

CITY OF BEND FIRE & RESCUE
POLICY, PROCEDURE, AND INSTRUCTION

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SECTION: Training

TITLE: Entry-Level Firefighter Assessment Program

NUMBER: 1600-003

A. POLICY

- 1) It is the policy of Bend Fire & Rescue (BF&R) to maintain an objective, credible, comprehensive, and valid entry-level firefighter assessment program. The program will adequately determine the relative capacity and fitness of candidates seeking employment as a fulltime career firefighter or firefighter/paramedic.
- 2) For the purpose of this PPI:
 - "Objective" is defined as the practice of using assessment components that impartially evaluate intelligence, physical ability, aptitude, performance, inter-personal skills, and personality;
 - "Credible" is defined as the practice of using assessment tools that have a direct relationship with the position or job;
 - "Comprehensive" is defined as the practice of using numerous objective and credible assessment components to adequately evaluate a candidate's qualifications; and
 - "Valid" is defined as the practice of evaluating whether the assessment process performed as designed - was the right person selected for the job.

B. PROCEDURE

- 1) The entry-level firefighter assessment program will include four phases: Candidate Recruitment; Candidate Testing/Assessment/Selection; Entry-Level Firefighter Training; and Probationary Benchmarks/Evaluations. (Other components may be utilized as deemed necessary)

C. INSTRUCTIONS

- 1) Phase One: Candidate Recruitment
 - In so far as is practicable, BF&R will communicate to the general public the benefits and advantages of pursuing a fire service career. To assist in achieving this goal, BF&R will strive to participate in a variety of community outreach programs that have the greatest potential of recruiting a diverse workforce (e.g. high school programs, community college programs, internships, volunteer opportunities, and part-time employment).
- 2) Phase Two: Candidate Testing/Assessment/Selection

CITY OF BEND FIRE & RESCUE
POLICY, PROCEDURE, AND INSTRUCTION

- See Section D, Steps for Phase 2 Candidate Testing/Assessment/Selection
- (Reference - Civil Service Regulations Sections B and C)
- Included in phase two of the entry-level firefighter assessment program is the posting of employment opportunity announcements; distribution, receipt, and screening of applications; facilitating candidate testing and assessment; presentation of conditional job offers; conducting medical screenings; certifying a candidate eligibility list; and presenting final job offers.
- BF&R will incorporate the following components in the candidate testing/assessment/selection phase (Components may be added or deleted as deemed necessary). Each component has specific criteria that must be successfully met in order for a candidate to continue to the next step or phase. Candidates who fail to meet the established criteria will be disqualified from advancing to the next step in the entry-level firefighter assessment program. Candidates who are disqualified, or are not selected for advancement to the next step, will be advised as such.

3) Phase 3: Entry-Level Firefighter Training

- (Reference 1600-004 Training Program)
- BF&R shall provide firefighter training that incorporates local, state, and nationally recognized training curricula. Selected curriculum will allow entry-level firefighters to execute assigned tasks in a safe, efficient, and effective manner. Examples of such curriculum may include:
 - ♦ National Incident Management System – IS-700.a, ICS-100.b, WMD-AWR 160
 - ♦ National Fire Protection Association (NFPA) Fire Firefighter I & Fire Fighter II
 - ♦ NFPA Driver/Apparatus Operator
 - ♦ Fire and Life Safety Codes
 - ♦ Fire Prevention Activities
 - ♦ Public Education Activities
 - ♦ National Wildfire Coordinating Group (NWCG) Firefighter I
 - ♦ Emergency Medical Services (EMS) Protocols, Documentation, and Billing
 - ♦ EMS Skills Training
 - ♦ NFPA Hazardous Materials/Weapons of Mass Destruction (Operations Level)

CITY OF BEND FIRE & RESCUE
POLICY, PROCEDURE, AND INSTRUCTION

- ♦ NFPA Rope Rescue (Operations Level)
 - ♦ NFPA Vehicle and Machinery Rescue (Operations Level)
 - ♦ NFPA Confined Space Rescue (Operations Level)
 - ♦ NFPA Trench Rescue (Operations Level)
 - ♦ Rescue 3 Swiftwater Rescue (Operations Level)
 - ♦ Other curriculum determined to be beneficial
 - During phase three, entry-level firefighters will receive daily performance evaluations, weekly knowledge and skill assessments, and monthly progress reports. Phase three will continue for the duration of the entry-level firefighter academy. Entry-level firefighters who successfully complete phase three will transition to phase four.
- 4) Phase 4: Probationary Firefighter Performance Benchmarks and Evaluations
- (Reference PPI 1600-006 Probationary Program)
 - During this final phase, entry-level firefighters shall meet established training benchmarks and complete assigned taskbooks. Entry-level firefighters shall receive end-of-duty-tour performance evaluations, monthly progress reports, and undergo quarterly knowledge and skill assessments. Phase four will continue for the duration of the 12-month probationary period. Entry-level firefighters who successfully complete phase four will transition to non-probationary status.

