

**CIVIL SERVICE COMMISSION  
MANUAL**

Amended: November 2024

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## CHAPTER 1

### DEFINITIONS

The **following** words and phrases when used in these rules shall have the following meaning:

**Act** – means the Act 326 of 1949, as amended Act 211 of 1963, as amended Act 262 of 1987 and State Law.

**Appointed Authority** - means any officer, board, agency, commission, person or groups of persons having the power to make appointments to positions in the City Service.

**Appointment** – means the designation of a person, by due authority, to become an employee in a position.

**Class or Class of Positions** – means a definitely recognized kind of employment in the classified service.

**Classification Plan** – means all classes of positions established under the provisions of the act for classified service.

**Classified Services** – means all offices and positions of trust or employment in the City Service, except those places under unclassified service by the act.

**Commission** – means the Jonesboro Civil Service Commission.

**Competitive Positions** – means any position in the classified service that is subject to the requirements of this act relating to the appointment on the competitive basis of competitive test of fitness, and applies to every position in the classified service that is not exempt.

**Demotion** – means a reduction of a regular employee in the classified service from one rank to another rank, a reduction in pay or both.

**Department Promotional List** – means a list of eligible personnel who are employees of one department.

**Eligible** – means a person whose name is on the list.

**Emergency Leave** – may be granted for a death in the immediate family of the employee for not more than three (3) days. The term “immediate” shall include only the father or mother, wife or husband, son & daughter, sister, brother, grandparents, and if living under the same roof with the employee, other relatives or relative by marriage.

**Employee** – means a person legally occupying a position.

**Employment List** – means an original entrance employment list or a promotion list.

**Entrance Test** – means a test for a position in a particular class.

**Lay Off** – means the removal of an employee because of lack of work, failure or financial appropriations or other causes.

**Leave of Absence** – is time off from work, without pay, granted by action of the Commission or at the discretion of the appointing authority, the effect of which does not create a vacancy in the position of the person granted leave.

**List** – means an employee list, an original entrance list, a promotion list, an employment or reemployment list.

**Open List** – means a list to which eligible personnel may be added from time to time through continuous examination.

**Pay** – means salary, wages, fees, allowances and all forms of value.

**Pay Plan** – means all the scales of rates of compensation prescribed by the City Council.

**Position** – means the office and employment in the service of the city.

**Promotion** – means the change of any employee in the classified service, who has held a rank in a lower class.

**Promotion Test** – test for ranks in a particular class, admission to which is limited to employees in the classified service, who have held a rank in a lower class.

**Regulation** – means a definition, policy or mode of procedure formally prescribed by the commission to govern the manner of giving effect to a part of the Civil Service Law or Rules.

**Sexual Harassment** – means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual Harassment is a form of employee misconduct which undermines the integrity of the employment relationship (OPM, 1979:3 45 Fed. Reg. 74676, 1980).

**Sick Leave** – means absence from duty of an employee because of illness incapacitating the employee.

**Temporary Appointment** – means an appointment for a sixty (60) day period of service or less without acquisition by the appointee of any rights to be retained as an employee beyond that period.

**Without Pay** – means that under certain conditions an employee may be permitted to take time off without pay. At no time will time off of this nature be charged to sick leave.

## CHAPTER 2

### ORGANIZATION, RULES, PROCEDURES, AND DUTIES OF THE COMMISSION

#### I. ORGANIZATION OF THE COMMISSION

A. Number of Commissioners

The Jonesboro Civil Service Commission shall consist of five (5) members. The members of the Commission shall hold office.

B. Qualifications of Commissioners:

1. Citizenship: The Commissioners shall be citizens of the State of Arkansas and residents of the City for more than three (3) years preceding their appointment.
2. Political Office: No person on the commission shall hold, or be a candidate for, any political office under any national, state, county, or municipal government or be connected in any way in any official capacity with any political party or organization.
3. Vacancies: When a vacancy shall occur on the Civil Service Commission by the death, Resignation or expiration of a term of office or in any other manner, such vacancy shall be filled by the City Council. In the event of a vacancy during the term of office of any Commissioner, except by the normal expiration of office, their successor shall fill the unexpired term caused by such a vacancy and at the normal expiration of their term. The City Council shall fill such a vacancy by the appointment of a Commissioner for a period of six (6) years.
4. Removal of Council Members: The City Council by two-thirds (2/3) vote may remove any said Civil Service Commissioners during their term of office for just cause.

C. Chairman of the Commission:

1. The Board of the Civil Service Commissioners shall meet, annually, on the first Monday in May to select one (1) of the commissioners to serve as chairman of the commission.
2. The chairman shall preside over meetings and be the executive officer.
3. The chairman shall vote on questions before the board only in the case of a tie.
4. In the absence of the chairman, the board shall elect one of their members to act instead of the chairman.
5. The member so elected shall be clothed with the powers, rights and duties of the chairman during the absence of the chairman.

D. Civil Service Secretary:

The Board shall elect one of their members as a secretary who shall designate and supervise personnel of the city in keeping the books, records, and minutes of said meetings and insure that all correspondence of the board is adequately conducted. The secretary or court reporter shall insure that the evidence at all trials is reported. The secretary or court reporter shall act as clerk when the board shall constitute a trial court and any other duties that may be ordered by the Board.

E. Meetings:

1. Special meetings may be held at such times and places as shall be specified by call of the chairman or any three (3) members of the Commission.
2. Three (3) of said members shall constitute a quorum in any transaction.

3. Minutes of Proceedings of the Commission shall be prepared and maintained by the support personnel on behalf of, and subject to the approval of the Commission. The Civil Service Secretary in lieu of support personnel shall certify to the Finance Office, the members of any department who for any reason have ceased to be employed by the City of Jonesboro and thereafter, are no longer covered under the rules of the Civil Service Commission.
4. The Commission shall not be bound by rules of order, evidence or procedure in its meeting, hearings, investigations, except such as itself establishes.

## **II. DUTIES OF THE COMMISSION:**

- A. Representation: Represent the public interest to improve the personnel administration of the city service.
- B. Advisory Function: Advise the City Council & Mayor on problems concerning Personnel Administration.
- C. Investigations: To make, upon its own motion, any investigations concerning the administration of personnel in the city classified service and to review, modify or set aside any action which the Commission may determine to be desirable.
- D. Personnel Administration Reports: To make and publish annual & special reports as it considers desirable regarding Personnel Administration in the city services.
- E. Hearings: To conduct hearings and pass upon complaints which shall be in writing and notarized by or against any officer, or employee in the classified service for the purpose of demotion, reduction of pay, reduction of position, suspension, or dismissal of such officer or employee, in accordance with the provisions of the act. By the vote of the Commission, persons bringing false or unsubstantiated complaints shall receive up to a three (3) day suspension without pay.
- F. Rules: Amendment to Rules and Regulations shall be adopted only after public notice and hearing. Notification shall be made by publication in a newspaper of a general circulation in this county at least ten (10) days prior to the hearing dates set for the adoption thereof, and in addition, written notice shall be posted at City Hall and in a conspicuous place in the Fire Department.

## **III. CLASSIFIED SERVICE:** The classified service shall compromise all uniformed officers and position of employment existing from time to time in the Fire Department.

## CHAPTER 3

### ENTRY LEVEL ELIGIBILITY LISTS – CONDITIONS, GENERALLY

#### I. PUBLIC NOTICE OF TESTS

- A. Notice of Competitive Examinations: All permanent appointments to positions in the classified service shall be made according to merit and fitness ascertained by competitive examinations. The Commission shall give public notice thereof on the bulletin board or front doors of city hall, on the departments social media page and by advertising on local radio stations prior to the closing date.
- B. Notice of Requirements: Each official notice of a test shall state the duties, the time, place and manner of making application for admission to such test, and any other information which the Commission considers pertinent. Each notice shall read: “AS AN EQUAL OPPORTUNITY EMPLOYER, THE CITY OF JONESBORO STRONGLY ENCOURAGES QUALIFIED MINORITIES TO APPLY!”
- C. Commission’s Right to Refuse, Examine or Disqualify Applicant & Employees: The Commission may reject candidates for eligibility who fail to comply with Civil Service Rules and Regulations, or who fail to meet state specifications for the Fire Department after certification. Three (3) Commissioners shall be required to review the files before any action is taken by the Civil Service Commission. The Commission may refuse to examine or disqualify such applicant or remove his/her name from the roster and may refuse to certify any employee who:
  - 1. is so physically disabled as to render unfit performance,
  - 2. is found to lack any of the requirements established for examination,
  - 3. is addicted to the excessive use of intoxicating liquor or drugs,
  - 4. has made false statements on their applications,
  - 5. is dismissed from city service,
  - 6. used political pressure or bribery to secure an advantage in the examination.
  - 7. failed to submit their application correctly or in the prescribed time,
  - 8. has a reputation of deliberately failing to pay their debts, or
  - 9. failed a background, polygraph & medical examination prior to employment.

#### II. ADMISSION TO TEST

The Commission shall, subject to rules, determine the qualifications for admission to any test. Admission to the tests shall be open to all persons who appear to possess the required qualifications and may be lawfully appointed to a position in the class for which a list is to be established.

#### III. CONTENTS OF TEST

The test for positions of firefighter shall be practical in their character insofar as they relate to those matters which will fairly test the relative capacity and fitness of the candidates to discharge the duties of positions of the class they seek. \*The Fire Chief or his/her designated individual will make recommendations as to the test material that will be approved by the Commission. Approval may be gained by majority vote, taken by correspondences (mail, electronic-mail). The test may include written or oral questions, trial of the performance of work, inquiries into facts relating to education, experience or

accomplishments, investigations of the records and success attained, personal characteristics or any combination of these tests.

