CITY AND COUNTY OF DENVER
CIVIL SERVICE COMMISSION

2020
(REVISED 12/5/2019)
FIREFIGHTER
INFORMATIONAL BOOKLET

It is the applicant's responsibility to read the information contained in this booklet. This booklet details the minimum qualifications required to be considered as a Denver Firefighter and provides applicants with an informational summary of the examination/screening process.

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QUESTIONS (?)

If you have questions not covered in this booklet, call the Civil Service Commission office at (720) 913-3371 (Monday-Friday, 7:30 a.m. to 4:30 p.m.) excluding holidays.

REQUEST FOR REASONABLE ACCOMMODATION

The City and County of Denver is an Equal Opportunity Employer. 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. Please refer to the **Essential Firefighting Functions** and **Knowledge Areas.**

FIREFIGHTER ACADEMY CLASSES

As a result of this examination, applicants will be considered for Firefighter Academy classes expected to begin in 2020 and thereafter. A limited number of individuals will be processed through all phases of the examination based on hiring needs.

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. For additional information see **Essential Firefighting Functions**.

JOB REQUIREMENTS

Applicants must meet all of the minimum qualifications and 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.

Firefighters are required to maintain a specified level of physical stamina and conditioning throughout their career. Annual tests may be conducted 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.

SALARY AND BENEFITS

Salary: **$57,323.00 (as of January 1, 2019)**
Benefits: Paid sick leave and vacation
Medical and dental insurance
Uniforms and most equipment furnished
Pension plan

HELPFUL WEBSITES

The Denver Civil Service Commission's website contains information regarding the Police Officer and Firefighter application process, testing (including test preparation and current testing schedules), links to the Department of Safety Recruiters, other resources, and Commission meeting dates. Visit: www.denvergov.org/civilservice. Additionally, you may visit the Denver Fire Department's recruitment website at:
https://www.denvergov.org/content/denvergov/en/fire-department-home/fire-recruiting.html.html for upcoming recruitment events, test preparation information, and links for general Department of Safety information and minority resources.

CHANGE IN APPLICANT'S PERSONAL INFORMATION

Applicants are required to notify the Commission in writing of any changes in personal information such as legal name, address, telephone/cell number and e-mail. Additionally, applicants called on for further screening/processing must notify the Commission in writing of any changes to their supplemental application or background history form information. Changes or updates can be sent to www.csc.entry.fire@denvergov.org .

Failure to receive notice of and keep any scheduled appointment because of outdated contact information may be cause for disqualification from further testing.

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.

MINIMUM QUALIFICATIONS - GENERAL INFORMATION

Applicants must meet all of the minimum qualifications. Except as noted, any failure to meet one or more of the minimum qualifications will result in your automatic disqualification. **Please note that some standards have particular time limits associated with them.** If this applies to your situation, you may later become eligible and apply once those time limits have lapsed.

> **For example**: "at age 21 or older" or "while under the age of 21"; within the past "sixty (60) months (5 years)", or within the past "one-hundred twenty (120) months (10 years)", or "during an individual's lifetime" ("*have you ever…")*.
>
> **If a particular time limit affects your situation**, and you are disqualified, you may later become eligible and may re-apply once the specified time limit has lapsed. **Any time lines noted run back from the date of application**.

If you have already scheduled a written test appointment, and then discover that you do not meet the minimum qualifications**, please contact the Denver Civil Service Commission at 720-913-3371 to cancel** your appointment.

Reviewing Definitions of Terms: Your **understanding of the General, Legal/Criminal, Illegal Drug, and Traffic related terms and offenses** contained in this booklet **is critical** to your ability to determine if you meet the minimum qualifications. For a complete listing of Definitions of Terms, please refer to **Commission Rule 1** located on our website at: www.denvergov.org/civilservice. The link to "Commission Rules" can be located in the section titled **About the Commission**, on our homepage.

MINIMUM QUALIFICATIONS

CITIZENSHIP: Applicants must be citizens of the United States on or before the date of application. Acceptable proof of such must be presented if selected to proceed beyond the written test. Acceptable proof of United States citizenship shall include a birth certificate from within the United States, naturalization papers, a United States passport, or a Certificate of Live Birth Abroad of a United States Citizen.

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 twenty-one (21) years of age on or before the date of application. Acceptable proof of age will be required if selected to proceed beyond the written test. Acceptable substitutes for a birth certificate include naturalization papers and/or a valid passport.

EDUCATION: Applicants must have a high school diploma or a General Equivalency Diploma (GED) on or before the date of application. Acceptable proof of a high school diploma or GED certificate will be required if selected to proceed beyond the written test. Acceptable substitutes for a high school diploma or GED certificate include an original certified high school transcript bearing the official school seal and showing graduation date, or an original letter from the school on the school's letterhead which verifies the graduation**.**

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.

LEGAL MATTERS & CRIMINAL CONVICTIONS GENERAL CONSIDERATIONS

CONVICTION: See below for the definition of "Conviction." Throughout this booklet the term "Conviction" applies to the following categories of offenses:

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

JUVENILE RECORD OR ADULT CRIMINAL RECORD: If you are unsure of the formal legal status of any items in your juvenile record or your adult criminal record, you are urged to obtain a copy of your criminal history. If after reviewing your juvenile or criminal history you still have questions, you should obtain legal advice prior to submitting your application. Civil Service Commission staff cannot provide you with legal advice in these matters.

SEALED OR EXPUNGED RECORDS: Juvenile records and adult criminal records are not automatically "expunged" or "sealed". To be expunged or sealed, it requires an "order of the court". If a criminal record or juvenile record has been **"sealed"** or has been **"expunged"**, by an "**order of the court"**, or if a criminal conviction has been **"pardoned"**, it may have an effect on how you answer certain questions in the application process.

KEY DEFINITIONS – LEGAL & CRIMINAL RELATED STANDARDS

CONVICTION– ADJUDICATION, definition of:

The **result of a criminal trial** regarding any federal, state, or local law that ends in **entry of a final judgment/sentence**, following a verdict of guilty (by the court or jury), or following a plea of guilty or no contest.

"Conviction" shall include an "Adjudication" which is an entry of final judgment/ sentence following a **determination by a juvenile court** that it has been proven beyond a reasonable doubt to the trier of fact that the **juvenile has committed an offense that would have been a crime had it been committed by an adult** (i.e. commission of a delinquent act), or following an entry of a plea of guilty or no contest to a charge of committing such an offense.

"Conviction" does not include an entry of a final judgment/sentence that has been pardoned, reversed, set aside, or otherwise rendered null and void; or for which the criminal record or the juvenile record thereof has been formally sealed, or has been formally expunged, by order of the court.

"Conviction" does not include a deferred prosecution, deferred judgment, or deferred sentence.

FELONY, definition of:

A **criminal offense** that is **classified as a "felony"** under the federal, state or local laws in the jurisdiction where the subject charge was filed; **to also include any juvenile offense that** would constitute a "felony" criminal offense in that jurisdiction, if committed by an adult. (Example: Criminal record may show "F4", meaning a "4th Degree Felony".)

MISDEMEANOR, definition of:

A **criminal offense** that is **classified as a "misdemeanor"** under the federal, state or local law in the jurisdiction where the subject charge was filed; **to also include any juvenile offense that** would constitute a "misdemeanor" criminal offense, if committed by an adult. (Example: Criminal record may show "M1", meaning a "1st Degree Misdemeanor".)

GENERAL DISQUALIFIERS – NO LEGAL IMPEDIMENTS

NO LEGAL IMPEDIMENTS: To be eligible for both application and appointment to a position in the Denver Fire Department, an individual **shall not have any legal impediments to their ability to perform the essential job functions** for the position of Firefighter.

- Please be advised that **adjudication in juvenile court,** for criminal activity as a minor/juvenile, **does not necessarily clear from your record when you become an adult.**

- Any individual who, because of a criminal charge, or plea to a criminal charge, is **currently subject to an active deferred sentence, deferred judgment or deferred prosecution,** or is currently subject to any **court order(s) or stipulation(s) in connection therewith**, will be disqualified.

