

CIVIL SERVICE COMMISSION MANUAL

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TABLE OF CONTENTS

CHAPTER	PAGE
1. Definitions	6- 7
2. Organization, Rules, Procedures and Duties of the Commission	8 – 10
1. <u>Organization of the Commission</u>	8
A. Number of Commissioners	8
B. Qualifications of Commissioners	8
1. Citizenship	8
2. Political Office	8
3. Vacancies	8
4. Removal of Council Member	8
C. Chairman of the Commission	8
D. Civil Service Secretary	9
E. Meetings	9
II. <u>Duties of the Commission</u>	9
A. Representation	9
B. Advisory Function	9
C. Investigations	9
D. Personnel Administration Reports	9
E. Hearings	10
F. Rules	10
III. <u>Classified Service</u>	10
A. Classified Position	10
3. Entry Level Eligibility Lists – Conditions Generally	11
I. <u>Public Notice of Tests</u>	11
A. Notice of Competitive Examinations	11
B. Notice of Requirements	11
C. Commission’s Right to Refuse, Examine or Disqualify Applicants and Employees	11
II. Admission to Test	12
III. Contents of Test	12
IV. Appointment List Duration	12
V. Time of Examination	12
VI. Restriction on Eligibility for Employment	12-13
VII. Veteran Points for Entry – Level Applicants	13
VIII. Appointment Forfeiture of Rights	14

4. Entry Level Testing – Components	14
I. Jonesboro Fire Department – General Requirements	14
II. Minimum Physical Fitness Requirement for the JFD	15
III. Eligibility List for hiring to be Certified by Commission	15
IV. Re-application for Employment	15
5. Performance and Promotions	16
I. Purpose	16
II. Responsibility	16
6. Promotion Eligibility Lists – General Provisions – Fire	16
I. Notice – Examinations	16
II. Time in Grade	16
III. Driver Practical Test	17
IV. Contents of Tests	17
V. Appointment List – Duration	18
VI. Time of Examinations	18
VII. Restrictions on Eligibility for Promotion	18
VIII. Review of Written Tests, Irregularities and Questions	18
IX. Promotion Forfeiture of Rights	18
X. Promotion Eligibility Lists to be certified by the Commission	18
7. Promotional Testing – Components – Fire	19
I. Written Examinations	19
II. Oral Examinations	19
III. Composite Scoring (Chief Officers, Captains)	19
IV. Composite Scoring (Drivers)	20
8. Leave and Retirement	20
I. Leave of Absence	20
II. Family and Medical Leave	20
III. Retirement Age	20
IV. Uniform Leave	20
9. Employees Responsibilities and Rules of Conduct	21
I. Violation of City Ordinances and State Law	21
II. Violation of Department Rules and Regulations	21
III. Prior Dismissal from City Employment	21
IV. Employee to Pay Debts	21
V. Employee’s Behavior and Conduct	21
VI. Political Activities	21

10. Disciplinary and Due Process Procedures	22-23
11. Duties and Responsibilities of Fire Department Employee's	24-34
I. <u>Fire Chief</u>	24
A. Job Summary	24
B. Special Knowledge, Skills and Abilities	24
C. Immediate Supervisor	24
D. Working Conditions	24
E. Minimum Qualifications	24
II. <u>Assistant Fire Chief</u>	25
A. Job Summary	25
B. Specific Job Duties and Responsibilities	25
C. Special Knowledge, Skills and Abilities	25
D. Immediate Supervisor	25
E. Working Conditions	25
F. Minimum Qualifications	25
III. <u>Battalion Chief</u>	26
A. Job Summary	26
B. Specific Job Duties and Responsibilities	26
C. Special Knowledge, Skills and Abilities	26
D. Immediate Supervisor	26
E. Working Conditions	26
F. Minimum Qualifications	26
IV. <u>Captain</u>	27
A. Job Summary	27
B. Specific Job Duties and Responsibilities	27
C. Special Knowledge, Skills and Abilities	27
D. Immediate Supervisor	28
E. Working Conditions	28
F. Minimum Qualifications	28
V. <u>Driver / Operator</u>	28
A. Job Summary	28
B. Specific Job Duties and Responsibilities	28
C. Special Knowledge, Skills and Abilities	29
D. Immediate Supervisor	29
E. Working Conditions	29
F. Minimum Qualifications	29

