



SOUTH LYON FIRE DEPARTMENT

Manual of Procedures 115

HIRING PROCESS

Issued: November 30, 2013
Revised: January 31, 2014
Approved: Chief Mike Kennedy

I. PURPOSE

The South Lyon Fire Department 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.

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 in completion 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. PROBATIONARY FIREFIGHTER EXPECTATION MEETING

If the criminal and driving record portion is passed, the Fire Chief shall forward the applicant's contact information to Captain(s) and Assistant Chief(s) to schedule a meeting with the applicant. Only one (1) officer: Captain or Assistant Chief shall meet 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 On the Job Training program and timelines
- D. Review of EMT and fire academy time commitments and difficulty of curriculum

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. FIRE CHIEF INTERVIEW

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.

V. REFERENCE AND EMPLOYMENT CHECK

If the applicant successfully completes the Fire Chief interview, the Fire Chief shall contact previous employers along with references.

VI. CONDITIONAL OFFER / PRE-HIRE EXAM

If the applicant successfully completes the reference and employment check, 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.

VII. ORIENTATION MEETING

If the applicant successfully completes the pre-hire exam, the Fire Chief shall schedule a meeting with the applicant to review new hire paperwork and complete an employment orientation. The orientation meeting shall occur within two weeks of being contacted by the Fire Chief. The applicant shall be assigned a Sergeant as a mentor

VIII. THREE MONTH REVIEW

Three months post hire the Fire Chief, Training Officer, and new hire's Sergeant 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.

IX. SIX MONTH REVIEW

Six months post hire, the Fire Chief, Training Officer, and new hire's Sergeant 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.



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X. NINE MONTH REVIEW

Nine month post hire, the Fire Chief, Training Officer, and new hire's Sergeant 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.

XI. ONE YEAR REVIEW

One year post hire, the Fire Chief, Training Officer, and new hire's Sergeant 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.

New hire must have a State of Michigan EMT license within one year of hire.

Approved by:

/s/ Chief Mike Kennedy