#### **IV. APPOINTMENT LIST DURATION**

All lists for appointments shall be certified by the commission. All lists shall remain in effect for a period of one (1) year from the date of the certification and at the expiration of said period, all rights, and priorities under said list shall cease. List will be certified no later than the month following the test.

#### **V. TIME OF EXAMINATION (Entry Level)**

Examinations shall be held during the last full week of July. "Examinations may be held more often if necessary under such rules and regulations as may be prescribed by the Board of Civil Service Commissioners.

#### **VI. RESTRICTION ON ELIGIBILITY FOR EMPLOYMENT**

1. No person shall be eligible to take the examination for appointment to the eligible list for employment if said employment will require them to serve immediately under an officer or supervisor who is a relative nearer than the third degree.
2. No person shall be eligible for employment for any position on the Fire Department who has not arrived at the age of **18 years**, or who has reached the age of 35 years at hire date. No person shall be eligible to take the entry level written examination unless the person has attained the **age of 18** prior to the certification of the list.
3. All applicants for the Fire Department shall be a citizen of the United States.
4. Public Notice of all entry level examinations shall be given on the bulletin board or front doors of City Hall, on the departments social media page and by advertising on local radio stations thirty (30) days before the date of said examination. All applicants for examination shall be filed with the secretary at least fourteen (14) days before the time set for holding the examination.
5. No person shall be eligible for appointment to the Fire Department who has been convicted of a felony or who has attempted fraud or deception in connection with the examination.
6. The Fire Chief or the Board of Civil Service Commissioners may require that any member or an applicant who has been offered employment by the department, undergo a complete medical examination by a physician or physicians designated from time to time by the Commission and to submit a report of said department. The cost of such examination shall be paid by the City of Jonesboro.

#### **VII. PREFERENCE POINTS FOR ENTRY – LEVEL APPLICANTS**

1. Two (2) preference points are given to applicants for the following:
  - a. Those who have a current State of Arkansas and a NREMT Certification
  - b. Those who have a Firefighter II Certification
  - c. Those who are serving or were honorably discharged from the military or naval forces of the United States of America.
2. If an examination is given for the purpose of establishing an employment list for public sector jobs, and a preferred person attains a passing grade thereon, he or she shall have the preference points added to his or her final earned rating.

3. Any initial period of active duty for training under the “six (6) month” reserve or National Guard does not count.

#### **VIII. APPOINTMENTS FORFEITURE OF RIGHTS**

Any person on the eligible list for appointment who shall fail to accept the appointment and to report to duty within ten (10) working days from being notified of the appointment by certified mail with a return receipt requested, forfeits all rights and priorities that they may have under said list, unless they make application to the Commission, within a reasonable time and sufficient grounds and circumstances are demonstrated to justify the granting of additional time.

## CHAPTER 4

### ENTRY LEVEL TESTING – COMPONENTS

#### I. JONESBORO FIRE DEPARTMENT – GENERAL REQUIREMENTS

Every firefighter to be employed by the Jonesboro Fire Department shall:

- A. Be a high school graduate or have passed the General Education Development Test.
- B. If the applicant has served in the military, a copy of his/her DD214 must be submitted at the time he/she takes the Civil Service written examination.
- C. Be fingerprinted and a search made of State and National fingerprint files to disclose any criminal record.
- D. Shall not have been convicted by State or Federal Court, of a crime the punishment for which could be imprisonment in a Federal or State Penitentiary.
- E. Shall be of good moral character, as determined by background investigation.
- F. Shall be examined by a licensed physician or surgeon.
- G. Shall be interviewed personally prior to employment by the department head or his/her representatives, to determine such things as the applicant's motivation, appearance, demeanor, attitude and ability to communicate.
- H. Possess a valid driver's license.
- I. Take a written examination administered by the Jonesboro Fire Department, under the supervision of the Civil Service Commission and pass the examination with a score of 70%, or at the election of the Commission, with a score determined by computing 75% of the highest score made on the examination during each cycle of examination for each rank.
- J. Pass a physical fitness test to be administered by the Jonesboro Fire Department, under the supervision of the Civil Service Commission or their representatives. If for any reason any applicant fails to complete any portion of the physical agility examination for entry level fire employment at the regularly scheduled time and place, the applicant shall be deemed to have failed the examination and shall be suspended from further consideration for employment with the Jonesboro Fire Department. The applicant may, however, submit an application for employment in subsequent years.
- K. Complete truthfully an employment application or applications as required.

#### II. MINIMUM PHYSICAL FITNESS REQUIREMENTS FOR THE JONESBORO FIRE DEPARTMENT:

See Appendix - A

#### III. ELIGIBILITY LIST FOR HIRING TO BE CERTIFIED BY THE COMMISSION

- A. The eligibility list for hiring will be certified by the Commission
- B. The highest score attained will be assigned eligibility rank # 1, the second highest composite score will be assigned eligibility rank # 2 etc., with all applicants being ranked who have passed the written examination and physical fitness test.
- C. The score for entry level applicants shall be composed of a written examination.
- D. The Fire Chief shall then be allowed to hire an applicant from the eligibility list certified to that department by the Secretary of the Commission and shall hire one (1) applicant of the top five (5) eligibility rankings. The name shall be removed from

the Civil Service Commission's eligibility list once the Commission is notified by the Fire Chief, then the remaining applicants shall move forward on the eligibility list until the eligibility list is exhausted or expires.

**IV. RE-APPLICATION FOR EMPLOYMENT**

Any person who has been removed from the eligibility list by the Civil Service Commission shall not be able to reapply to the department for a period of two (2) years.

## CHAPTER 5

### PERFORMANCE AND PROMOTIONS

#### I. PURPOSE

The purpose of the Jonesboro Civil Performance and Promotions System is to provide guidance for the evaluation of a person's performance and promotion. This system will provide each employee an opportunity to discuss his/her performance and potential for advancement with each employee in a systematic and constructive manner.

#### II. RESPONSIBILITY

The Responsibility for the administration of evaluation activities rests with the Fire Chief and his/her designated Raters. Raters will sit on a committee composed of individuals with supervisory/leadership skills and background.

## CHAPTER 6

### PROMOTIONS ELIGIBILITY LISTS – GENERAL PROVISIONS FOR FIRE DEPARTMENT

#### I. NOTICE – EXAMINATIONS

The Commission shall give notice of all fire promotional examinations by posting notice thereof on the bulletin board or front doors of Jonesboro City Hall, in conspicuous places at the respective departments, and by written notification to the chiefs of the respective departments, at least thirty (30) days prior to the examination date. The notice shall state the time, manner and place of making application for admission to such test, and any other information which the Commission considers pertinent. All applications must be submitted to the Jonesboro Civil Service Commission office at least fourteen (14) days prior to the time set for the examination.

#### II. TIME IN GRADE

One will be eligible for promotion and to compete in the promotional cycle if one has completed **five (5) years** as firefighter from their current hire date with the Jonesboro Fire Department for the position of driver. An individual must complete the probationary period of their new rank and hold that rank for a **total of two (2) years** before being eligible to compete in the promotional cycle for the next higher rank.

#### III. DRIVER'S PRACTICAL TEST

All applicants for the position of Driver for the Jonesboro Fire Department (JFD) shall pass an annual prerequisite practical test to be administered by the Jonesboro Fire Department, under the supervision of the Civil Service Commission and or their representatives to be eligible for the driver promotional exam. If for any reason an applicant fails to complete the required portions of the practical examination for Driver/Operator at the Jonesboro Fire Department at the scheduled time and place, the applicant shall be deemed to have failed the examination and shall be suspended from further consideration for promotion with the Jonesboro Fire Department. The applicant may, however, submit an application for promotion in subsequent years.

A candidate must successfully complete a Practical Examination based on NFPA 1002 Standards for Fire Apparatus Driver/Operator Qualifications and pass the Practical Examination by not losing more than ten (10) points. The candidate will only be allowed one try and the test will be held in the month of January each year.

See Appendix B.

#### IV. CONTENTS OF TESTS

The test for positions of each **rank** shall be practical in their character insofar as they relate to those matters which will fairly test the relative capacity and fitness of the candidates to discharge the duties of positions of the class they seek. **\*The Fire Chief or his/her designated representative will make recommendations as to the test material that will be approved by the Commission. Approval may be gained by majority vote, taken by correspondences (mail, electronic-mail).** The test may include written or oral questions, trial of the performance of work, inquiries into facts

relating to education, experience or accomplishments, investigations of the records and success attained, personal characteristics or any combination of these tests.

**V. APPOINTMENT LIST - DURATION**

All lists for promotions shall be certified by the Commission. All lists shall remain in effect for a period of one (1) year from the certification date, or a period set by the Commission. NO list shall remain in effect for more than two (2) years. A list's beginning certification date will be used as the deadline for all prerequisites related to any promotions.

**VI. TIME OF EXAMINATIONS (Promotion)**

Promotion Examinations shall be held on the first Saturday in March and the promotion list will be certified April 1<sup>st</sup>. Said examinations may be held more often if necessary, and list will be certified the first day of the following month for those test.

**VII. ELIGIBILITY FOR PROMOTION**

No person shall be eligible to take the examination for a promotion if said promotion will require him/her to serve immediately under an officer or supervisor who is a relative nearer that the third degree.

No person shall be eligible to take the examination for a promotion if prerequisites, certifications, classes and task books have not been completed.

See Appendix C-1, C-2, and C-3.

**VIII. REVIEW OF WRITTEN TESTS, IRREGULARITIES AND QUESTIONS**

After a promotional examination has been held and an eligibility list has been certified, all employees that have taken the examination shall have 48 hours (or some other time specified by the commission) to view his/her test scores under the supervision of a Civil Service Commissioner or their appointed representative.

**IX. PROMOTION FORFEITURE OF RIGHTS**

Any person on the eligible list for promotion who shall fail to accept the promotion within ten (10) working days from being notified of promotion by certified mail, with return receipt requested, forfeits all rights and priorities that he/she may have under said lists, unless he/she makes application to the Commission and exhibits sufficient evidence or circumstances which would justify the Commission in the granting of additional time.

