# White Mountain Apache

**Fire & Rescue Department**

**Revised 12/20/10**

**Rules and Regulations**

**SOP 101.01 Employment & Initial Employment**

1. **Purpose**
	1. The purpose of this policy is to develop standard recruiting practices for firefighters and to present information relative to initial employment.
2. **Policy**
	1. The policy of the White Mountain Apache Fire & Rescue Department is to comply with all applicable laws that govern the employment relationship between the White Mountain Apache Tribe and its employees. Consistent with the provisions of applicable laws and policies, the White Mountain Apache Tribe will not improperly discriminate against any applicant.
3. **Definitions**
	1. *Employee* - any individual employed by the White Mountain Apache Tribe, which includes the permanent, occasional, seasonal, and the temporary employee.
	2. *Permanent Position*. An authorized job based upon an approved budget for the length of the budget cycle.
	3. *Temporary Position*. A job of short duration based upon an authorized budgeted position, which can be filled by the Human Resources Office according to appropriate employment practices without the establishment of an eligibility list.
	4. *Seasonal Position*. An authorized job based upon an approved budget, which is for a term not to exceed four (4) months or 950 hours, usually corresponding to a season such as a school year or summer months.
	5. *Occasional Position*. An authorized job which is designed to supplement permanent employees on an as needed or emergency basis. This includes the volunteer and/or part-time employee.
4. **PROCEDURE**
	1. Preference of Employment
		1. In accordance with *Section III: Application and Selection* and *Section VIII: Equal Employment Opportunity and Indian Preference* of White Mountain Apache Tribe Personnel Policies and Procedures Manual, Indian preference shall be exercised in favor of enrolled Tribal Employees and then in favor of other enrolled employees of federally recognized Tribes.
		2. Preference of Employment applies to any Permanent, Seasonal, or Temporary employee with the White Mountain Apache Tribe, and does not apply to individuals wanting to become an Occasional employee with the White Mountain Apache Fire & Rescue Department.
	2. White Mountain Apache Tribal Veterans.
		1. A White Mountain Apache Tribal Veteran separated from the United States Armed Forces or the National Guard under honorable conditions following more than six months of active duty shall be given preference in employment.
		2. An individual applying for veterans’ preference must submit a copy of *DD Form 214*: *Discharge Papers and Separation Document* to receive preference.
	3. Permanent, Seasonal, or Temporary Employment
		1. The White Mountain Apache Fire & Rescue Department shall hire qualified applicants in accordance with the applicable laws of the White Mountain Apache Tribe.
		2. *Section III: Application and Selection* and *Section VIII: Equal Employment Opportunity and Indian Preference* of White Mountain Apache Tribe Personnel Policies and Procedures Manual shall only apply to Permanent, Seasonal, or Temporary hires with the White Mountain Apache Fire & Rescue Department.
		3. Applications for Permanent, Seasonal or Temporary employment shall be made on the forms prescribed by the White Mountain Apache Tribe.
		4. No permanent, seasonal or temporary employment shall be granted if the applicant had a DUI/DWI conviction within the last three (3) years.
		5. All permanent, seasonal or temporary employees must have a valid Operator’s (Class D) License and a good driving record.
	4. Occasional Employment
		1. The White Mountain Apache Fire & Rescue Department shall recruit qualified Occasional Firefighter applicants in accordance with applicable laws of the White Mountain Apache Tribe.
		2. Applications for Occasional (part time, paid on call) employment shall be made on the forms prescribed by the White Mountain Apache Fire & Rescue Department.
		3. No occasional employment shall be granted if the applicant had a DUI/DWI conviction within the last three (3) years.
		4. All occasional employees must have a valid Operator’s (Class D) License and a good driving record.
	5. Application Review
		1. Once the application is completed and turned in, the application shall be reviewed to assure that the applicant meets the minimum requirements and/or qualifications. The applicant shall then be notified by mail of the interview/testing dates (if applicable). The interview/testing date letter shall include:
			1. The date, time and location of the testing site,
			2. Approximate length of time needed for the test,
			3. Dress requirements,
			4. The individual testing process, and
			5. Forms to bring (i.e., Driver’s Licenses, etc.)
	6. Minimum Qualifications
		1. The selection process shall be based on applicants who have met the following minimum requirements.
			1. Age Requirement - Must be at least eighteen (18) or twenty-one (21)) years old (depending on the position being applied for) at the time of application.
			2. Driving Requirement - Must have a valid Operator’s (Class D) License and a good driving record with no DUI/DWI convictions within the last three (3) years.
			3. Physical Requirements - Shall posses and maintain the minimum physical qualifications necessary to perform firefighter duties. This shall includes:
				1. Current physical examination conducted and signed by a licenses physician with a minimum of a Tier 2 summary, and
				2. Ability to demonstrate physical ~~endurance~~ fitness and ability to perform the job as prescribed under SOP 405.04 ~~department policy~~.
			4. Education - All applicants shall present proof of high school diploma or equivalent (i.e. GED) and the results from a COMPASS, ASSET or Daniel Nelson college aptitude test.
				1. Applicants shall have a minimum of a 9th grade reading level.
			5. Residency Requirement – pursuant to SOP 101.02, all full-time employees shall establish residency (50 miles from the nearest White Mountain Apache Tribal Fire Station) within ninety (90) days of their hire date.
		2. Background Checks - The White Mountain Apache Fire & Rescue Department has designated certain positions as sensitive, such as those of a firefighter. Job related background checks, shall be conducted prior to granting any employment.
	7. Selection Process
