

BODEGA BAY FIRE PROTECTION DISTRICT

STANDARD OPERATING GUIDELINES	Article:	SOG 1-22
	References: APM	
	Subject: Employment Process Flow Chart	

Check when completed...Follow the order...

- Completed application received by Administration (date) _____, with any other pertinent documents.

File Created, date: _____

Confirm applicant class. Discuss with Applicant if needed:

- Full-time
 Part-time
 Volunteer
 Non-Safety Volunteer
 Internship

Application reviewed.

- Pass
 Fail

Reviewed by: _____

- Interview date and time scheduled: _____
 Ride Along date and time scheduled: _____

Full-time applicants complete the physical abilities testing or proof of current CPAT

- Pass
 Fail
 N/A-Not a F/T applicant

Interview applicant.

- Pass
 Fail
 Letter sent or phone call made to applicant of pass or fail

Notify the Fire Chief or designee to contact applicant for a Chief's interview

Fire Chief Interview complete.

- Pass
 Fail
 Conditional Offer of Employment

Notify accepted applicant that the Background Investigator will make contact.

Background Investigation

- Pass
 Fail
 Letter to the Fire Chief regarding background approval or denial.
 Letter to applicant from Fire Chief-to Physical Exam (or not).

Date: 7/18/2017	Approved: Chief: Board:	Page 1 of 3
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- Background packet and Application packet returned to Administration: (Date) _____

- Administrative Office to fax/email request for pre-placement medical exam. Date of Request: _____
 - Pass
 - Fail
 - Letter to applicant from Chief, next steps.

- Paramedic Accreditation-Sonoma County as applicable
 - Pass-letter sent
 - Fail-letter sent

- Schedule an Administrative orientation day. (*Admin*)
Orientation day: _____

- Meeting with AA, complete all administrative paperwork.
 - Payroll forms (W-2, I-9)
 - Benefit package
 - CSFA Membership
 - LT Disability
 - Determine PERS membership
 - PERS 457
 - Add to DMV pull notice
 - Add Name to Roster

- Meet with FF/EMT-P Jim Levy
 - Issue PPE (per SOG)
 - Structure
 - Wildland
 - Uniforms

- Issue mailbox (Full-time, Intern, Volunteer, Reserve)
- Issue turnout locker (Full time, Intern, Volunteer, Reserve).
- Issue the "New Employee Binder". (All employees)
- Issue "Probationary Program". (All employees)


- Schedule operational orientation (f/t-p/t) dates-40 hours minimum
 - A-Shift _____
 - B-Shift _____
 - C-Shift _____
 - Open _____
 - MICU Complete
 - Engine Company Standards complete

Date: 7/18/2017	Approved: 	Page 2 of 3
	Chief: 	
	Board: 	

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- Letter to applicant from Fire Chief to notify applicant of final acceptance or denial.
 - Approval (start Date _____)
 - Denial

Date: 7/18/2017	Chief: Board:	Approved: 	Page 3 of 3
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