**X. PROMOTION ELIGIBILITY LISTS TO BE CERTIFIED BY THE COMMISSION**

The promotion eligibility list shall be certified by the Commission. The highest composite score attained will be assigned eligibility rank # 1, the second highest composite score will be assigned eligibility rank # 2, etc., with all candidates being ranked who have passed all promotional exams.

## CHAPTER 7

### PROMOTIONAL TESTING COMPONENTS FOR FIRE DEPARTMENT

#### I. WRITTEN EXAMINATIONS

A candidate must successfully complete a written examination administered by the Civil Service Commission and pass the examination with a score of seventy percent (70%) or, at the election of the Commission with a score determined by computing seventy-five percent (75%) of the highest score made on the examination during each cycle of examination for each rank.

#### II. ORAL EXAMINATIONS

The Fire Chief or his/her authorized representative shall appoint an oral promotional review committee of individuals with supervisory/leadership skills and background. The oral promotional interview candidates shall be evaluated on the answering of appropriate questions, and pass the examination with a score of thirty percent (30%) or, at the election of the Commission with a score determined by computing seventy-five percent (75%) of the highest score made on the examination during each cycle of examination for each rank.

The oral promotional committee shall evaluate promotional candidates based on criteria and questions established by the Jonesboro Fire Department and approved by the Fire Chief. Oral promotional committee members will be briefed by the Fire Chief, and or their representatives regarding all aspects of the oral interview process to include: scoring, grading and requirements which must be met by both promotional candidates and oral promotional committee members.

#### III. COMPOSITE SCORING

The composite score for promotion applicants shall be composed as follows:

**62.5 PERCENT OF WRITTEN EXAMINATION SCORE**

**37.5 PERCENT OF ORAL EXAMINATION SCORE**

The candidate must obtain a score of seventy percent (70%) on the written examination and a score of thirty percent (30%) on the oral examination to be placed on the eligibility list. The Fire Chief shall then be allowed to promote a candidate from the eligibility list certified to that department by the Secretary of the Commission and shall promote one (1) of the top three (3) applicants on the eligibility list. Once a candidate has been promoted, the remaining candidates shall move forward on the eligibility list until the eligibility list is exhausted or expires.

## CHAPTER 8

### LEAVE AND RETIREMENT

#### I. LEAVE OF ABSENCE

Upon recommendation by the Fire Chief, a leave of absence may be granted to a member of the department by the Board of Civil Service Commissioners for periods of time not to exceed six (6) months. A person shall receive no compensation or other benefits during the period of the said absence. Upon return to service the person shall be restored to the rank attained prior to the leave of absence. The leave of absence cannot be added to vacation time and compensation time.

#### II. FAMILY AND MEDICAL LEAVE

Family and medical leave shall be governed by the Family and Medical Leave Act of 1993 (FMLA).

#### III. RETIREMENT AGE

Under the Federal law, employees may not be asked to retire until they reach the age of seventy (70) years. This Federal Action automatically supersedes the Commission's regulations which states that a person must retire at the age of sixty-five (65) years.

#### IV. UNIFORM LEAVE

See Handbook for Arkansas Municipal Officers and Fire Department.

## CHAPTER 9

### EMPLOYEES RESPONSIBILITIES AND RULES OF CONDUCT

#### I. VIOLATION OF CITY ORDINANCES AND STATE LAW

Member of any department who habitually violate city ordinances or laws of the state shall be punished, therefore, by demotion, reprimand, suspension or dismissal from the department.

#### II. VIOLATION OF DEPARTMENT RULES AND REGULATIONS

Violation of the Rules and Regulations of the Department by a member will be punished. Where no specific penalty is prescribed it will be determined as seen fit by the Commission.

#### III. PRIOR DISMISSAL FROM CITY EMPLOYMENT

Dismissal from any department of the city for cause may make the member(s) ineligible for employment at a later date; they shall be hired only upon recommendations of the Civil Service.

#### IV. EMPLOYEE TO PAY DEBTS

Every member of the department shall at all times pay their debts.

#### V. EMPLOYEE'S BEHAVIOR AND CONDUCT

- A. Behavior on the part of any member of the department unbecoming a lady or gentleman or of such nature to bring disgrace or disrepute upon the department or any other member thereof shall be punished by suspension or dismissal from service with the right to appeal to the Commission.
- B. The use of racially or sexually derogatory terms by any city employee while on duty shall be grounds for discipline. Any city employee who uses racial or sexual terms while on duty and in a manner intended to harass, intimidate or offend any person on the basis of sex shall be subject to the discipline set forth.
- C. In the first instance, said person shall be suspended without pay for at least three (3) days or terminated, as the situation warrants. The second such offense by the same employee shall result in either a one (1) week suspension without pay or termination from employment by the city, as appropriate.

#### VI. POLITICAL ACTIVITIES

In addition to all powers duties provided by law, the Civil Service for fire departments of cities of the first and second class shall promulgate rules and regulations governing the political activities of fire department personnel.

## CHAPTER 10

### DISCIPLINARY AND DUE PROCESS PROCEDURES

- I. Any employee who has completed his or her probationary periods with the Fire Department shall not be terminated, demoted, suspended or reduced in compensation, except for violation of the rules and regulations of their respective departments or for other good cause.
- II. Any employee who is terminated, demoted, suspended or reduced in compensation, shall be given a written statement setting forth the factual reasons for the action taken, signed by his or her supervisor and the department head.
- III. Any employee who is terminated, demoted, suspended or reduced in compensation may request a hearing with the department head regarding the reasons for the action taken by submitting a written request for a hearing to the department head within five (5) working days from receipt of the written statement from the department.
- IV. The department head shall, after the hearing is concluded, prepare a written summary of the facts and conclusions and deliver one (1) copy to the employee. If the action is upheld by the department head, then the employee shall be terminated, demoted, suspended or reduced in compensation, unless within ten (10) days (the ten-day notice begins the first day the employee is served notice), from the receipt of the written findings of facts and conclusions, the employee files an Appeal with the Commission requesting a trial and setting forth the issues to be determined by the Commission.
- V. The Commission shall set a trial date not more than fifteen (15) days from the receipt of the appeal and shall notify the employee or his or her representative of the time, place, and date of the hearing.
- VI. The employee may be represented by Counsel at the hearing.
- VII. The parties shall exchange lists of witnesses at least five (5) days prior to the trial. All witnesses shall testify under oath. The parties shall have the right to cross examine the witness.
- VIII. Each party shall have the right to one (1) continuance. Any request for continuance shall be made at least forty-eight (48) hours prior to the trial date. All other continuances may only be for good cause shown.
- IX. The quorum of the Commission shall sit as jury in the trial and the Chairman of the Commission or Acting Chairman shall preside over the trial and shall rule on the questions of evidence and pleadings. A majority vote of the member of the Commission shall be necessary to decide the case. All votes of the Commission must be made in an open meeting and the yea's and the no's of the Commission shall decide if the reasons for discharge or reduction were well founded or proper, and if so, the said discharge or reductions shall be effective as of the date of notice.
- X. If an employee is dissatisfied with the decision of the Commission, the employee shall appeal to the Circuit Court of Craighead County by filing with the Commission a Notice of Appeal within thirty (30) days after the Commission's decision. The Commission shall

send a complete transcript to the Circuit Court Clerk's office. An employee who desires a copy of a transcript must purchase it from the court reporter who transcribed the proceeding

- XI.** A record shall be prepared of all hearings and other precedents before the Jonesboro Civil Service Commission, and all hearings before the Commission shall be stenographically recorded.
- XII.** No person in the department affected hereby shall be appointed, reduced, suspended, discharged or otherwise discriminated against because of his political opinion, or affiliation, or because of his race, religion, sex or national origin.
- XIII.** Members of the fire departments shall be expected to comply with all laws of the State of Arkansas, the Federal Government, and the City of Jonesboro and violations of any of the same may result in disciplinary action being taken against said individual up to and including dismissal from the department. Conviction of any felony shall result in the dismissal from the department.
- XIV.** In the event a member shall be found guilty, the member shall be immediately discharged from the roles of said department and shall receive all wages previously withheld during the suspension, less any remuneration which such officer may have received from other sources and pending the final determination of this case.

## CHAPTER 11

### DUTIES AND RESPONSIBILITIES OF FIRE DEPARTMENT EMPLOYEES

#### i. FIRE CHIEF

A. Job Summary:

Shall direct the overall activities of the City of Jonesboro's Fire Department by performing the following duties personally or through subordinate supervisors. The Fire Chief works under the general supervision of the Mayor.

1. The Fire Chief shall, in addition to the duties imposed by the ordinance and Civil Service Regulations, perform the following duties.
2. Shall be responsible for department budget development, and administration.
3. Shall work with the Mayor, City Council, and the Civil Service Commission, to establish appropriate Fire Department policies and procedures.
4. Shall be responsible for coordinating and overseeing the effective supervision, training, and disciplinary action of all Fire Department personnel.
5. Shall be responsible for the effective and proper maintenance and care of all Fire Department vehicles, equipment, and facilities.
6. May be required to assume direct command of fire ground incidents.

B. Special Knowledge, Skills and Abilities:

1. Ability to deal with the public.
2. Strong leadership skills.
3. Strong oral communication and interpersonal skills.

C. Immediate Supervisor:

Mayor

D. Working Conditions:

Fire Chief's office is in a climate controlled environment. At times the Fire Chief works in extreme conditions of heat, smoke, noise and hazardous materials and at any time during the day or night.