		1. Applicants who possess the necessary mental, educational and physical qualifications to perform the duties of a firefighter shall be selected. Selection methods include any assessment or technique use as qualifying mechanisms; physical, education requirements, formal or informal interviews and application forms.
	8. ~~Initial Physical Agility Test (IPAT)~~~~- The physical demand of firefighting requires peak physical conditioning. The physical conditioning requirements can often be compared to that of a professional athlete. Firefighters routinely go from a resting state in the fire station to heavy physical work at the fire and rescue scene in just a few minutes.~~
		1. ~~The goal of the Initial Physical Agility Test is to test for those physically qualified to perform the job of a firefighter.~~
		2. ~~This physical agility test may also serve as one of the physical assessment tool for those returning back from an illness or injury who have been medically cleared.~~
		3. ~~This test consists of six (6) separate events, relating to firefighting work, which requires the candidate to progress along a predetermined path. While performing the event, the firefighter shall wear a 45 lb. weighted vest to simulate personal equipment worn by the firefighter.~~
			1. ~~Ladder raise – The purpose of this event is to demonstrate the candidate’s ability to extend a 24’ extension ladder.~~
			2. ~~Carry hose pack (100’ of 1-3/4”) – The purpose of this event is to demonstrate the candidate’s ability to walk up two (2) flights of stairs with equipment.~~
			3. ~~Search – The purpose of this event is to demonstrate the candidate’s ability to crawl on the floor to conduct a search.~~
			4. ~~Sled/Tire – The purpose of this event is to demonstrate the candidate’s ability to swing a hand tool for the purpose of chopping with an axe or other similar tool.~~
				1. ~~For those using the tire, candidates shall hit the tire, over the head method, 50 times with an 8lb sledge hammer.~~
			5. ~~200’ Charged 1-3/4” Hose Advance – The purpose of this event is to demonstrate the candidate’s ability pull and extend a charged 200’ of hose line, 150’ feet.~~
			6. ~~100’ 175lb Dummy Drag – The purpose of this event is to demonstrate the candidate’s ability to drag a simulated victim out from a dangerous area.~~
		4. ~~The IPAT is on a PASS/FAIL criteria. Candidates shall have ten (10) minutes to complete all required task.~~
		5. ~~No applicant will be granted permanent or occasional employment without passing the IPAT.~~
	9. Granting Employment
		1. When the applicant(s) have been selected, a draft of the acceptance letter, the application, interview sheet (if applicable), physical agility form, background check, physical exam form, motor vehicle report, and other items deemed necessary by the Fire Chief, shall be submitted to Fire Administration for filing and review.
	10. Probationary Period
		1. Probation is the period of time when an employee has the opportunity to demonstrate the capability to perform assigned job duties.
		2. All new employees of the White Mountain Apache Fire & Rescue Department shall have a probationary period of 1 year, as outlined *Section V: Career Status of Permanent Employees* of the White Mountain Apache Tribe Personnel Policies and Procedures Manual.
		3. All new occasional employees shall have a probationary period of 1 year.
		4. All employees promoted or transferred to a supervisory position or higher level supervisory position, will also be subject to a probationary period of 180 calendar days.
		5. If during the probationary period, the employee’s performance, lack of involvement or conduct is found to be unsatisfactory, the immediate supervisor may extend the probationary period, terminate or demote the employee for just cause, provided that the employee is given contemporaneous written notification citing the cause for the termination.
			1. The White Mountain Apache Fire & Rescue Department will make every attempt possible to return a demoted employee back to their previous position.
			2. If no positions are available, the demoted employee may and can be demoted to an occasional (part-time) employee status.
			3. Return of any previous position is dependent upon position and funding availability.
		6. An employee terminated during the probationary period has no right to grievance.
		7. If the permanent or occasional probationary period is interrupted by his/her extended absence due to medical reasons, the probationary period may be extended. However, the extension shall not exceed the number of calendar days the employee was absent.
		8. Formerly terminated employees from the White Mountain Apache Fire & Rescue Department shall not be considered for employment until one calendar has lapsed.
		9. All former employees who are rehired after any break in service or termination, are considered new employees and will be subject to another probationary period regardless of a previous completion.
	11. New Employee Orientation
		1. All employees are required to attend an employee orientation. All Firefighters shall receive an in-house orientation which shall include an overview of the:
			1. White Mountain Apache Fire & Rescue Department’s organizational structure, history and culture,
			2. White Mountain Apache Tribe Personnel Policies Manual,
			3. Necessary reporting and documenting forms,
			4. White Mountain Apache Fire & Rescue Department Standard Operating Procedures,
			5. Goals and Objectives of the White Mountain Apache Fire & Rescue Department, and
			6. Roles, responsibility and expectations of the employee.
	12. ~~Periodic Fitness Assessments (SOP 405.01~~ *~~Physical Fitness~~*~~) to remain Fit for Duty are comprised of two assessments:~~
		* 1. ~~Annual Work Capacity “Pack Test”~~
			2. ~~Quarterly Physical Ability Assessment~~
5. ~~Quarterly Physical Fitness Assessment~~
	* + 1. ~~One of the objectives of the White Mountain Apache Fire & Rescue Department is to provide an ongoing physical fitness program for all its employees. As such, firefighters will be evaluated quarterly on their state of physical conditioning. These evaluations will be conducted by the Deputy Fire Chief or his/her representative and maintained in the member’s personal folder.~~
			2. ~~Quarterly Physical Ability Assessment shall consist of the following as outlined in SOP 405.01~~ *~~Physical Fitness~~*~~.~~
				1. ~~Aerobic capacity – 3 mile jog in the required time frame.~~