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

CRIMINAL CONVICTIONS—LIFETIME DISQUALIFICATION

ALL FELONY CONVICTIONS—LIFETIME DISQUALIFICATION:

Any **adult** (age 18 or above), or **juvenile charged as an adult,** who has been **convicted of a felony crime**; or **juvenile who has been adjudicated in juvenile court for an offense** that would be **classified as a felony** if committed by an adult; will be disqualified.

CERTAIN MISDEMEANOR CONVICTIONS – LIFETIME DISQUALIFICATION:

An individual who has ever been convicted (or been adjudicated), 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.
- Any offense based on unlawful sexual behavior.
- Failure to register as a sex offender.
- Prostitution.
- Soliciting for prostitution.
- Pandering.
- Indecent exposure.
- Any offense of child abuse or child neglect resulting in any injury to the child or to the child's health.
- Any bias-motivated crime (including harassment or intimidation of a person or group **because of** race, color, ancestry, national origin, religion, creed, age, gender, gender variance, sexual orientation, or physical or mental disability).
- Cruelty to animals.
- Resisting arrest.
- 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.
- Failure to obey a jury summons.

CRIMINAL CONVICTIONS

10 YEAR, 7 YEAR, & 5 YEAR DISQUALIFICATIONS:

CERTAIN MISDEMEANOR OFFENSES –10 YEAR DISQUALIFICATION

An individual who has been **convicted** (or been adjudicated) for any of **the following misdemeanor** offenses during the **past 120 months** (10 years) **will be disqualified**.

- An offense based on **child abuse** or **child neglect** that **did not involve an injury** to the child or to the child's health.
- The illegal **use** or **possession** of a **firearm** or **edged weapon** (e.g. a knife).

MISDEMEANOR OFFENSES – 7 YEAR DISQUALIFICATION

An individual who has been **convicted** (or been adjudicated) for any of **the following misdemeanor** offenses during the **past 84 months** (7 years) **will be disqualified**.

- An offense involving **theft**, (to include stealing, shoplifting, embezzlement, etc.)
- An offense involving **fraud**, (to include check fraud, identity theft, forgery, etc.)
- An offense involving **forgery**, (to include actions done with intent to defraud, etc.)

Misdemeanor convictions for theft, fraud or forgery more than 84 months prior will be subject to a presumptive disqualification with an opportunity for review for exemption.

MISDEMEANOR OFFENSES – 5 YEAR DISQUALIFICATION
NO MORE THAN ONE (1) MISDEMEANOR – DURING THE PAST 5 YEARS:

An individual who has been **convicted of two (2) or more misdemeanor offenses** within the **past 60 months** (5 years) **will be disqualified**.

NO MISDEMEANOR CONVICTIONS WHILE IN A PUBLIC SAFETY POSITION DURING THE PAST 5 YEARS:

Within the past 60 months (5 years), an individual shall not have any conviction for a misdemeanor offense (on or off the job) during any period of time while they were an **employee** in, or a **volunteer** in, any of the following public safety related positions:

- Law enforcement
- peace officer
- armed public safety
- correctional officer
- military police
- firefighter
- medical first responder

DRUGS
ILLEGAL USE, PURCHASE, POSSESSION, DISTRIBUTION, SALE, OR MANUFACTURE

IMPORTANT DRUG RELATED DEFINITIONS

DISTRIBUTION (of Hard and Soft Drugs), definition of:

"Distribution" or "To Distribute" means to deliver, transfer, or transport, or to attempt to deliver, transfer or transport, actually or constructively, from one person to another a controlled substance, either with or without remuneration, barter or exchange.

- **However**, the delivery, transfer or transportation of **one ounce or less of marijuana**, from one person to another; without involving any remuneration, barter or exchange; shall be deemed "use or possession". It shall not be deemed distribution, unless the delivery or transfer is by a person eighteen years of age or older to a person under the age of fifteen.

- The delivery or transfer of **more than one ounce of marijuana** from one person to another, either with or without remuneration, barter or exchange, shall be deemed distribution and/or sale thereof.

HARD DRUG, definition of: Any schedule I, II, III or IV controlled substance is considered to be a Hard Drug **except when** a Schedule II, III or IV controlled substance is possessed or used pursuant to being dispensed by or under the direction of a person licensed or authorized by state or federal law to prescribe or administer the drug.

- **Examples include**, but are not limited to 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, Ecstacy, GHB, Hallucinogens, Hash & Hash Oil (Marijuana Concentrate), Heroin, Ice, Ketamine, Librium, LSD, Marijuana – 8 ounces or more, 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, Spice, Steroids, STP, Talwin, TCP, Thai Sticks (soaked in hash oil), THC, Valium, Xanax, XTC, Yellow Jackets

- **Drugs not included as a Hard Drug:** The **legal use** of Schedule II, III and IV "prescription" drugs by the person for whom the drug was legally prescribed; or the possession of Marijuana, Medical Marijuana or Ganja in a quantity under eight (8) ounces. (Note, while Medical Marijuana in quantity less than 8 ounces is not considered a Hard Drug, the use of Medical Marijuana is not considered to be the legal use of a "Prescription Drug".)

MANUFACTURE (of Hard Drugs or Soft Drugs), definition of:

"Manufacture" or "Manufacturing" means: For any person to produce, prepare, propagate, compound, convert, or process a controlled substance, directly or indirectly, by extraction from substances of natural origin, chemical synthesis, or a combination of extraction and chemical synthesis, and includes any packaging or repackaging of the substance or labeling or relabeling of its container.

- **With respect to Marijuana** and Marijuana concentrate, "manufacture" means for any person to cultivate, grow, produce, prepare, process, or otherwise manufacture, or knowingly to allow such to be produced, processed, prepared or manufactured on land owned, occupied, or controlled by him.

NOTE: For information related to **employment in a state regulated, licensed, Marijuana business enterprise**, **see** item #6 (below).

MARIJUANA, definition of (Including Medical Marijuana, Ganja, Marijuana Concentrate, and Edibles containing Marijuana, etc.):

Because Marijuana is a Schedule I controlled substance under Federal law, any use, purchase, possession, distribution, sale or manufacture (including delivery, transfer or transport from one person to another) of marijuana or its derivatives that would be regarded as illegal under the federal Controlled Substances Act (as determined at the sole discretion of the Commission) **shall in general be regarded as "illegal" for purposes of application and screening for the position of Firefighter**.

1. **Medical Marijuana:** Because marijuana has **no recognized medical use** under Federal Law, "medical marijuana" or products containing "medical marijuana" are **considered as "illegal"** for the purposes of application.

2. **Synthetic Marijuana and Salvia Divinorum:** The Synthetic Drug Abuse Prevention Act of 2012 makes it unlawful as of July 9, 2012, to use or possess any amount of synthetic cannabinoid (e.g. Spice, K2) or Salvia Divinorum (e.g. Diviner's Sage or Seer's Sage).

3. **Soft Drug – Marijuana**: Marijuana (and its derivatives) **in a quantity less than 8 ounces** is considered to be an illegal Soft Drug for the purposes of Application and Minimum Qualifications.

4. **Hard Drug – Marijuana**: Marijuana (and its derivatives) **in a quantity of 8 ounces or more** is considered to be an illegal Hard Drug for the purposes of Application and Minimum Qualifications.

5. **Exception Regarding Marijuana Distribution**: Any distribution of one (1) ounce or less of marijuana (to deliver, transfer, or transport from one person to another), without any remuneration, barter or exchange, shall generally be deemed "use" or "possession" and not "distribution". It shall be subject to a 36-month time period for disqualification.

6. **Exception Regarding Employment in A State Regulated Marijuana Business:** The purchase, possession, growing, manufacture, distribution or sale of Marijuana (or any of its derivatives) as prohibited by Commission Rule and these minimum qualifications will result in a presumptive disqualification. **However**, any individual engaging in such behavior, **solely as part of their employment** in a state regulated, licensed marijuana related business enterprise may request a case by case review for exemption from such disqualification.

SALE (of Hard or Soft Drugs), definition of:

"Sale" means: An illegal barter, exchange, or transfer for payment or promise of payment, of a controlled substance, and each such transaction made by any person, whether for the benefit of the seller or on behalf of another.

Any action on behalf of another (as the **middleman or go-between**, acting for either the seller or the purchaser) in an illegal sale or purchase of a controlled substance, which includes being an active participant in the actual transfer of the drugs or assets involved, shall be deemed "Sale" and not "Purchase."

