

# Paid-Call Firefighter Application and Appointment Process

## 1002.1 SCOPE AND PURPOSE

This policy describes the process utilized to establish minimum qualifications and a step by step candidate application and screening process prior to appointment for Paid-Call Firefighters (PCF) in the District.

## 1002.2 POLICY

All new or returning personnel are required to follow the application process.

1. Any person applying to become a Paid-Call Firefighter with the District: must be 18 years of age at the time of application; possess a high school diploma or GED; be a U.S. citizen or be legally authorized to work in the United States; be in good physical condition and health; be able to perform the arduous duties associated with firefighting and emergency incident response; and must possess a valid California driver's license.
2. After the initial application process, any applicant selected for employment will receive a conditional offer of employment from the District. Applicants who receive a conditional offer of employment must submit to a criminal conviction background check followed by a medical evaluation before they may begin employment with the District.
3. PCF Firefighters must live or work within 10 minutes' drive time of their assigned station.
4. Any applicant who falsifies any portion of their application, or who engages in any dishonest behavior during the application process, will be barred from employment with the District.

## 1002.3 APPLICATION PROCEDURES

1. Applications may be obtained at the District Headquarters, or the District web site at [www.fresnocountyfire.org](http://www.fresnocountyfire.org)
2. Completed applications and all supporting documents are to be submitted in person to the District Headquarters, Attention: Administration Officer.
3. Applications will only be accepted at the Fire District Headquarters.
4. **All applications must contain truthful and accurate information and include an original signature by the applicant.**
5. All applications will be processed and tracked by the Administration Officer throughout the approval process.
6. Approved applications will be retained on file by the Administration Officer and candidates will be placed on a waiting list until a vacancy exists.

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#### **1002.4 Interview Procedure**

1. When a PCF vacancy exists, the Station Captain will contact the Battalion Chief for approval to fill the vacancy.
2. If the Battalion Chief approves filing the vacancy, they will coordinate establishing candidate interviews with the Administration Officer.
3. The Administration Officer will contact the eligible candidates on the waiting list and offer an interview for employment.
4. Interviews will be conducted by both the Battalion Chief (or their designee) and a PCF Company Officer and will follow an established format.
5. Candidates will be rated based on their individual qualifications, and their effectiveness answering questions and following directions.
6. The interviewers will notify the Administration Officer of their candidate selection and the Administration Officer will begin the candidate's screening process.

#### **1002.5 APPOINTMENT PROCEDURE**

Appointment of a new PCF will occur only when the candidate is successful in completing the pre-appointment screening process.

1. Upon notification of a successful interview by the interviewers, the Administration Officer will initiate the candidate's background investigation, DMV record review, and training record review.
2. Upon satisfactory completion of the background investigation, the applicant will be scheduled for a controlled substance screening.
3. **All information received during the investigative and screening process will remain confidential.**
4. Applicants who fail any portion of the background investigation, controlled substance screening or DMV record review will be advised of their status and further processing of their application shall cease.
5. All applicants who successfully complete the initial application process will be conditionally cleared for appointment as a PCF Company member in "Trainee Status", pending successful completion of a criminal conviction history check and a medical examination, a conditional offer of employment letter will be sent to the successful candidate.
6. **All applicants receiving a conditional offer of employment will be scheduled for a criminal conviction history check and a full medical examination.**
7. Upon successful completion of the criminal conviction history check and a medical examination, a formal letter of acceptance will be sent to the successful candidate. Copies will be sent to the appropriate fire station, Battalion Chief, Training Bureau and District Finance by the Administration Officer.
8. Completed PCF Company applicant processing check-sheets must be presented to the Service Center prior to issuance of personal protective clothing.

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9. **All PCF Trainee Status training shall be successfully completed and signed off by the Training Bureau prior to any emergency response or apparatus ride-along by the PCF.**
10. Upon successful completion of the PCF Trainee Status training program, the completed applicant check-sheet will be signed-off by the Training Chief, or designee, and returned to the Administrative Officer. Check-sheets will be maintained in the employee's official personnel file.
11. **The PCF Company applicant processing check-sheet must be fully completed, having obtained an authorized signature at each of the designated phases, prior to a candidate receiving full clearance for PCF Company membership.**
12. All application documents and records will be held in the official personnel file at District Headquarters.

Applicants who are unsuccessful in any aspect of the application or appointment process, and who are rejected for PCF Company membership will be ineligible for appointment, and will be so notified by the District Administrative Officer.