

# Standard Operating Procedures Manual

## **City of Poquoson Fire and Rescue**



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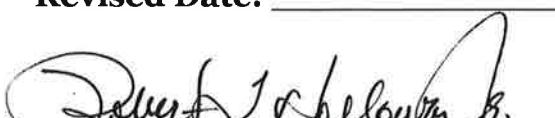
### **GENERAL ADMINISTRATION**

**SOP#:** GA 10.00

**Title:** Hiring Process

**Effective Date:** 04/21/11

**Revised Date:** 10/01/18

  
**Fire Chief's Signature**  
  
**City Manager's Signature**

### **HIRING PROCESS**

#### **I. PURPOSE**

This policy is designed to outline the required procedures and testing for the City of Poquoson Fire/Rescue Department hiring process. Candidates for the positions of Firefighter/EMT and Firefighter/Medic must meet the minimum requirements as listed in this policy. Candidates for the officer positions must meet the minimum requirements of the respective job descriptions.

This SOP is not all-inclusive and cannot encompass all situations that may be encountered.

#### **II. POLICY**

When an opening becomes available within the City of Poquoson Fire/Rescue Department, this position will be advertised in the Daily Press for one (1) Sunday and in the City of Poquoson and Fire Department web site(s) for two (2) week minimum. This period maybe shortened at the Fire Chief's discretion.

### **III. MINIMUM QUALIFICATIONS**

- Must have a High School Diploma or GED
- Must possess a valid Virginia Driver's license

### **IV. PROCEDURES**

1. Applicant must complete an application for employment with the City of Poquoson. These applications are then submitted to City Hall – 500 City Hall Ave, Poquoson, VA 23662. City Hall will forward these applications to Fire Administration for consideration.
2. Applicants who do not meet the minimum qualifications will be notified in writing.
3. Applicants who will proceed to the next step of the process will be notified in writing.
4. Applicants who successfully complete the Testing Process will be ranked according to overall scores. The Fire Chief will choose from the top three overall candidates based on the number of available openings.
5. The ranking list of applicants will be valid for the period of one (1) year.
6. New hires will be subject to a probationary period of twelve (12) months in compliance with the City of Poquoson Personnel Manual.

### **V. TESTING PROCESS**

1. Written Test – The applicant will complete a commercially purchased general knowledge written test.
2. Physical Agility Test – The applicant will complete a 6 station continuous physical agility test.
3. Oral Review Panel – The applicant will attend a 3 person oral

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review panel consisting of fire service personnel.

4. Polygraph and Psychological Testing – The applicant must successfully complete the polygraph testing and at our option, complete a psychological evaluation.
5. Medical and Drug Testing – The applicant must successfully complete a comprehensive medical examination and drug screening.
6. Fire Department Staff Review and Interview – The Deputy Chief and the Fire Chief, will review the test results and perform final interview of perspective candidates.

