

# CITY OF CARROLLTON FIRE RESCUE

## Firefighter Hiring Process

The hiring process of the City of Carrollton Fire Rescue is conducted in accordance with procedures established by the Firefighters' and Police Officers' Civil Service Commission pursuant to Chapter 143 of the Texas Local Government Code. The City of Carrollton is an Equal Opportunity Employer. The following is a general description of the hiring process for beginning positions with Carrollton Fire Rescue.

### **Application Process**

Online registration is accepted only during a specific period established by the Director of Civil Service for the City of Carrollton. All parts of the form must be properly completed. Information on the registration period is advertised online, posted on the City of Carrollton web site ([www.cityofcarrollton.com](http://www.cityofcarrollton.com)), posted on bulletin boards at Carrollton City Hall and in the Carrollton Workforce Services Department, and is also provided to counselors at various colleges and universities within the state of Texas. Information on the registration period is also available through the Carrollton Workforce Services Department at 972.466.3091.

### **Civil Service Entrance Examination**

Those persons who successfully complete the registration form will come to the exam at the specified date and time, and present their valid picture identification for admittance to the exam. The examination will consist of a written, multiple-choice test. All materials for the test will be provided. No candidate will be permitted to enter the examination area with pagers, cell phones, pencils, pens, paper, or calculators.

All candidates will take the examination at the same time. In order to successfully pass the written examination, seventy percent (70%) of the questions must be answered correctly. The examinations will be graded off site and will be posted 3-5 business days after the exam on the City's website. In addition, a complete listing of scores will be posted on the bulletin boards at Carrollton City Hall by 5:30 p.m. the fifth business day following the examination. Persons who have submitted the required documentation of military service will receive an additional five (5) points added to their passing score on the examination, and will **need to bring the supporting documentation to the exam.**

### **Eligibility List**

Based on the scores of the written entrance examination, a beginning Firefighter Eligibility List will be established and certified by the Firefighters' and Police Officers' Civil Service Commission. The list will be certified for six months (6 months) or until all names on the list are exhausted, whichever comes first. All persons who pass the written examination will be on the certified list. Persons will be considered for beginning positions within the fire department in the order of their final position on the eligibility list.

## **Physical Ability Test**

Based on the projected personnel needs of the fire department, persons scoring high enough on the written examination will be invited to participate in the Physical Ability Test. The Physical Ability Test is a series of physical performance events which are designed to test a potential firefighter's strength, endurance, and agility in a manner which parallels as closely as possible the physical demands of sustained emergency operations. Candidates for the position of firefighter will be required to complete each event on a pass/fail basis. The only criterion for judging whether they pass will be the completion of all events within the time standard established. Results from successful completion of the Physical Ability Test will not be used to move applicants either up or down on the eligibility list, however, unsuccessful completion of the Physical Ability Test will result in the candidate being removed from further consideration during the current hiring process.

## **Background Investigation**

Depending on the projected personnel needs of the fire department, a certain number of candidates who successfully complete the Physical Ability Test will be selected to continue in the hiring process. Those candidates will be subject to a thorough background investigation. Personal and employment references will be contacted. Checks will also be made of the candidate's credit history, driving record, and any criminal record. The purpose of the investigation is to insure that candidates meet the applicable portions of the *Requirements for Beginning Positions in the Fire Department* adopted by the Firefighters' and Police Officers' Civil Service Commission. Information which reveals that a candidate fails to meet one or more of the provisions of the *Requirements for Beginning Positions in the Fire Department* will be removed from further consideration during the current hiring process and will be advised in writing.

## **Interviews**

Persons who successfully pass the background investigation will be scheduled for an interview with the Fire Department Applicant Interview Panel. The panel will conduct an oral questioning of the candidates selected for this part of the process; the panel will evaluate the candidates, based on responses to the questions, in the areas related to the successful performance of the duties required of a firefighter. Candidates must receive a satisfactory evaluation from the panel in order to continue in the hiring process. Candidates who do not receive a satisfactory evaluation will be removed from further consideration during the current hiring process and will be advised in writing.

Candidates who satisfactorily complete the Applicant Interview Panel will then be scheduled for an interview with the Chief of Carrollton Fire Rescue. This will be an oral interview covering information selected at the Chief's discretion.

## **Conditional Offer of Employment**

When it has been determined that a beginning position within the fire department is open and ready to be filled, the top candidate on the eligibility list who has successfully passed all previous aspects of the hiring process will be given a Conditional Offer of Employment by the Chief of Carrollton Fire Rescue. The offer of employment will be conditional on the candidate's ability to successfully pass a polygraph examination, functional capacity

evaluation, psychological evaluation, medical examinations, and drug screen urinalysis.

### **Polygraph Examination**

Upon receipt of the Conditional Offer of Employment, the candidate will be scheduled for a polygraph examination to verify information. The polygraph examination will cover employment history (including theft from previous employers); personal, credit, and marital information; military service history; criminal activity, including felony and misdemeanor offenses, police/court activity, illegal drug use, and illegal alcohol use; traffic and driving record; and previous law enforcement and firefighter service.

Candidates must show a pattern of non-deceptive responses in the questions covered during the polygraph examination. Any deceptive responses will result in removal of the candidate from further consideration for employment with Carrollton Fire Rescue.

### **Psychological Examination**

Candidates who pass the polygraph examination will be given a psychological evaluation. This evaluation will consist of a battery of psychological tests designed to evaluate the candidate's ability to handle the mental and emotional aspects of the duties of a firefighter.

### **Medical Examination and Pre-Employment Drug Screen**

Upon successful completion of the polygraph examination, the candidate will be scheduled to take a pre-employment medical examination and drug screen. The medical examination will be conducted to insure that the candidate meets the Medical Requirements for Fire Fighters as set by the National Fire Protection Association. The examination will include standard blood tests, overall muscular and skeletal condition, hearing and vision, and pulmonary functions. It will include a chest x-ray, stress EKG, and functional capacity testing. Candidates who do not meet the Medical Requirements for Fire Fighters will be removed from consideration during the current hiring process and will be advised in writing.

Upon completion of the medical examination, the candidate will be given a drug screen urinalysis to determine the presence of any illegal drugs. Any positive test during the initial screen will be verified by additional testing. A candidate with a confirmed positive drug test will be removed from consideration during the current hiring process and will be advised in writing.

### **Offer of Employment**

A candidate who has successfully completed all aspects of the hiring process will be given a final Offer of Employment from the City Manager of the City of Carrollton.