D. STEPS FOR PHASE 2 CANDIDATE TESTING/ASSESSMENT/SELECTION

- 1) Step 1: Posting of Employment Opportunity Announcement
- A variety of local, state, and national outlets will be used to publicly advertise employment opportunity announcements. The announcement will provide interested/eligible candidates critical information pertaining to the anticipated number of firefighters to be hired; projected hire date; application criteria; employment qualifications; salary, benefits and working conditions; and employer contact information. The examination announcement will also include electronic links to the following:
 - ♦ Third Party Testing Agency
 - ♦ Firefighter Job Description
 - ♦ Collective Bargaining Agreement
 - ♦ PPI 1600-003 Entry-level Firefighter Assessment Program
 - ♦ PPI 1600-006 Probationary Program
 - ♦ PPI 1600-004 Training Program
 - ♦ BF&R's Values and Expectations

CITY OF BEND FIRE & RESCUE
POLICY, PROCEDURE, AND INSTRUCTION

- ♦ Civil Service Regulations
- ♦ City of Bend Alcohol and Drug Policy

2) Step 2: FireTEAM Video Tests (National Testing Network)

- As outlined in the examination announcement candidates are responsible for self-registering and passing a series of FireTEAM video tests. Candidates must score a minimum of 75% on Human Relations, 65% on Mechanical Reasoning, 70% on Math, and 70% on Reading to achieve a passing score. Candidates who do not achieve a passing score will be disqualified. Passing scores from Human Relations and Mechanical Reasoning will be used to produce a total combine score. Human Relations will be weighted at 70% and Mechanical Reasoning will be weighted at 30%. Math and Reading are Pass/Fail test components.
- Qualified veterans or disabled veterans achieving a passing score will have preference points applied to the raw scores (non-weighted) for Human Relations and Mechanical Reasoning.

3) Step 3: Candidate Physical Ability Test (CPAT)

- As outlined in the examination announcement candidates are responsible for self-registering and passing the CPAT. The CPAT is a pass/fail test component. Candidates who fail the CPAT component will be disqualified.
- Veteran's preference points are not applicable.

4) Step 4: Determining Veteran's or Disabled Veteran's Preference

- As outlined in the examination announcement, all candidates are required to fill-out and return a veteran's preference form. Qualified veterans are required to present a "Form DD214-Copy 4" indicating honorable discharge from the military, and if applicable a Department of Veteran's Affairs service disability letter. The function of providing veteran's preference information as instructed is a pass/fail test component. Candidates who do not provide veteran's preference information as instructed will fail Step 4. Candidates who fail Step 4 will be disqualified.

5) Step 5: Screening of Employment Applications

- As outlined in the examination announcement, a set number of candidates possessing the highest cumulative scores at the conclusion of Step 4 will proceed to Step 5 where candidates will submit a City of Bend employment application. Employment applications will be screened for accuracy, completeness, attention to detail, and the candidate's ability to follow instructions. The application screening component is a pass/fail test component. Candidates who fail the application screening component will be disqualified.
- Veteran's preference points are not applicable

CITY OF BEND FIRE & RESCUE
POLICY, PROCEDURE, AND INSTRUCTION

6) Step 6: Emergency Medical Technician (EMT) Written Examination

- As outlined in the examination announcement, a set number of candidates possessing the highest cumulative scores at the conclusion of Step 5 will proceed to Step 6 where candidates will take an EMT written examination which is applicable to the EMT level for which they are being hired. Candidates must score a minimum of 70% on the written examination to achieve a passing score. Candidates who do not achieve a passing score on the written examination will be disqualified.
- Qualified veterans or disabled veterans achieving a passing score will have preference points applied to the passing score.

7) Step 7: Suitability/Risk Assessment Exam

- As outlined in the examination announcement, a set number of candidates possessing the highest cumulative scores at the conclusion of Step 6 will be invited to proceed to Step 7 where candidates will undergo a suitability/risk assessment exam. The suitability/risk assessment exam is a suitable/not suitable test component. Candidates receiving a not suitable assessment will be disqualified.
- Veteran's preference points are not applicable.

