

# **CHARTER TOWNSHIP OF WEST BLOOMFIELD**

## **FIREFIGHTER HIRING POLICY**

### **Sec. 1. Purpose and intent.**

The purpose and intent of this division is to provide procedures to be utilized in the selection of township firefighter employees.

### **Sec. 2. Definitions.**

When used in this division, the following words, terms and phrases shall have the meanings indicated:

*Hiring authority* means the township officer or department head responsible for and to whom an employee position reports based on the township budget.

*Oral board* means a panel or committee of township officers, employees or consultants as designated by policy that conducts oral interviews and testing of applicants for township employment.

*Personnel officer* means the township's personnel/human resources director, and in the absence of such a director, the township supervisor or an officer or employee of the township designated by the supervisor to serve as personnel officer. The personnel officer may be assisted by personnel department and other township employees.

### **Sec. 3. Minimum employment standards for Firefighters**

(a) *Qualifications of members.* No person shall be employed as a firefighter in the fire department unless he/she meets the following minimum employment standards:

- (1) The applicant must be able to lawfully work in the United States at any time while employed by the township.
- (2) The applicant is able to read, write and speak the English language clearly and distinctly.
- (3) The applicant has never been convicted of a felony or crime involving moral turpitude.
- (4) The applicant fulfills the residency requirements as follows:

- a. The fire chief and assistant fire chief shall reside within twenty (20) miles from the nearest township boundary. All other employees shall, as a condition of employment, comply with the residency provisions set forth in the applicable collective bargaining agreement.
  - b. The township may, in its sole discretion, employ persons without regard to the requirements of subsection (a) above; provided that such new employees becomes residents and reside in that area set forth in the Union contract within ninety (90) days after successfully completing the probationary period of employment.
- (5) The applicant is a minimum of eighteen (18) years of age.
- (6) The applicant shall possess a high school diploma or an acceptable general education development test certificate of a high school graduation level.
- (7) The applicant shall possess a valid state motor vehicle operator's or chauffeur's license.
- (8) The applicant shall possess the following certifications and/or licenses as designated by the fire chief as the employment standard:
- a. State of Michigan Firefighter 1 & 2 Certification
  - b. State of Michigan Advanced Emergency Medical Technician (AEMT)
- (9) Each applicant or member of the fire department shall possess a good moral character as determined by the fire chief from a favorable report based on a comprehensive background investigation covering school and employment records, home environment, personal traits and integrity. Considerations will be given to any and all violations, including traffic and conservation law convictions, as indicating a lack of good character. Each applicant or member of the fire department shall possess a good driving record, indicating a respect for traffic laws and good driving habits and the record must be deemed acceptable for the fire department by the fire chief.
- (10) The applicant must pass a written examination described in Section 4 (c) administered by the township's personnel officer.
- (11) The applicant must successfully pass a physical agility examination administered under the direction of or otherwise approved by the fire chief.

(12) The applicant must successfully pass the oral examination described in Section 4 (f) to determine the applicant's acceptability for a firefighter position and to assess appearance, background and ability to communicate.

(13) Acceptable physical, emotional and mental fitness as established by a licensed psychologist and/or physician following examination to determine the applicant is free from any physical, emotional or mental condition which might make the applicant unable, with or without accommodation, to perform the essential functions of the job of firefighter.

(b) *Oath of office.* The fire chief shall require each member of the fire department to take the constitutional oath of office and shall provide for the registry of a certificate thereof in a book to be kept for that purpose.

(c) *Engaging in other employment.* A regular firefighter is to be defined as a firefighter who is employed on a full-time basis in the fire department and drawing a salary for such employment to be established by the township board. No regular firefighter, including the fire chief, shall be engaged in any other regular employment without the express written permission of the supervisor.

#### **Sec.4. Application Procedure**

(a) *Periodic acceptance of applications.* From time to time at the discretion of the Fire Chief, applications shall be accepted for firefighter positions in the department. At such time public notice of such fact shall be published in the same newspapers used by the township for legal publications at least fifteen (15) days prior to the administration of the written examination required in Section (c). Applicants shall submit the full names, changes of names, if any, residences and post office addresses, citizenship, previous employment, education, police record, and such other information as is required to establish that they meet the minimum employment standards in this policy and any others established by the township board or supervisor.

(b) *Compliance with minimum employment standards.* All applicants for the firefighter position must meet the minimum employment standard set forth in Section 3 (a) above. The Fire Chief and Personnel Officer will prescribe the manner in which all applicants are to demonstrate compliance with the minimum employment standards.

