, a written application as prescribed and within the time limit established in the official announcement of examination.
3. Prerequisites for candidacy: Applicants must be citizens of the United States of America who can read and write English language and meet all requirements specified in the announcement of examination. Furthermore, applicants must be of an age suitable for the position applied for, in

ordinary good health, of good moral character and of temperate and industrious habits.

4. Rejection of application: Any application or applicant may be rejected for cause, amount which shall be sufficient:
   a. That the applicant lacks any of the minimum qualifications set forth in the examination announcement.
   b. That the applicant does not meet the physical or mental requirements of the position to which he or she seeks appointment; is addicted to controlled substances or to the excessive use of intoxicating beverages; has been convicted of a felony within seven (7) years from the date of his or her application and the conviction indicates a current presence or absence of specific qualifications for the position; or has been dismissed from previous employment for delinquency or misconduct.
   c. That the applicant has made false statement in his or her application with regard to any material fact.
   d. That the applicant, after notification, did not promptly appear at the time and place designated for any examination.
   e. That the applicant has been separated from the military service with a dishonorable discharge.
   f. That the applicant has assisted in preparing the examination for which application is sought or has in any other manner secured confidential information concerning such examination which might give an unfair advantage over other applicants in the examination.
5. Debarment from employment:
   a. No one who has been dismissed from service for cause involving moral turpitude shall be allowed to again enter the service, and anyone dismissed for other good cause shall be allowed to again enter the service only by express consent of the Board of Commissioners.
   b. Anyone against whom action is taken under section 5 (1) shall be notified promptly by the District of the reasons therefor by written notice mailed to the applicant.
   c. The District will admit to the examination anyone whose application was not accepted, pending final disposition of an appeal, such admission to be without prejudice to either the department or the applicant.
6. Postponement and cancellation of examinations: Any examination may be postponed or cancelled at the discretion of the District. In either case, each applicant shall be notified of the postponement or cancellation.
7. Veterans' preference: An applicant shall receive credit of ten percent (10%) for appointment, who, in time of war, or in any expedition of the Armed Forces of the United States, has served in and been honorably discharged from the Armed Forces of the United States, including the Air

Force, Army, Navy, Coast Guard and Marine Corps and the American Red Cross.

8. Volunteers preference: An applicant shall receive credit of ten (10%) for appointment, who has served as an active volunteer of Grant County Fire District 3 for at least two years immediately preceding the date of the examination.

C. Examinations:

1. Examinations shall be impartial: All examinations shall be impartial and shall relate to those matters which will test fairly the capacity and fitness of the candidate to discharge efficiently the duties of the position to be filled. Examinations may be assembled or unassembled, and may include written, oral, physical, psychological or performance tests or any combination of these. They may take into consideration such factors as education, experience, aptitude, knowledge, character, physical fitness or any other qualifications or attributes which, in the judgement of the District, enter into the determination of the relative fitness of applicants. Promotional examinations shall take into consideration the quality and length of employment in the occupational series, in addition to any or all of the above factors.
2. Identity of examinee concealed: The identity of all persons taking a competitive written test shall be concealed by the use of an identification number which shall be used on all examination papers and all other independent written work. This number shall be used from the beginning of the examination until the papers have all been rated. Any papers carrying the name of the applicant, or any other identification mark, or any candidate who reveals their identification number to the examiner or any staff directly or indirectly, shall be disqualified and the candidate so notified. This does not apply to examinations involving candidate personal contact with evaluators.
3. Rating examinations: Appropriate scientific techniques and procedures shall be used in rating results of examinations and in determining the relative ratings of competitors. Grades shall be expressed on a scale of 100% for maximum possible attainment and 70% the required passing grade and shall be the sum of grade percentages of each examination presented in according with the following:
    a. Eligibility register examinations for fire suppression occupational series: The establishment of the eligibility register shall include a written examination, a physical agility examination, and, for lateral entry, a practical examination. Any candidate who fails to attain at least 70% of the possible grade for each required examination shall be considered to have failed the examination and shall not be examined on any further parts.

b. Eligibility register entrance examinations for other occupational series: Entrance examinations for all other occupational series may be oral examination by at least three persons of high qualification in particular occupational series. The average grade given by the examiner shall be the determining factor. All applicants shall submit an application with a resume of qualifications. If deemed advisable, the District may require prescribed tests to substantiate qualifications listed in the resume.

c. Oral examinations: All oral examinations shall be conducted in accordance with appropriate standards utilizing the provisions governing oral examinations of the State of Washington Department of Personnel as published in its Oral Examination Instruction booklet.

d. Promotional examinations: All promotional examinations shall utilize the assessment lab concept and shall be designed to provide a problem-solving performance test. The examination shall consist of a minimum of three sections, each section being a separate examination having a designated percentage of the final score. Any candidate who fails to attain at least 70% of the maximum grade achievable on each examination prior to assignment of service points shall be considered to have failed.

