



# **SOUTH LYON FIRE DEPARTMENT**

## **Manual of Procedures 115**

### **HIRING PROCESS AND PROBATIONARY EMPLOYEE TRAINING**

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Approved: Chief Mike Kennedy

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#### **I. PURPOSE**

SLFD is an equal opportunity employer. Applicants for all positions are considered without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. The South Lyon Fire Department is an at-will employer. As such, it is the right of the South Lyon Fire Department to terminate the employment of any employee at any time with or without cause. This procedure establishes a process for the hiring of personnel along with reviews during their first year of employment.

The On-The-Job (OJT) training program is designed to educate probationary employees on SLFD procedures, operations, equipment, and expectations. It is also intended to develop baseline competency for station operations and participation at scenes, when cleared.

#### **II. MINIMUM QUALIFICATIONS**

All paid-on-call firefighter applicants must be

- A. Eighteen (18) years of age
- B. High school diploma or G.E.D.
- C. Reside within four (4) road miles of the fire station
- D. Good driving record
- E. No felony, drug, violent crime, or criminal sexual conduct convictions

Falsification of, missed steps, or incompleteness of or during any portion of this process, can and may lead to your application not being accepted and this process being terminated. If there is any information found unacceptable to this department, the applicant will be notified of this and advised of any issues or concerns and also of any next steps, if applicable. If at any time during this process your application is found to not meet the requirements of this department, you will also be notified.

#### **III. INITIAL REVIEW**

All applications shall be forwarded to the fire chief for initial review. The fire chief will review the application for spelling, grammar, completeness, neatness of writing, and truthfulness.

The application shall be completed by the applicant. Applications completed by someone other than applicant shall be refused.

#### **IV. CRIMINAL AND DRIVING RECORD REVIEW**

If the application is deemed acceptable by the fire chief, the application shall be forwarded to the South Lyon Police Department for a criminal history and background ground check. The fire chief shall review the findings of the criminal history and background.

#### **V. APPLICANT EXPECTATION MEETING**

If the criminal and driving record portion is passed, the fire chief shall forward the applicant's contact information to the captain to schedule a meeting with the applicant.



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This meeting is intended to provide the applicant a blunt assessment of the terms, conditions, and expectations of a probationary employee. The meeting will cover the following areas:

- A. Tour of station and apparatus.
- B. Review of expectations and time commitment needed to be a paid-on-call firefighter.
- C. Review of SLFD OJT Training program and timelines.
- D. Review of EMT and fire academy time commitments and difficulty of curriculum.
- E. This meeting shall occur within two weeks of being contacted by SLFD. If the applicant fails to appear for the meeting, the applicant will forfeit continuation in the hiring process.

### **VI. REFERENCE / EMPLOYMENT CHECK AND INTERVIEW**

The deputy chief shall contact previous employers along with references.

If the applicant is still interested in employment, the fire chief will schedule an interview. This meeting shall occur within two weeks of being contacted by the fire chief. If the applicant fails to appear for the meeting, the applicant will forfeit continuation in the hiring process.

### **VII. CONDITIONAL OFFER / PRE-HIRE EXAM**

If the applicant successfully completes the reference and employment check and interview, the applicant shall be given a conditional offer of hire of employment. The applicant shall be given an Employer Authorization for a pre-hire physical exam at Novi – Providence Park Hospital, Occupational Health. The pre-hire exam shall occur within one week of being contacted by the fire chief.

The captain will create an OJT packet and dashboard prior to onboarding.

### **VIII. ONBOARDING**

If the applicant successfully completes the pre-hire process, the fire chief shall schedule a meeting with the applicant to complete new hire paperwork and employment orientation. The orientation meeting shall occur within two weeks of being contacted by the fire chief. The applicant shall be assigned an approved firefighter as a mentor.

The gear officer will issue turnout gear and passport tags. If the applicant has an EMT or paramedic license, the deputy chief will update EMS state inspection book with copy of medical license, CPR card, and EMS roster. If the applicant has Firefighter I&II, the deputy chief will update state EMS book with MFFTC state driving course certificate.

The captain will issue the new employee an official department identification card.

### **IX. OJT TASK COMPLETION**

The captain is responsible for reviewing weekly updates from the mentor, logging updates onto the dashboard, and will handle any problems with OJT mentor / student throughout process.

- A. Any fire officer or designated firefighter may work with probationary employees, and indicate review of subsections (topics) of a probationary employee's OJT via placing their initials and the date reviewed next to those subsections.
- B. Any fire officer or designated firefighter may complete skill sheets with a probationary employee. The instructor must review the skills with the probationary employee, and demonstrate where necessary. The instructor then evaluates the probationary employee's performance of the skills, and indicates competency by initialing the appropriate boxes.



