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Hillsborough County Fire Rescue Pre-Employment Minimum Eligibility Standards

The below guidelines are designed to indicate automatic disqualification standards only.

- I. Background Screening Form and/or Application** Provides sufficient information to conduct applicant background checks such as: state and national criminal history checks, drivers license record checks, employment verifications, educational verifications, certification verification and/or reference checks. Any omission of information or inaccurate information will be cause for disqualification.
- II. Education** Applicant must be a high school graduate or the equivalent.
- III. Work History** Applicant will be disqualified if:
 - A.** Has been discharged or resigned to avoid discharge within the last five (5) years for neglect of duties, violation of job safety standards, violation of rules or standards regarding conduct toward the public, or violation of rules and standards governing punctuality and dependability.
 - B.** Has been discharged or resigned to avoid discharge within the last five (5) years for inability to meet performance/training standards in a similar kind of work.
 - C.** Applicants work record, including but not limited to: number and type of positions held; disciplinary actions or suspensions; reason for any separations; and duration of unemployment; indicates that he/she would be a poor employment risk.
 - D.** While employed as a fire medic and/or paramedic, applicant appropriated money, property or evidence for personal use or purpose.
 - E.** Applicant omitted from the applicant any material employment information.
- IV. Driving Record** Applicant will be disqualified for traffic convictions as below:
 - A.** One (1) conviction within five (5) years prior to the date of employment of any of the following:
 - 1.** Voluntary and Involuntary manslaughter resulting from the operation of motor vehicle.

2. Failing to stop and render aid, as required under any applicable State or Federal law, in the event of a motor vehicle accident resulting in the death or personal injury of another.

3. Attempting to elude police.

B. One (1) conviction within three (3) years prior to the date of employment of any of the following:

1. Driving a motor vehicle or being in actual physical control while having an unlawful blood alcohol level or while being under the influence of alcoholic beverages or any other illegal substances controlled under any State or Federal law.

2. Reckless driving.

3. Driver license suspension for failure to submit to a chemical test for impairment (either breathalyzer or blood test).

C. One (1) conviction within three (3) years prior the date of employment of any of the following:

1. Driving a motor vehicle while driver license is suspended or revoked for reasons other than financial responsibility (i.e. insurance proof requirement).

2. Leaving the scene of an accident resulting in property damage of more than \$50.

3. Unlawful speeding resulting in an accident.

D. Suspended driver license within two (2) years prior to the date of employment due to:

1. Failure to attend court ordered driving schools.

2. Failure to pay two (2) or more traffic fines. The circumstances resulting in the non-payment of only one (1) traffic fine will be evaluated on an individual basis and may or may not disqualify the applicant.

3. Financial responsibility suspensions (i.e. insurance proof requirement) will be evaluated on an individual basis and may or may not disqualify the applicant.

E. Traffic conviction record in which the accumulation of points resulted in the suspension of a driver's license within four (4) years prior to the date of employment.

F. Seven (7) points or greater within two (2) years prior to the date of employment.

G. Any two (2) convictions for driving under the influence of alcohol or a controlled substance.

V. Criminal Conduct Applicant will be disqualified if:

- A. Applicant has been convicted of, pled *nolo contendere* to, or had adjudication withheld for any charge of a felony crime within ten (10) years prior to the date of employment.
- B. Applicant has been convicted of, pled *nolo contendere* to, or had adjudication withheld for a misdemeanor offense AND it has not been three (3) years since the expiration of sentence.
- C. Applicant is currently on probation following any criminal conviction.
- D. Applicant has any pending felony or misdemeanor charges.
- E. Arrest records will be reviewed on an individual basis and disqualifications may be considered due to the number of instances and totality of circumstance.

VI. Controlled Substance / Drug Use Applicant will be disqualified if he/she has been involved with drugs under any of the following conditions:

- A. Used or possessed, within the last five (5) years prior to the date of employment, any controlled substance defined as a violation under Chapter 893, Florida Statutes, the possession of which constitutes a criminal offense under Florida law. Use or possession of such controlled substances more than five (5) years ago may or may not disqualify the applicant depending on the totality of the circumstance.
- B. Any illegal sale, within five (5) years from the date of employment, of a controlled substance to others whether for profit or not.
- C. Used, possessed, or sold any controlled substance after becoming a State of Florida certified firefighter, EMT, or paramedic or while employed (paid or volunteer) as a sworn firefighter.

VII. Tobacco Use / Tattoos and decals

- A. Applicant must be a non-user of tobacco or tobacco products for at least one year immediately preceding employment.
 - 1. Applicants will sign a notarized document affirming non-use of tobacco products and will be screened for nicotine in the pre-employment physical process.
 - 2. Applicants testing positive for tobacco use will not be eligible to be considered for employment for a minimum of one year from original testing date.
- B. Types, locations, and number of tattoos/decals on the person of perspective members shall be evaluated by the Fire Chief, or his/her designee, and may be used as a disqualifier for potential employment or appointment as a member of HCFR.
 - 1. At no time shall a perspective member of HCFR be employed or appointed if said person has visible tattoos/decals that are offensive, in excess, vulgar, or otherwise deemed detrimental to the professional appearance and positive public image of members.

2. No perspective member shall have tattoos/decals of any type that are visible about the neck, head, and/or face.

- VIII. False Information** Applicant will be disqualified if he/she is shown to have knowingly omitted material information or presented false oral or written information during his/her consideration for employment with Hillsborough County Fire Rescue.
- IX. Character** Applicant must demonstrate excellent moral character with respect to sobriety, honesty, maturity, loyalty, trustworthiness, reliability, discretion and associates.
- X. Medical Examination** Applicant must pass a medical examination as administered by Hillsborough County Fire Rescue's designated physician or his/her designee. Applicant may be required to submit to polygraph and/or psychological examination.
- XI. CPAT – Candidate Physical Ability Test** Applicants must successfully complete the CPAT physical agility exam prior to application and eligibility with Hillsborough County Civil Service. More information is available at www.nationaltestingnetwork.com.
- XII. NTN Fire Team** Applicant must complete the National Testing Network's (NTN) FireTEAM Video-Based Human Relations test prior to application and eligibility with Hillsborough County Civil Service. More information is available at www.nationaltestingnetwork.com.