

Campbell County Fire Department Policy

General/Administration

Career Entry Level
Eligibility List



101.02

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 career firefighter positions (this policy supplements Policy #900.203).

SCOPE:

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

POLICY:

The Entry Level Eligibility List testing process shall consist of the following:

- a. Application and Resume
- b. Written Exam
- c. Physical Agility Test
- d. Oral Panel Interview

A. **APPLICATION AND RESUME:** The minimum qualifications to submit an application are as follows:

- a. At least 18 years of age
- b. United States Citizen
- c. High school diploma or GED certificate
- d. Must be able to read, speak, and write the English language
- e. IFSAC, PRO BOARD or State of Wyoming Firefighter 1 certification or higher
- f. Possess valid driver's license
- g. National Registry, Wyoming BEC Certification or Wyoming Emergency Medical Technician certified or ability to gain reciprocity within 6 months

B. **WRITTEN EXAM:** 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 testing process. Unsuccessful candidates may


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Page 1 of 3

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Campbell County Fire Department Policy

General/Administration	Career Entry Level Eligibility List	 101.02
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reapply and take the test at a future scheduled test date. As many as 25 candidates may advance in the testing/evaluation process.

- C. **PHYSICAL AGILITY TEST:** Candidates participating in the Physical Agility Test shall complete five job-related events within a seven and one-half minute time period. Candidates who fail to complete all events in the allotted time period will be disqualified from continuing in the testing process. Unsuccessful candidates may reapply and take the test at a future scheduled test date. The Physical Agility Test is scored on a pass/fail basis. Refer to Appendix A for a complete description of the Physical Agility Test.

- D. **ORAL PANEL INTERVIEW:** 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 fire officers, will be selected by the Chief. Passing score for the Oral Panel Interview is 75%.

- E. **PLACEMENT:** After successfully completing the Oral Panel Interview, Candidates scores will be weighted 40% on the written exam and 60% on the Oral Panel Interview.
 - a. The top twenty weight-adjusted scores will be used to form an Eligibility List. The candidates' rank on the list will remain confidential.
 - b. 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 exhausted at such time that it consists of fewer than four people per each position being considered.

- F. **HIRING:** When a 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 who will be selected by the Chief.
 - a. The Hiring Panel will make a recommendation to the Chief consisting of the top two 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.
 - b. 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.

Initial Approval: Revision Date: 12/21/11	Page 2 of 3	Sherwin Cater, Chairman ORIGINAL SIGNED
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Campbell County Fire Department Policy

General/Administration

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101.02

G. SCHEDULE OF HIRING PROCEDURES:

- a. Send Fingerprint Cards to all applicants who are placed on the eligibility list. These cards do not expire and therefore can be held until the actual hiring process begins.
- b. Once a position becomes vacant, the fingerprint cards for the four individuals who are selected will be submitted to the state in order to obtain Criminal Background Reports.
- c. Driving record checks must be completed for all applicants at the same time background checks are submitted. All Wyoming driving record checks can be completed by completing a form supplied by CCFD. All out-of-state applicants must check with their home state for details regarding how to request a Driver's Check, and it is the applicant's responsibility to arrange for a Driver's Report to be sent directly to CCFD offices. This process varies from state to state.
- d. Oral interview times will be established after all driving and background check documents have been received and evaluated.
- e. A psychological evaluation will be scheduled for the selected candidate who was extended the conditional offer of employment. The paperwork needed for this evaluation takes roughly one and one-half hours. Applicants must complete the forms on site at CCFD, and they will be monitored during the completion process.

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Page 3 of 3

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