

DENVER CIVIL SERVICE COMMISSION

**ANNOUNCEMENT OF EXAMINATION
FIREFIGHTER
DENVER FIRE DEPARTMENT**

November 1, 2011

Public notice is hereby given that the Civil Service Commission of the City and County of Denver shall hold an examination for the purpose of creating an eligible register for original appointment to the position of Firefighter for the Denver Fire Department. The eligible register shall be composed of the names of applicants who have successfully completed and/or passed all phases of this examination and who are approved for placement on the eligible register by the Civil Service Commissioners.

The City and County of Denver is an equal employment opportunity employer, and the Civil Service Commission and the Denver Fire Department as agencies of the City and County of Denver are committed to equal employment opportunity and compliance with all laws governing the application and hiring of suitable applicants for employment with the Denver Fire Department.

Please note: The provisions contained in this Examination Announcement do not create or constitute any contractual rights between or among the Civil Service Commission, the City and County of Denver and any applicant or employee. The provisions of this Examination Announcement may be modified, rescinded, or revised, in writing, by only the Civil Service Commission, which reserves the right to unilaterally modify, rescind or revise the provisions of this Examination Announcement.

SALARY

Salary as of December 18, 2011: \$46,710.30
Salary as of July 1, 2012: \$48,111.70

FIREFIGHTER ACADEMY CLASSES

As a result of this examination, applicants will be considered for Firefighter Academy classes expected to begin late 2012 and thereafter. A limited number of individuals will be processed through all phases of the examination based on hiring needs.

REQUEST FOR REASONABLE ACCOMMODATION

If any applicant or prospective applicant requires reasonable accommodation (per the Americans with Disabilities Act) in order to participate in any examination phase noted herein, the applicant must advise the Commission in advance, in writing, and provide supporting medical documentation. Each request will be reviewed on a case-by-case basis. The submission of a request does not necessarily mean that the request will be granted.

THE ABILITY TO PERFORM THE ESSENTIAL JOB FUNCTIONS

Applicants must be capable of performing the essential job functions of an entry-level firefighter with or without reasonable accommodation. All phases of the examination are designed to measure an applicant's ability to perform the essential functions of the job.

SOLICITATION OF PREFERENTIAL TREATMENT

Solicitation or attempted solicitation of preferential treatment (lobbying) in connection with any application or testing for original appointment, or for placement on an eligible register, or for certification for appointment to a position in the classified service, may be grounds for disqualification. This includes intervention on behalf of any applicant, outside of references and information provided in the background investigation process, by the respective department or any of its members, by a member of City Council, by any City official or City employee, and by a Commissioner or employee of the Commission. Personal references and letters of recommendation are considered during the background investigation only. An applicant may provide, as part of the background investigation process, letters of reference and the names, contact information, and nature of relationship for references he or she believes should be contacted during the background investigation.

INFORMATIONAL BOOKLET

A *Firefighter Examination Informational Booklet* is available on the Commission's website at www.denvergov.org/civilservice. The booklet contains more detailed information regarding (but not limited to) the application process and examination phases, the scoring of the examination, the minimum qualifications, exemptions from disqualification, job requirements, vision and hearing requirements, awarding of Veteran Preference and Special Skill Preference points, the Candidate Physical Ability Test (CPAT) and the essential functions of the Firefighter position.

MINIMUM QUALIFICATIONS

Citizenship: Applicants must be citizens of the United States on or before the date of application.

Colorado Residency: Applicants must be bona fide residents of the State of Colorado at the time of appointment (hire).

Age: Applicants must be at least eighteen (18) years of age on or before the date of application.

Education: Applicants must have a high school diploma or a General Equivalency Diploma (GED) on or before the date of application.

Driver's License: Applicants must possess a valid automobile driver's license on or before the date of application and up to and including the date of appointment, and must maintain any licensing requirements of the respective department.

Character and Background: An applicant must be of good moral character as required by the Charter of the City & County of Denver. In reviewing an applicant's character and background, the Commission will consider the standards of ethical conduct, integrity and honesty that shall guide the behavior of a member of the Denver Fire Department.

