

CITY OF ALLENTOWN
**FIRE CIVIL SERVICE BOARD RULES AND REGULATIONS
FOR FIRE FIGHTERS**

Amended February 12, 2009

RULE I - APPLICATIONS

Section 1. The Fire Civil Service Board encourages all qualified candidates to apply to be placed on the Fire Fighter Eligibility List, which will expire no later than two (2) years after the date it is established. To give as many candidates as possible the opportunity to apply and to assure that all candidates receive equal treatment in the application process, the Civil Service Board has established these Rules and Regulations.

Section 2. Every applicant must secure an application issued by the Human Resources Department. The applicant must complete and sign the application. It is the applicant's responsibility to assure that the Human Resources Department receives the application and required attachments by the deadline. An application that does not include the required attachments will not be accepted. Public notice of the final date for receiving Fire Fighter eligibility list applications will be given at least thirty (30) days in advance and will be conspicuously posted in City Hall and other public agencies and institutions and announced through the media.

The application forms are included as Appendix A and Appendix B in these Rules and Regulations. In addition to providing all of the information required in the application, the applicant must also submit, at the time of applying:

- (a) The proper non-refundable application fee in the form of a certified check or money order payable to the City of Allentown.
- (b) Photocopies of the following:
 - (1) High school diploma or its equivalent certified by a State Department of Education.
 - (2) A complete Form DD-214 from any branch of the military, if you have military service.
 - (3) Certificate of Naturalization, if applicable.
 - (4) Validated driver's license.

Section 3. No questions in the application or at any pre-offer examination shall require information concerning the race, color, creed, religion, sex, sexual preference, disability, national origin, ancestry, marital status, income, or political opinions or affiliations of the applicant. Such disclosures are forbidden except for information regarding disabilities and requested reasonable accommodations. Information may be requested, provided it is kept apart from other records, in order to satisfy equal employment opportunity reporting requirements.

Section 4. An applicant must be a citizen of the United States.

Section 5. Applicants must be age 18 years of age or older.

- Section 6. The Civil Service Board may refuse to examine an applicant or, after examination, to place upon the eligibility list anyone who:
- (a) Lacks any of the established requirements for the position(s) for which he/she applies; or
 - (b) Has recently or is currently using illegal drugs or is illegally using prescription drugs that are controlled substances or whose background check indicates a pattern of abuse of alcoholic beverages, illegal drugs, or other controlled substances; or
 - (c) Has been found guilty of any crime or of immoral or disgraceful conduct which has been determined to be job related; or
 - (d) Has been dismissed from the public service for delinquency or misconduct; or
 - (e) Has made a false statement of any material fact or practice or attempted to practice any deception or fraud in his/her application, in his/her examination, or in securing his/her eligibility; or
 - (f) Does not possess a high school diploma or its equivalent certified by a State Department of Education; or
 - (g) Does not have a validated driver's license.

Section 7. If any applicant feels aggrieved by the action of the Board in refusing to examine him or her or, after an examination, in refusing to certify him or her as eligible, the Board shall at the request of the applicant appoint a time and place for a public appeal hearing, at which time such applicant may appear alone or with counsel.

The applicant's request for a hearing must be in writing and must be received by the Human Resources Department within fourteen (14) calendar days of the date of the written notification of the Board's decision. The Board shall then review its refusal to make such examination or certification, and testimony shall be taken. The Board shall subpoena, at the expense of the applicant, any competent witnesses requested by him/her. After such review, the Board shall file in its records the testimony taken and shall again make a decision which shall be final.

RULE II - CALLING OF EXAMINATIONS

Prior to the expiration of the current eligibility list, the Board will schedule the appropriate examinations and procedures. Eligible applicants will be notified of the examination schedule by letter postmarked at least fourteen (14) days prior to the test and sent by regular mail to the most current address provided by the applicant.

