

# Standard Operating Procedures Manual

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



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

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### **GENERAL ADMINISTRATION**

**SOP#:** GA 24.00

Applicant Guidelines and  
Disqualifiers

**Title:** \_\_\_\_\_

**Effective Date:** 04/27/2012

**Revised Date:** \_\_\_\_\_

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

### **Applicant Guidelines and Disqualifiers**

#### **I. PURPOSE**

The purpose of this policy is to provide guidelines and disqualifiers with respect to potential applicants for career and volunteer staff.

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

#### **II. APPLICABILITY**

All potential applicants for career and volunteer staff.

#### **III. POLICY**

It shall be the policy of Poquoson Fire and Rescue as well as Poquoson Volunteer Fire Company and Poquoson Volunteer Rescue Squad to adhere to the following guidelines and disqualifiers with respect to potential applicants.

#### **Guidelines:**

- **MUST** be 18 years of age at the date of application.
- **MUST** have a high school diploma or GED.

- **MUST** attend any scheduled interview, examination, appointment, or meeting relative to this process.
- **MUST** have a satisfactory driving record at the time of testing.
- **MUST** meet minimum raw score of 60 on the aptitude assessment.
- **MUST** satisfactorily complete the Firefighter Agility Test.
- **MUST** be willing to sign an agreement waiving the right to use any tobacco products both on and off duty.
- **REQUIRES** satisfactory results from a medical evaluation and pre-employment substance abuse testing and is subject to random controlled substance testing.
- **MUST** provide any military background paperwork on the day of testing.
- **MUST** sign Law Enforcement authorization for release of information, City of Poquoson authorization for release of information, Conditions of Employment, Conditions of Employment Contract.

**Disqualifiers:**

**Criminal History**

- **NO** felony convictions or class 1 or 2 misdemeanor convictions
- **NO** convictions for assault and battery of any person to include domestic violence of a family member.

- **NO** convictions of any crime preventing them from legally working with emergency medical supplies or apparatus.
- **MUST NOT** have a “founded child abuse or neglect complaint.”
- **MUST NOT** have participated in any act of moral turpitude or assault and perjury.

#### DMV

- **NO** convictions for DUI of alcohol or drugs within 7 years or assignment to any alcohol safety action program (ASAP) or drivers alcohol rehabilitation program within 7 years.
- **MUST NOT** have been convicted of Driving under Suspension or Revocation within the past 7 years.
- **NO** convictions of reckless driving within the past 5 years.
- **NO** traffic accident conviction within 2 years.
- **NO** overall driving record that shows a history of unsafe driving.
- **MUST** have a Virginia driver’s license at the time of application, with a zero or positive point balance.
- Applicant **WILL NOT** be considered when the applicant is uninsurable (i.e. if the Division of Motor Vehicle driving record report indicates the applicant is an uninsurable motorist).

#### Drugs

- **NOT** have illegally sold or distributed any drug or controlled

substance.

- **NOT** have possessed or used a drug or controlled substance that is considered a felony (i.e. heroin, cocaine) in the last 15 years.
- **NOT** have illegally possessed or used marijuana in the last 3 years or any other substances whose possession or use constitutes a misdemeanor (i.e. spice, inhalants, bath salts, etc.).
- **NOT** have ever used hallucinogenic drugs.
- **NOT** have used steroids considered unlawful to possess within the last 5 years.

**Military**

- **MUST NOT** have received Dishonorable Discharge
- **MUST NOT** have received Bad Conduct Discharge