



City of Winter Park Fire-Rescue

Standard Operating Guideline

120.01

**Title: Hiring Process for Firefighter EMT
and Firefighter Paramedic**

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Purpose: This policy is designed to outline the required procedures and testing which lead to creating an eligibility list for the positions of Firefighter / EMT and Firefighter / Paramedic. The procedures outlined in this document are governed in part by federal and state law, Division of State Fire Marshal - Bureau of Fire Standards and Training, the City of Winter Park Personnel Policy Manual, Section 74-56 of the Code of Ordinances of the City of Winter Park and the Civil Service Board of Winter Park. The eligibility lists created from this process will remain in effect for a period of six months from the date of final certification by the Civil Service Board.

The testing and hiring procedures are designed to meet the requirements of law and to assist in identifying qualified employees. Candidates for the positions of Firefighter / EMT and Firefighter / Paramedic must meet the minimum requirements as listed in the departments hiring standards.

General:

120.01.01. Hiring Process

Interested applicants, who are presently certified as Firefighters by the Bureau of Fire Standards and Training / Division of State Fire Marshal of the State of Florida and are certified as Emergency Medical Technicians or Paramedics by the State Department of Health and Rehabilitative Services of the State of Florida may fill out an application through the City of Winter Park Human Resources Department. The applicant must agree to participate in the hiring process.

The Department at its discretion may choose to allow an applicant to apply via the internet to submit an application or letter of interest.

The Fire Chief will request authorization from the Civil Service Board to conduct a civil service test and begin the hiring process.

120.01.02. Minimum Qualifications:

- Graduation from an accredited high school, or equivalent.
- State of Florida, Firefighters Minimum Standards certification and the State of Florida Emergency Medical Technician or Paramedic Certification. The applicant must possess proof of certification if certificates are unavailable at the time of submittal.
- Applicants must possess a valid Florida Driver's license.
- Only those applicants who possess the minimum qualifications for the position of Firefighter will be considered for participation in the process. Each application shall be reviewed for eligibility and those individuals who meet the current minimum job requirements will be invited to participate in the hiring process.

120.01.03. Candidate Testing Process

- Written Test - The candidate must pass the current Civil Service approved entrance exam with a passing score of 70%.
- Physical Skills Assessment - The candidate must successfully complete the Firefighters Skills Assessment Exam as administered by the Central Florida Fire Academy. It is the responsibility of the candidate to cover the cost of this exam.
- Personal Background Investigation - A complete background investigation which includes inquiries into criminal history, driving record, educational level, military service, credit history, references, moral character and other areas outlined in the publication "Background Investigation Procedures" published by the Florida Department of Law Enforcement and the Department's hiring practices.
- Civil Service Board Review - Those candidates who successfully complete the above-enumerated steps will be scheduled for an interview with the Civil Service Board. The Civil Service Board will vote for conditional certification, with final certification based on successful completion of the remaining portions of the testing procedure.

- Conditional Offer of Employment - After receiving conditional certification from the Civil Service Board, the candidate will be presented with a conditional offer of employment. The conditional offer of employment allows the candidate to continue the testing procedures. Neither the conditional offer of employment nor the completion of the remaining testing procedures implies or ensures that a formal offer of employment will follow.
- Polygraph Testing - Candidates must next successfully complete the polygraph evaluations.
- Fire Department Staff Review and Interview - The Deputy Fire Chief, Battalion Chiefs and the Fire Chief, or his designee, will review the test results and interview the candidates.
- Final Presentation - The Fire Chief, or designee, will present to the Civil Service Board those candidates who successfully complete all portions of the testing procedure for final certification. This certification shall be valid for a period of six months.
- Medical & Drug Testing - Upon selection by the Fire Chief, or his designee, certified candidates must successfully complete a comprehensive medical examination and drug screening.
- Probationary Period / Final Civil Service Appointment - Pursuant to Section 74-57 of the Code of Ordinances of the City of Winter Park all new employees will serve a probationary period of twelve (12) months. After successful completion of the probationary period the employee will be presented to the Civil Service Board for final appointment.

Copies of current job descriptions will be maintained by the City and be available at the administrative offices of both the Fire and Human Resources Departments.



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Chief of Department