For information related to **employment in a state regulated, licensed, marijuana business enterprise**, **see "Marijuana, definition of"** item number 6 (above)

SOFT DRUG, definition of:

Marijuana or Medical Marijuana in a quantity under eight (8) ounces, and any Schedule V controlled substance, except when a Schedule V controlled substance is possessed or used pursuant to being dispensed by or under the direction or a person licensed or authorized by state or federal law to prescribe or administer the drug.

- **Examples include**, but are not limited to the **illegal use** of: cough syrup with low dose codeine, Robitussin AC, Lyrica, and any use of Ganja, Marijuana or Medical Marijuana, or the possession of Marijuana or Medical Marijuana but only in a quantity **less than** eight (8) ounces.

- **Drugs not included as Soft Drugs**: The legal use of Schedule V "prescription" drugs by the person for whom the drug was legally prescribed. (Note: Medical Marijuana is never considered a legal "prescription drug")

CRIMINAL CONVICTIONS INVOLVING OR RELATED TO ANY CONTROLLED SUBSTANCE

NO FELONY CONVICTION, AT ANY AGE, INVOLVING HARD OR SOFT DRUGS – LIFETIME DISQUALIFICATION:

Any individual who **has ever been "convicted of" a felony offense** involving or relating to any (controlled substance) hard drug or soft drug **will be disqualified**. This includes the "adjudication" of a juvenile for a like offense that would be classified as a felony if committed by an adult.

NO MISDEMEANOR CONVICTION – INVOLVING OR RELATED TO A CONTROLLED SUBSTANCE – WITHIN 120 MONTHS (10 Years) PRIOR TO APPLICATION

Any individual who has been **convicted of a misdemeanor offense** involving or relating to any controlled substance (Hard or Soft Drug), **WITHIN the period of 120 Months (10 Years) prior to the date of application**, will be disqualified. This includes the "adjudication" for a like offense that would be classified as a misdemeanor if committed by an adult.

A MISDEMEANOR CONVICTION – INVOLVING OR RELATED TO A CONTROLLED SUBSTANCE – MORE THAN 120 MONTHS (10 Years) PRIOR TO APPLICATION – PRESUMPTIVE DISQUALIFICATION

Any individual who has been **convicted of a misdemeanor offense** involving or relating to any controlled substance (Hard or Soft Drug), **MORE THAN 120 months (10 Years) prior to the date of application**, will be subject to a presumptive disqualification. This includes the "adjudication" for a like offense that would be classified as a misdemeanor if committed by an adult.

However, the individual so disqualified may request a **case by case review for exemption from disqualification.**

NO ILLEGAL DISTRIBUTION, SALE OR MANUFACTURE OF HARD OR SOFT DRUGS

NO ILLEGAL DISTRIBUTION OF HARD OR SOFT DRUGS:

AT AGE 21 OR OLDER – LIFETIME DISQUALIFICATION

WHILE UNDER AGE 21:

- **Hard Drug Distribution – 60 MONTH (5-Year) DISQUALIFICATION**
- **Soft Drug Distribution – 36 MONTH (3-Year) DISQUALIFICATION**

Within the age limits and time periods specified: Any individual who has **provided, delivered, transferred, or transported** any hard or soft drugs **to or for another person**, either with or without remuneration, barter, or exchange, will be disqualified.

"Soft Drug" includes any Marijuana, Medical Marijuana, products or edibles containing Marijuana. (See below for more information regarding a limited exception for 1 ounce or less of marijuana, and for information regarding employment in a state regulated Marijuana business.)

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.

An individual who engaged in the "distribution" of **Hard or Soft Drugs at age 21 or above** will be subject to a Lifetime Disqualification.

An individual who engaged in the "distribution" of **Hard Drugs while both under the age of 21** and during the **60 months prior to application**, will be disqualified.

An individual who engaged in the "distribution" of **Soft Drugs while both under the age of 21** and during the **36 months prior to application,** will be disqualified.

Illegal distribution of any Hard or Soft Drug including Marijuana, in any quantity, to or for another person that **did involve any payment, barter or exchange** is also considered a **"Sale" of drugs** and not "Distribution." (See below for information regarding "No Illegal Sale of Hard or Soft Drugs")

Limited Marijuana Exception: The "distribution" of one **(1) ounce or less of Marijuana,** that did **not involve any payment, barter or exchange** (e.g. "sharing a joint"), shall be **deemed "Use" or "Possession" and not "Distribution,"** and is subject to a 3-year disqualification time period.

Employment in a State Regulated Marijuana Business: For information regarding employment in a state regulated Marijuana business enterprise, please see the definition of "Marijuana, item #6 (above)."

NO ILLEGAL SALE OF HARD OR SOFT DRUGS:

AT AGE 21 OR OLDER – LIFETIME DISQUALIFICATION

WHILE UNDER AGE 21:

- **Hard Drug Sale – 60 MONTH (5-Year) DISQUALIFICATION**
- **Soft Drug Sale – 36 MONTH (3-Year) DISQUALIFICATION**

Within the age limits and time periods specified: Any individual who **has ever illegally provided, delivered, or transported hard or soft drugs, including any marijuana or medical marijuana** that involved **any barter, exchange, or transfer or promise of payment**, will be disqualified**.**

- An individual who engaged in the "Sale" of **Hard or Soft Drugs at age 21 or above** will be subject to a **Lifetime Disqualification.**
- An individual who engaged in the "Sale" of **Hard Drugs while both under the age of 21** and during the **120 months prior to application,** will be disqualified.
- An individual who engaged in the "Sale" of **Soft Drugs while both under the age of 21** and during the **60 months prior to application,** will be disqualified. Illegal drug sale 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 payment from one person to another** even if the "middleman" receives no benefit from the sale or purchase.
- The acquisition or acceptance **into a purchaser's possession** of Hard Drugs or Soft Drugs through a sale, barter or exchange; and **involving the use of the assets or money of only the purchaser**, shall be deemed "Purchase" and not "Sale."

Employment in a State Regulated Marijuana Business: For information regarding employment in a state regulated Marijuana business enterprise, please see the definition of "Marijuana" item #6 (above).

NO ILLEGAL MANUFACTURE OF HARD OR SOFT DRUGS:

AT AGE 21 OR OLDER – LIFETIME DISQUALIFICATION

WHILE UNDER AGE 21:

- **Hard Drug Manufacture – 120 MONTH (10-Year) DISQUALIFICATION**
- **Soft Drug Manufacture – 60 MONTH (5-Year) DISQUALIFICATION**

Within the age limits and time periods specified: Any individual who **has ever illegally manufactured** (e.g. produced, prepared, processed, grown, packaged or re-packaged) **Hard or Soft Drugs, including any Marijuana or Medical Marijuana or products or edibles containing Marijuana** will be disqualified**.**

- An individual who engaged in the "Manufacture" of **Hard or Soft Drugs at age 21 or above** will be subject to a **Lifetime Disqualification.**

- An individual who engaged in the "Manufacture" of **Hard Drugs while both under the age of 21** and during the **120 months prior to application,** will be disqualified.

- An individual who engaged in the "Manufacture" of **Soft Drugs while both under the age of 21** and during the **60 months prior to application,** will be disqualified.

- **Employment in a State Regulated Marijuana Business**: For information regarding employment in a state regulated Marijuana business enterprise, please see the definition of "Marijuana."

NO ILLEGAL DISTRIBUTION, SALE OR MANUFACTURE OF SYNTHETIC MARIJUANA or SALVIA DIVINORUM SINCE JULY 9, 2012:

- **AT AGE 21 OR OLDER – LIFETIME DISQUALIFICATION**
- **WHILE UNDER AGE 21 – 10-YEAR DISQUALIFICATION**

Within the age limits and time periods specified: Any individual who, **since July 9, 2012**, has ever provided, delivered, transferred, or transported, sold or manufactured, any quantity of synthetic marijuana (e.g. Spice, K2) or Salvia Divinorum (e.g. Diviner's Sage or Seer's Sage), to or for another person, will be disqualified. This includes being the **"middleman"** or **"go between"** in a drug transaction, by actively transferring the drug or payment from one person to another.

