SPOKANE COUNTY FIRE DISTRICT 8
Standard Operating Procedures

10.03.08 ENTRY PROCESS		Adopted: 10/03/17 Reviewed: 12/10/20 Revised: 12/10/20 Approved: _(signature)_

Purpose: To provide a fair, consistent, and concise process for entering personnel into the District.

References: N/A

Procedure:

1. Step 1-Application.
   a) Career applicants must fully complete the Public Safety Testing (PST) Application and Personal History Statement, available through the PST website.
   b) Part-Time Firefighter applications must fully complete the Public Safety Testing (PST) Application and Personal History Statement, available through the PST website or a Fire District 8 Part-Time Firefighter Application Packet.
   c) All volunteer applicants must submit a fully completed Fire District 8 Application Packet including an Employment Application and Drivers Abstract. Applications are available on the District website or through the administrative office. Incomplete applications may not be accepted.
   d) A log shall be maintained of all submitted applications and they are to be processed by the Human Resources Division Manager or designee. Upon submission, applications become the sole property of the District and will be maintained in a secure environment. All applications shall be stored according to RCW 40.14.50 Preservation and Destruction of Public records, retention schedule which is listed in the Washington State Archives State Government Records Retention Schedule (SGGRRS) Chapter 4.11 Recruitment/Hiring (3 years after position filled or recruitment effort terminated).
   Source Documents for Update
   https://www.sos.wa.gov/_assets/archives/recordsmanagement/local-government-common-records-retention-schedule-(core)-v.4.1-(august-2020).pdf

2. Step 2-Written Test.
   a) All written examinations and test scores for Career candidates will be conducted through PST, and maintained by the Human Resources Division Manager or designee, in accordance with the agreement between PST and the District.
      i. The Fire Chief and or his/her designee shall determine the process for written testing for all employee/member classifications.

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b) All written examinations and test scores for Part-Time candidates will be conducted through PST, and maintained by the Human Resources Division Manager or designee, in accordance with the agreement between PST and the District or as determined by the District.

> The Fire Chief and or his/her designee shall determine the process for written testing for all employee/member classifications.

3. Step 3-Candidate Physical Agility Test (CPAT).
   a) All firefighter applicants are required to successfully complete a Candidate Physical Agility Test (CPAT) through the PST process. CPAT results and Waivers of Liability will be maintained by the Human Resources Division Manager or designee.

4. Step 4-Interview.
   a) The Fire Chief and or his/her designee shall determine the interview process for all employee/member classifications.

5. Step 5-Background Checks.
   a) The Requests for Police Records and Drivers Abstracts will be processed by the Human Resources Division Manager or designee. Drivers Abstracts with infractions shall be reviewed by the Fire Chief, and or his/her designee, for risk management who will issue a statement of qualification determination.
   b) Applications reflecting a police record shall be reviewed by the Fire Chief, and or his/her designee, who will issue a statement of qualification determination.

6. Step 6-Orientation.
   a) Upon completion of each aforementioned process, the applicant will receive an orientation from Human Resources. A Personal Identification Number (PIN) will be assigned and the applicant is considered a member of the District.
   b) All EMS Responders.
   c) The District Medical Services Officer (MSO) will advise each EMS Responder of the required testing and vaccination(s), distribute an OTEP manual. Members will create a profile with the State of Washington per the Department of Health (DOH) guidelines. It is understood that accepting the Secure Access Washington (SAW) agreement, the applicant will be placed on the Washington State email list.

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i. Each firefighter shall be fitted with safety equipment and successfully complete a Fire District 8 Firefighter Medical Physical and SCBA fit-test. These items must be completed prior to attending any District-sponsored recruit school or training academy.