MESCAL J-6 FIRE DISTRICT

STANDARD OPERATING POLICY # 004

RECRUITMENT AND SELECTION OF VOLUNTEERS

I. PURPOSE

To maximize District efforts and resources in the recruitment and selection process in order to identify the best applicants available.

II. SCOPE

This policy applies to the recruitment and selection of all positions within the District, with the exception of the position of Fire Chief, who is appointed by the Board.

III. POLICY

Based upon the ongoing need for volunteer firefighters and emergency medical personnel to serve the District, the District accepts applications for volunteer employment on an ongoing basis. Upon receipt of an application, the Fire Chief or his designated representative(s) shall conduct an assessment to determine whether or not the person meets the necessary qualifications, without regard to race, sex, color, age, national origin, religious affiliations or disability.

IV. GUIDELINES AND PROCEDURES

1. All external applicants shall be required to complete and submit an application form in order to be considered for volunteer employment. The Fire Chief or his designated representative shall screen incoming applications to identify candidate qualifications. Along with the application form, the individual shall be required to submit a 39 month driving record provided by the Arizona Motor Vehicle Department.

2. The Fire Chief or his designated representative shall accept applications for volunteers on an ongoing basis. The Fire Chief shall give final approval to the minimum requirements established for any position, on the premise that circumstances may at times drive some variation in the specific requirements for a particular position.

3. Based upon the hiring needs, the Fire Chief or his designated representative may evaluate any application received by the District to determine suitability for volunteer employment.

4. All applicants shall be notified of their approval or rejection for participation in the selection process. Those applicants approved for the selection process shall receive notification of the date, time, place, and conditions of the interview and/or applicable testing.

5. The Fire Chief or his designated representative shall have the authority to reject an applicant for the following causes:
    a. Lack of minimum qualifications or requirements as set forth for the position;
    b. Falsification of information or material omission of information in the application process;
    c. Failure to successfully pass a background review, including but not limited to motor vehicle records and criminal conviction history;
    d. Prior volunteer employment status with MJFD that resulted in a status of ineligibility for rehire.

6. The Fire Chief or his designated representative shall be responsible for the administration of the selection processes.

7. All components of the pre-employment selection process shall be job-related so as to assess the candidate's ability and suitability to meet the job requirements.

8. The Fire Chief or his designated representative shall conduct background investigations and reference checks on potential applicants prior to any offers of volunteer employment being extended. This shall be done to verify past employment history and to secure personal and professional references. This step shall only be taken if the applicant has submitted a signed application form and a release form allowing the District to conduct a background investigation.

9. Although prior criminal convictions shall not automatically disqualify an applicant for volunteer employment, a background investigation shall be thoroughly reviewed and the Fire Chief shall make an appropriate determination on an individual case basis.

New Member Requirements

10. Prior to being accepted as a volunteer member, the applicant shall be required to attend and observe at least two consecutive drills.

11. Hiring preference will be given to candidates ~~New members are required to be~~ certified as Arizona Firefighter I &II and/or Emergency Medical Technician – Basic ~~Certified~~.

12. New members shall be required to possess a current, valid Arizona Driver's License Class "D" or greater. The Fire Chief may waive this requirement according to staffing needs.

13. On or before the new member's first day of volunteer employment, all necessary new hire paperwork shall be completed. At such time, the member shall be required to comply with the provisions of the policy entitled "Immigration Reform and Control Act (IRCA) of 1986." Likewise, the District shall comply with the "E-Verify" regulations set forth by the State of Arizona.

14. All members shall be required to submit to fingerprinting, for the purposes of a criminal background check. prior to the first day of volunteer employment.

15. All members shall be required to take a loyalty oath prescribed by the District, affirming that one will support and defend the constitution of the United States and the State of Arizona.

Approved by the Mescal-J6 Fire District Governing Board on July 29th, 2020. Replaces May 4th, 2015