~~44 and Under – 35 minutes~~

~~45 and over – 38 minutes~~

* + - * 1. ~~Muscular strength~~

~~Push-ups – 25 in 60 seconds~~

~~Bicycle Crunches – 60 in 120 seconds~~

~~Pull Ups – Not applicable at this time~~

~~Squat Thrust (Up Downs) – 30 in 75 seconds~~

~~Walking Lunges – 30 continuous reps~~

* + - * 1. ~~Muscular endurance~~

~~Annual arduous duty “Pack Test”~~

* + - * 1. ~~Flexibility~~

~~Box Reach or V Sit reach~~

~~Wall Reach (Trunk Rotation)~~

~~Groin Flexibility~~

* + - 1. ~~Failure of any portion of the Quarterly Physical Ability Assessment will result in automatic probation in which the firefighter will be subject to another quarterly fitness evaluation in one month. Failure of the second physical fitness evaluation will result in suspension without pay, up to a maximum of six (6) months, until such time the firefighter can pass the quarterly physical fitness evaluation.~~
		1. ~~Annual Physical Fitness Evaluations~~
			1. ~~Annual physical fitness evaluation shall consist of the Forestry’s arduous pack test.~~
			2. ~~Each member shall make every effort to improve their arduous pack-test time.~~
			3. ~~Arduous pack test shall be administered by the Forestry Department or approved member of the White Mountain Apache Fire & Rescue Department.~~
	1. Reserved
1. **Historical Note**
	1. Originally Adopted on 6/10/2006.
	2. Revised on 4/1/10.
	3. Revised on 12/20/10 to reflect the changes made to the organization’s periodic fitness assessment.