- An individual who engaged in the Distribution, Sale or Manufacture of **Synthetic Marijuana or Salvia Divinorum at age 21 or above** will be subject to a **Lifetime Disqualification.**
- An individual who engaged in the Distribution, Sale or Manufacture of **Synthetic Marijuana or Salvia Divinorum while both under the age of 21** and during the **120 months prior to application,** will be disqualified.

NO ILLEGAL USE, PURCHASE, OR POSSESSION OF HARD DRUGS OR SOFT DRUGS

NO ILLEGAL DRUG USE, PURCHASE OR POSSESSION WHILE IN A PUBLIC SAFETY POSITION – 10 YEAR DISQUALIFICATION:

Any individual who has **ever** illegally **used**, **purchased** or **possessed soft drugs or hard drugs** (on or off the job)**, 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, **AND** within the **120 months (10 years)** prior to the date of application, will be disqualified.

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) prior to application, 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 or edibles containing marijuana, medical marijuana or synthetic marijuana within the past **36 months** (3 years), will be disqualified.

Employment in State Regulated Marijuana Business: For information regarding employment in a state regulated Marijuana business enterprise, please see the definition of "Marijuana" Item #6 (above)

NO ILLEGAL USE OF SCHEDULE II – IV PRESCRIPTION DRUGS NOT PRESCRIBED FOR YOU:

Any individual who has **used someone else's schedule II-IV 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. Any use for recreational or non-medical purposes will result in disqualification.

NO ILLEGAL USE OF SCHEDULE V PRESCRIPTION DRUGS NOT PRESCRIBED FOR YOU:

Any individual who has used someone else's schedule V prescription drug within the past 36 months (3 years), will be required to explain the details and circumstance of such use and, may be disqualified. Any use for recreational or non-medical purposes will result in disqualification.

TRAFFIC AND DRIVING RELATED OFFENSES AUTOMATIC DISQUALIFIERS

NO CONVICTION FOR OPERATING A MOTOR VEHICLE WITHOUT INSURANCE WITHIN THE PAST 1 YEAR:

Any individual who has been **convicted of** a traffic violation/infraction based on **operating a motor vehicle without insurance** within the **12 months (1 year)** prior to date of application will be disqualified.

NO DRIVER'S LICENSE SUSPENSION WITHIN THE PAST 3 YEARS:

Any individual who has had their **driver's license suspended**, based on moving traffic violations/infractions, **within the past 36 months (3 years)** prior to date of application will be disqualified.

NO DUI or DWAI WITHIN THE PAST 5 YEARS:

Any individual who has been **convicted of DUI** (Driving Under the Influence) or **DWAI** (Driving While Ability Impaired) **within the past 60 months** (5 years) prior to date of application, will be disqualified. This includes all like offenses applicable to any means of motorized transport, such as Boating Under the Influence.

NO MORE THAN ONE DUI or DWAI IN YOUR LIFETIME:

Any individual who **has been convicted of** either a DUI (Driving Under the Influence) and/or 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.

NO MAJOR TRAFFIC VIOLATIONS/INFRACTIONS WITHIN THE PAST 5 YEARS:

Any individual who has **been convicted of** any of the following major traffic violations or infractions, within the **past 60 months (5 years) prior to the date of application**, will be disqualified.

- Leaving the scene of an accident.
- Eluding or attempting to elude a peace officer.
- Engaging in a speed contest.
- Reckless driving.
- A driving infraction or offense that states the violation resulted in serious bodily injury or death

APPLICATION AND TESTING PROCESS

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 eligible registers for original appointment to the position of Firefighter for the Denver Fire Department. The eligible registers 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 respective eligible registers by the Civil Service Commissioners.

Starting Summer 2019, the Commission will partner with Ergometrics/National Testing Network (NTN) to administer FireTEAM, a video-based testing system that assesses critical skills necessary to be a firefighter and includes the often overlooked content areas of teamwork and human relations, as well as mechanical aptitude, reading ability and basic math skills.

APPLICATION PERIOD: Please visit www.denvergov.org/civilservice for the application period.

Please note: In addition to any application periods for the general public, the Commission may provide special application periods to the Denver Department of Safety Recruitment office, Denver Fire Department Recruitment office, and for eligible Denver Public Safety Cadets.

HOW TO APPLY: Log onto www.denvergov.org/civilservice and follow the directions. Applications are accepted online **only** and **must be completed in advance, to schedule a test.**

SCHEDULE TEST: Upon acceptance of an application, applicants will receive a link to schedule their test date/time through NTN.

TEST DATES: Visit www.denvergov.org/civilservice for a detailed testing calendar. Typically, one morning and one afternoon session will be offered on each scheduled test day. Up to 32 reserved testing spots will be available for each test session (64 total for each day).

INTERNET ACCESS: For applicants without Internet access, Public Libraries offer computers with Internet access to complete the online application.

TEST LOCATION: The test will be administered at the **Denver Civil Service Commission Testing Lab** located on the **7th Floor** of the Denver Post Building, 101 W. Colfax Avenue, Denver, CO, 80202.

PARKING: Parking at a meter is not recommended due to the length 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 ($8.00- $20.00). Use of public transportation is encouraged.

REGISTRATION/TEST TIME:

On scheduled test days, the **morning Written Test** session registration will begin at **7:00 a.m. and will close at 7:15 a.m. The Written Test is scheduled to begin PROMPTLY at 7:30 a.m.**

The **afternoon Written Test** session registration will begin at **12:00 p.m. (noon) and will close at 12:15 p.m. The Written Test is scheduled to begin PROMPTLY at 12:30 p.m.**

Applicants should arrive at least one-half (1/2) hour prior to their appointment to check-in with building security, be escorted to the 7th floor, use the restroom if necessary and to register.

LATE ARRIVALS TO REGISTRATION WILL NOT BE ADMITTED!

PICTURE I.D. REQUIRED TO TEST: A government issued ID (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.

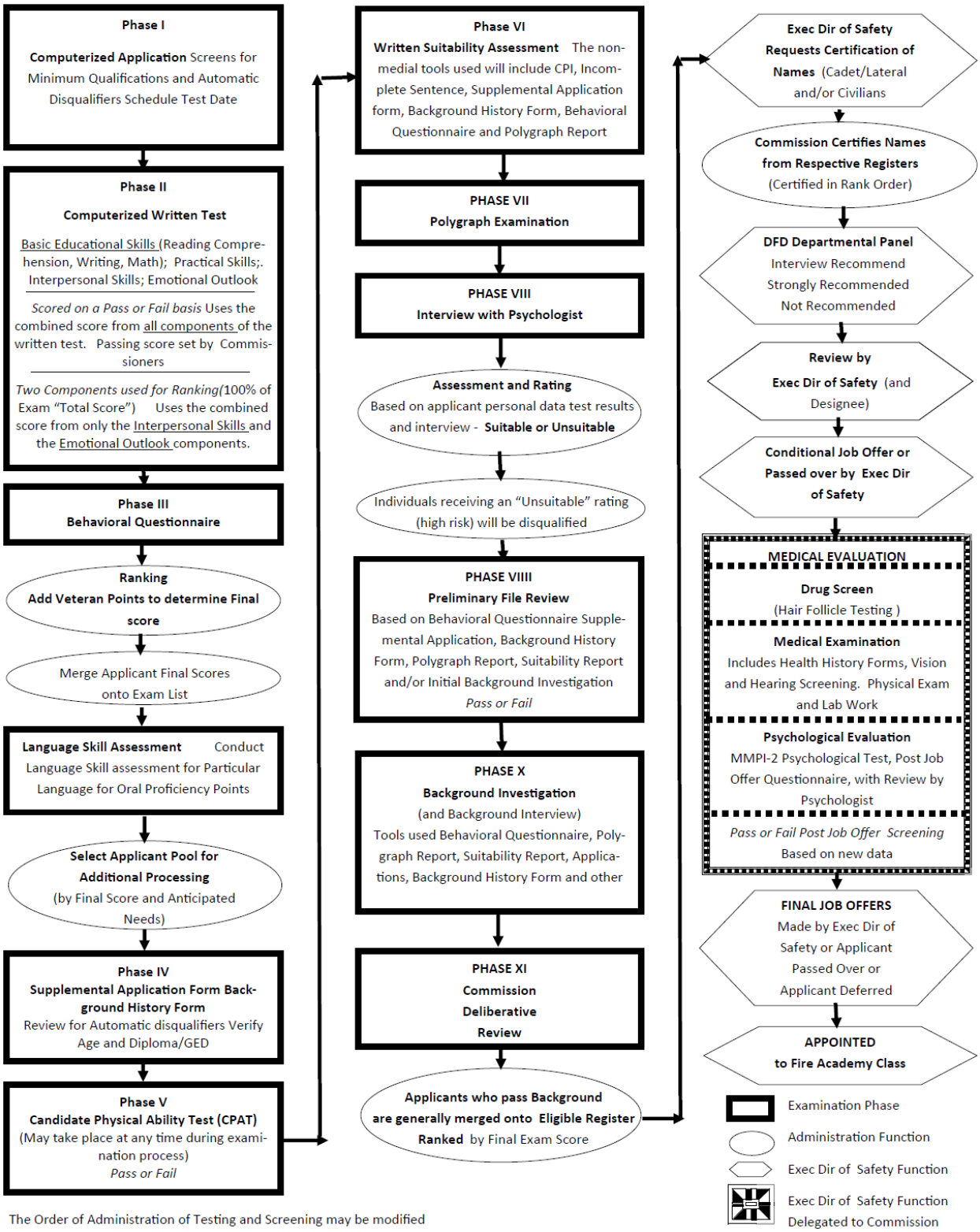
SAMPLE TESTS: *FireTEAM Extended and Basic* practice tests are available for purchase through the Commission's website at www.denvergov.org/civilservice . Click on "Becoming a Firefighter", under RESOURCES, click on FireTEAM Practice Tests.