E. Minimum Qualifications:

1. Must possess a valid Arkansas Driver's License.
2. Must be certified by the Arkansas Fire Academy
3. Have a Master's degree or equivalent, or four to ten years related experience and / or training, or equivalent combination of education and experience.
4. Must have strong communication skills and budgeting knowledge/ expertise.
5. Must have a minimum of five (5) years in command and supervisory experience in a full paid department.

\*The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities and requirements.

#### II. ASSISTANT FIRE CHIEF GENERAL RESPONSIBILITY

A. Job Summary: In charge of directing operations of municipal fire department by performing the following duties personally or through subordinate supervisors. The Assistant Fire Chief works under the daily supervision of the Fire Chief.

B. Specific Job Duties and Responsibilities:

1. Directs and administers laws, rules, and regulations affecting the department.
2. Evaluates fire prevention and fire control policies by keeping abreast of new methods and conduction studies of departmental operations.

3. May assume personal command at multiple alarm fires.
  4. Supervises firefighters engaged in operation and maintenance of fire stations and equipment.
  5. Assists in surveying buildings, grounds, and equipment to estimate needs of department and prepare departmental budget.
  6. Confers with officials and community groups and conducts public relations and campaigns to present need for changes in laws and policies and to encourage fire prevention.
  7. May investigate causes of fires and inspect buildings for fire hazards.
  8. May perform duties of subordinates.
  9. Performs related duties as assigned.
- C. Special Knowledge, Skills and Abilities:
1. Knowledge of principles of firefighting and modern firefighting methods.
  2. Ability to understand and follow oral and written instructions and to react quickly and calmly under emergency conditions.
- D. Immediate Supervisor:  
Fire Chief
- E. Working Conditions:  
Assistant Chief resides in a climate controlled fire station while not fighting fires. However, in the event of a fire, the assistant chief works under conditions of extreme heat and cold temperatures, smoke, noise and hazardous materials and in all types of weather conditions and at any time during the day or night.
- F. Minimum Qualifications:
1. Must hold the position of Battalion/Division Chief for two years.
  2. Must pass Civil Service exam and Fire Department's Oral Review Committee.

\*The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities and requirements.

### III. BATTALION CHIEF

- A. Job Summary:  
Commander of a shift of firefighters, in command of all fires until a higher ranking officer arrives, enforcement of discipline procedures, efficient operation of his/her shift, enforcement of rules and regulations, directly in control of personnel under his/her command.
- B. Specific Job Duties and Responsibilities:
1. Answer all fire calls and assists in the supervision of fires including ventilation, entry, rescue and salvage work.
  2. Drives and operates fire trucks, aerial ladders and other firefighter equipment.
  3. Gives emergency first aid treatment to injured persons involving the application of modern first aid techniques.
  4. Lays and connects hose lines and operates nozzles directing water streams.
  5. Uses sound judgment and special knowledge in selecting the most effective route and speed when on a fire call.
  6. Attends individual and departmental training courses including firefighting theory and practices and first aid techniques.
  7. Supervises a variety of tasks in connection with the maintenance of fire station quarters and grounds and supervises other tasks as assigned by the Fire Chief.
- C. Special Knowledge, Skills and Abilities:

1. Knowledge of Principles of fire-fighting methods.
  2. Knowledge of the water system and of city geography, streets, hydrants, building construction, design and usage of various structures in the city.
  3. Knowledge of operation and mechanical principals of firefighting equipment.
  4. Ability to understand and follow oral and written instructions and to react quickly and calmly under emergency situations.
  5. Physical ability to react to a variety of firefighting and rescue situations.
- D. Immediate Supervisor: Assistant Chief
- E. Working Conditions:  
 Battalion Chiefs reside in a climate controlled fire station while not fighting fires. However, in the event of a fire, the Battalion Chief works under adverse conditions of extreme heat and cold temperatures, smoke, noise and hazardous materials and in all types of weather conditions and at any time during the day or night.
- F. Minimum Qualifications:
1. Must hold Captain position for two years.
  2. Must pass Civil Service exam and Fire Department's Oral Review Committee.

\*The above information is intended to describe the general nature of this position and is not a complete statement of duties, responsibilities and requirements.

#### IV. CAPTAIN

- A. Job Summary  
 Driver and operator of fire apparatus and operates fire pumps. Engages directly in firefighting, fire prevention, rescue and safeguard of lives and property, and at times commanding officer of fire ground operation.
- B. Specific Job Duties and Responsibilities:
1. Answers all fire calls and assists in the supervision of fires including ventilations, entry, rescue and salvage work.
  2. Drives and operates fire trucks, aerial ladder trucks and other firefighter equipment.
  3. Removes persons from burning buildings.
  4. Gives emergency first aid treatment to injured persons involving the application of modern first aid techniques.
  5. Lays and connects hose lines and operates nozzles directing water streams.
  6. Uses sound judgment and special knowledge in selecting the most effective route and speed when on a fire call.
  7. Cleans and services the apparatus assigned and maintains it in a condition of readiness and keeps an accurate inventory of needed equipment.
  8. Aids in maintenance and upkeep of the station and equipment. This includes hose maintenance, reloading of hose, refilling of water tanks, extinguisher and air packs.
  9. Attends individual and departmental training courses including firefighting theory and practices and first aid techniques.
  10. Performs a wide variety of routine tasks in connection with the maintenance of the fire station quarters and grounds and supervises other tasks as assigned by the Fire Chief.
- C. Special Knowledge, Skills and Abilities:
1. Knowledge of Principles of firefighting and modern firefighting methods.
  2. Knowledge of the city water system and of the city geography, of various structures throughout the city.

3. Knowledge of the operation and mechanical principles of all city firefighting equipment.
  4. Ability to understand and follow oral and written instructions and to react quickly and calmly under emergency conditions.
  5. The ability to work from ladders, heights and in close quarters. Physical ability to react to a wide variety of emergency firefighting situations, including holding and directing a high pressure water hose and the ability to lift and carry persons from a burning building.
- D. Immediate Supervisor: Battalion Chief
- E. Working Conditions:  
Captains reside in a climate controlled fire station while not fighting fires. However, in the event of a fire, the Captain works under adverse conditions of extreme heat and cold temperatures, smoke, noise and hazardous materials and in all types of weather conditions and at any time during the day or night.
- F. Minimum Qualifications:
1. Must hold the position of Driver for two years.
  2. Must pass Civil Service exam and Fire Department's Oral Review Committee.

\*The above information is intended to describe the general nature of this position and is not to be considered a statement of duties, responsibilities and requirements.

## V. DRIVER / OPERATOR

- A. Job Summary: Engages directly in fire apparatus driving, operating of the pump, aerial ladder, elevated platform and airport fire rescue specifications. Engages indirectly in firefighting.
- B. Specific Job Duties and Responsibilities:
1. Answers all fire calls and assists in the supervision of fires including ventilation, entry, rescue and salvage work.
  2. Removes person from burning buildings.
  3. Gives emergency first aid treatment to injured persons involving the application of modern first aid techniques.
  4. Lays and connects hose lines and operates nozzles directing water streams.
  5. Uses sound judgment and special knowledge in selecting the most effective route and speed when on a fire call.
  6. Cleans and services the apparatus assigned and maintains it in a condition of readiness and keeps an accurate inventory of needed equipment.
  7. Aids in maintenance and upkeep of the station and equipment. This includes hose maintenance, reloading of hose, refilling of water tanks, extinguishers and air packs.
  8. Attends individual and departmental training courses including firefighting theory and practice and first aid techniques.
  9. Performs a wide variety of routine tasks in connection with the maintenance of the fire station quarters and grounds and supervises other tasks as assigned by the Fire Chief.
- C. Special Knowledge, Skills and Abilities:
1. Knowledge of Principles of firefighting and modern firefighting methods.
  2. Knowledge of the operation and mechanical principles of all city firefighting equipment.
  3. Ability to understand and follow oral and written instructions and to react quickly and calmly under emergency situations.

4. The ability to work from ladders, heights and in close quarters. Physical ability to react to a wide variety of emergency firefighting situations, including holding and directing a high pressure water hose and the ability to lift and carry injured persons from a burning building.
- D. Immediate Supervisor: Shift Commander/Battalion Chief or Captain
- E. Working Conditions:  
Drivers/Operator resides in a climate controlled fire station while not fighting fires. However, in the event of a fire, Drivers/Operators work under adverse conditions of extreme heat and cold temperatures, smoke, noise and hazardous materials and in all types of weather conditions and at any time during the day or night.
- F. Minimum Qualifications:
  1. Minimum five (5) years firefighter position.
  2. Must pass Civil Service exam and Fire Department's Oral Review Committee.

\*The above information is intended to describe the general nature of this position and is not to be considered a complete statement of the duties, responsibilities and requirements.

## **VI. FIREFIGHTER**

- A. Job Summary: Under general supervision, controls and extinguishes fires, fire rescue and fire prevention activities. Engages directly in firefighting.
- B. Specific Job Duties and Responsibilities:
  1. Answers all fire calls and assists in the supervision of fires including ventilation, entry, rescue and salvage work.
  2. Drives and operates fire trucks, aerial ladder trucks and other fire – fighting equipment as required.
  3. Removes persons from burning buildings.
  4. Gives emergency first aid treatment to injured persons involving the application of modern first aid techniques.
  5. Lays and connects hose lines and operates nozzles directing water streams.
  6. Cleans and services the apparatus assigned and maintains it in a condition of readiness. Has an accurate inventory of needed equipment.
  7. Aids in maintenance and upkeep of the station and equipment. This includes hose maintenance, reloading of hose, refilling of water tanks, extinguishers and air packs.
  8. Attends individual and departmental training courses including firefighting theory and practices first aid techniques.
  9. Performs a wide variety of routine tasks in connection with the maintenance of the fire station quarters and grounds and supervises other tasks as assigned by the Fire Chief.
  10. Knowledge of the city's water distribution system, hydrant locations and street locations.
  11. Shall be able to wear self-contained breathing apparatus.
  12. Must be able to perform ventilation procedures with use of axe power equipment.
- C. Special Knowledge, Skills and Abilities:
  1. Knowledge of Principles of firefighting and modern firefighting methods.
  2. Knowledge of operation and mechanical principles of all cities firefighting equipment.
  3. Ability to understand and follow oral and written instructions and to react quickly and calmly under emergency conditions.