4. Establishing answer key: Where the nature of the examination permits, the District may provide for a review by the candidate of the correct answers. For the period of three workdays immediately following the examination, any candidate may review the answers in the presence of a District Official and discuss the correctness of the questions and answers. A challenge shall be submitted in writing to the District, within this period, for review. A challenge shall set forth in detail the basis of the challenge. All such written challenges shall be considered by the District. If the District is satisfied as to the validity of such proposed changes, they shall be made a part of the examination answer key. The original examination answer key, together with any changes, shall constitute the final answer key. No further requests for changes in the examination answer key will be considered by the District. The final examination answer key shall be used in scoring all examination papers.

5. Notification of results: Each applicant taking the examination shall be given written notice of the results thereof, and if successful, of his or her final earned rating and his or her relative position on the list or register. Applicants shall have the right to inspect their examination papers within seven calendar days after the posting of the list or register resulting from the examination. Such inspection shall be made in the presence of a District Official. An error in grading or rating, if called to the attention of the District within the inspection period, shall be corrected. Corrections shall not, however, invalidate an appointment previously made, except in

the case of a promotional examination. Any error discovered within seven calendar days after the posting of the promotional list shall be corrected and any promotions made on the basis of the error shall be adjusted accordingly.

D. Appointments:

1. Vacancies shall normally be filled by lateral transfer, promotional appointment, re-employment, original appointment, or demotion.
2. When vacancies are to be filled from an existing employment lists, the lists shall be used in the following order:
   a. The name highest on the re-employment list.
   b. If no re-employment list exists, the name highest on the appropriate promotional list.
   c. In the absence of either such list, the appointment shall be made based upon the District Fire Chief's interview from the three highest names on the appropriate employment list.

E. Methods of filling promotional vacancies: The appointing authority shall normally fill a vacancy by lateral transfer, promotional appointment, or demotion in accordance with this prescribed order.

1. The name highest on the re-employment list.
2. If no re-employment list exists, the name highest on the appropriate promotional list.
3. In the absence of either such list, the appointment shall be made based upon the District Fire Chief's interview from the three highest names on the appropriate employment list.

F. Methods for establishing employment lists:

1. The three highest names from the appropriate fire suppression eligibility register for each anticipated vacancy.
2. All candidates shall submit to a graded oral examination.
3. The candidates passing the oral examination will receive a graded pre-employment psychological examination. Test results shall be submitted to the District Examiner. Any candidate who fails to attain at least 70% of the possible grade for the Oral and/or Psychological Examinations shall be considered to have failed the examination and shall not be considered further.

4. The Fire Suppression Employment list will be derived from combining the examinations weighted as follows:

	Entry Level	Lateral Entry
Physical Agility Test	20%	15%
Written Examination	20%	15%
Oral Examination	30%	20%
Psychological Examination	30%	30%
Practical Examination		20%

5. The fire suppression employment lists will expire with each satisfied hire.
6. Candidates not appointed from the employment list will be returned to the eligibility register in their original order.

G. Demotion for incapacity: When a regular employee becomes physically, mentally, or otherwise incapacitated for the performance of the duties of the current position, he or she may, upon request of the District, be given status and appointed to a lower position in the same occupational series, the duties of which the employee is able to perform. When the District demotes an employee for being incapacitated for the position held, the employee may appeal the decision in the same manner as specified in the District's Policy and Procedures specified under "Employee Rights of Appeals."

H. Probationary period: The probationary period shall be regarded as an integral part of the examination process and shall be utilized for closely observing the employee's work, for securing the most effective adjustment of the new employee to the position, and for rejecting any employee whose performance or adjustments are not satisfactory. Probationary periods shall be as follows:

Re-employment list	period of probation remaining unserved at time of lay-off.
Entry level firefighter	12 months after appointment
Lateral entry firefighter	12 months after appointment
All other appointments	6 months after appointment

Any period of time an employee is not actively engaged in employment shall not be included in computing the probationary period. At any time during the probationary period, the District may remove or demote an employee whose performance or adjustment is not satisfactory, provided that he or she shall notify the employee and the Board of Commissioners of such action. If an employee, promoted to a higher position as a result of certification from a promotional list, is found unsuited for work of the position during the probationary period, he or she shall be reinstated to the position from which promoted, provided regular status in that position had been achieved.

I. Medical examinations:

1. Applicants for positions may be required to undergo a medical examination to determine physical and mental fitness to perform work in the position to which appointment is sought.
2. The District may require employees to undergo a medical examination to determine physical and mental fitness to continue to perform work in the position which they are employed. Such medical examination shall be at no expense to the employee.