No Legal Impediments: To be eligible for both application for original appointment and original appointment to a position in the classified service, an individual shall not have any legal impediments to their ability to perform the essential job functions for the position of firefighter. Also see Emergency Medical Technician (E.M.T.) State Certification in this Announcement.

- Any individual who is **currently** subject to any court order(s) as a result of any **criminal** conviction, plea, deferred sentence/judgment or deferred prosecution will be disqualified.

- Any individual who is **currently** incarcerated, on work release, probation or parole for any misdemeanor or felony offense will be disqualified.

Felony convictions: Any **Adult** (age 18 and above), or **Juvenile charged as an Adult**, who has been convicted of, pled guilty or no contest to, or received a deferred judgment/sentence for a felony will be disqualified.

- In a juvenile court proceeding, any individual who has been convicted of (been adjudicated for), pled guilty or no contest to, and/or received a deferred judgment/sentence for an offense that would be classified as a felony if committed by an adult will be disqualified.

Misdemeanor Convictions While in Public Safety and Other Critical Positions: Individuals who have ever been convicted of, pled guilty or no contest to, or received a deferred judgment/sentence for any misdemeanor offense (non-traffic) while employed (or in a volunteer position) in any of the following positions law enforcement; peace officer; armed public safety; correctional officer; military police; firefighter or medical first responder will be disqualified.

Misdemeanor Convictions: An individual who has ever been convicted of (been adjudicated for), pled guilty or no contest to, or received a deferred judgment/sentence for any of the following misdemeanor offenses will be disqualified:

- An offense involving domestic violence
- Assault, menacing, stalking or harassment
- Sexual assault, unlawful sexual contact, or an offense that would require registration as a sex offender under Colorado law
- An offense of child abuse or child neglect resulting in any injury to the child or to the child's health
- Cruelty to animals
- Impersonating a peace officer, firefighter, or public servant
- Obstruction of government operations
- Obstruction of a peace officer, firefighter, emergency medical service provider, rescue specialist, or like volunteer
- False reporting to fire, emergency, or law enforcement authorities
- Perjury
- Fraud or forgery
- Theft
- An offense involving the illegal use or possession of a firearm or an edged weapon (e.g. knife)

Misdemeanor Convictions – During the Past 10 Years: An individual who has been convicted of (been adjudicated for), pled guilty or no contest to, or received a deferred judgment/sentence for the following misdemeanor offenses during the past **120 months (10 years)** will be disqualified.

- involving any other unlawful sexual behavior not indicated above; or
- based on child abuse or child neglect that did not involve an injury to the child or to the child's health.

Misdemeanor Convictions – During the Past 5 Years: An individual who has been convicted of, pled guilty or no contest to, or received a deferred judgment/sentence for more than one (1) misdemeanor offense (non-traffic) within the past 60 months (5 years) will be disqualified.

Emergency Medical Technician (E.M.T.) State Certification: All applicants for Firefighter must not have any legal impediments for state certification as an E.M.T. as provided in C.R.S. 25-3.5-203. E.M.T. certification is granted by the Colorado Department of Public Health and Environment under the State Board of Health rules pertaining to Emergency Medical Services as found in 6 CCR 1015-3. A conviction of, or plea of no contest to, certain felony and misdemeanor offenses may result in a denial of state certification as an E.M.T.

IMPORTANT LEGAL DEFINITIONS

Conviction, Plea of Guilty, Deferred Judgment/Sentence: In this Announcement of Examination, the phrase “**conviction of, plea of guilty or no contest to, or deferred judgment/sentence for,**” or any part thereof, applies to:

- a. Any adult criminal offense;
- b. Any juvenile offense when the juvenile was charged as an adult;
- c. Any juvenile offense adjudicated in a juvenile court when the offense would be classified as a felony or misdemeanor if committed by an adult.