4. The ability to work from a ladder, heights and in close quarters. Physical ability to lift and carry injured persons from a burning building.
- D. Immediate Supervisor: Captain or Driver
- E. Working Conditions: Firefighters reside in a climate controlled fire station while not fighting fires. However, in the event of a fire, firefighters work under adverse conditions of heat and cold temperatures, smoke, noise and hazardous materials and in all types of weather conditions and at any time during the night or day.
- F. Minimum Qualifications:
  1. Must pass physical agility test.
  2. Must pass Civil Service exam.
  3. Must be between the ages of 18 – 35

\*The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities and requirements.

## **VII. DIVISION CHIEF FIRE MARSHAL**

- A. Job Summary: Investigate all fires of a suspicious nature, inspect all buildings that are in violations of fire codes, annual inspection of hospitals, schools and day care centers and code enforcement for new construction.
- B. Specific Job Duties and Responsibilities:
  1. Answers all fire calls and assists in the supervision of fires including ventilation, entry, rescue and salvage work.
  2. Drives and operates fire trucks, aerial ladders, and other firefighting equipment.
  3. Removes persons from burning buildings.
  4. Gives emergency first aid treatment to injured persons involving the application of modern first aid techniques.
  5. Lays and connects hose lines, operates nozzles directing water streams.
  6. Uses sound judgment and special knowledge in selecting the most effective route and speed when on a fire call.
  7. Cleans and services the apparatus assigned and maintains it in a condition of readiness. Has an accurate inventory of needed equipment.
  8. Aids in maintenance and upkeep of the station and equipment. This includes hose maintenance, reloading of hose, refilling of water tanks, extinguishers and air packs.
  9. Attends individual and departmental training courses including firefighting theory and practices and first aid techniques.
  10. Performs a wide variety of routine tasks in connection with the maintenance of the fire station quarters, grounds & supervises other tasks assigned by the Fire Chief.
- C. Special Knowledge, Skills and Abilities:
  1. Knowledge of Principles of firefighting and modern firefighting methods.
  2. Knowledge of the city water system and of the city geography, such as streets, hydrants, building construction, design and usage of various structures throughout the city.
  3. Knowledge of the operation and mechanical principles of all city firefighting equipment.
  4. Ability to understand and follow oral and written instructions and to react quickly and calmly under emergency conditions.

5. The ability to work from ladders, heights and in close quarters. Physical ability to react to a wide variety of emergency firefighting situations, including holding and directing a high pressure water hose and the ability to lift and carry injured persons from a burning building.
- D. Immediate Supervisor: Fire Chief, Assistant Chief
- E. Working Conditions: Fire inspectors reside in a climate controlled fire station while not fighting fires. However, in the event of a fire, the Fire Inspectors work under adverse conditions of extreme heat and cold temperatures, smoke, noise and hazardous materials and in all types of weather conditions and at any time of the day or night.
- F. Minimum Qualifications:
  1. Must hold Captain position for two (2) years.
  2. Must pass Civil Service exam and Fire Department's Oral Review Committee.

\*The above information is intended to describe the general nature of this position and is not to be considered a complete statement of the duties, responsibilities and requirements.

## VIII. DIVISION CHIEF OF TRAINING

- A. Job Summary: Shall train all firefighters in fire safety, fire rescue, structural fires and hazardous chemical fires. Shall keep the Department aware of all new training aids and equipment that pertains to fire – fighting and safety of their jobs.
- B. Specific Job Duties and Responsibilities:
  1. Drives and operates fire trucks, aerial ladder trucks and other firefighter equipment.
  2. Removes person from burning buildings.
  3. Gives emergency first aid treatment to injured persons involving the application of modern first aid techniques.
  4. Attends individual and departmental training courses including firefighting theory and practices and first aid techniques.
  5. Reviews training materials, including manuals and films, prepares class and study materials relevant to departmental requirements and prepares examinations.
  6. Assists in instructing firefighters in operating various equipment and apparatus.
  7. Prepares and presents fire pre-planning material on high hazard property.
  8. Organizes and supervises the instruction and drilling of fire companies at training ground and assists in grading personnel.
  9. Coordinates the participation by the department personnel in special schools offered by outside organizations.
  10. Maintains records of training participation and progress on individual members of the department.
  11. Makes monthly and annual reports of his activities to the Chief of the Department and any special reports that may be called for from time to time.
  12. Performs related work as required by the Chief of the Department
- C. Special Knowledge, Skills and Abilities:
  1. Knowledge of Principles of firefighting and modern firefighting methods.
  2. Knowledge of the operations and mechanical principles of all city firefighting equipment.
  3. Ability to understand and follow oral and written instructions and to react quickly and calmly under emergency conditions.

4. The ability to work from ladders, heights and in close quarters. Physical ability to react to a wide variety of emergency firefighting situations, including holding and directing a high pressure water hose and the ability to lift and carry injured persons from a burning building.
- D. Immediate Supervisor: Fire Chief, Assistant Chief
- E. Working Conditions: Training officer reside in a climate controlled fire station while not fighting fires. However, in the event of a fire, the Training Officer works under adverse conditions of extreme heat and cold temperatures, smoke, noise and hazardous materials and in all types of weather conditions and at any time of the day or night.
- F. Minimum Qualifications:
  1. Must hold Captain position for two (2) years.
  2. Must pass Civil Service exam and Fire Department's Oral Review Committee.

\*The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities and requirements.

## CHAPTER 12

### REPEALING AND AMENDING

#### I. REPEALING CLAUSE

All rules, regulations or parts thereof, previously adopted by this Commission, are hereby repealed. If, for any reason any provision of these Rules and Regulations shall be held to be in violation of any State or Federal Statute or Constitution, such provision will be automatically repealed, and said holding shall not affect the validity or applicability of the remaining provision of these Rules and Regulations.

#### II. COMMISSION TO CHANGE OR AMEND

These rules may be changed or amended, from time to time, by the Commission as in the judgment of the Commission may seem desirable or necessary.

#### III. NOTICE TO CHANGE OR AMEND

Amendments to these Rules and Regulations shall be adopted only after public notice and hearing. Notification shall be made by publication in a newspaper of general circulation in this county at least ten (10) days prior to the hearing dates set for the adoption thereof, and, in addition, written notice shall be posted in a conspicuous place in the Fire Department and in City Hall.

## APPENDIX - A

### **MINIMUM PHYSICAL FITNESS REQUIREMENTS FOR THE JONESBORO FIRE DEPARTMENT ENTRY LEVEL ELIGIBILITY LISTS**

Timed Events: Total Time Allowed - 10 Minutes  
NOTE: (Aerial Ladder Climb is not a Timed Event)

#### **Hose Roll**

Unroll and re-roll one (1) 50' section of 2 ½" fire hose

*Purpose:*

This exercise simulates the rolling and unrolling of hose which is done at any structure fire. The number of sections and size of the hose may vary from 1 ½" to 5" size and in lengths from 50' to 100'.

- 1 - 50' section of 1 ½" hose weighs approximately 21 lbs.*
- 1 - 50' section of 2 ½" hose weighs approximately 41 lbs.*
- 1 - 100' section of 5" hose weighs approximately 100 lbs.*

#### **Hose Extension**

Drag two 50' sections, coupled together to make 100' length of 2 ½" hose for 100', install nozzle and drag for an additional 25'. (Approximate weight of two (2) sections of 2 ½" hose is 82 lbs.) See additional information for charge lines on page

*Purpose:*

*This exercise simulates advancing hose lines on the fire scene to fight fire. The approximate weight is 41 pounds per section minus water which weighs approximately 8 pounds per gallon.*

#### **Ladder Raise**

Remove 14' roof ladder from apparatus, carry to wall, position on wall, climb to top and touch top rung of ladder, descend ladder without skipping any rungs, lower and replace in proper location on pumper. (Approximate weight of 14' roof ladder is 45 lbs.)

*Purpose:*

*This exercise simulates the removing of a ladder from a pumper to use on the fire scene. One-man removal, because of lack of manpower is essential and employee must be capable of performing this function.*

#### **Ventilation Simulation**

The candidate shall use a provided dead-blow sledgehammer to drive the force machine the required 5 feet.

The Keiser Force Machine employs the same kinetics and ergonomics as those used with an axe. It is an efficient and durable means of training and testing emergency services personnel who use axes and sledgehammers in their occupation.

To use the Force Machine, an individual will stand on the foot walks, straddling the I-beam then strikes the I-beam using the specifically designed dead-blow sledgehammer

It takes an average of twenty to twenty-five strikes to move the I-beam 5 feet (1.5m) a level of effort consistent with many forcible entry situations.

Purpose:

*The movement accurately reflects structural firefighting tasks such as venting a roof with an axe*

**Hose Carry**

The candidate must carry one (1) high-rise pak consisting of two (2) sections of 2 1/2" hose up four stories of the stairway.

There shall not be any skipping of the steps

Purpose:

*This exercise simulates the individual's ability to traverse multi-story buildings with needed equipment. Standard guidelines, in fighting fire in multi-story buildings calls for the use of stairways.*

**Hoisting Hose**

Hoist one (1) 2 1/2" 50' section of fire hose, using a rope hand over hand approximately two stories high and lowering back to ground. (Approximate weight of 50' section of 2 1/2" fire hose is 41 lbs.)

Purpose:

*This exercise simulates the advancing of hose and other equipment up multi-story buildings.*

**Rescue**

Pick up a mannequin, and carry for a distance of 100' and place on the ground. All that may touch the ground while carrying the mannequin is the feet.

