

	<b>TRAVIS COUNTY ESD #5 MANCHACA FIRE RESCUE Command Staff Policy</b>	<b>X101</b>
	Authorized by:  <div style="text-align: right;">Fire Chief Chris Barron</div>	<b>Effective:</b> 11/1/2018 <b>Rescinds:</b> na <b>Reference:</b> na <b>Application:</b> Administration
<b>Hiring Process</b>		

## I. Purpose

To document the process for hiring personnel at Travis County ESD5.

## II. Procedure

A. **Hiring Process.** The following procedures will serve as the typical hiring process for ESD5. The Chief of Department retains full rights to hire and fire personnel within the authority granted to the Chief by the ESD Board of Directors. The Chief of the Department may alter this process without notice. The hiring process as defined in this policy is typically administered by the Battalion Chief.

1. **Process announcement.** An announcement for a hiring process may be advertised at different levels, depending on Department needs.
  - a. **Internal.** The process may only be open to existing members (i.e. a full time firefighter process only open to existing volunteer and part time members)
  - b. **External with limited advertisement.** The process is open to outside applicants, but advertisement may be limited to word of mouth, invitation, or selected outlets.
  - c. **External with open advertisement.** The process is open to outside applicants with open advertisement such as positing on the TCFP website or buying advertisement.
  - d. **Notice to previous applicants.** The Department, at its discretion, may send notice to previous applicants or previous inquiries, announcing the hiring process.
  
2. **Application deadline.** The Battalion Chief will include in the announcement a deadline for applications to be returned. The deadline is primarily for administrative and logistical purposes only. Applications arriving after the deadline may be considered at the discretion of the Battalion Chief.
  - a. **External applicants.** External applicants will need to submit a complete and accurate employment application and resume.
  - b. **Internal applicants.** Internal applicants do not need to submit an application but must provide a letter of intent to participate in the process and submit a resume listing all employment outside of ESD5 over the past 7 years.

- c. **Receipt of applications.** Applications may be received by online form, email, direct delivery, or mail. Applications must be in the possession of the Battalion Chief on the deadline date to be considered on time.
3. **Review of applications.** The Battalion Chief will review the applications and resumes ensuring that they are complete and have provided the information requested. The Battalion Chief will also confirm that the applicant meets the minimum requirements for the advertised position (certifications, seniority, education, etc.). An applicant may be rejected for not meeting any of the provisions in this section.
  - a. **Reference and history check.** The applicants work, certification, and education history will be confirmed and investigated for any discrepancies. Work references will be checked and personal references may be checked as determined necessary.
4. **Social media check.** If an applicant meets minimum requirements and is moved forward in the process, an investigation will be conducted into their social media footprint. The social media investigation will be conducted by an individual that is not directly involved in the hiring decision due to the potential to learn protected information such as age, sex, religious or political affiliation, etc.). The results of the social media investigation will be given to the Battalion Chief and will be limited to the existence of issues that could be ground for removal from the hiring process. Examples include, but are not limited to, drug use, criminal activity, threats, discriminatory or hostile activities regarding race, religion, sex, politics, etc., or other activities that would constitute a violation of the Department Personnel Handbook or Department Policy.
5. **Physical Ability Course (PAC).** Concurrently with the social media check, advancing applicants will be scheduled a time to be evaluated using the physical ability course. The course parameters will be provided to the applicants before their scheduled test date.
6. **Interview board.** Applicants passing the PAC will be scheduled for an interview. The interview will be by a panel of ESD5 personnel. The board will typically consist of 3-5 members and should have a Chief Officer, Company Officer, and a Driver or Firefighter on the board. Questions will typically be predetermined and provided to the interview board with the ability to ask pertinent follow-up questions.
7. **Recommendations to the Chief.** The interview board will be provided information regarding the applicants resume, social media check, and PAC results. The group will provide their opinions and rankings of the applicants to the Chief on the interview board. This information will be compiled and provided to the Chief in order to make the final hiring decision.
8. **Interview by Chief.** The Chief of Department may, at his or her discretion, conduct an interview with the applicant before making a final hiring decision.

B. **Employment of applicants.** Once the Chief of Department decides on who will be offered a position with ESD5, a conditional offer of employment will be made to the applicant. If accepted, the member will need to complete the following in order to honor the conditional offer of employment.

1. **Human resources processing.** The applicant will meet with the office manager to sign an acknowledgement of the offer and to fill out new employee paperwork for items such as payroll, taxes, benefits, acknowledgement of policy and procedures, etc.
2. **Background check.** A criminal background and driving record check will be conducted. The background check may also include a credit history check.
3. **Physical and Drug screen.** The applicant will be required to participate in a new hire drug screen and physical examination at a facility contracted by ESD5. Results of the exams will be provided to ESD5. Refusal to participate in either component will result in the withdrawal of the conditional offer of employment.

C. **In Processing.** The new member will receive the following as part of the in processing as a new member of ESD5/MFR.

1. Member identification and access card.
2. Member's only web site access.
  - a. Employee Handbook access
  - b. Policy and Best Practices access
  - c. Memos and Directives
  - d. COGs
  - e. Training/Probationary program access
3. CAD account (VisiNet Browser access for Drivers and Officers)
4. ESO account
5. Blackboard Access
6. When to Work Access
7. Fuel system access
8. PS Trax account
9. Active 911 account
10. Email account
11. Active directory account
12. Issued equipment.
  - a. PPE: Structural, Wildland/Extrication, SCBA Facepiece (per Policy B101: Use, Inspection, and Care of PPE)
  - b. Uniform / Clothing Issue (per Policy C101: Uniform and Grooming Standard)

D. **Probationary member orientation.**

1. **Duration.** New hires are subject to a 6-month probationary period. Existing members assuming a new role are subject to a 6-month probationary period in their new role.

2. **Position Task Book (PTB).** The new member will be supplied with a task book that spells out the knowledge, skills, and abilities for their position. The contents of the PTB should be completed before the end of the probationary period.
  
3. **Other requirements.** The probationary members may have other requirements and obligations as spelled out in the Probationary Member Process. At the discretion of the Chief, some applicants may be accepted to a position even if they have not met all prerequisites or position expectations. These applicants may have additional conditions placed on their probationary status. Other items that are required to be completed with the member's probationary period include:
  - a. COG Medical Clearance
  - b. NIMS ICS-100, 200, 700, 800 certificates
  - c. Courage to be Safe program
  - d. Traffic Incident Management program