



Unified Government Human Resources Guide

Effective 01-22-04

SELECTION OF PUBLIC SAFETY EMPLOYEES

Police Officer

Firefighter / Paramedic (MICT)

Firefighter / Emergency Medical Technician

- I. General: It is the policy of the Unified Government to fill open positions with the most qualified applicants. All appointments to sworn positions within the Fire and Police Departments shall be based on qualifications, which shall be ascertained by open testing to include but not limited to a written examination, physical ability examination, psychological evaluation, CVSA (truth verification) and physical examination and drug screen.
- II. Policy
 - A. This policy shall be used for all sworn vacant positions within the Fire and Police Departments, except as otherwise provided by union contract.
 - B. The Unified Government's selection process shall be based on merit, and will be administered in compliance with federal, state, and local equal employment opportunity laws, ordinances, and resolutions.
 - C. The Fire Department and Police Department Chiefs shall obtain the approval of the County Administrator to initiate the recruitment process.
 - D. Responsibilities of Human Resources
 1. To initiate the recruitment process by:
 - a. Posting vacancy notices so that employees will be aware of all openings;
 - b. Advertising the availability of positions as necessary to reach a representative sample of applicants; and
 - c. Accepting applications at appropriate times from all those who desire to apply.
 - d. To coordinate efforts with the department recruiter to establish a timeline that will give tentative dates of the recruitment process.
 - e. To formulate and maintain a list of applicants.
 - E. The Selection Process:
 1. A vacancy occurs by a separation, a transfer, or the creation of a new position.



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2. Applicants participate in examinations administered by Human Resources and the respective department personnel. Testing of aptitudes and skills where applicable will include a written examination (step 1) and physical ability examination (step 2). No applicant may be retested on the written examination or physical ability examination within the recruitment period.
 3. Applicants must successfully complete the written examination (step 1) with an overall passing score of 70% or above to advance to the physical ability examination (step 2). Applicants receiving less than 70% on the written examination (step 1) will be eliminated from further consideration. Successful scores are reported to the Human Resources Department as Pass / Fail grades only.
 4. To advance in the hiring process, applicants must successfully complete the physical ability examination (step 2) within the allotted amount of time as outlined in the physical ability requirements. Applicants not completing the physical ability examination within the required time limits will be eliminated from further consideration.
- F. Fire Department Applicant Requirements (Except as set out in section G)
1. Complete the application form while the position is posted.
 2. Must be a United States Citizen
 3. High School Diploma or GED
 4. Valid Driver's License
 5. Must be 21 years of age by the date of hire or transfer date.
 6. Applicants for Firefighter/EMT must possess a Kansas Emergency Medical Certification or National Registry Certification. Applicants for Firefighter/MICT must possess a current Kansas or National Registry Certification and be ACLS Certified.
 7. Resident of Wyandotte County or willing to relocate
- G. Unified Government Employee Program: Upon the approval of the County Administrator, eligible Unified Government employees may apply for the position of Firefighter/EMT and will remain on the former department payroll during the EMT preparation process.
1. Unified Government Employee Program Requirements:
 - a. Be a United States Citizen
 - b. High School Diploma or GED
 - c. A current Unified Government employee



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- d. Valid Kansas Driver's License
 - e. Be 21 years of age by date of transfer
 - f. Resident of Wyandotte County
 - g. Does not possess a Kansas Certified Emergency Medical Technician Certification.
2. Unified Government employees must participate in the selection process as outlined in section E.
 3. Successful employees transferring to the Fire Department as Firefighter EMT's in the UG Employee Program are eligible for the following:
 - a. Granted a paid leave of absence for up to ten weeks in preparation for EMT Certification
 - b. Employee will continue to earn pay at current rate of pay during preparation period
 - c. Employees are guaranteed to return to their current position or a position with equivalent salary and benefits if the employees do not complete the EMT preparation program (excluding discharge for cause).
 - d. Employees not successfully completing the EMT preparation will be required to reimburse the Unified Government for ½ the cost of the program.
- H. Police Department Applicant Requirements:
1. Complete the application form while the position is posted.
 2. Must be a United States Citizen by date of hire
 3. Valid Driver's License
 4. High School Diploma or GED
 5. Must be a resident of Wyandotte County or willing to relocate
- I. Applicants successfully completing the written examination, physical ability examination and background investigation shall be placed on an alphabetized list and submitted to the Fire or Police Chief and County Administrator. The County Administrator will review the recommendations of the Fire or Police Chief and will select those candidates who may be given a Conditional Offer of Employment.
- J. Conditional Offer of Employment
1. Applicants selected to be given a Conditional Offer of Employment will be required to successfully complete the final phase of the recruitment process which includes the following:



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- a. Written Psychological Examination
 - b. CVSA (Truth Verification)
 - c. Clinical Assessment Interview with the Department's Psychologist
 - d. Physical and Drug Screen
2. A Conditional Offer of Employment may be withdrawn based on results of any of the above items or based on any facts coming to the attention of the Fire or Police Chiefs or the County Administrator which would have disqualified the applicant if known earlier.
- K. Results of the Post COE tests will be given to the Fire or Police Chief and County Administrator for final review.
- L. The Fire or Police Chief will authorize Human Resources to complete the appointment process.

RELATED POLICIES: 2.1 Equal Opportunity in Employment
2.17 Americans with Disabilities Act

RELATED FORM(S): Personnel Action Notice
Employee Waiver for Grant Funded Position
Notification of Grant Application
Request to Create New Position