

Campbell County Fire Department Policy		
General/Administration	Eligibility List	101.02

I. PURPOSE:

The purpose of this policy is to describe the process for establishing an entry level eligibility list. This list will be utilized to fill vacant firefighter positions.

This policy supplements Campbell County Fire Department Personnel Policy #203.

II. SCOPE:

This policy shall apply to all candidates participating in the entry level testing process.

III. POLICY:

1. The Entry Level Eligibility List testing process shall consist of the following:
 - 1.1. Application and Resume
 - 1.2. Written Exam
 - 1.3. Physical Agility Test
 - 1.4. Oral Panel Interview
2. Application and Resume:
 - 2.1. The minimum qualifications to submit an application are as follows:
 - 2.1.1. 18 years of age
 - 2.1.2. United States Citizen
 - 2.1.3. High school diploma or GED certificate
 - 2.1.4. Must be able to read, speak, and write the English language
 - 2.1.5. IFSAC and/or PRO BOARD certified Firefighter 1 or higher
 - 2.1.6. Possess valid driver's license
 - 2.1.7. National Registry and/or Wyoming Emergency Medical Technician certified or ability to gain reciprocity within 6 months
3. Written Exam:
 - 3.1. Candidates will be given two hours to complete a comprehensive written exam. Candidates scoring less than 75% on the written exam will be disqualified from continuing in the current testing process. Unsuccessful candidates may reapply and take the test at a future scheduled test date. As many as twenty-five candidates may move forward.
4. Physical Agility Test:
 - 4.1. Candidates participating in the Physical Agility Test shall complete five job-related events within the five minute time period. Candidates who fail to complete all events in the allotted time period will be disqualified from continuing in the current testing process. Unsuccessful candidates may reapply and take the test at a future scheduled test date.

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- 4.2. The Physical Agility Test is scored on a pass/fail basis. A full description of the Physical Agility Test is contained in Appendix A.
5. Oral Panel Interview:
- 5.1. Candidates who have successfully completed the written exam and the physical agility test will advance to the Oral Panel Interview. This panel, consisting of a minimum of five Captains and Chief Officers, will be selected by the Chief. Passing score for the Oral Panel Interview is 75%.
6. Placement:
- 6.1. After successfully completing the Oral Panel Interview, Candidates scores will be weighted as follows:
- 6.1.1. 40% Written Exam
- 6.1.2. 60% Oral Panel Interview
- 6.2. The top twenty weighted scores will be used to form an Eligibility List. The candidates' rank on the list will remain confidential.
- 6.3. The eligibility list shall remain in effect for a period of two years or until the list is exhausted, whichever comes first. The list will be deemed to be exhausted at such time that it consists of fewer than four people per each position being considered.
7. Hiring:
- 7.1. When a vacant position(s) become available, a minimum of four candidates must be re-interviewed per position by the Hiring Panel consisting of a minimum of three Chief Officers which will be selected by the Chief.
- 7.2. The Hiring Panel will make a recommendation to the Chief consisting of two of the top four candidates interviewed. After the Chief selects a winning candidate, the remaining three candidates will be returned to the Eligibility List. In the event a candidate has participated in three Hiring Panel Interviews and has not been selected, that candidate will be removed from the eligibility list.
- 7.3. The candidate selected for the vacant position will be provided a conditional offer of employment contingent upon satisfactory completion of a background check, physical examination, and psychological examination.
- 7.4. Schedule of Hiring Procedures:

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- 7.4.1. Send fingerprint cards to all applicants that are placed on the eligibility list. These cards do not expire and therefore can be held until the actual hiring process begins.
- 7.4.2. Once a position becomes vacant the fingerprint cards for the four individuals who are selected will be submitted to the state for background checks. This process takes approximately 2 weeks.
- 7.4.3. Driving record checks need to be completed for all applicants. This process can be started at the same time background checks are submitted. All Wyoming driving record checks can be completed by filling out a form with CCFD. All out of state applicants need to check with their home state for details on how to complete these checks. This process varies from state to state.
- 7.4.4. Psychological evaluations need to be scheduled with Jane Stearns in Douglas, WY. The paperwork that needs to be completed for this evaluation takes roughly one and one half hours. Applicants must complete the forms on site at CCFD and must be monitored during this completion process.
- 7.4.5. Once appointments have been made for the psychological evaluations oral interview times can be set to correspond with the appointments for evaluations.

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