RULE III - SELECTION PROCESS (Listed in chronological order)

Section 1. Written Examination

- (a) Applicants will be given a written examination to determine their position on the Eligibility List. The passing score for this examination is 70%.
- (b) Before proceeding to answer questions on the written examination, each applicant shall complete and sign a declaration sheet, giving his/her full name and address and such other information as may be required by the Board, and to place this

sheet, after it has been marked with an identification number, in the official envelope. Each applicant shall seal said envelope. The exterior of the envelope shall bear only the identification number of the applicant. At the close of the examination, all the envelopes containing the declaration sheets shall be retained by the person conducting the examination and shall not be opened by anyone until the examinations have been scored. Each applicant shall mark his/her identification number on the answer sheet of his/her examination.

Section 2. Completion of Scores and Formation of Eligibility List

- (a) The written test score will be compiled to determine the final score. Final scores will be grouped mathematically (by the testing company) and a single sliding band of statistically proximate results will be developed for submission to and approval by this Board.

There is no order of selection in a sliding band. A candidate from any position in the band may be selected without regard to numerical, chronological order.

Whenever the top score whole number or whole number and fraction thereof in the band is reduced to the next lowest whole number, the bottom of the band will expand proportionately to include those candidates having statistically proximate results to those candidates remaining in the band.

Criteria for selection from the top band will include but not be limited to consideration of the following:

- *Veteran's preference must be given to all candidates within a band
- *A college degree, college credits, or seminar hours in a fire related field
- *A valid CDL Class A or B driver's license
- *Prior firefighting, emergency medical and/or emergency communication dispatching experience
- *Certified in one or more of the National Fire Protection Association's Standard for Professional Qualifications, such as Fire I, II, Fire Officer I, etc.
- *Other specialized pertinent training

- (b) Any applicant (defined as a "soldier" or a spouse of a deceased or disabled "soldier") who 1/ served since July 27, 1953, in the Armed Forces of the United States or in any women's organization connected with the Armed Forces; 2/ completed his/her initial military service commitment; 3/ received an Honorable Discharge from active duty; and 4/ passed the written examination to qualify for the Fire Fighter Eligibility List shall have his/her written test score increased by 10 points. Veterans' Preference is computed as: (passing test score) + (10 points) = Veterans' Total Score.

Section 3. Physical Agility Test

Each candidate whose name appears on the Eligibility list, as he/she approaches nomination, will be given a physical agility test, which will be graded on a pass-fail basis. Each candidate will be required to sign a Release before taking the physical agility test and to have a signed release from his/her physician stating he/she is medically fit to

perform the physical agility test.

Section 4. Character Background Investigation

Each candidate whose name appears on the Eligibility List shall, if he/she approaches nomination, be the subject of a character background investigation prior to being offered employment. Should this investigation reveal misrepresentation by the candidate of any item(s) listed in Rule I, Section 6, or misrepresentation in any other area of the selection process, he/she shall be declared ineligible by the Civil Service Board.

Section 5. Conditional Offer of Employment

If the candidate passes the background investigation, he/she may be offered employment as a Firefighter contingent upon the successful completion of a drug/alcohol screening, physical examination, psychiatric/psychological examination, and a driver record check as stipulated in these Rules and Regulations.

If the candidate during the drug and alcohol screening is found to test positive for any of the following levels, the applicant would be disqualified.

Alcohol level is 0.02 or greater

Initial urine drug screening is performed at the following detection sensitivities;

<u>Amphetamines</u>	<u>.1,000 ng/ml</u>
<u>Barbiturates</u>	<u>300 ng/ml</u>
<u>Benzodiazepines (Valium)</u>	<u>.300 ng/ml</u>
<u>THC (marijuana metabolite)</u>	<u>100 ng/ml</u>
<u>Cocaine metabolite</u>	<u>300 ng/ml</u>
<u>Methadone</u>	<u>300 ng/ml</u>
<u>Opiates</u>	<u>.300 ng/ml</u>
<u>Phencyclidine</u>	<u>.75 ng/ml</u>
<u>Propoxyphene (Darvon)</u>	<u>.300 ng/ml</u>
<u>Confirmation by GC/MS is detected at the following levels (minimum reporting concentration);</u>	
<u>Amphetamines</u>	<u>.500 ng/ml</u>
<u>Methamphetamine</u>	<u>500 ng/ml</u>
<u>Barbiturates</u>	<u>.300 ng/ml</u>
<u>Benzodiazepines</u>	<u>.300 ng/ml</u>
<u>THC (marijuana metabolite)</u>	<u>.20 ng/ml</u>
<u>Cocaine or cocaine metabolite</u>	<u>.100 ng/ml</u>
<u>Methadone</u>	<u>100 ng/ml</u>
<u>Methaqualone</u>	<u>100 ng/ml</u>
<u>Opiates - Total</u>	<u>.300 ng/ml</u>
<u>Codeine</u>	<u>.150 ng/ml</u>
<u>Morphine</u>	<u>150 ng/ml</u>
<u>Phencyclidine</u>	<u>.25 ng/ml</u>
<u>Phopoxyphene</u>	<u>300 ng/ml</u>