VACATIONS AND/OR EXTENDED ABSENCES: Upon successful completion of the Written Test, applicants must notify the Commission in writing of any vacation or extended absence of more than seven (7) days in duration to ensure proper notifications can be made.

Denver Civil Service Commission

ENTRY-LEVEL FIREFIGHTER EXAMINATION PROCESS

(Rev November 2016)



The Order of Administration of Testing and Screening may be modified

EXAMINATION AND SCREENING PHASES

PHASE I—COMPUTERIZED APPLICATION Qualified/Not Qualified

To schedule a test appointment, an online application must be completed at www.denvergov.org/civilservice, within the specified time period. In addition, applicants must meet the minimum qualifications noted in this booklet.

PHASE II—COMPUTERIZED WRITTEN TEST Pass/Fail and Ranking

A written test will be administered to applicants, via ~~a~~ computer in the computer lab at the Civil Service Commission office.

CONFIDENTIALITY AGREEMENT: The contents of the FireTEAM tests are considered highly confidential and may not be divulged in any manner to anyone. 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 during the polygraph regarding maintenance of the confidentiality agreement.

WRITTEN TEST SCORE: The FireTEAM Written Test is comprised of four components: Situational Judgement and Human Relations, Mechanical Reasoning, Mathematics, and Reading. These four components are scored on a **pass/fail basis**. Applicants will be given two (2) hours to complete the entire Written Test.

FAILING THE WRITTEN TEST: Applicants who **fail** the Written Test will be required to wait until the next Firefighter registration period to re-apply, unless otherwise provided by the Commission.

RANK SCORE AND FINAL EXAMINATION SCORE - EXAMINATION LIST: Applicants who pass the Written Test will be ranked based on the Situational Judgement and Human Relations component. An applicant's Final Examination Score is their Rank Score plus any Military Veteran Preference Points and/or any Special Skill Preference Points for Language Proficiency or the completion of the Fire Career Apprentice Program (CAP) 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, will be required to wait until the next Firefighter registration period to re-apply, unless otherwise provided by Commission Rule. For questions regarding eligibility to re-apply and re-test, call the Commission office at (720) 913-3371.

PREFERENCE POINTS

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 Written Test Score used for ranking of any applicant who qualifies. Further details regarding the awarding of Veteran Preference Points can be found under **MILITARY SERVICE & VETERAN PREFERENCE POINTS.**

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 Written Test Score used for ranking. A maximum of five (5) points may be awarded, even if language proficiency is demonstrated in more than one target language. Once awarded, preference points for language proficiency remain in effect for five (5) years. Further details regarding the awarding of Special Skill Preference Points can be found under **SPECIAL SKILL PREFERENCE POINTS.**

SPECIAL SKILL PREFERENCE POINTS FOR FIRE CAREER APPRENTICE PROGRAM (CAP): Five **(5)** Special Skill preference points may be added to an applicant's Written Test Score (used for ranking) providing the applicant has successfully completed the Fire Career Apprentice Program (CAP). Further details regarding the awarding of Special Skill Preference Points can be found under **SPECIAL SKILL PREFERENCE POINTS.**

PHASE III—COMPLETION OF A BEHAVIORAL QUESTIONNAIRE

For Commission Review

Applicants will be required to complete a detailed questionnaire regarding their past behavior to include but not limited to: illegal drug use, driving record, criminal behavior, arrests, job performance, and employment separations. This information will be used to guide the background investigation process and to assist the individuals conducting the suitability interview and the polygraph examination. The information must be complete and honest. Omissions or falsification of information will not be tolerated and may be grounds for disqualification.

THE FOLLOWING PHASES ARE REQUIRED ONLY IF AN APPLICANT IS SELECTED FOR FURTHER SCREENING/PROCESSING:

PHASE IV—COMPLETION OF BACKGROUND HISTORY PACKET

Commission Review

Applicants selected for further screening/processing are required to complete a background history packet detailing, but not limited to: general personal information, education and training, military service, employment, experience and volunteer history, motor vehicle record, drug use, alcohol use, legal issues, references, and financial information.. The information provided must be complete and honest. Omissions or falsification of information may be grounds for disqualification.

PHASE V—CANDIDATE PHYSICAL ABILITY TEST (CPAT) Pass/Fail

Applicants must successfully complete the Candidate Physical Ability Test (CPAT) to be placed on the eligible register. This is a pass/fail test. The test consists of eight (8) physical tasks that are representative of actions typically performed by firefighters. Each applicant must successfully complete the CPAT in 10 minutes and 20 seconds or less. Please refer to the **Candidate Physical Ability Test (CPAT)** section in this brochure. A video of the complete test can be viewed at www.denvergov.org/civilservice.

PHASE VI—WRITTEN SUITABILITY ASSESSMENT Commission Review

This phase consists of a battery of non-medical written tests specifically designed to assess behavior and character traits to determine if an individual is suitable for employment as a Police Officer or Firefighter. The written suitability tests are not pass/fail however, a Commission designated psychologist utilizes the assessment as one tool in their review to determine if an applicant is rated as "suitable" or "unsuitable" to continue in the screening process.

PHASE VII—POLYGRAPH Commission Review

All applicants take a polygraph examination. The polygraph is used in review of an applicant's qualifications and suitability.

Fee Assessed for Not Attending/Late Arrival for Scheduled Polygraph Appointment: Applicants unable to attend their scheduled appointment are required to cancel their appointment by contacting the polygraph examiner at least 24 hours in advance. Applicants who arrive late to a scheduled appointment will be required to reschedule and pay the administration fee, **up to $200.00 assessed** by the polygraph examiner**.**

Applicants who are a "no-call/no-show" for their appointment will be removed from the testing process and disqualified. Furthermore, a "no-call/no-show" applicant will also be prohibited from re-applying until this assessed fee is paid.

PHASE VIII—SUITABILITY ASSESSMENT/INTERVIEW Suitable/Unsuitable

Applicants will be interviewed by a licensed psychologist retained by the Commission. The application documents and Background History Form, along with the results of the Written Suitability Assessment, the Polygraph, and the Suitability interview, are all used by the psychologist to assign a rating to each applicant. Applicants must have an acceptable rating to continue in the examination process. The psychologist's review of the written suitability tests, and his/her interview of the applicant, are both non-medical in nature and are used in an assessment of an applicant's behavior and character traits to determine if an individual is at significant risk for employment problems as a Denver Firefighter. Applicants determined "unsuitable" will be removed from further processing and prohibited from reapplying to either Denver Fire Depart or Denver Police Department for a period of (1) year from date of notification.