Juvenile Record or Adult Criminal Record: If an individual is unsure of the formal legal status of any items in their juvenile record or their adult criminal record, they are urged to obtain a copy of their criminal history. If an individual still has questions after reviewing their juvenile or criminal history, they should obtain legal advice prior to submitting an application. Civil Service Commission staff cannot provide legal advice in these matters.

Sealed or Expunged Records: Juvenile records are not automatically “expunged” and adult criminal records are not “sealed” without obtaining an “**order of the court**”. If a criminal record has been “**sealed**”, or if a juvenile record has been “**expunged**”, by an “**order of the court**”, or if a criminal conviction has been “**pardoned**”, it may have an effect on how individuals answer certain questions in the application process.

DRUGS **ILLEGAL USE, PURCHASE, POSSESSION, DISTRIBUTION, SALE,** **OR MANUFACTURE - AUTOMATIC DISQUALIFIERS**

DRUGS - LIFETIME DISQUALIFICATIONS

No Felony or Misdemeanor Offenses Involving Hard or Soft Drugs: Any individual who has **ever** been convicted of, pled guilty or no contest to, or received a deferred judgment/sentence for **any felony or misdemeanor offense involving or relating to** any (controlled substance) **hard drug** or **soft drug** will be disqualified.

No Illegal Drug Use While in Public Safety and Other Critical Positions: Any individual (on or off the job) who has **ever** illegally **used, purchased or possessed** **soft drugs or hard drugs, during any period of time while an employee or volunteer in any** law enforcement; peace officer; armed public safety; correctional officer; military police; firefighter; or medical first responder position will be disqualified.

No Illegal Drug Distribution: Any individual who has ever illegally provided, delivered, transferred, or transported any hard or soft drugs (not including marijuana) to or for another person will be disqualified.

- Illegal distribution of drugs includes being the middleman, go between, or “doing a favor for a friend” in a drug transaction by actively transferring the drugs from one person to another even if the “middleman” receives no benefit from the drug transaction.

No Marijuana Distribution: Any individual who has ever provided, delivered, transferred, or transported any quantity of marijuana (including medical marijuana) to or for another person, that involved any barter, exchange, or transfer of money will be disqualified.

- Also, any individual who has ever provided, delivered, transferred, or transported more than one ounce of marijuana to or for another person, even when there is no barter, exchange, or transfer of money, will be disqualified.
- **Exception to Marijuana Distribution:** The delivery, transfer, or transportation of one ounce or less of marijuana to or for another person, that did not involve any barter, exchange, or transfer of money will be considered Use, Purchase or Possession. Any individual engaging in such behavior within the past 36 months (3 years), will be disqualified.

No Illegal Drug Manufacturing: Any individual who has ever illegally manufactured (e.g. produced, prepared, processed, or grown) **hard drugs or soft drugs, including any marijuana**, will be disqualified.

No Illegal Drug Sales: Any individual who has ever illegally sold hard or soft drugs, including any marijuana, that involved any barter, exchange, or transfer of money will be disqualified.

- Illegal drug sales includes being the middleman, go between, or “doing a favor for a friend” in a drug sale or purchase by actively transferring the drugs, assets, or money from one person to another even if the “middleman” receives no benefit from the sale or purchase.

DRUGS - 5 YEAR AND 3 YEAR DISQUALIFICATIONS

No Illegal Use, Purchase, Possession of Hard Drugs – Past 5 Years: Any individual who has illegally used, purchased, or possessed hard drugs within the past **60 months** (5 years), will be disqualified.

No Illegal Use, Purchase, Possession of Soft Drugs – Past 3 Years: Any individual who has illegally used, purchased, or possessed any soft drug, including any marijuana, products containing marijuana, or medical marijuana within the past **36 months** (3 years), will be disqualified.

No Illegal Use of Prescription Drugs Not Prescribed for You: Any individual who has used someone else’s prescription drug within the past **60 months** (5 years), will be required to explain the details and circumstance of such use and, MAY BE disqualified.