(c) *Initial written examination; preliminary eligible list.* All applicants for positions in the Fire Department who have met the requirements of Section 3 (a) shall be subject to and be required to successfully complete the written examination administered by the personnel officer. Such examination shall be public, competitive and free to all persons qualified. Applicants shall be

graded on a scale of one hundred percent (100%) for each test section. A score of **eighty percent (80%)** on each test section and achieving a median score or higher of all applicants taking the examination shall be considered a passing score for the examination. All applicants whose general scores on the written examination equal or exceed the passing score may be considered for inclusion on the pre-preliminary eligible list. The pre-preliminary eligible list may be limited by the Personnel Officer to a band(s) of scores or a minimum of six applicants, whichever is greater. ***If the testing agency does not provide banding information, then the highest twenty scorers on the written test who score at least 80% will be part of the oral interview pool (i.e. – pre-preliminary eligible list).*** Whenever two (2) or more eligible applicants have the same average percentage, priority in time of filing an application shall determine their respective standing.

- (d) *Physical agility examination.* All applicants for positions in the fire department who have successfully passed the written examination shall be subject to and shall successfully complete a physical agility examination administered under the direction of or approved by the Fire Chief. The physical agility examination shall be scored on a pass/fail basis.
- (e) *Pre-preliminary eligibility list.* The pre-preliminary eligible list shall include each applicant who successfully passes the written examination and physical agility test, each of whom shall be notified by the Personnel Officer by mail within fifteen (15) days from the date of the compilation of that list, with standing on the list to be based on the written examination scores. All eligible lists shall be public records in the offices of the Township Clerk and Human Resources Department.
- (f) *Oral examination.* The oral board for firefighter positions shall consist of the Fire Chief, the Assistant Fire Chief and an EMT officer. The Fire Chief may appoint a replacement for an oral board member who is unable to participate. All applicants for positions in the fire department who have been included on the pre-preliminary eligible list pursuant above shall be subject to and shall successfully complete an oral examination provided by the oral board. A score of **eighty (80%)** percent of completed proficiency shall be considered a passing score for the examination. The questions developed for the oral examination shall be made up by or at the direction of the Fire Chief and the oral board. Such questions will be reviewed by the Personnel Officer to assure they do not discriminate against anyone due to race, sex, religion, national origin, color, creed, ethnicity or any other criteria prohibited by law. Results and scoring sheets or the oral examination shall be retained and stored for two (2) years as public records by the personnel officer at the completion of the oral examination.
- (g) *Preliminary eligible list.* The preliminary eligible list shall consist of all applicants whose combined percentage score on the written and oral

examination equals or exceeds the median score, whose names shall be entered on the list in the order of those scores. Whenever two (2) or more eligible applicants have the same combined average percentage, priority in time of filing of applications shall determine their respective standing. Applicants on the preliminary eligible list must continue eligibility.

- (h) *Applicants on preliminary list must continue eligibility.* Each applicant for firefighter positions has been included on the preliminary eligible list pursuant to all of the above requirements of this section. Failure of an applicant to meet such standards and requirements will result in the removal of the applicant's name from the eligible list.
- (i) *Physical examination prior to employment.* All applicants for firefighter positions who have been included on the preliminary eligibility list pursuant to all of the above requirements and who receive a contingent offer of employment must, when so directed by the township prior to employment, submit to examination including drug screening and demonstrate an acceptable level of physical health as established by a township-appointed licensed physician. A declaration of the applicant's medical history shall be available to the physician and shall be subject to background investigation.
- (j) *Psychological examination prior to employment.* All applicants for firefighter positions who have been included in the preliminary eligible list pursuant to all of the above requirements and who receive a contingent offer of employment shall also submit to further examination and demonstrate an acceptable level of emotional and mental health as established by a township-appointed, licensed physician or psychologist.
- (f) *Vacancies filled from eligible applicant list; effective period of list.* The fire chief shall fill vacancies in the fire department by appointment of an applicant on the preliminary eligible list. Those who fail the background examination or psychological examination shall be removed from the eligibility list. The Fire Chief shall authorize the Personnel Officer to make a contingent offer of employment (subject to the employee's successful completion of subsections (g), (i), and (j) to any of the **eight (8)** applicants with the highest average combined percentages on the current preliminary eligible list. An eligible applicant list shall be effective for a period of six (6) months following the date of its compilation. The Fire Chief may extend the effective period for up to an additional six (6) months.

## **Sec. 5. General**

- (1) Amendments to this policy shall be required to be presented to the Board of Trustees and may be adopted, as modified, at a successive meeting.
- (2) The current hiring policies shall be posted on the Township's website.