Fee Assessed for Not Attending/Late Arrival for Scheduled Suitability Interview: Applicants unable to attend their scheduled appointment are required to cancel their appointment by contacting the psychologist at least 24 hours in advance. Applicants who arrive late to a scheduled appointment will be required to reschedule and pay the administration fee, **up to $200.00 assessed** by the psychologist**.**

Applicants who are a "no-call/no-show" for their appointment will be removed from the testing process and disqualified. Furthermore, a "no-call/no-show" applicant will also be prohibited from re-applying until this assessed fee is paid.

PHASE IX —PRELIMINARY FILE REVIEW Pass/Fail

At various times during the examination and screening process an applicant's file will be reviewed by the Executive Director and/or designated Commission staff to determine qualifications and suitability for hire. An applicant will be subject to immediate disqualification at any time for failure to meet the minimum qualifications and standards established by the Commission. In addition, any falsification, omission of information, or material misrepresentation of fact by an applicant may also be grounds for disqualification. Applicant files may also be reviewed by the Commissioners for suitability. Applicants who fail preliminary review will be removed from further processing and prohibited from reapplying to either Denver Fire Depart or Denver Police Department for a period of (2) year from date of notification.

PHASE X—BACKGROUND INVESTIGATION Commission Review

Applicants will be investigated as to character, conduct, driving record, employment, criminal history, and references. The background investigator will also use the results of the polygraph exam and the suitability assessment when conducting the background investigation. The results of the background investigation will be reviewed by the Civil Service Commission and are considered confidential.

PHASE XI—COMMISSION DELIBERATIVE REVIEW Pass/Fail

The results of the background investigation, polygraph and suitability assessment, along with information contained in the applicant's file related to qualifications and suitability will be reviewed, by the Board of Civil Service Commissioners. An applicant must meet the minimum standards related to qualification and suitability to the satisfaction of a majority of the Commission, to be approved for placement on the eligible register. Applicants who fail Commissioners' Deliberative Review will be removed from further processing and prohibited from reapplying to either Denver Fire Depart or Denver Police Department for a period of (2) year from date of notification.

THE ORDER OF TEST PHASES: The Commission reserves the right to change the order of 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 will disqualify the applicant from any further participation in the examination process until the next registration period for testing unless otherwise allowed by Commission rule.

APPLICANT RESPONSIBILITY FOR ADDITIONAL TEST PHASES

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.

Applicants who **fail** to show for further phases when notified in writing may be assessed a fee, 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 a fee being assessed and potential disqualification 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 Executive Director of Safety, applicants are certified from the respective Eligible Register, in rank order to the Executive Director of Safety (EDOS) for review. From the certification list received, the EDOS selects which applicants, in consideration of an appointment, are to receive a conditional offer of employment.

FIRE DEPARTMENT PANEL INTERVIEW: Applicants may be subject to an interview by a panel of members from the Denver Fire Department.

CONDITIONAL OFFER OF EMPLOYMENT

The Executive Director 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).

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 may also be revoked should an applicant have his/her name removed from the Eligible Register, or be determined that he/she does not meet the qualifications for original appointment.

Applicants receiving a conditional offer of employment from the Executive Director of Safety are subject to the following:

MEDICAL EVALUATION: Applicants shall be required to successfully undergo a medical evaluation at the City's expense. The Denver Fire Department has adopted the codes and standards of the National Fire Protection Association (NFPA 1582). Detailed information is available at: https://www.nfpa.org/codes-and-standards/all-codes-and-standards/list-of-codes-and-standards/detail?code=1582 .

The medical evaluation includes, but is not limited to, a medical examination, a vision and hearing test, a psychological test, a post-job offer questionnaire, a psychological evaluation, and a drug screen. In order to be hired, each applicant must be able to perform the essential functions of the job (with or without reasonable accommodation, as appropriate). Further, the applicant shall not pose a direct threat to the health and safety of themselves or others, as determined by a medical evaluation conducted by the approved medical examiner and psychologist, consistent with the Americans with Disabilities Act. Applicants shall be provided individual consideration in the assessment of any disability-related physical or mental limitations and the ability to provide reasonable accommodation for those limitations.

DRUG SCREEN: As part of the drug screen, drug use will be evaluated first against the Minimum Qualifications, and as appropriate on a case-by-case basis,and may be grounds for disqualification. If the drug screen (hair follicle analysis) shows the use of a controlled substance, that fact may be cause for disqualification. Where use of a prescription drug is detected, applicants may be required to offer proof that the drug has been prescribed by a physician for the applicant. If the applicant is unable to provide such proof, employment may be denied. Employment may also be denied where future or continued use of a prescribed drug poses a threat to safety or would impair job performance. The question of future or continued use of a prescribed drug shall be referred to the medical examiner for an evaluation and recommendation under the Civil Service rules and other applicable legal authority.

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.

MILITARY SERVICE & VETERAN PREFERENCE POINTS

Every applicant for original appointment who is a Veteran, regardless of eligibility for Veteran preference points, **is required to submit a copy of his/her DD214 (Member-4 or Service-2 copy),** as part of the background investigation, for verification of the nature and character of military service.

To be considered for an award of Veteran preference points, **please provide the copy of your DD-214 (Member-4 or Service-2 copy) to the Commission at the time of the Written Test**. If you are unable to provide proof at that time, the Commission will add Veteran preference points to an eligible applicant's Written Test Score **upon receipt of proof of eligibility.** Preference points shall be awarded only when proof is provided. An applicant currently serving on active duty is not a Veteran, unless he/she has previously separated from the Armed Forces of the United States.

As provided by the Constitution of the State of Colorado, Article 12, Section 15, Veteran preference points shall be awarded to each applicant who has served, other than for training purposes, in any branch of the Armed Forces of the United States, who is separated under **honorable conditions**, and who has met the requirements of service or disability. Veteran preference points shall also be awarded to a **surviving spouse** of any such Veteran. [See below for more specific information on preference points.]

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 Written Test Score of any applicant who qualifies. A pertinent summary of those who may be eligible for Veteran preference points is provided below:

Five (5) preference points may be awarded to:

(A) Any Veteran with an honorable or general discharge who served on active duty (other than for training purposes) in the Army, Navy, Air Force, Marine Corps, or Coast Guard during the following **periods of undeclared war or armed hostilities**:

- For more than 180 consecutive days, any part of which occurred after January 31, 1955, and before October 15, 1976
- During the Gulf War period beginning August 2, 1990, and ending January 2, 1992 OR
- For more than 180 consecutive days, any part of which occurred during the period beginning September 11, 2001 and ending on the date prescribed by Presidential proclamation or by law as the last day of Operation Iraqi Freedom.

(B) Any Veteran with an honorable or general discharge who served on active duty (other than for training purposes) in the Army, Navy, Air Force, Marine Corps, or Coast Guard in any campaign or expedition for which a **campaign or expeditionary medal has been authorized**, such as El Salvador, Lebanon, Granada, Panama, Southwest Asia, Somalia, Haiti, Afghanistan and Iraq. (See the following for examples of medals that **do** and **do not** qualify.)

Examples of Campaign and Expeditionary Medals that **Qualify** for Veteran Preference:

Armed Forces Expeditionary Medal
Navy Expeditionary Medal
Marine Corps Medal for various operations
Southwest Asia Service Medal
Vietnam Service Medal
Kuwait Liberation Medal
Global War on Terrorism Expeditionary Medal
Kosovo Campaign Medal

Examples of Non-Combat Medals that **Do Not Qualify** for Veteran Preference:

The Medal of Merit
The Medal of Freedom
The Antarctica Service Medal
The National Defense Service Medal
The Armed Forces Service Medal
The Global War on Terrorism Service Medal
The Armed Forces Reserve Medal

The **surviving spouse** of any Veteran who was or would have been entitled to Veteran preference points under paragraph (A) or (B) above or, of any person who died during such service or as a result of service connected cause while on active duty in any such branch, other than for training purposes.

For a surviving spouse to receive Veteran preference points, the surviving spouse must submit to the Commission a letter from the Veterans Administration verifying the marital relationship and documentary proof to establish that 1) the deceased Veteran would have qualified under paragraph (A) or (B) above, or 2) the deceased Veteran died either during such service or as a result of service connected cause while on active duty in any such branch, other than for training purposes.