IMPORTANT DRUG RELATED DEFINITIONS

Hard Drug – “Hard drug” means any Schedule I, II, III or IV controlled substance, the illegal use of which would be classified as a felony under Colorado State Law, and/or the illegal possession of which would be classified as a felony; except when the schedule II, III or IV controlled substance is possessed or used pursuant to being legally prescribed, administered, or dispensed for bona fide medical needs.

Examples: The illegal use of Adam, Adderall, Amytal, Anabolic Steroids, Angel Dust, Amphetamine, Black Tar, Blue Birds, Buttons, Cocaine, Codeine (high dose), Crack, Crystal, Darvon, Deca, Demerol, Dilaudid, Ecstasy, GHB, Hallucinogens, Hash & Hash Oil, Heroin, Ice, Ketamine, Librium, LSD, Mescaline, Methadone, *Meth-amphetamine*, MDA, MDMA, Microdot, Morphine, Mushrooms, Opium, Percocet, Percodan, Peyote, PCP, Phenobarbitol, PHP, Psilocybin, Quaalude, Red Birds, Ritalin, Rohypnol, Roofies, Seconal, Smack, Special K, Speed, Steroids, STP, Talwin, TCP, Thai Sticks (soaked in hash oil), THC, Valium, Xanax., XTC, Yellow Jackets

Medical Marijuana - Because marijuana has no recognized medical use under Federal Law, “**medical marijuana**” is considered to be **illegal** and is treated the same as any other “**marijuana**” under these Minimum Qualifications. Whenever the term “**marijuana**” is used it includes “**medical marijuana**”.

Prescription Drug – “Prescription drug” means any Schedule II, III, IV, or V controlled substance that legally requires a “**doctor’s prescription**” in order to be administered or dispensed for bona fide medical needs.

Medical Marijuana Not a Prescription Drug – Marijuana is a Schedule I controlled substance. As such, it has no recognized, bona fide medical use under federal law. Marijuana, therefore, will not be considered a “prescription drug” under Commission Rules, regardless of any medical recommendation, prescription, dispensing, or administration under any state or local law.

Soft Drug - “Soft drug” means any Schedule V controlled substance, the use of which would be classified as a misdemeanor under Colorado State Law except when the Schedule V controlled substance is possessed or used pursuant to being legally prescribed, administered, or dispensed for bona fide medical needs. Soft Drug also means marijuana in a quantity less than eight (8) ounces, the use or possession of which would be classified as a petty offense or misdemeanor under Colorado State Law.

Examples: Illegal use of cough syrup with low dose codeine and any use of Ganja, Marijuana, Medical Marijuana or synthetic Marijuana such as Spice.

TRAFFIC AND DRIVING RELATED OFFENSES AUTOMATIC DISQUALIFIERS

Operating a Motor Vehicle Without Insurance Within the Past 2 Years: Any individual who has been convicted of, pled guilty or no contest to, or received a deferred judgment/sentence for a traffic violation/infraction based on operating a motor vehicle without insurance within the past **24 months (2 years)** will be disqualified.

Driver’s License Suspension Within the Past 2 Years: Any individual who has had their driver’s license suspended, based on moving traffic violations/infractions within the past **24 months (2 years)**, will be disqualified.

DUI/DWAI Within the Past 5 Years: Any individual who has been convicted of, pled guilty or no contest to, or received a deferred judgment/sentence for **DUI** (Driving Under the Influence) or **DWAI**

(Driving While Ability Impaired) within the past **60 months (5 years)**, will be disqualified. This includes all like offenses applicable to any means of motorized transport, such as Boating Under the Influence.

More Than One DUI/DWAI: Any individual who been convicted of, pled guilty or no contest to, or received a deferred judgment/sentence for a **DUI** (Driving Under the Influence) **or** for a **DWAI** (Driving While Ability Impaired) offense **two (2) or more times** will be disqualified. This includes all like offenses applicable to any means of motorized transport, such as Boating Under the Influence.

