

**PHOENIX FIRE DEPARTMENT**  
**Volume 1 – Management Procedures**  
**EMPLOYMENT GUIDELINES**

<b>M.P. 102.03</b>	<b>Date Revised: 06/2025</b>
This policy is for internal use only and does not expand an employee’s legal duty or civil liability in any way. This policy should not be construed as creating a duty to act or a higher duty of care with respect to third-party civil claims against employees, the Phoenix Fire Department (PFD) or the City of Phoenix. A violation of this policy, if proven, can only form the basis for non-judicial administrative action by the employer in accordance with the laws and rules governing employee discipline.	
Related Policies: <i>City of Phoenix Personnel Rules 6 and 7; A.R. 2.81, Background Checks</i>	

**PURPOSE:**

This policy establishes the procedures for evaluating and determining the eligibility of sworn applicants, recruits, interns, reinstatements, and lateral transfers positions.

**SCOPE:**

This policy applies to all Department personnel responsible for evaluating, selecting, or processing sworn applicants for employment with the Phoenix Fire Department.

**OBJECTIVE:**

The goal of this policy is to provide clear and consistent guidelines for evaluating applicants for employment. Each applicant will be assessed individually based on City and Department policies, the Phoenix City Code, and NFPA 1582 standards.

**CODE OF ETHICS:**

The Phoenix Fire Department upholds high standards of ethics and customer service for its members, and applicants are expected to meet these same standards. Non-criminal conduct that may negatively impact the Department’s reputation can result in disqualification at the discretion of the Assistant Chief of Human Resources or their designee.

**GUIDELINES:**

Applicants must meet all job qualifications established by Human Resources. Due to the sensitive nature of Fire Department positions, all applicants must pass a comprehensive background check, including an evaluation of criminal history, honesty, integrity, moral standards, and mental and physical fitness for duty.

Patterns of unethical or criminal behavior may result in disqualification. Each case will be assessed individually, considering factors such as the applicant’s age at the time, the severity of the conduct, and the time elapsed since the incident.

Any conduct or pattern of behavior that could undermine, diminish, or otherwise compromise public trust may be grounds for disqualification.

### **MINIMUM QUALIFICATIONS FOR EMPLOYMENT:**

#### **Applicants must:**

- Be a U.S. citizen or authorized to work in the United States.
- Be at least 18 years old.
- Possess a high school diploma, GED, or equivalent.
- Hold an Arizona Class D Drivers License.
- Successfully complete a background investigation, including checks at the local, state, and federal levels.
- **Sworn positions only:**
  - Pass a medical examination in accordance with NFPA 1582 standards.
  - Pass a psychological evaluation to confirm fitness for duty.
  - Meet all Arizona Department of Health Services (DHS) Emergency Medical Care Technician (EMCT) certification requirements as outlined in Arizona Administrative Code R9-25-402.
- Consent to a social media screening.
- Provide a DD214 form if claiming veteran's preference.

### **DISQUALIFICATIONS:**

- DUI conviction within the last 36 months.
- Driver's license issues (suspension, revocation, etc.) within the last 36 months.
- Eight or more driving violation points within the last 36 months.
- Illegal drug use or possession within the last 24 months.
- Pending felony or misdemeanor charges.
- Current incarceration, parole, probation, or supervised release for a criminal conviction.
- Misdemeanor conviction within the last 36 months.
- Conviction of the following types of felonies including attempts:
  - Felonies classified as Violent as defined in A.R.S. § 13-706

The Human Resources Chief may exercise discretion in evaluating other felony offenses and misdemeanor offenses based on the following factors:

- The duties of the specific position;
- The applicant's truthfulness in disclosing offenses on the applicant disclosure form;
- The time elapsed since the offenses;
- The nature, number and seriousness of the offenses and their relevance to the duties of the position;
- The attempts, extent and effects of rehabilitation, including conduct and accomplishments since the offenses;
- The applicant's age at the time of the offense; and
- Any additional clarifying information provided by the applicant.

## **APPLICANT DISCLOSURE OF CRIMINAL HISTORY:**

Applicants must disclose all criminal arrests and convictions, as well as any instances where they were questioned as suspects or detained during the course of an investigation. Failure to provide this information will result in immediate disqualification. Background investigators may request additional documentation and conduct follow-up interviews if necessary. Each case will be assessed individually to determine whether the applicant meets the department's standards for integrity, trustworthiness, and public service.

## **REFERENCE CHECKS:**

Candidates must provide references who can attest to their character, work ethic, and integrity. References should include past employers and individuals with a long history of interaction with the applicant.

## **SOCIAL MEDIA SCREENING:**

Applicants must consent to a review of their social media activity to ensure it aligns with Department standards.

## **MEDICAL AND MENTAL HEALTH EVALUATION:**

Applicants must pass a medical physical based on NFPA 1582 standards and a psychological evaluation to confirm fitness for duty.

## **DRUG TESTING:**

Applicants must pass a pre-employment drug test, including screening for cannabinoids (marijuana). Tests must be completed within 30 days before the start date. Additional tests may be required if the start date is delayed.

Hiring authorities will evaluate screening results. Final decisions will align with the department's commitment to protecting the public trust.

## **FINAL JOB OFFER:**

A final job offer will be made after successful completion of the following:

- Background check with fingerprinting.
- Medical and psychological evaluations.
- Social media screening.
- Pre-employment drug testing.
- City background screening.

## **CONCLUSION**

The Phoenix Fire Department is committed to maintaining the highest standards of professionalism, integrity, and public trust in its hiring process. This policy ensures that all applicants are evaluated fairly and consistently based on established qualifications, ethical

standards, and Department expectations. By adhering to these guidelines, the Department aims to select individuals who demonstrate the character, fitness, and dedication necessary to serve the community with excellence. Final hiring decisions will reflect the Department's commitment to public safety, accountability, and the well-being of both its members and the residents of Phoenix.