

CITY OF FRANKLIN POLICE AND FIRE COMMISSION 2024 PROBATIONARY FIREFIGHTER/EMT HIRING PROCESS

INTRODUCTION

The City of Franklin Police and Fire Commission will hereafter be referred to as the Commission.

The City of Franklin will sometimes hereafter be referred to as the City.

The City of Franklin Fire Department will sometimes hereafter be referred to as the Department.

The name for this hiring process is the 2024 PROBATIONARY FIREFIGHTER/EMT HIRING PROCESS.

PURPOSE OF THE POSITION

The Purpose of the Probationary Firefighter/EMT position is to function as a recruitment tool and career development pathway that would allow an employee to begin employment as an EMT and complete paramedic education while employed in a full-time capacity by the Franklin Fire Department. Employees cannot remain as an EMT. They **MUST** be enrolled in a Paramedic program.

POSITION APPLICATION REQUIREMENTS

An applicant must possess these minimum requirements:

1. 18 years of age or older.
2. High school diploma.
3. Valid driver's license.
4. Firefighter I certification.
5. Wisconsin EMT license or National Registry
6. Excellent health and physical condition.
7. Must be actively enrolled in an accredited Paramedic training program, with an expected completion date of less than one year (12 months) from date of hire.
8. Must have valid Candidate Physical Ability Test (CPAT) at time of appointment.
9. Must obtain WI Firefighter II within 18 months of date of hire.

The applicant must meet requirements 1-7 at the time of the submission of her or his application. Requirements 8 and 9 may be met by the above listed timeframe.

POSTING OF POSITION

A representative of the City, in conjunction with the Department, will select advertising venues and advertise the position in compliance with all applicable laws and requirements as adopted by the Commission. The widest possible practical dissemination of the job information is desired. Applications from persons with diverse backgrounds are encouraged.

APPLICATION PROCESS

The job posting will direct applicants to the City of Franklin Web site where the application, directions, qualifications, and other applicable information will be located. The standard City of Franklin job application

will be used. The job posting will instruct each applicant to review the hiring process document posted on the website. If an applicant does not have access to the internet, the applicant will be directed to pick up an application from the City.

Each applicant, under either the Work History or Additional Experience or Qualifications sections of the application or on a separate sheet of paper or on a resume, shall list all of the applicant's firefighter, EMT, and paramedic related experience.

The following documents, if these requirements have been met at the time of the submission of the application, shall accompany each application: (1) a copy of Firefighter I certification; (2) a copy of Wisconsin EMT license; (3) a copy of National Registry license; (4) a copy of the Candidate Physical Ability Test certificate or certification letter if the applicant has passed the test within the last six months from the date of the submission of the application. If for some reason one or more of these requirements have been met but the required document(s) are not available, an applicant shall state the reason on a separate sheet of paper in the Application Packet. Each applicant, on a separate sheet of paper, shall answer with specificity the question "Why he or she wants to be a City of Franklin Firefighter/Paramedic." Other documents, including certificates of training or completion, letters of reference, high school transcripts, course marks that an applicant obtained at a training course shall not be included with the application.

A resume of no more than 2 pages is required.

Each completed application must be received by the City, delivered either in person or by use of a mail delivery system, not later than the established deadline. The date and time that each application is received by the City shall be documented.

The accurate completion of the application form will be a factor that is considered by the Department during its oral interviews.

The starting date for the application process and the deadline for receipt of applications shall be determined by the Commission president in conjunction with a representative of the City.

Each application shall be reviewed by a representative of the City for completeness and to ensure that each application meets the minimum requirements. Questionable applications will be reviewed by the President of the Commission or his designee. The Commission and the City are under no obligation to notify an applicant that his/her application is incomplete.

Any aspects of the application process, not addressed above, can be determined either by the Commission president or the Commission. Also, changes can be made to the above application process by the Commission president or the Commission if the implementation of one or more of the above stated items becomes unfeasible.

FIRE DEPARTMENT PROCESS

The Chief of the Fire Department and other persons designated by the Chief shall initially conduct an oral interview of all of the applicants whose applications met the minimum qualifications and who possess all of the qualifications at the time of submission of his/her application. The Chief, based on the number of available positions, the number of applicants who are interviewed and the results of the interviews, can either; (1) submit to the Commission to be placed on the eligibility list the names of applicants who at that point in the process appear to be qualified for the position of Probationary Firefighter/EMT or (2) an oral interview of the rest of the applicants whose applications met the minimum qualifications shall be conducted. If the latter course of action is taken, the Chief shall submit to the Commission to be placed on the eligibility list the names of the applicants who at that point in the process appear to be qualified for the position of Probationary Firefighter/EMT.

The Chief of the Fire Department, from the applicants who are placed on the Eligibility List by the Commission and with the assistance of other persons designated by the Chief, will determine which applicant or applicants is best qualified for any vacant or anticipated vacant position(s) with the Fire Department.

The department has the option to select a certain number of persons to take the Candidate Physical Agility Test at an early stage of the process.

At the conclusion of this process, the Fire Chief may make a conditional offer of employment to the position of City of Franklin Fire Department Probationary Firefighter/EMT to one or more of the applicants, subject to the approval by the Commission. Any such offer shall include a minimum 18 month probationary/introductory period, which may be extended at the discretion of the Fire Chief. The Fire Chief shall submit to the Commission for approval any person who has been given a conditional offer of employment.

The process, either before or after a conditional offer of employment, will include (but is not limited to) the applicant passing a background investigation, the Candidate Physical Ability Test, drug screening, and a medical examination including vision and hearing tests.

ELIGIBILITY LIST

An Eligibility List will be approved by the Commission. It will contain the names of those applicants who are submitted to the Commission by the Chief of the Fire Department as set forth above.

A person can be removed from the Eligible list at his/her request, if it is determined that the person does not meet the minimum position application requirements, or if it is determined that the person is not qualified for the position of Firefighter/EMT.

Persons on the Eligible List will not be ranked.

The Eligible List will automatically expire after two years from the date of its approval unless it is extended or canceled at an earlier date by the Commission.

COMMISSION ACTION

The Commission shall, in addition to the actions listed below, take any appropriate actions as dictated by the situation.

The Commission shall create an Eligibility List.

The Commission shall either approve or disapprove each appointment made by the Fire Chief. Each appointment shall contain a one year probationary/introductory period which can be extended by the Commission.

The review process may include, but is not limited to, a complete review of the information and test results obtained during the department's assessment of the applicant and an oral interview of the applicant by the Commission.

The Fire Chief shall periodically, as specified by the Commission, inform the Commission of the progress and performance of any person appointed by the Commission. The Fire Chief shall notify the Commission when a person either successfully or does not successfully complete his/her probationary period.