VI.	<u>Firefighter</u>	30
	A. Job Summary	30
	B. Specific Job Duties and Responsibilities	30
	C. Special Knowledge Skills and Abilities	30
	D. Immediate Supervisor	30
	E. Working Conditions	31
	F. Minimum Qualifications	31
VII.	<u>Fire Marshal</u>	31
	A. Job Summary	31
	B. Specific Job Duties and Responsibilities	31
	C. Special Knowledge, Skills and Abilities	32
	D. Immediate Supervisor	32
	E. Working Conditions	32
	F. Minimum Qualifications	32
IX.	<u>Training Officer</u>	33
	A. Job Summary	33
	B. Specific Job Duties and Responsibilities	33
	C. Special Knowledge, Skills and Abilities	34
	D. Immediate Supervisor	34
	E. Working Conditions	34
	F. Minimum Qualifications	34
12.	Repealing and Amending	35
	1. Repealing Clause	35
	2. Commission to Change or Amend	35
	3. Notice to Change or Amend	35
APPENDIX – A	Physical Fitness Test	36-38

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, annually, on the first Monday in May 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

A. Classified Position:

The classified service shall comprise 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 and by publishing a brief abstract of such notice in the daily newspapers and by advertising on local radio stations at least three (3) times 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.

V. TIME OF EXAMINATION (Entry Level)

Examinations shall be held on the first Saturday in November per certified lists. "Said 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 21 years, or who is over the age of 34 years. No person shall be eligible to take the entry level written examination unless the person has attained the age of 21 prior to the date of examination.
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 by the publication of a notice in a newspaper having a bona fide circulation in the City of Jonesboro, and by posting a notice at the Jonesboro City Hall building at least 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. VETERAN POINTS FOR ENTRY – LEVEL APPLICANTS

1. Five (5) points preference is given “to honorably discharged men and women from the military or naval forces of the United States who served in any war, including military-involved conflicts in which the United States was or is now engaged, or their widows or widowers, who are citizens and residents of this state, shall be entitled to preference in appointment and employment over other applicants after meeting for training only, but does include service during the Philippine Insurrection, China Relief Expedition, the Korean Conflict between June 27, 1950 and July 27, 1953, inclusive, and the Vietnam Conflict between December 22, 1961 and May 7, 1975.
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 five (5) 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. Posses 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 as follows:

100 POINTS

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) of the top three applicants on the eligibility list. 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 committee composed of officers or firefighters.

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 one (1) year 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 a practical test to be administered by the Jonesboro Fire Department, under the supervision of the Civil Service Commission and or their representatives. 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 with a minimum 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.

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.

VI. TIME OF EXAMINATIONS (Promotion)

Promotion Examinations shall be held on the first Saturday in March. "Said examinations may be held more often if necessary, under such rules and regulations as may be prescribed by the Board of Civil Service Commissioners.

VII. RESTRICTIONS ON 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 than the third degree.

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 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 each year from various fire departments or emergency service organizations. 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 for Captain, Battalion/Division Chief & Assistant Chief

The composite score for promotion applicants for the positions of Captain, Battalion/Division Chief and Assistant Chief 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.

IV. COMPOSITE SCORING for Driver/Operator

The composite score for promotion applicants for the positions of Driver/Operator shall be composed as follows:

40% PERCENT OF WRITTEN EXAMINATION SCORE
40% PERCENT OF PRACTICAL EXAMINATION SCORE
20% PERCENT OF ORAL EXAMINATION SCORE

The candidate must obtain a score of seventy percent (70%) on the written examination, a score of thirty percent (30%) on the practical examination and a score of thirty (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

1. 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 Drivers 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 one year.
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 fire fighting 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 one (1) year.
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. 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, extinguisher and air packs.
9. Attends individual and departmental training courses including fire fighting 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 one (1) year.
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. 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 fire fighting 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 fire fighting 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 21 – 34

*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. 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 fire fighting 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 one (1) year.
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.

IX. TRAINING OFFICER

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 fire fighting 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 one (1) year.
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

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

Using a flat head axe the candidate must simulate chopping a hole in a roof for ventilation Requires a minimum of 56 FULL strokes (no pecking - no half strokes) FULL SWING STROKES. (A full stroke requirement shall be meant by bringing the head of the axe above the candidates head while he/she is chopping on a block of wood)

Purpose:

This exercise is to simulate ventilation. The 56 strokes simulate minimum requirements for adequate size hole in a roof.

Hose Carry

Carry a High-rise pack of 1 ½" or 1 ¾" hose up the exterior four (4) stories of a drill tower and back down.

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 ½" 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 ½" 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 helmet, bunker coat and self-contained breathing apparatus (SCBA) - NO MASK. The approximate weight of turnout gear is 20 lbs., approximate weight of SCBA is 40 lbs. (Total approximate weight of turnout gear and SCBA is 60 lbs.)*

All the exercises are done, using dry hose, but during actual structural fire fighting 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 1/2" fire hose, approximately 106 lb