Major Traffic Violations/Infractions Within the Past 7 Years: Any individual who has been convicted of, pled guilty or no contest to, or received a deferred judgment/sentence within the past **84 months (7 years)**, for any of the following major traffic violations/ infractions will be disqualified :

- Leaving the scene of an accident
- Eluding or attempting to elude a peace officer
- Engaging in a speed contest
- Reckless driving
- Careless driving resulting in serious bodily injury or death

EXEMPTION FROM DISQUALIFICATION FOR BEHAVIOR PRIOR TO AGE 18

If an individual fails to meet a minimum qualification based on behavior or criminal history occurring both prior to age eighteen (18) and more than five (5) years ago, the individual may be eligible to request an exemption from disqualification. However, any legal matter concerning any conviction of, plea of guilty or no contest to, or deferred judgment/sentence for which the individual was charged as an adult does not qualify for an exemption consideration. The request for exemption must be made in writing.

Requests for Exemption from Disqualification should be submitted **prior to application** on an official Commission Exemption Request Form. The Form can be found on our website at www.denvergov.org/civilservice . To request an exemption, an applicant must provide a detailed and full explanation of the behavior or the underlying incident regarding the disqualification or potential disqualification. The explanation provided must include the date(s) of occurrence listed by month and year for each occurrence along with a copy of applicant's birth certificate and copies of any relevant court or legal documents detailing any criminal/juvenile charge(s), any related plea(s), any deferred judgment/sentence, and the final disposition. Any request for exemption from disqualification will be reviewed on a case-by-case basis.

Requests may be mailed to: Earl E. Peterson, Executive Director
Denver Civil Service Commission
Wellington E. Webb Bldg., 7th Floor
201 W. Colfax Avenue, Dept. 1208
Denver, CO 80202

The request may also be submitted via fax at (720) 913-3373 or via e-mail at: earl.peterson@ci.denver.co.us

An applicant shall have **no right of appeal** to the Commission regarding any denial of a request for exemption from automatic disqualification or the resulting enforcement of an automatic disqualification. The granting of any request for exemption from automatic disqualification shall not preclude the Commission, the respective Department or the Manager of Safety from considering the subject criminal or juvenile court records or behavioral issue(s) when reviewing an applicant's character, background and

relative qualifications in any subsequent preliminary file review, suitability assessment, final background review, or in any other screening or selection process for appointment to the Classified Service.

DUTIES AND WORK RESPONSIBILITIES

Under supervision, firefighters respond to fire alarms with assigned company and assist in extinguishing fires in the protection of lives and property; assist in cleaning and caring for apparatus, equipment and quarters; administer first aid treatment; assist in rescue work in various emergencies; and inspect buildings for fire hazards and compliance with fire prevention ordinances. At various points in their careers, firefighters may also be assigned to work in support divisions such as, but not limited to, human resources, fire dispatch, or fire prevention. Additional information can be found in the *Firefighter Examination Informational Booklet* located on our website at www.denvergov.org/civilservice under "Essential Firefighting Functions".

JOB REQUIREMENTS

Minimum Qualifications: Applicants must meet all of the minimum qualifications.

Maintaining Physical Conditioning: Firefighters are required to maintain a specified level of physical stamina and conditioning throughout their career. Annual tests may be conducted to ensure compliance.

Maintaining Emergency Medical Technician (E.M.T.) State Certification: While employed with the Denver Fire Department, Firefighters are required to obtain and maintain certification as an E.M.T. Renewal training and testing is required to ensure compliance.

Work Schedule: The work schedule consists of a 48-hour average work week. Each Firefighter works one day (24 hours) and then has two days (48 hours) off. Every seventh shift each Firefighter is scheduled for an additional day off. At the discretion of the administration, firefighters may also be assigned various other work schedules in accordance with their work assignments.

APPLICATION PROCESS

Application Period: The application period opens at 9:00 a.m. on Monday, November 28, 2011, and will remain open until all test appointments are filled.

How to Apply: Starting at 9:00 a.m. on November 28, 2011, prospective applicants can log onto the Denver Civil Service Commission Website at www.denvergov.org/civilservice to access the testing schedule, complete an application and to schedule a testing appointment. Due to the limited number of available test appointments, all scheduling is done on a first come, first served basis. In order to secure a reserved test appointment, an application must be completed on-line.