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Only the probationary employee’s assigned mentor can review the probationary employee’s homework and sign-off on satisfactory completion.

- C. Upon completion of all module topics, skill sheets, and homework, the probationary employee signs the module completion page asserting completeness and competency.
- D. Once the probationary employee has signed off on the module, the probationary employee’s assigned mentor verifies satisfactory competency and signs off on the module’s total completion. Only the probationary employee’s mentor has the authority to sign off on module. Upon the mentor signing off on the OJT module, the mentor shall send notice of the completed section to the captain. The captain will administer an examination to verify competency of the probationary employee. The probationary employee must receive a passing score of 80% or higher.
- E. Upon successful examination, the captain shall also sign-off on the module’s completion and will issue notice to the fire officers, where applicable. If the probationary employee is not successful in passing a module examination, the captain will work with the probationary employee’s mentor to develop a remediation plan.
- F. Upon passing the module 3 examination, the employee is permitted to ride apparatus (with company officer permission) to emergency incidents and participate in a limited manner, under direct supervision.
- G. Failure to complete OJT, EMT, or the fire academy may result in termination of employment.
- H. While the probationary employee is enrolled in the fire academy, he/she is responsible to provide the training officer with a monthly progress report. Failure to provide the monthly progress report will result in disciplinary action.
- I. Upon completion of OJT and the fire academy the probationary employee will take a final written and practical examination to verify competency for promotion to a black helmet firefighter. This final examination shall be administered by the captain. Both the written and practical examinations shall occur within thirty (30) days of fire academy completion.
- J. Upon completion of the OJT examination, the gear officer will provide the employee with the SLFD apparel form (pants, shirts, patches) order locker nameplate, helmet sticker, and uniform nameplate.

### OJT Completion Expectation Timeline (including exams)

|  | Non-Trained        | Trained           |
|--|--------------------|-------------------|
| Complete OJT Module 1 (Intro to SLFD, Part I)  | 1 week post-hire   | 1 week post-hire  |
| Complete OJT Module 2 (Intro to SLFD, Part II) | 2 weeks post-hire  | 2 weeks post-hire |
| Complete OJT Module 3 (Reporting and Forms)    | 4 weeks post-hire  | 3 weeks post-hire |
| Complete OJT Module 4 (Engine 1)               | 6 weeks post-hire  | 4 weeks post-hire |
| Complete OJT Module 5 (Engine 2)               | 8 weeks post-hire  | 5 weeks post-hire |
| Complete OJT Module 6 (Rescue 1)               | 9 weeks post-hire  | 6 weeks post-hire |
| Complete OJT Module 7 (Ladder 1)               | 11 weeks post-hire | 7 weeks post-hire |
| Complete OJT Module 8 (SCBA)                   | 12 weeks post-hire | 8 weeks post-hire |
| Complete OJT Module 9 (Radio Communications)   | 13 weeks post-hire | 9 weeks post-hire |



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### **X. EMT COURSE**

Deputy Chief

- A. Register employee for EMT through HVA
- B. Discuss expectations and vehicle usage register for EMT
- C. Review and obtain signature on FERPA form and student contract
- D. Order EMT book and provide employee with BP cuff and stethoscope
- E. Receives weekly updates from student, monitors status in class and intervenes as necessary
- F. Upon course completion, verify registration for NREMT examination

Employee

- A. Provide the training officer with a weekly progress report. Failure to provide the weekly progress report will result in disciplinary action.

### **XI. FIRE ACADEMY**

Fire chief

- A. Registration for FF I&II, discuss expectations

SCBA officer

- A. Issue SCBA mask

Upon completion of fire academy

Deputy chief

- A. Conduct black helmet test

Gear officer

- B. Issue helmet shield, Black helmet, and Streamlight

### **XII. Chief or his/her designee**

- A. Tracking and verification of 10-hours of drive time on engines and 3 emergency responses in Rescue 1

### **XIII. ONE YEAR REVIEW**

One year post hire, the fire chief, captain, and new hire's mentor shall meet to review the new hire's OJT progress, attendance, attitude, and initiative. Any corrective action shall be documented and conveyed to the new hire. All new hires must have a State of Michigan EMT license within one year of hire.

### **XIV. ENGINEER / AERIAL PLATFORM OPERATOR**

Chief or his/her designee

- A. Confirm completion of skill sheets and requirements
- B. Confirm test out by approved proctor

Approved by

/s/ Chief Mike Kennedy