Purpose:

*This exercise simulates a rescue. The size and weight may vary, the distance to safety and elevation may vary.*

**END OF TIMED EVENTS**

NOTE: Five (5) minute rest period before next event - which is not timed

## **Aerial Ladder Climb**

Climb aerial ladder for 60' at a 75-degree angle. Climb to 60', lock in with safety belt, unlock and climb back down.

### **Purpose:**

*This exercise assures the applicants ability to be able to work at various heights.*

**NOTE:** *All events are accomplished with self-contained breathing apparatus (SCBA) - NO MASK. The approximate weight of SCBA is 40 lbs.*

*All the exercises are done, using dry hose, but during actual structural firefighting a weight of approximately 8 lbs. Per gallon of water is added. All or any of these exercises may be essential at any emergency operation.*

### **ADDITIONAL INFORMATION:**

*Added water weight per fire hose section (charged line):*

*100' - 5" fire hose, approximately 542 lbs.*

*50' - 2 ½" fire hose, approximately 106 lbs.*

## **Engine Company Driver/Operator Certification**

The applicants for Driver/Operator must successfully complete the following Requirements of NFPA 1002 Standards for Fire Apparatus Driver/Operator Qualifications.

### **Chapter 4 General Requirements - Driving / Operator**

- 4.3.2 Station Parking Exercise
- 4.3.3 Serpentine Exercise
- 4.3.5 Diminishing Clearance Exercise

Distances may be adjusted based on the vehicle dimension

### **Chapter 5 Apparatus Equipped with Fire Pump**

- 5.2.1 Pumping Operations

**Driver / Operator****4.3.2 Station Parking Exercise**

The apparatus station parking maneuver can also be used as practice for meeting or in the evaluation of this requirement. This exercise measures the driver's ability to back the apparatus into a fire station to park or to back the apparatus down a street to reverse the direction of travel. An engine bay can be simulated by allowing for a 6.1-m (20-ft) minimum setback from a street 9 m (30 ft) wide, with a set of barricades at the end of the setback, spaced 3.7 m (12 ft) apart to simulate the garage door. The setback from the street should be determined by the testing agency to ensure that the distances reflect those encountered by the apparatus driver during the normal course of duties. A marker placed on the ground should indicate to the operator the proper position of the left front tire of the vehicle once stopped and parked. A straight line can be provided to assist the operator while backing the apparatus, facilitating the use of vehicle mirrors. The minimum depth distance is determined by the total length of the vehicle. [See Figure A.4.3.2(b).]

Note that for large vehicles, such as ARFF apparatus, this course might need to be modified.

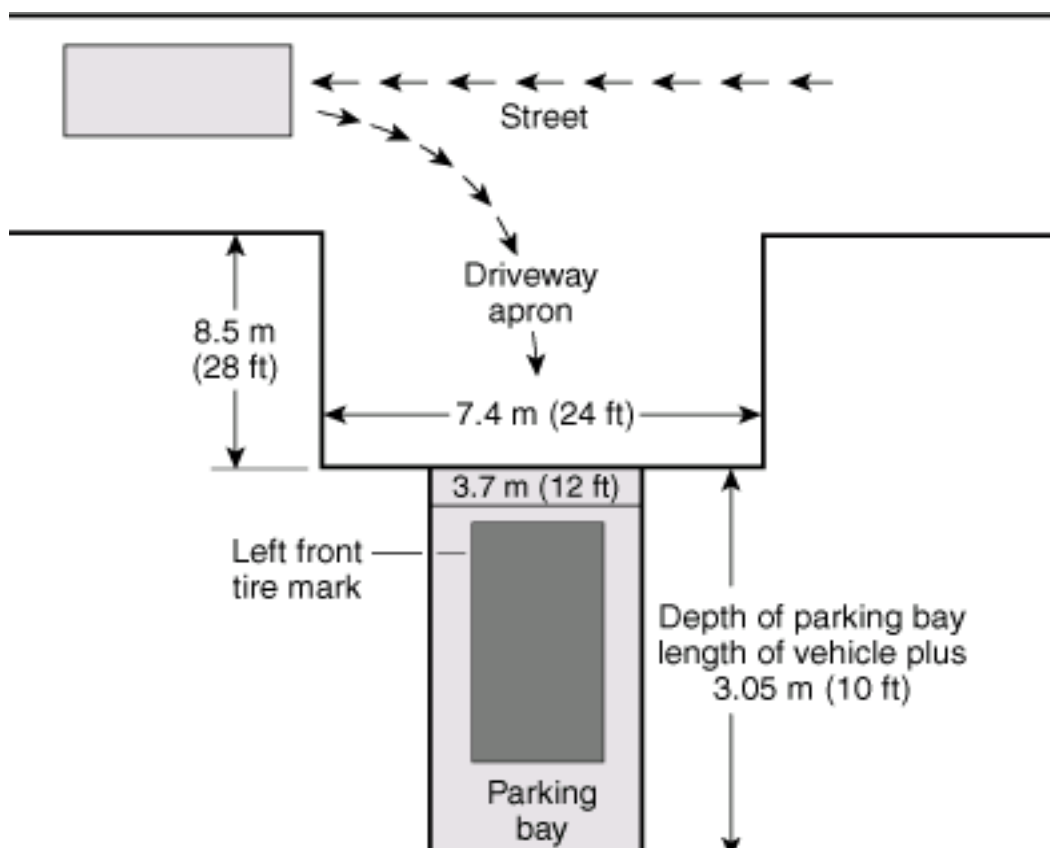


FIGURE A.4.3.2(b) Station Parking Procedure Drill.

**Driver / Operator**

**4.3.3 Serpentine Exercise**

The objective of this exercise is to evaluate your ability to maneuver an apparatus forward and backward through a series of course markers. This exercise simulates maneuvering an apparatus around parked or stopped vehicles and tight corners.

**Exercise Boundaries:**

1. Course markers are used to mark an area approximately 50 feet wide.
2. Five course markers (cones) are placed in a row, each approximately 38' feet apart.

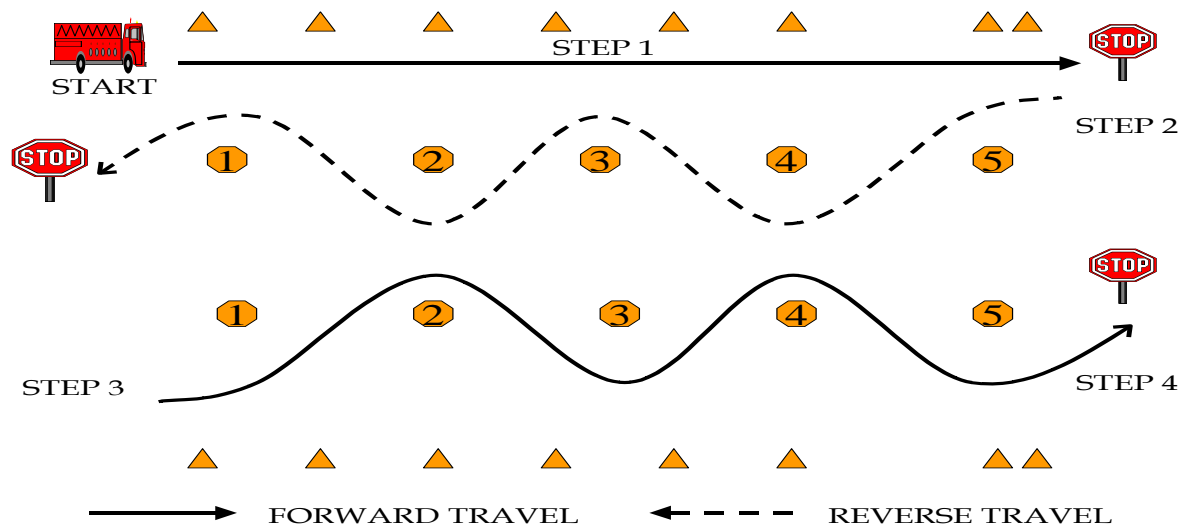
**Steps:**

Begin the exercise by driving the apparatus forward in a straight line along the left side of the barrels and stop just beyond the double cones marking the forward boundary. **You must break the plane of the double cones marking the forward boundary.**

Then back the apparatus between the cones by passing to the left of the fifth cone, to the right of the fourth cone, to the left of the third cone, to the right of the second cone, and to the left of the first cone. At this point, stop the apparatus.

The assessor will then inform you to drive forward between the cones by passing to the right of the first cone, to the left of the second cone, to the right of the third cone, to the left of the fourth cone, and to the right of the fifth cone.

Stop just beyond the double cones marking the forward boundary. The assessor will then inform you to drive to the right and proceed to the offset alley / lane change.



**Driver / Operator****4.3.5 Diminishing Clearance Exercise**

4.3.5 The diminishing clearance exercise can be used as practice for meeting or in the evaluation of this requirement. This exercise measures a driver's ability to steer the apparatus in a straight line, to judge distances from wheel to object, and to stop at a finish line. The speed at which a driver should operate the apparatus is optional, but it should be great enough to necessitate quick judgment. This exercise is to be performed both forward and in reverse with a spotter. The course for this exercise is created by arranging two rows of markers to form a lane 22.9 m (75 ft.) long. The lane varies in width from 2.9 m (9 ft. 6 in.) to a diminishing clearance of 2.5 m (8 ft. 2 in.). The driver should maneuver the apparatus through this lane without touching the markers. The vehicle should be stopped at a finish line 15.24 m (50 ft.) beyond the last marker. No portion of the vehicle should protrude beyond this line. (See Figure A.4.3.5.)

Note that for large vehicles, such as ARFF apparatus, this course might need to be modified.

(Due to the width of our Engines; the width has been increased to 10'3" to a diminishing clearance of 8'11".)