8) Step 8: Aerial Climb

- As outlined in the examination announcement, a set number of candidates possessing the highest cumulative scores at the conclusion of Step 7 will be invited to proceed to Step 8 where candidates will participate in an aerial climb. Candidates must complete the aerial climb (round-trip) in less than 7 minutes to achieve a passing score. The aerial climb is a pass/fail test component. Candidates who fail the aerial climb will be disqualified.
- Veteran's preference points are not applicable

9) Step 9: Emergency Medical Technician (EMT) Patient Treatment Scenario

- As outlined in the examination announcement, a set number of candidates possessing the highest cumulative scores at the conclusion of Step 8 will be invited to proceed to Step 9 where candidates will participate in a patient treatment scenario which is applicable to the EMT level for which they are being hired. Candidates must score a minimum of 70% on the patient treatment scenario to achieve a passing score. Candidates who do not achieve a passing score will be disqualified.
- Qualified veterans or disabled veterans achieving a passing score will have preference points applied to the passing score.

10) Step 10: Structured Interview

- As outlined in the examination announcement, a set number of candidates possessing the highest cumulative scores at the conclusion of Step 9 will

CITY OF BEND FIRE & RESCUE
POLICY, PROCEDURE, AND INSTRUCTION

be invited to proceed to Step 10 where candidates will participate in a structured interview. The structured interview is divided into two test components – qualification brief (QB) and oral board. Candidates must score a minimum of 70% on the QB and 70% on the oral board to achieve a passing score. Candidates who do not achieve a passing score will be disqualified. Passing scores from the QB and oral board will be used to produce a total combine score. The QB will be weighted at 50% and the oral board will be weighted at 50%.

- Qualified veterans or disabled veterans achieving a passing score will have preference points applied to the raw scores (non-weighted) for the QB and oral board.

11) Step 11: Background Check

- As outlined in the examination announcement, a set number of candidates possessing the highest cumulative scores at the conclusion of Step 10 will be invited to proceed to Step 11 where candidates will undergo an in-depth background check. The background check will focus on driving record, employment profile, educational achievements, criminal history, social networking accounts, certifications/credentials, and other valid and legal elements which are determined to be essential to obtaining a clear understanding of the candidate's background. The background check is a pass/fail test component. Candidates who fail the background check will be disqualified.
- Veteran's preference points are not applicable.

12) Step 12: Conditional Job Offer

- As outlined in the examination announcement, a set number of candidates possessing the highest cumulative scores at the conclusion of Step 11 will receive a "Conditional Job Offer" letter. Candidates must sign and return this letter as instructed. The function of signing and returning this letter as instructed is a pass/fail test component. Candidates who do not sign and return the conditional job offer letter as instructed will fail Step 12. Candidates who fail Step 12 will be disqualified.
- Veteran's preference points are not applicable.

13) Step 13: Psychological/Emotional Intelligence/Personality Assessment

- As outlined in the examination announcement, a set number of candidates possessing the highest cumulative scores at the conclusion of Step 12 will be invited to proceed to Step 13 where candidates will undergo a psychological, emotional intelligence, and/or personality assessment. The psychological, emotional intelligence, and/or personality assessment is a fit-for-duty/not-fit-for-duty test component. Candidates receiving a not-fit-for-duty assessment will be disqualified

CITY OF BEND FIRE & RESCUE
POLICY, PROCEDURE, AND INSTRUCTION

- Veteran's preference points are not applicable.

14) Step 14: Pre-Employment Medical Examination

- As outlined in the examination announcement, a set number of candidates possessing the highest cumulative scores at the conclusion of Step 13 will be invited to proceed to Step 14 where candidates will undergo a pre-employment medical examination based upon National Fire Protection Association 1582 - Standard on Comprehensive Occupational Medical Program for Fire Departments. The pre-employment medical examination is a fit-for-duty/not-fit-for-duty test component. Candidates receiving a not-fit-for-duty assessment will be disqualified.
- Veteran's preference points are not applicable.

15) Step 15: Certifying a Candidate Eligibility List

- As identified in Civil Service Regulations, the Civil Service Commission will review and certify the cumulative results of Step 1 thru Step 15. Upon certification, a ranked candidate eligibility list will be posted.

16) Step 16: Final Job Offer

- As outlined in the examination announcement, a set number of candidates will be presented final job offers based upon the selection criteria outlined in Civil Service Regulations. Candidates selected for employment with BF&R will receive a "Final Job Offer" letter. Candidates must sign and return this letter as instructed. The function of signing and returning the final job offer letter as instructed is a pass/fail test component. Candidates who do not sign and return the final job offer letter as instructed will fail Step 16. Names of candidates who fail Step 16 will be forwarded to the Civil Service Commission for removal from the candidate eligibility list.