

Purpose:

The purpose of this policy is to establish the procedure for selection of candidates for hiring at the Firefighter I position

Objective:

To ensure the Augusta Fire Department selects and hires qualified individuals that meet or have the ability to meet applicable statutes and standards.

Scope:

This policy applies to all managers of and participants in the selection and hiring process for Firefighter I.

Responsibilities:

All personnel that have a role in the selection and hiring process as well as participants in the process are responsible to familiarizing and complying with the procedures outlined in this document.

Eligibility Requirements

To apply for the position of Firefighter, an applicant must:

- a) Be 18 years of age
- b) Have High School Diploma or equivalent
- c) Have valid driver's license and good driving record
- d) Have honorable discharge, if any, from the military
- e) Meet the requirements set forth in NFPA 1582
- f) Meet or exceed requirements set forth in OCGA 25-4-8 "Qualifications of Firefighters Generally"

Disqualifiers may include, but are not limited to, the following:

- a) Admission and/ or conviction of a felony offense, or offense within any state that would be considered a felony offense in Georgia, within 10 years. Or 5 years with successful completion of Georgia Department of Corrections Inmate Firefighter Program
- b) Admission and/ or conviction of a misdemeanor involving moral turpitude
- c) Admission, conviction, or positive test indicating illegal drug use within the past 12 months
- d) Admission or conviction of the sale of drugs
- e) Admission, conviction, or positive tests indicating certain drug use and/or patterns of drug use

- f) Anything other than an honorable discharge from the military
- g) Admission, conviction, or other evidence of a pattern of theft or
- h) Admission or conviction of DUI (driving under the influence) within the prior 5 years
- i) Inability to meet requirements set forth in OCGA 25-4-8 "Qualifications of Firefighters Generally"

1. Application Period

- 1.1 The Training Chief will work with the Fire Chief or designee and Human Resources to identify how many positions are open and how many are desired to be filled.
- 1.2 The Fire Chief or designee will direct Human Resources to post job vacancy and solicit applications.
 - 1.2.1 The directive to Human resources will indicate how long the posting is up, whether a length of time, desired number of applications etc.
- 1.3 Human Resources shall vet applications using established processes within Human Resources Department procedures.
- 1.4 Once applications close, qualified applicants will be sent information regarding date and time for written testing as well as study information if available.

2 Written Testing

- 2.1 A suitable entrance examination shall be selected by the Augusta Fire Department that measures general knowledge measuring several abilities.
- 2.2 Candidates will take the selected entrance examination.
 - 2.2.1 Candidates will consent to a background check and pre-employment MVR screening as required by Risk Management
 - 2.2.1.1 Human Resources will conduct and maintain GCIC background check and MVR report and share any excluding factors with appropriate Augusta Fire Department personnel. If necessary remove candidates from the selection and hiring process.
 - 2.2.2 Candidates shall obtain a passing score on the selected exam to progress in the selection and hiring process.
 - 2.2.3 Candidates will be required to sign up for Physical Abilities testing session within 1 week of notification of passing score on Entrance Exam.

3 Physical Abilities Test

- 3.1 The Augusta Fire Department will use the Augusta Fire Department Physical Abilities Test (APAT) as outlined in procedure XXX.XXX. This is a Pass/Fail test.
- 3.2 The Augusta Fire Department shall produce video examples of the APAT and post them conspicuously for review by candidates. Posting or linking this video on the Department website constitutes compliance with this requirement.
- 3.3 The Augusta Fire Department Training Division shall provide an appropriate number and length of familiarization sessions with the equipment used and venue used for the APAT.
- 3.4 Candidates will be given TWO opportunities to pass the APAT.
 - 3.4.1 In the event a candidate does not successfully pass the APAT after two attempts they will be removed from the current selection process and encouraged to apply for the next process.
- 3.5 Candidates will be required to pass the Acrophobia Test. This is a Pass/Fail test.
 - 3.5.1 Acrophobia Test will consist of candidate outfitted with helmet, gloves, and ladder belt.
 - 3.5.2 Suitable Aerial ladder will be raised to a 70 degree climbing angle and extended to 100 feet.
 - 3.5.3 Candidates will be secured by appropriate belay system for safety.
 - 3.5.4 Candidate shall have 5 minutes to complete by ascending securing to an identified rung of the ladder, leaning back and clapping three distinct times over their head, then descending

4 Interview

- 4.1 Candidates will complete a panel interview consisting of three to five members of the department of diverse rank, experience, and demographic backgrounds.
 - 4.1.1 Human Resources will screen and approve the interview questions
 - 4.1.2 Human Resources representative will be invited to monitor the interview
- 4.2 Interviews will consist of 10 questions graded on a 5 point scale.
 - 4.2.1 Scores will be averaged across the panel and then totaled
 - 4.2.2 This total score will be converted to a 100 point scale

5 Candidate Selection

5.1 Candidates will be selected at this point in the process using written test scores, and interview scores will be used to develop a composite score.

5.1.1 Candidates must have achieved a passing score on each portion of the testing individually

5.2 Candidates will then be ranked highest to lowest by their composite score

5.3 Additionally the following points will be added to the composite score

5.3.1 Georgia Certified Firefighter 3 points

5.3.2 Georgia Licensed EMT, AEMT, or Paramedic 3 points

5.4 The ranked list of eligible candidates will be valid for 12 months

5.5 Selection will be from this list in order, highest to lowest.

6 Physical and Background Checks

6.1 Upon Completion of the interview, selected candidates will be scheduled to complete pre-employment physical with appropriate medical facility

6.2 Candidates will also be provided with instructions regarding completion of background checks required by OCGA 25-4-8

6.2.1 Candidates MUST be provided a copy of their privacy rights and acknowledge receipt thereby

7 Hiring

7.1 Upon successful completion of physical and background checks candidates will be scheduled for their orientation day as county employees with Human Resources