Section 6. Physical Examination

After an offer of employment has been made, each candidate shall undergo a physical examination by a licensed, practicing physician of the Civil Service Board's choice and on a form furnished by the Board.

- (a) Candidate must be certified as physically able to perform the essential job functions of a Fire Fighter.
- (b) Applicant is required to have 20/20 vision corrected, with or without a reasonable accommodation, to perform the essential functions of the job. Each candidate must not be color blind.
- (c) Candidate must disclose fully any record of mental disturbance or illness.
- (d) Any cause for rejection as the result of the physical examination must be related to the essential functions of the position.

The Board reserves the right to withdraw an offer of employment based on the results of the physical examination.

Section 7. Psychiatric/Psychological Examination

After an offer of employment has been made, each candidate shall be evaluated by a board-certified psychiatrist and/or psychologist selected by the Civil Service Board. If the psychiatrist's and/or psychologist's report identifies a candidate as unstable or limited in perception or judgment, the Civil Service Board, Fire Chief, and Human Resources Director or designee, will review that candidate's report. The Board reserves the right to withdraw an offer of employment based on the results of the psychiatric/psychological evaluation.

RULE IV - REJECTION OF NAMES ON THE ELIGIBILITY LIST

If any name is rejected three (3) times for the same or another position, such name shall be stricken from the list.

RULE V - TEMPORARY APPOINTMENTS

Temporary appointments may be made under the following circumstances:

- (a) When there are urgent reasons for filling a vacancy and there is no list of persons eligible for appointment after competitive examination, a temporary appointment may be made without examination. Such appointment may continue not longer than ten (10) days after the establishment of a suitable eligibility list and in no case shall it continue longer than three (3) months.
- (b) In case of riot or other public emergency, temporary appointments of Fire Fighters may be made without examination. Such appointments shall terminate as soon as the public emergency which led to the appointments is at an end.

RULE VI - PROBATION

All appointees shall serve a probationary period. At any time during the probationary period, the appointee may be dismissed for just cause in the manner provided in Section 10 of the Fire Civil Service Act applicable to Third Class Cities in Pennsylvania. If at the close of such probationary term the conduct or capacity of the probationer has not been satisfactory to the appointing officer, the probationer shall be notified, in writing, that he/she will not receive permanent appointment, whereupon his/her employment shall cease.

Probationary Fire Fighters, to be accepted as permanent employees, must meet the requirements of the driving certification program established by the City of Allentown Fire Department and must maintain their Pennsylvania driving privileges during their employment.

RULE VII - AMENDMENTS

These Rules and Regulations may be amended, pending the approval of City Council, at any meeting of the Civil Service Board at which a quorum is present.

RULE VIII - APPLICABILITY TO PRESENT ELIGIBILITY LIST

These Rules and Regulations shall not be applicable to the Firefighter Eligibility List in effect at the time these Rules and Regulations are adopted.

ADOPTED:	June 1, 1981
AMENDED:	March 1, 1982
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AMENDED:	January 10, 2001
AMENDED:	March 2, 2004
AMENDED:	February 12, 2009

FIRE CIVIL SERVICE BOARD

CHRISTINE A. RUTH, SECRETARY

* Approved by City Council on March 6, 1991

** Approved by City Council on April 21, 1993

*** Approved by City Council on July 17, 1996

**** Approved by City Council on February 7, 2001