Walk-In Testing: If all test appointments are filled or if an applicant does not have a scheduled test appointment, he/she can "walk-in" on any scheduled test date prior to **7:30 a.m.** If there are available computer stations at the close of that day's registration at 7:31 a.m., then "walk-in's" are allowed to test on a **first-come, first-served basis**. "Walk-in's" are **highly encouraged to apply on-line at www.denvergov.org/civilservice** in order to ensure that they meet the minimum qualifications and to save time on test day if there are available test openings. The Wellington Webb building located at 201 W. Colfax Avenue, Denver, CO 80202 does not open to the public until 7:00 a.m. however, "walk-in" applicants are not prohibited from arriving earlier. Due to the competitive nature of Fire Testing, "walk-in" applicants who arrive prior to 7:00 a.m. **must** line up at the Court Street side entrance of the Webb

building (between 14th St. and 15th St.). The Commission anticipates utilizing up to thirty four (34) computer stations per testing period.

Test Dates: Testing starts on **Tuesday, January 3, 2012 and ends on Thursday, February 29, 2012.** See our website at www.denvergov.org/civilservice for a detailed calendar.

Internet Access: If an individual does not have Internet access at home to complete the on-line application, computers with Internet access are available at any Public Library, the Denver Department of Safety Recruitment office located on the 7th floor of the Wellington E. Webb Building, 201 W Colfax Ave., or at any of the following Denver Workforce Locations:

Denver Workforce Center at Speer
1391 N. Speer Blvd., Suite 500
At 14th & Speer, (in the Parkway Professional Building above King Sooper)
Hours: 8 am-4:45 pm
(720) 865-5619

Denver Workforce Center at DIA
8500 Pena Blvd.
(Located in DIA's main terminal)
Hours: T,W,TH 8:30 am-5pm
(303) 342-2590

Denver Workforce Center at Westside
1200 Federal Blvd.
(Federal & 12th, in the Dept. of Human Services' Richard T. Castro Bldg.)
Hours: 7:30 am-4:30 pm
(720) 944-1615

Denver Workforce Center at Montbello
4685 Peoria St., Suite 251
Hours: 8am-5:00 pm
(720) 865-4800

Test Location: The written test will be administered at the Denver Civil Service Commission's computer lab located on the 7th floor of the Wellington E. Webb Municipal Office Building. The street address is 201 W. Colfax Avenue, Denver, CO 80202.

Parking: Parking at a meter is not recommended due to the duration of the test. Once the test has begun, applicants will not be permitted to leave the test area. There are several pay parking lots in the area.

Test Time: On test days, the written test WILL begin promptly at 7:30 a.m. Applicants with scheduled appointments should arrive at least 15 minutes prior to their appointment. **LATE ARRIVALS WILL NOT BE ADMITTED!**

Picture I.D. Required to Test: A driver's license is required to gain admittance into all Civil Service tests/appointments.

Length of Test: Applicants should plan on spending 3 – 4 hours to complete the test process.

No-show Policy for Written Test Appointment: Applicants who do not show for their scheduled written test appointment or who do not cancel their written test appointment in advance of their scheduled testing date and time will be assessed a **\$25.00 cancellation fee** and will be disqualified from further consideration. To reapply, disqualified applicants must pay the "no-show" fee prior to being allowed to schedule a future appointment. Fee payments (personal check, cashier's check or money order) should be made payable to *Treasurer – City & County of Denver* and sent or paid in person to the following address: Denver Civil Service Commission (Accounts Receivable), 201 W. Colfax Avenue (Dept. 1208 - 7th Floor), Denver, CO 80202.

Study Guide: A *Firefighter Study Guide* is available through our Website at www.denvergov.org/civilservice .

EXAMINATION AND SCREENING PHASES*

*Additional details regarding the Examination and Screening Phases are provided in the *Firefighter Examination Informational Booklet* located on our website at www.denvergov.org/civilservice .

