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# PERSONNEL RECRUITMENT & RETENTION SOG

## SCOPE

This guideline shall apply to all members of the Stoney Point Fire Department (SPFD) and shall be adhered to by all members.

## PURPOSE

It is the policy of the SPFD to maintain a systematic, consistent recruitment program, to promote equal employment opportunities, and to identify and attract the most qualified applicants for employment with the SPFD. This policy is to be achieved by announcing all position vacancies, by evaluating all applicants using the same criteria, and if needed by applying testing methods through the Local Job Service Office (Employment Security Commission). Selection decisions are made without regard to race, color, religion, sex, national origin, political affiliation, non-disqualifying handicap, or age.

## DEFINITIONS

**SHALL** - Indicates a mandatory requirement.

**STANDARD OPERATING GUIDELINES (SOG)** - Documents that help establish how an organization will operate and how its members are expected to carry out specific duties outlined in general terms.

## GUIDELINE

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## Recruitment – Responsibility of the Personnel Director

The Fire Chief is responsible for an active recruitment program to meet current and projected staffing needs, using procedures that will ensure equal employment opportunities based on job-related requirements. Recruitment efforts are on-going and the recruitment of qualified SPFD volunteer members is encouraged.

## Position Vacancy Announcements

All position vacancy announcements shall be posted for a minimum of three (3) working days on all bulletin boards within both stations of the SPFD. If needed announcements can also be posted at the local office of the Employment Security Commission, and the department web-site. Furthermore if no qualified SPFD volunteer members are available additional recruiting efforts utilizing the local media, as appropriate? Position vacancy announcements shall contain, at a minimum, the title, the grade, and the location of the position; the closing date of the announcement; a summary of the duties of the position; a summary of the basic qualifications; the procedures for making application; and a statement of equal employment opportunity.

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## Application for Employment

The SPFD Application shall be the standard application accepted for any and all position listings unless otherwise specified. Applications may be downloaded on the SPFD web site.

## Applicant Tracking

- The clerk to the board of directors shall be responsible for maintenance of permanent records of all vacancy announcements, including posting and closing dates, all optional referral sources used in the recruitment process, and the pool of applicants considered for each vacancy.
- The applicant pool data for each position shall include an alphabetized listing of all applicants, Social Security numbers, and test scores when applicable, for each position vacancy announcement. In addition, EEO-4 forms, providing data on race and sex of applicants, shall be maintained.



### Qualification Standards

- All applicants considered for employment or promotion shall meet the qualification standards established in the By-Laws for the position applying or to which the appointment is being made.
- All appointments shall be made on merit.
- Consideration may be given to “trainee” appointments when there is an absence of qualified applicants from which to make a selection. In this instance the deficiencies may be eliminated through orientation and on-the-job training, and the employee is a designated trainee by the Fire Chief.
- **When qualified applicants** are unavailable and there is no trainee provision for the vacant classification, outside recruitment will be utilized in the search for a qualified employee.

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### Selection

The Fire Chief, chief Officers and the Station Captain shall develop, use, and document, on a consistent, routine basis, a selection process that best suits the SPFD’s needs in filling positions. All selection methods developed and utilized by the department heads shall be valid measures of job performance.

### Appointments

- Before any applicant begins work, SPFD shift supervisors shall meet with the Fire Chief or Clerk to the Board to discuss the employment or appointment. The Personnel Action Form, the original application for employment, test score sheets (when applicable), and any additional supporting documents, including the Firehouse Personnel Sheet, Medical History Form, lamresponding.com and the Beneficiary Form shall be reviewed by the clerk of the board.
- If the duties of the position include operation of SPFD-insured vehicles, the Fire Chief will, before issuing an offer of employment, conduct a review of the driving record of the person to be hired, which record will become a part of the personnel file.



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- The Board of Directors must approve the appointment by the Fire Chief or other Chief Officers a relative by blood or marriage of nearer kinship than first cousin or of a person who has been convicted of a crime involving moral turpitude.
  - The Board of Directors must approve residency requirements that fall outside of the residency requirements outlined in the SPFD By-Laws.

### **Probationary Period of Employment**

An employee appointed to a permanent position shall serve a probationary period of twelve (12) months, or one (1) year. Any employee serving a probationary period following initial appointment may be dismissed at any time during the probationary period.

### **Promotion**

Candidates for promotion to Fire Officers shall be chosen based on their qualifications as outlined in the National Fire Protection Association (NFPA) 1021 Professional Qualifications for Fire Officers. First consideration for filling positions shall be given to qualified employees already in service with the SPFD. If a current employee is chosen for promotion, the Fire Chief shall forward the request to the Clerk to the Board along with the documentation supporting the promotion or appointment. Salary shall be within the established salary range for the position promoted or appointed to, with all exceptions being approved by the directors.

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### **Demotion**

An employee whose work is unsatisfactory may be demoted provided that the employee shows promise of becoming a satisfactory employee in another position. Such a demotion shall be made in general compliance with the procedures in employment practice review procedures. The employee should be provided with written notice citing the recommended effective date of the demotion, the reasons for the demotion and the review rights available to the employee as stated in the employment practice review procedures of this policy.

An employee who wishes to accept a position with less complex duties and reduced responsibilities may request a voluntary demotion. A voluntary demotion is not a disciplinary action and is made without using the procedures in the employment practice review procedures of this policy.

### **Transfer**



- If a vacancy occurs and an employee wishes to transfer from one shift to another he or she should submit a written request to the Fire Chief.
- The Fire Chief may transfer employees between shifts and stations if he determines that it is in the best interest of the SPFD.

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