



Pinion Pine Fire District

Standard Operating Procedure

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| Policy Title: | Recruitment & Selection Process | | |
| Policy Number: | 100.10 | Created: | 2003 |
| Section: | Admin | Revised: | June 2018 |

Purpose: *Recruitment & Selection Process*

Scope: *All Personnel*

When a paid position vacancy occurs, the Fire Chief or his/her designee shall coordinate a recruitment, examination, assessment and selection process designed to identify the most capable individual for the position, without regard to race, sex, color, age, national origin, religious affiliation or disability. All new applicants will be subject to a criminal background check, a driver's license check and a drug screening may be required.

The Fire Chief shall review the position opening, the job description and any other information pertinent to the position vacancy and then shall give final approval to the minimum requirements for the position on the premise that circumstances may at times drive the need for some variation in the specific requirements.

First consideration may be given to any potential internal members. Volunteers will be considered first but does not guarantee a position as many factors will be taken into account such as past history in meeting requirements of participation in training, call responses, minimum monthly active hours and meeting other requirements of volunteer members.

In case a qualified member is not hired the Fire District will seek outside the district by word of mouth, ads in the local paper and/or flyers.