- *PHASE I* - Completion of a Computerized On-Line Application and Scheduling a Test Appointment Qualified/Not Qualified
- *PHASE II* – Computerized Written Test Pass/Fail and Ranking

Computerized Written Test: A written test will be administered to all applicants via a computer at the Civil Service Commission office at times and dates individually scheduled on-line by applicants or as noted on the Commission’s Test Calendar located on our website at www.denvergov.org/civilservice. A *Firefighter Study Guide* is available through our Website at www.denvergov.org/civilservice . Applicants will be given a brief orientation about the computerized test process prior to the written test and will review their completed on-line application. Applications will be reviewed for minimum qualifications such as age, citizenship, education, felony and misdemeanor convictions, drug use, and DUI/DWAI’s. Immediately following the orientation, if the application is accepted, the applicant will proceed with the written test. The entire test process may take 3 – 4 hours to complete.

Confidentiality Agreement: The contents of the Civil Service Commission tests are considered highly confidential. Applicants who test are required to maintain the integrity of the tests and will be required to sign a confidentiality agreement at the time of the written test. Additionally, applicants who are processed will be subject to questions regarding maintenance of the confidentiality agreement during the polygraph.

Written Test Score: The written test is comprised of four components: Practical Skills, Interpersonal Skills, Emotional Outlook and Basic Educational Skills. These four components, combined are scored on a **strictly pass/fail basis**. The determination of the minimum passing score shall be made by the Civil Service Commission after all applicants have completed the written test scheduled for January and February 2012. Further details regarding the Written Test can be found in the *Firefighter Study Guide* located on our website at www.denvergov.org/civilservice .

Applicants who fail the Written Test will be required to wait until the next Firefighter registration period to re-apply, unless otherwise provided by Commission Rule.

Ranking – Final Examination Score - Examination List: Applicants who pass the Written Test will be **ranked** based on the **sum** of their scores on two of the four components of the test: Emotional Outlook and Interpersonal Skills. The sum of the test scores on these two components is the “Composite Written Test Score”. An applicant’s Final Examination Score is the Composite Written Test Score plus any Military Veteran Preference Points and/or Special Skill Preference Points for Language Proficiency, as applicable. The Final Examination Score is the score used to rank applicants on an examination list for selection for additional testing and screening. Ties shall be broken randomly.

Applicants who **pass** the written test but who are not called for further testing and screening phases, or who are disqualified during any additional phase of the examination process, in most cases will be required to wait until the next Firefighter registration period to re-apply, unless otherwise provided by

Commission Rule. Applicants who have questions regarding when they are eligible to re-apply and re-test, can call the Commission office at (720) 913-3365.

Military Veteran Preference Points: Military veteran preference points shall be awarded in accordance with Article 12, Section 15 of the Constitution of the State of Colorado. A total of either five (5) or ten (10) Veteran preference points (no more than a total of ten points) shall be added to the Composite Written Test Score of any applicant who qualifies. Further details regarding the awarding of veteran preference points are provided in the *Firefighter Examination Informational Booklet*.

Special Skill Preference Points for Language Proficiency: An applicant who has successfully passed the Entry-Level Firefighter written test and who (at the time of application) identifies that they possess “Intermediate” or “Advanced” oral communication skills in a targeted foreign language, or communication skills in sign language, may be provided an opportunity to take a supplemental test to determine their proficiency. If the supplemental testing results in the applicant being rated as “proficient”, they will receive five (5) special skill preference points to be added to their Composite Written Test Score. A maximum of five (5) points may be awarded, even if language proficiency is demonstrated in more than one target language. Further details regarding the awarding of special skill preference points are provided in the *Firefighter Examination Informational Booklet*.