Ten (10) preference points may be awarded to (certain disabled Veterans):

(A) Any Veteran with an honorable or general discharge who served on active duty (other than for training purposes) in the Army, Navy, Air Force, Marine Corps, or Coast Guard, as provided in paragraph (A) or (B) above, **AND**

(B) Who, because of disability incurred in the line of duty (service connected disability), is receiving **monetary disability compensation** or **disability retirement benefits** by reason of public laws administered by the Department of Defense or the Veterans Administration.

A letter from the Veterans Administration, dated within the prior six (6) months, stating that the applicant is receiving monetary compensation or disability retirement benefits because of a 10% or greater disability incurred in the line of duty shall constitute proof of a service-connected disability.

SPECIAL SKILL PREFERENCE POINTS

LANGUAGE PROFICIENCY

Special Skill Preference Points for Language Proficiency may be added to an applicant's Written Test Score based on particular **foreign language oral proficiency or sign language proficiency.** In order to receive such special skill preference points, an applicant must successfully pass the Entry-Level Firefighter test and then successfully pass a supplemental test (to be administered at a later date/time) that measures an applicant's level of foreign language oral proficiency or sign language proficiency. The Commission will determine which foreign languages will be eligible for preference points dependent on the needs of the Police and Fire Departments and contingent on the reasonable availability of foreign language assessment tests.

Any Civil Service Commission test for oral foreign language or sign language proficiency is for the purpose of awarding Special Skill Preference Points only. The awarding of Special Skill Preference Points is separate from any department skill tests or pay considerations offered by/through the Department of Public Safety or any collective bargaining agreement(s). The Commission currently conducts proficiency tests in the following languages:

American Sign Language	Japanese	Somali
Amharic	Korean	Spanish
Arabic	Russian	Vietnamese

An applicant who passes the Entry-Level Firefighter test and who is rated "**proficient**" in the supplemental testing will receive five (5) Special Skill Preference Points, to be added to the Composite Written Test Score. A maximum of five (5) points will be awarded, even if language proficiency is demonstrated in more than one target language. Once awarded, preference points for language proficiency remain in effect for five (5) years.

The assessment of an applicant's level of foreign language expertise is based on his/her ability to communicate orally (speech and comprehension) in a particular target language. Individuals should be able to handle, with ease and confidence, a large number of spoken communication tasks. Individuals should be able to follow complex directions and offer or ask for the same in the target language. Individuals should be able to offer complex directions in emergency situations and request medical information for first responders.

An applicant who wants to be awarded Special Skill Preference Points based on language proficiency (to be determined by supplemental testing) should identify oral foreign language or sign language skill level based on the following skill level descriptions:

Beginner—Would not qualify for points. An applicant would not be considered proficient. The skills in speaking and understanding the target language demonstrate; or the sign language skills demonstrate:

- Somewhat halting; irregular flow
- Strained and tentative; grammatical roughness
- Participation mostly informal; limited amount of formal conversation
- Tendency to grope for language
- Rely on minimal discourse

Intermediate—May qualify for five (5) additional points if the assessment determines an applicant is proficient based upon acceptable foreign language proficiency guidelines. An

applicant's skill in speaking and understanding the target language demonstrate; or, the sign language skills demonstrate:

- Communicative tasks are handled with ease and confidence
- Adapt flexibly to the demands of the conversation
- Substantial flow in the conversation
- Vocabulary is fairly extensive
- Accuracy, clarity and precision conveyed with intended message

Advanced—Would qualify for five (5) additional points if the assessment determines an applicant is proficient based upon acceptable foreign language proficiency guidelines. An applicant's skill in speaking and understanding the target language demonstrate; or, the sign language skills demonstrate:

- Consistently able to explain in detail
- Narrate fully and accurately
- Use of precise vocabulary and intonation to express meaning
- Great fluency and ease of speech

If you are called on for further processing, as appropriate, you may be notified by the Commission when subsequent Special Skill Preference tests will be administered in the identified target language(s).

FIRE CAREER APPRENTICE PROGRAM (CAP)

Special Skill Preference Points for Fire Career Apprentice Program completion: An applicant who has successfully passed the Entry-Level Firefighter written test and who is identified by the Denver Fire Department as having successfully completed the Fire Career Apprentice Program (CAP), will receive five (5) special skill preference points to be added to their Written Test Score used for ranking.

MEDICAL INQUIRIES

Applicants shall be provided individual consideration in the assessment of any disability-related physical or mental limitations and the ability to provide reasonable accommodation for those limitations. In order to be hired, each applicant must be able to perform the essential functions of the job (with or without reasonable accommodation, as appropriate). Further, the applicant shall not pose a direct threat to the health and safety of themselves or others, as determined by a medical evaluation conducted by the approved medical examiner and psychologist, consistent with the Americans with Disabilities Act.

VISION STANDARDS

Visual acuity must be 20/30 binocular with or without correction.

Uncorrected visual acuity must be 20/100 binocular or better for wearers of hard contacts or glasses.

Firefighters with uncorrected acuity of less than 20/100 in either eye must carry a spare pair of glasses.

Successful long-term soft daily wear contact lens wearers correctable to 20/30 or better are subject to no uncorrected standard on three conditions: 1) "Successful" long-term wearers have worn their lenses six months or more, 2) will replace their lenses every six months to one year or more frequently if the lens becomes uncomfortable or difficult to wear, and 3) will clean the lenses on a regular basis as recommended by the manufacturer. Soft contact lens wear should be considered a condition of continuing employment.

Visual acuity for corrected-refractive surgery, radial keratotomy (RK), or photorefractive keratotomy (PRK) to 20/30 needs individual evaluation. The Denver Civil Service Commission requires a waiting period of six months after soft contact lenses have been dispensed or after corrective surgery has been done, to ensure the success of the procedure and/or stabilization. Vision correction requires various evaluation periods to measure the success of the procedure. Discuss the Essential Firefighting Functions in this booklet with your doctor to ensure that you understand any physical limitations and potential risks involved. It is highly recommended that applicants take an active approach to correct vision problems in order to meet the standards for employment. Failure to do so could impact your selection for an academy.

HEARING STANDARDS

All hearing impaired individuals applying for firefighter positions with critical hearing demands will be carefully evaluated on an individual basis.

Applicants must meet pure tone thresholds in the unaided worst ear not worse than 25dB loss in three of the four frequencies (500 Hz, 1000Hz, 2000Hz and 3000Hz) or no greater than 30dB at any one of the first three frequencies with an average loss of less than 30dB for all four frequencies.

MEDICAL STANDARDS

The Denver Fire Department has adopted the codes and standards of the National Fire Protection Association (NFPA 1582). Detailed information is available at: https://www.nfpa.org/codes-and-standards/all-codes-and-standards/list-of-codes-and-standards/detail?code=1582.

Effective for 2020 academies, the Denver Fire Department has added the NFPA1582 VO_2 MAX Testing. VO_2 MAX is the maximal oxygen uptake the body uses while performing maximum exercise. It is a direct indicator of cardiovascular function and aerobic capacity. It is directly related to firefighter job performance and is a paramount factor to recovery after performing fireground job tasks.

CANDIDATE PHYSICAL ABILITY TEST (CPAT)

Please note, in these events, the candidate wears a 50-pound vest to simulate the weight of self-contained breathing apparatus (SCBA) and firefighter protective clothing. An additional 25 pounds, using two 12.5–pound weights that simulate a high-rise pack (hose bundle) is added to the shoulders for the stair climb event.

Throughout all events, participants must wear long pants, a hard hat with chin strap, work gloves and footwear with no open heel or toe. Watches and loose or restrictive jewelry are not permitted.

The Fire Service Joint Labor Management Wellness/Fitness Initiative Candidate Physical Ability Test© (CPAT) consists of eight separate events. The CPAT is a sequence of events requiring the candidate to progress along a predetermined path from event to event in a continuous manner. This test was developed to allow fire departments a means of obtaining pools of trainable candidates who are physically able to perform essential job tasks at fire scenes.

1. Stair Climb
2. Hose Drag
3. Equipment Carry
4. Ladder Raise and Extension
5. Forcible Entry
6. Search
7. Rescue
8. Ceiling Breach and Pull

This is a **pass/fail** test based on a validated total time of 10 minutes and 20 seconds.

Event 1: Stair Climb

Using a StepMill stair-climbing machine, this event is designed to simulate the critical task of climbing stairs in full protective clothing while carrying a high-rise pack (hose bundle) and firefighter equipment. This event challenges aerobic capacity, lower body muscular endurance and balance.