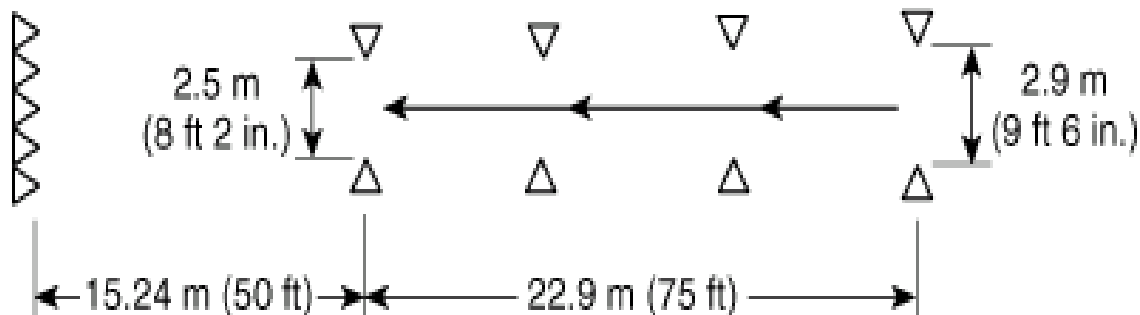


FIGURE A.4.3.5 Diminishing Clearance Exercise

**5.2.1 Pumping Operations**

5.2.1 Produce effective hand or master streams, given the sources specified in the following list, so that the pump is engaged, all pressure control and vehicle safety devices are set, the rated flow of the nozzle is achieved and maintained, and the apparatus is continuously monitored for potential problems:

- (1) Internal tank
- (2) Pressurized source
- (3) Static source
- (4) Transfer from internal tank to external source

(A) Requisite Knowledge. Hydraulic calculations for friction loss and flow using both written formulas and estimation methods, safe operation of the pump, problems related to small-diameter or dead-end mains, low-pressure and private water supply systems, hydrant coding systems, and reliability of static sources.

(B) Requisite Skills. The ability to position a fire department pumper to operate at a fire hydrant and at a static water source, power transfer from vehicle engine to pump, draft, operate pumper pressure control systems, operate the volume/pressure transfer valve (multistage pumps only), operate auxiliary cooling systems, make the transition between internal and external water sources, and assemble hose lines, nozzles, valves, and appliances.

**Engine Company  
Driver/Operator Certification**

- 1. Start at the hydrant designated with a 5" supply line pre-connected to the hydrant.
- 2. Proceed in the apparatus to the location designated laying a 5" supply line (minimum 225') in a forward lay.
- 3. Spot the apparatus safely, engage parking brake and set wheel chocks in place.
- 4. Driver shall engage the pump, using the proper pump procedures.
- 5. The driver will break the 5" line and hook to the pump.
- 6. A firefighter shall open the hydrant fully *when* the driver indicates.
- 7. The Driver will indicate the proper handline to pull.
- 8. A firefighter shall begin advancing the hand line (200' of 1¾"). The driver may assist the firefighter, making sure all hose is removed from the hose bed and that kinks are removed from the hand line.
- 9. Driver shall open all valves necessary to supply the 1¾" hand line from the booster tank.
- 10. Driver shall develop proper pump pressure (+/-10 psi) for an effective fire stream for 200' of 1¾" hose and attached nozzle.
- 11. The firefighter on the hoseline will open the nozzle and flow water until instructed to stop by the certifying official.
- 12. Driver shall operate the necessary valves to change over from booster tank supply to hydrant supply, maintaining the proper discharge pressure to the hand line.

**NOTE:**

1. Failure to perform any of the listed drivers' functions will result in a deduction in points.
2. Allowable time is three minutes (00:03:00) No Points Deductions
3. Time will **NOT** stop until instructed by the firefighter.
4. Steps 3 - 11 do not have to be done in order.
5. Seatbelts must be worn or an automatic fail will be given.
6. Proper PPE (Turnout bottoms and helmet) must be worn.

**Engine Company  
Driver/Operator Certification**

Driver Operator Points Scale: Loss of more than 10 points is a fail.

# ENGINE COMPANY DRIVER / OPERATOR CERTIFICATION

APPENDIX B

<b>Name:</b>		<b>Date:</b>	
--------------	--	--------------	--

**CANDIDATE MUST NOT LOSE MORE THAN 10 POINTS TOTAL TO PASS.**

<b>Station Parking Exercise</b>			<b>LOST</b>
CONES	5 POINTS EACH	_____ # HIT x 5 =	_____
<b>Serpentine Exercise</b>			
CONES	5 POINTS EACH	_____ # HIT x 5 =	_____
<b>Diminishing Clearance Exercise</b>			
CONES	5 POINTS EACH	_____ # HIT x 5 =	_____

**Simulated Residential House Fire: 3 Member Crew**

**Time Allowed - 3:00 minutes**

	<b>POINTS</b>	
Forward lay 5" supply line (minimum 225')	3	_____
Safely spot apparatus in designated location	3	_____
Set parking brake and wheel chocks	3	_____
Engage pump properly	3	_____
Open booster tank	3	_____
Check that all hose is removed from hose bed	3	_____
Charge correct 1 3/4" handline from booster tank	3	_____
Achieve desired pump pressure +/- 10 psi:	3	_____
Break and connect 5" supply line to intake	3	_____
Indicate to firefighter when to open hydrant	3	_____
Change over from booster tank to supply line (maintaining pump pressure)	3	_____
Wear PPE (turnouts and helmet)	1	_____
Check to see if firefighter is ready for water	1	_____
Assist in removing kinks in handline	1	_____
Lost for time over (1pt/10s)	-	_____

**Time:** \_\_\_\_\_

**TOTAL LOST** \_\_\_\_\_            >10 = FAIL PRACTICALS

Rater Signature: \_\_\_\_\_

Candidate Signature: \_\_\_\_\_



# Jonesboro Fire Department Driver Task Book

Revised 11/26/2024

<b>EMPLOYEE INFORMATION:</b>	
<b>NAME:</b> _____	
<b>EMPLOYEE #:</b> _____	<b>Crew:</b> _____
<b>DESIGNATED EVALUATOR:</b> _____	

## DRIVER TASK BOOK

The Driver Task Book is a written record of the minimum required training and experience necessary to achieve the rank of Driver. This task book will assist you by serving as a *road map* to guide you through the specific tasks that you must perform and the training that you must complete in order to be certified as eligible for a promotional examination. The entire task book must be completed to show that you have been evaluated in the critical tasks necessary to safely and adequately function in that position. Task book will only be issued by the Division Chief of Training and will not be issued more than two years before one is eligible for next promotion.

*Original completed task books will be maintained by the Division Chief of Training along with an electronic copy. Each candidate should retain a copy for personal records.*

### QUALIFICATIONS FOR PROMOTIONAL TESTING

Minimum Requirements for certification to test for the rank of Driver:

1. Service Time Requirements: Five (5) years with the Jonesboro Fire Department
2. Completion of the following classes:
  - a. Driver Operator
  - b. Instructor I
  - c. Fire Officer I
3. Attend/complete JFD Driving Academy
4. Completed Driver Task Book must be turned in to the Division Chief of Training.

### REQUIRED DOCUMENTATION

Each candidate will be assigned a designated evaluator when this book is obtained from the Division Chief of Training. When the candidate performs a specified task competently and proficiently, the assigned designated evaluator must indicate that the task is complete by signing and entering the date of completion.

Education and certification requirements should be documented by attaching copies of the certificates of completion and the designated evaluator must sign indicating that the certificate has been reviewed for appropriateness.

Revised 11/26/2024

### MAINTAINING QUALIFICATIONS

Evaluating, training, and completing of a specific task could again be required if, at any time after completion of this task book, a supervisor believes that the employee's performance does not demonstrate competent ability. At the discretion of the Division Chief of Training and two additional Chief Officers, the employee will be subject to corrective action until the deficient requirement or task has been satisfactorily corrected. When a previously qualified employee repeatedly fails to demonstrate a competent ability to perform one or more tasks in the task book, the employee's qualification may be revoked.

*The task book may be revised periodically with approval of the Civil Service Commission. Personnel must meet the requirements of the most recent revision to be eligible for promotion.*

Applicant Name: \_\_\_\_\_

Work 24 hour shifts out of classification as a Driver for ten (10) times.						
By signing and dating below, I (Battalion Chief, Captain, and Designated Evaluator) certify that the specified task has been completed proficiently as required.						
SHIFT	DATE	STATION	BATTALION CHIEF'S SIGNATURE	CAPTAIN'S SIGNATURE	DESIGNATED EVALUATOR SIGNATURE	DATE COMPLETED
SHIFT 1						
SHIFT 2						
SHIFT 3						
SHIFT 4						
SHIFT 5						
SHIFT 6						
SHIFT 7						
SHIFT 8						
SHIFT 9						
SHIFT 10						

Applicant Name: \_\_\_\_\_

<b>APPLICANT CERTIFICATION:</b>	
I certify that I have completed all requirements to test for the position of Driver.	
_____	_____
<b>(Signature of Applicant)</b>	<b>(Date)</b>

<b>DESIGNATED EVALUATOR CERTIFICATION:</b>	
I certify that the above applicant completed all requirements to test for the position of Driver.	
_____	_____
<b>(Signature of Designated Evaluator)</b>	<b>(Date)</b>

<b>QUALIFICATIONS FOR PROMOTIONAL TESTING CHECKLIST</b>		
<b>Requirement:</b>	<b>Date:</b>	<b>Certificate Attached? (Circle)</b>
Hire Date		N/A
Date Completed Driver Operation		Yes      No
Date Completed Instructor I		Yes      No
Date Completed Officer I		Yes      No
Date Completed JFD Driving Academy		N/A
I certify that _____ has met all requirements and qualifies to participate in promotional testing.		
_____	_____	
<b>(Signature of Division Chief of Training)</b>	<b>(Date approved)</b>	



# Jonesboro Fire Department Company Officer Task Book

Revised 11/26/2024

EMPLOYEE INFORMATION:

NAME: \_\_\_\_\_

EMPLOYEE #: \_\_\_\_\_

Crew: \_\_\_\_\_

DESIGNATED EVALUATOR: \_\_\_\_\_

## COMPANY OFFICER TASK BOOK

The Company Officer Task Book is a written record of the minimum required training and experience necessary to achieve the rank of Company Officer. This task book will assist you by serving as a road map to guide you through the specific tasks that you must perform and the training that you must complete in order to be certified as eligible for a promotional examination. The entire task book must be completed to show that you have been evaluated in the critical tasks necessary to safely and adequately function in that position. Task book will only be issued by the Division Chief of Training and will not be issued more than two years before one is eligible for next promotion.

