



Sylvania Township Fire Department

STFD Hiring Policy

The Sylvania Township Fire Department shall establish and maintain a list of eligible applicants for both full-time and part-time firefighter positions. The Township is committed to a policy of fully complying with all applicable federal, state and local laws, rules and regulations prohibiting discrimination on the basis of race, color, national origin, sex, sexual orientation, genetic information, religion, age, disability or military status. Equal Employment Opportunity applies to all personnel practices, including (but not limited to) recruitment, hiring, training, promotion, termination, leaves of absence, compensation, discipline, evaluation, benefits, transfers, educational assistance, and social and recreational activities.

STFD may utilize outside agencies to administer and evaluate the written examination, physical ability test, physical examination, psychological interview and recruit training.

Hiring of any firefighter, either full-time or part-time shall consist of four (4) phases:

- I. Recruitment and Application for Employment
- II. Testing and Eligibility
- III. Recommendation for Probationary Hiring
- IV. Conversion to Regular Employment

STFD Hiring Phases

Phase I Recruitment and Application for Employment

Advertisement

The Sylvania Township Fire Department shall advertise job availability for full-time firefighter/paramedic and part-time firefighter/EMT positions. The advertisement shall run in local and area newspapers, and other media as deemed appropriate, and shall be posted on the STFD website for a period of two (2) weeks.

After verification of pre-employment requirements, applicants will be notified via US mail of the registration and written test time, date and location. The test shall be administered no later than four (4) weeks following the close of the application period.

Registration Requirements

All applicants for employment shall register with the Sylvania Township Fire Department. A registration fee of \$25 to cover the cost of the written exam is due at the time of registration. Applicants must meet the following pre-employment requirements:

1. **Employment Eligibility** – All applicants must be legally authorized for employment in the United States at the time of registration.
2. **Age** – All applicants must be at least eighteen (18) years of age.
3. **Education** – All applicants must have a High School Diploma or High School General Education Development Certificate (GED). Original diplomas and school transcripts must be submitted for review.
4. **Driver's License** – All applicants must have a current, valid driver's license at the time of registration. If appointed, this license must be maintained for the duration of your employment.
5. **State of Ohio Certifications** – Full-time applicants must possess, at a minimum, a current State of Ohio Emergency Medical Technician-Paramedic (EMT-P) certification at the time of registration. Successful applicants will be required to maintain their EMT-P certification through the rank of Captain, or as designated by the Fire Chief.

Part-time applicants must possess, at a minimum, a current State of Ohio Emergency Medical Technician – Basic (EMT-B) certification and, at a minimum, a current State of Ohio FFI certification, FFII certification is preferred, at the time of registration. Successful applicants will be required to maintain their EMT-B certification throughout their part-time employment and, if needed, to obtain FFII certification within one year of their appointment.
6. **English Language** – All applicants must be able to read, write, speak, understand and otherwise communicate fluently in the English language.
7. **Tobacco Products** – The use of tobacco products, in any form, is prohibited as a condition of employment with the Sylvania Township Fire Department.

Any applicant who is late for any phase of the hiring process or otherwise discloses information which may provide an unfair advantage to others about the testing process may be subject to elimination from the hiring process.

Phase II Testing and Eligibility

1. General Aptitude Test

After successful completion of the Registration Requirements process, applicants will be permitted to take the written, general aptitude test. A Preliminary Eligibility List shall be developed from the written test scores.

Applicants who successfully pass the written examination, with a score of 75% or better, will be ranked in numerical order from highest to lowest on a "Preliminary Eligibility List". All

applicants will have points added to their written examination score for the following categories:

- one (1) point for the successful completion of an NFPA based Firefighter II certification training program
- one (1) point for the completion of an Associate's degree in Fire Science or Emergency Medical Management or two (2) points for the completion of a Bachelor's degree in Fire Science or Emergency Medical Management, for a maximum of two (2) points.
- one (1) point for honorable military service that included firefighting, damage control, first aid or emergency medical service training or experience.