- *PHASE III* - Completion of a Behavioral Questionnaire For Information & Review

The following steps are required only if applicants are selected for further screening/processing:

- *PHASE IV* - Supplemental Application & Background History Form For Information & Review
- *PHASE V* - Candidate Physical Ability Test (CPAT) Pass/Fail
- *PHASE VI* - Written Suitability Assessment For Information & Review
- *PHASE VII* - Polygraph For Information & Review
- *PHASE VIII* – Suitability Interview Recommended/Not Recommended
- *PHASE IX* - Preliminary File Review Pass/Fail
- *PHASE X* - Background Investigation For Information & Review
- *PHASE XI* – Commission Background Review Pass/Fail

The Commission reserves the right to change the order of the test phases as required. Applicants who fail to show for further testing when notified in writing may be disqualified. Failing any portion of the examination shall disqualify the applicant from any further participation in the examination process until the next registration period for testing unless otherwise allowed by Commission rule.

Following certification and the issuance of a conditional offer of employment by the Manager of Safety, applicants will be required to undergo a Department interview, a medical evaluation, and a drug screen.

Applicant Responsibility for Additional Test Phases: Applicants must keep their mailing address, e-mail address and telephone number(s) current at all times with the Civil Service Commission. Upon successful completion of the written test, applicants must report vacations or other extended absences of more than seven (7) days duration to the Commission in writing. Any neglect to report vacations or extended absences may delay an applicant’s processing or may be cause for disqualification from further processing.

Applicants who **fail** to show for further phases when notified in writing may be stricken from the examination list and disqualified from further phases. **Failure to appear on time** for any part of the

examination as set forth herein or for any other scheduled appointment may also result in disqualification from further testing.

If an applicant anticipates the need to **miss** any scheduled test or appointment, an alternate schedule must be requested in writing from the Civil Service Commission. All requests will be evaluated on a case-by-case basis. Rescheduling will occur only if an available time slot exists. If no alternate time exists, and the applicant cannot attend the originally scheduled time, the applicant will be disqualified from further testing.

ELIGIBLE REGISTER

Eligible register(s) shall be established and maintained to accommodate anticipated personnel needs of the Department of Safety. An eligible register shall contain a rank order listing of the names of approved applicants from the corresponding examination list. Applicants who pass all above mentioned Commission test phases may be placed on an eligible register for original appointment. The Commission may maintain separate eligible registers as provided in Rule 7§2.

CERTIFICATION

Upon receiving a requisition for an academy class from the Manager of Safety, applicants shall be certified from the respective Eligible Register in rank order to the Manager of Safety for review. From the certification list received, the Manager of Safety shall select which applicants, in consideration of an appointment, are to receive a conditional offer of employment.

CONDITIONAL OFFER OF EMPLOYMENT

The Manager of Safety retains the authority to extend a conditional offer of employment or to rescind a conditional offer based on the provisions of the City and County of Denver Charter, the Denver Civil Service Commission Rules, and other relevant legal authority (including the Americans with Disabilities Act).

Applicants receiving a conditional offer of employment are subject to a Department interview, a medical evaluation, and a drug screen. Further details regarding the conditional offer testing can be found in the *Firefighter Examination Informational Booklet*.

A conditional offer of employment may be revoked, if an applicant is unable to perform the essential functions of the job (with or without reasonable accommodation), poses a direct threat to the health and safety of themselves or others, is unable to comply with the post-conditional offer appointment schedule, or is unable to begin work with the Denver Fire Department when scheduled. The conditional offer of employment shall also be revoked should an applicant have his/her name be removed from the Eligible Register, or be determined that he/she does not meet the qualifications for original appointment.

FINAL JOB OFFER

Contingent on the number of available positions, final job offers will be made to certified applicants who have successfully completed all conditional offer testing/screening and who are able to perform the essential functions of the job (with or without reasonable accommodation) and who don't otherwise pose a direct threat to the health and safety of themselves or others.

ATTENTION:

Falsification or omission of any information, or the material misrepresentation of fact, including statements indicated on the Firefighter applications form(s), or any other documentation as required by the Civil Service Commission, may be grounds for removal of the applicant's name from the eligible register and, if appointed, the applicant may be dismissed from the Denver Fire Department for violating the above Civil Service Commission rule.

Any protests or challenges by an applicant or potential applicant to the content of this official announcement, and/or plan set forth herein, must be presented in writing to the Executive Director of the Commission.

EARL E. PETERSON
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