*Original completed task books will be maintained by the Division Chief of Training along with an electronic copy. Each candidate should retain a copy for personal records.*

### QUALIFICATIONS FOR PROMOTIONAL TESTING

Minimum Requirements for certification to test for the rank of Company Officer:

1. Service Time Requirements: Two (2) years as Driver with the Jonesboro Fire Department
2. Completion of the following classes:
  - a. Fire Officer II
  - b. Inspector I
  - c. Fire/Arson Investigator
3. Completed Company Officer Task Book must be turned in to the Division Chief of Training.

### REQUIRED DOCUMENTATION

Each candidate will be assigned a designated evaluator when this book is obtained from the Division Chief of Training. When the candidate performs a specified task competently and proficiently, the assigned designated evaluator must indicate that the task is complete by signing and entering the date of completion.

Education and certification requirements should be documented by attaching copies of the certificates of completion and the designated evaluator must sign indicating that the certificate has been reviewed for appropriateness.

Revised 11/26/2024

### MAINTAINING QUALIFICATIONS

Evaluating, training, and completing of a specific task could again be required if, at any time after completion of this task book, a supervisor believes that the employee's performance does not demonstrate competent ability. At the discretion of the Division Chief of Training and two additional Chief Officers, the employee will be subject to corrective action until the deficient requirement or task has been satisfactorily corrected. When a previously qualified employee repeatedly fails to demonstrate a competent ability to perform one or more tasks in the task book, the employee's qualification may be revoked.

*The task book may be revised periodically with approval of the Civil Service Commission. Personnel must meet the requirements of the most recent revision to be eligible for promotion.*

Applicant Name: \_\_\_\_\_

<b>Work (10) 24 hour shifts out of classification as a Company Officer.</b>						
			<b>By signing and dating below, I (Battalion Chief, Captain, and Designated Evaluator) certify that the specified task has been completed proficiently as required.</b>			
<b>SHIFT</b>	<b>DATE</b>	<b>STATION</b>	<b>BATTALION CHIEF'S SIGNATURE</b>	<b>CAPTAIN'S SIGNATURE</b>	<b>DESIGNATED EVALUATOR SIGNATURE</b>	<b>DATE COMPLETED</b>
SHIFT 1						
SHIFT 2						
SHIFT 3						
SHIFT 4						
SHIFT 5						
SHIFT 6						
SHIFT 7						
SHIFT 8						
SHIFT 9						
SHIFT 10						

Applicant Name: \_\_\_\_\_

<b>APPLICANT CERTIFICATION:</b>	
I certify that I have completed all requirements to test for the position of Company Officer.	
_____	_____
<b>(Signature of Applicant)</b>	<b>(Date)</b>

<b>DESIGNATED EVALUATOR CERTIFICATION:</b>	
I certify that the above applicant completed all requirements to test for the position of Company Officer.	
_____	_____
<b>(Signature of Designated Evaluator)</b>	<b>(Date)</b>

<b>QUALIFICATIONS FOR PROMOTIONAL TESTING CHECKLIST</b>			
Requirement:	Date:	Certificate Attached? (Circle)	
Date promoted to Driver		N/A	
Date Completed Company Officer Task Book		Yes	No
Date Completed Fire Company Officer II		Yes	No
Date Completed Inspector I		Yes	No
Date Completed Fire/Arson Investigator		Yes	No
I certify that _____ has met all requirements and qualifies to participate in promotional testing.			
_____		_____	
<b>(Signature of Division Chief of Training)</b>		<b>(Date approved)</b>	



# Jonesboro Fire Department Chief Officer Task Book

Revised 11/26/2024

<b>EMPLOYEE INFORMATION:</b>	
NAME: _____	
EMPLOYEE #:	Crew: _____
DESIGNATED EVALUATOR: _____	

## CHIEF OFFICER TASK BOOK

The Chief Officer Task Book is a written record of the minimum required training and experience necessary to achieve the rank of Chief Officer. This task book will assist you by serving as a road map to guide you through the specific tasks that you must perform and the training that you must complete in order to be certified as eligible for a promotional examination. The entire task book must be completed to show that you have been evaluated in the critical tasks necessary to safely and adequately function in that position. Task book will only be issued by the Division Chief of Training and will not be issued more than two years before one is eligible for next promotion.

*Original completed task books will be maintained by the Division Chief of Training along with an electronic copy. Each candidate should retain a copy for personal records.*

### QUALIFICATIONS FOR PROMOTIONAL TESTING

Minimum Requirements for certification to test for the rank of Chief Officer:

1. Service Time Requirements: Two (2) years as Company Officer with the Jonesboro Fire Department
2. Completion of the following classes: ICS-300, and ICS-400.
3. Completion of the Company Officer class requirements.
4. Completed Chief Officer Task Book must be turned in to the Division Chief of Training.

### REQUIRED DOCUMENTATION

Each candidate will be assigned a designated evaluator when this book is obtained from the Division Chief of Training. When the candidate performs a specified task competently and proficiently, the assigned designated evaluator must indicate that the task is complete by signing and entering the date of completion.

Education and certification requirements should be documented by attaching copies of the certificates of completion and the designated evaluator must sign indicating that the certificate has been reviewed for appropriateness.

Revised 11/26/2024

### MAINTAINING QUALIFICATIONS

Evaluating, training, and completing of a specific task could again be required if, at any time after completion of this task book, a supervisor believes that the employee's performance does not demonstrate competent ability. At the discretion of the Division Chief of Training and two additional Chief Officers, the employee will be subject to corrective action until the deficient requirement or task has been satisfactorily corrected. When a previously qualified employee repeatedly fails to demonstrate a competent ability to perform one or more tasks in the task book, the employee's qualification may be revoked.

*The task book may be revised periodically with approval of the Civil Service Commission. Personnel must meet the requirements of the most recent revision to be eligible for promotion.*

Applicant Name: \_\_\_\_\_

SPECIFIED TASK	DESIGNATED EVALUATOR SIGNATURE	DATE COMPLETED
	By signing and dating below, I (Administrative Personnel) certify that the specified task has been completed proficiently as required.	
Complete eight (8) hour assignment with each of the following:		
Fire Department Administration		
Fire Marshal		
Fire Training Division		

Applicant Name: \_\_\_\_\_

Work one (1) 24 hour observation shifts with a Battalion Chief.					
			By signing and dating below, I (Battalion Chief and Designated Evaluator) certify that the specified task has been completed proficiently as required.		
SHIFT	DATE	CREW	BATTALION CHIEF'S SIGNATURE	DESIGNATED EVALUATOR SIGNATURE	DATE COMPLETED
SHIFT 1					

Work one (1) minimum 12 hour observation shifts with a Battalion Chief on each opposite crew.					
			By signing and dating below, I (Battalion Chief and Designated Evaluator) certify that the specified task has been completed proficiently as required.		
SHIFT	DATE	CREW	BATTALION CHIEF'S SIGNATURE	DESIGNATED EVALUATOR SIGNATURE	DATE COMPLETED
SHIFT 1					
SHIFT 2					

Work four (4) 24 hour shifts out of classification as a Chief Officer.					
			By signing and dating below, I (Battalion Chief and Designated Evaluator) certify that the specified task has been completed proficiently as required.		
SHIFT	DATE	CREW	BATTALION CHIEF'S SIGNATURE	DESIGNATED EVALUATOR SIGNATURE	DATE COMPLETED
SHIFT 1					
SHIFT 2					
SHIFT 3					
SHIFT 4					

Work one (1) minimum 12 hour shift out of classification as a Chief Officer on each opposite crew.					
Revised 11/26/2024			By signing and dating below, I (Battalion Chief and Designated Evaluator) certify that the specified task has been completed proficiently as required.		
SHIFT	DATE	CREW	BATTALION CHIEF'S SIGNATURE	DESIGNATED EVALUATOR SIGNATURE	DATE COMPLETED
SHIFT 1					
SHIFT 2					

Applicant Name: \_\_\_\_\_

<b>APPLICANT CERTIFICATION:</b>	
I certify that I have completed all requirements to test for the position of Chief Officer.	
_____	_____
<b>(Signature of Applicant)</b>	<b>(Date)</b>

<b>DESIGNATED EVALUATOR CERTIFICATION:</b>	
I certify that the above applicant completed all requirements to test for the position of Chief Officer.	
_____	_____
<b>(Signature of Designated Evaluator)</b>	<b>(Date)</b>

<b>QUALIFICATIONS FOR PROMOTIONAL TESTING CHECKLIST</b>			
<b>Requirement:</b>	<b>Date:</b>	<b>Certificate Attached? (Circle)</b>	
Date promoted to Company Officer		N/A	
Date Completed Company Officer Classes		Yes	No
Date Completed ICS-300		Yes	No
Date Completed ICS-400		Yes	No
I certify that _____ has met all requirements and qualifies to participate in promotional testing.			
_____		_____	
<b>(Signature of Division Chief of Training)</b>		<b>(Date approved)</b>	