*****Points for the above categories shall not be added to an applicant's examination score unless the applicant achieved at least the minimum passing grade on the examination without counting the extra points. (Reference: ORC 124.45)**

All applicants on the Preliminary Eligibility List will continue to the additional phases of the STFD hiring process as needed. The Preliminary Eligibility List will remain valid for a period of two (2) years from the date of establishment and will be utilized to hire additional personnel, as needed, during that time period.

2. Background Investigation

Sylvania Township will conduct a comprehensive Background Investigation and point assessment on all applicants who are eligible to proceed to the additional phases of the STFD hiring process. The background investigation will include the following areas:

- a. Criminal history
- b. Driver's history
- c. Civil records search
- d. Professional license search
- e. Education verification
- f. Employment verification
- g. Registered sex offender search

A satisfactory background investigation is a mandatory prerequisite for appointment. An applicant may not be appointed, reappointed or reinstated if he/she has been convicted of a felony or has received a dishonorable discharge from the Armed Forces. Any pending felony charges must be cleared from the applicant's record prior to proceeding in the hiring process.

After completion of the background investigation, a panel of individuals, including one (1) fire department deputy chief, one (1) fire department administrative assistant and one (1) police department employee, will tabulate point values based on information obtained from the background investigations. Any applicant assessed five (5) or more points will be disqualified from the hiring process.

3. **Physical Ability Test**

All applicants who successfully pass the Background Investigation will participate in a Physical Ability Test administered by the STFD. The test used will be modeled after the Candidate Physical Ability Test (CPAT), which is scored on a pass/fail basis. The purpose of this test is to evaluate an applicant's ability to perform work-related tasks and will measure: muscular strength, muscular endurance, cardiovascular endurance and musculoskeletal flexibility.

4. **Chief's Panel Interview**

Applicants who pass the physical agility test must participate in an oral interview. The interview board will utilize the same criteria of questioning for all applicants. The board shall consist of personnel designated by the Fire Chief.

5. **Active Eligibility List**

After completion of the oral interviews, full-time and part-time "Active Eligibility Lists", consisting of applicants who have successfully completed Phase I and Phase II of the hiring process, will be maintained for two (2) years.

Phase III Recommendation for Conditional Offer of Employment

When a vacancy occurs in the department, the Fire Chief shall select the applicant deemed most appropriate from the Active Eligibility List to fill the position. The Fire Chief shall recommend a Conditional Offer of Employment to the Sylvania Township Board of Trustees, subject to the following conditions:

1. Physical examination
2. Psychological interview

1. **Physical Examination**

Upon approval of the Township Board of Trustees, the applicant will be scheduled for a physical examination, which will meet the requirements outlined in NFPA 1582, *Standard on Medical Requirements for Firefighters and Information for Fire Department Physicians*, 2000 edition.

2. **Psychological Interview**

The Psychological Interview will meet the requirements outlined in NFPA 1582, *Standard on Medical Requirements for Firefighters and Information for Fire Department Physicians*, 2000 edition.

Phase IV Conversion to Regular Employment

After passing the physical examination and psychological interview, the applicant shall be hired as a probationary employee of Sylvania Township, Lucas County, Ohio as a member of the Sylvania Township Fire Department as a full-time Step I Firefighter/EMT-Paramedic or as a part-time Firefighter/EMT.

Recruit Training

Newly appointed employees will move forward in two different paths as determined by their existing State of Ohio Certification(s).

- If the newly appointed full-time or part-time employee has State of Ohio FFII certification, he/she will complete a STFD recruit training process as outlined by the Fire Chief.
- If a newly appointed full-time or part-time employee does not have State of Ohio FFII certification, he/she will attend NFPA based FFII training and then complete a STFD recruit training process as outlined by the Fire Chief.

The employee will remain on probationary status for 1 year and will be subject to all rules and regulations of the STFD and Township of Sylvania, Ohio. All new hires will be required to successfully complete the training curriculum within their probationary period.

Upon successful completion of the Recruit Training process, within the one (1) year probationary period, the Sylvania Township Fire Chief shall review the probationary employee's employment records and take the appropriate action for conversion to either a 50-hour work week (for full-time employment) or part-time supplemental employment.