Participants wear a 12.5-pound weight on each shoulder to simulate the weight of a high-rise pack. Immediately following a 20-second warm-up period at a rate of 50 steps per minute, the timed part of the test starts as indicated by a proctor. There is no break in time between the warm-up period and the actual timing of the test. During the warm-up period, dismounting, grasping the rail, or holding the wall to establish balance and cadence is permitted. The timed part of the test lasts three (3) minutes at a stepping rate of 60 steps per minute.

Failure can occur by falling or dismounting three times during the warm-up period, or by falling or dismounting the StepMill after the timed CPAT begins. During the test, the participant is permitted to touch the wall or handrail for balance only momentarily; if that rule is violated more than twice during the test failure will result.

Event 2: Hose Drag

This event is designed to simulate the critical tasks of dragging an uncharged hoseline from a fire apparatus to a structure and pulling an uncharged hoseline around obstacles while remaining stationary. This event challenges aerobic capacity, lower body muscular strength and endurance, upper back muscular strength and endurance, grip strength and endurance, and anaerobic endurance. A hoseline nozzle attached to 200 feet of hose is grasped and placed over the shoulder or across the chest. While walking or running, the participant drags the hose 75 feet to a pre-positioned drum, makes a 90º turn, and continues an additional 25 feet. After stopping within the marked box, the candidate drops to at least one knee and pulls the hoseline until the 50-foot mark crosses the finish line

During the hose drag, failure results if the participant does not go around the drum or goes outside of the marked path. During the hose pull, a warning is given if at least one knee is not kept in contact with the ground or if knees go outside the marked boundary line; a second warning constitutes failure.

Event 3: Equipment Carry

This event uses two saws and a tool cabinet replicating a storage cabinet on a fire truck It simulates the critical tasks of removing power tools from a fire apparatus, carrying them to the emergency scene, and returning the equipment to the fire apparatus. This event challenges aerobic capacity, upper body muscular strength and endurance, lower body muscular endurance, grip endurance, and balance. The candidate must remove the two saws from the tool cabinet, one at a time, and place them on the ground. Then he/she must pick up both saws (one in each hand) and carries them while walking 75 feet around a drum, then back to the starting point. Placing the saw(s) on the ground to adjust a grip is permitted. Upon return to the tool cabinet, the saws are placed on the ground, then picked up one at a time, and replaced in the cabinet.

Dropping either saw on the ground during the carry will result in immediate failure. A warning will be given for running; a second warning constitutes a failure.

Event 4: Ladder Raise and Extension

This event, which uses two 24-foot aluminum extension ladders, is designed to simulate the placement of a ground ladder at a fire structure and extending it to the roof or window. This event challenges aerobic capacity, upper body muscular strength, lower body muscular strength, balance, grip strength, and anaerobic endurance. The participant must walk to the top rung of one ladder, lift the unhinged end from the ground, and walk it up hand over hand until it is stationary against the wall. Then he/she immediately proceeds to the other pre-positioned ladder, stands with both feet within the marked box, extends the fly section by pulling the halyard rope hand-over- hand until it hits the stop, then lowers it back to the starting position.

Immediate failure will result if the ladder is allowed to fall to the ground, if control is not maintained in a hand-over-hand manner, or if the rope halyard slips in an uncontrolled manner. Missing any rung during the raise or allowing the feet to be placed outside of the boundary results in a warning; a seconds warning constitutes a failure.

Event 5: Forcible Entry

This event uses a mechanized device that measures cumulative force and a 10-pound sledgehammer. It simulates the critical tasks of using force to open a locked door or to breach a wall. This event challenges aerobic capacity, upper body muscular strength and endurance, lower body muscular strength and endurance, balance, grip strength and endurance, and anaerobic endurance. For this event, the candidate uses the sledgehammer to strike a measuring device in a target area until the buzzer activates. Feet must be kept outside the toe-box at all times.

NOTE: Failure results if the participant does not maintain control of the sledgehammer and releases it from both hands while swinging. A warning is given for stepping inside the toe-box; a second warning constitutes a failure.

Event 6: Search

This event uses an enclosed search maze area that has obstacles and narrowed spaces. It simulates the critical task of searching for a fire victim with limited visibility in an unpredictable area. This event challenges aerobic capacity, upper body muscular strength and endurance, agility, balance, anaerobic endurance, and kinesthetic awareness. For this event, the candidate crawls through a tunnel maze that is approximately 3 feet high, 4 feet wide, 64 feet in length, and has two 90º turns and multiple obstacles. In addition, there are two locations where the dimensions of the tunnel are reduced. If at any point the participant chooses to end the event, he/she can call out or rap sharply on the wall or ceiling and will be assisted out of the maze, although doing so will result in failure of the event.

NOTE: Failure also will occur if the candidate requests assistance that requires the opening of the escape hatch or opening of the entrance/exit covers.

Event 7: Rescue

This event uses a weighted mannequin equipped with a shoulder harness to simulate the critical task of removing a victim or injured firefighter from a fire scene. This event challenges aerobic capacity, upper and lower body muscular strength and endurance, grip strength and endurance, and anaerobic endurance. The participant grasps a 165-pound mannequin by the handle(s) on the shoulder(s) of the harness (one or both handles are permitted), drags it 35 feet, makes a 180º turn around a pre-positioned drum, and continues an additional 35 feet to the finish line. Grasping or resting on the drum is not permitted, but the mannequin may touch the drum. The candidate is permitted to drop and release the mannequin to adjust his/her grip. The entire mannequin must be dragged across the finish line. Grasping or resting on the drum at any time results in a warning; a second warning constitutes a failure.

Event 8: Ceiling Breach and Pull

This event uses a mechanized device that measures overhead push and pull forces and a pike pole. The pike pole is a commonly used piece of firefighting equipment that consists of a six-foot long pole with a hook and point attached to one end. This event simulates the critical task of breaching and pulling down a ceiling to check for fire extension. It challenges aerobic capacity, upper and lower body muscular strength and endurance, grip strength and endurance, and anaerobic endurance. After removing the pike pole from the bracket, the participant places the tip of the pole on a 60-pound hinged door in the ceiling and pushes it three times while standing within the established boundary. Then, the pike pole is hooked to an 80-pound ceiling device and pulled five

times. Each set consists of three pushes and five pulls; the set is repeated four times. A pause for grip adjustment is allowed. Releasing one's grip or allowing the pike pole handle to slip does not result in a warning or constitute a failure. The candidate may re-establish his/her grip and resume the event. If a repetition is not successfully completed, the proctor calls out "MISS" and the apparatus must be pushed or pulled again to complete the repetition. This event and the total time ends when the final pull stroke repetition is completed and the proctor calls "TIME".

NOTE: A warning is given for dropping the pike pole to the ground or for feet straying outside the boundaries; a second warning of either violation constitutes a failure.

In these events, the candidate wears a 50-pound vest to simulate the weight of self-contained breathing apparatus (SCBA) and firefighter protective clothing. An additional 25 pounds, using two 12.5-pound weights that simulate a high-rise pack (hose bundle) is added to the shoulders for the stair climb event.

Throughout all events, participants must wear long pants, a hard hat with chin strap, work gloves and footwear with no open heel or toe. Watches and loose or restrictive jewelry are not permitted.

All props were designed to obtain the necessary information regarding physical ability. The tools and equipment were chosen to provide the highest level of consistency, safety and validity in measuring the candidate's physical abilities. A schematic drawing of the CPAT is provided in this orientation material; however, the course layout may vary in order to conform to the fire department's test area. The events and distances between events are always the same.

The events are placed in a sequence that best simulates fire scene events while allowing an 85-foot walk between events. To ensure the highest level of safety and to prevent exhaustion, no running is allowed between events. This walk allows approximately 20 seconds to recover and regroup before each event.

To ensure scoring accuracy, two stopwatches are used to time the CPAT. One stopwatch is designated as the official test time stopwatch, the second is the backup stopwatch. If mechanical failure occurs, the time on the backup stopwatch is used. The stopwatches are set on the pass/fail time and countdown from 10 minutes and 20 seconds. If time elapses prior to the completion of the test, the test is concluded and the participant fails the test.

Test Preparation

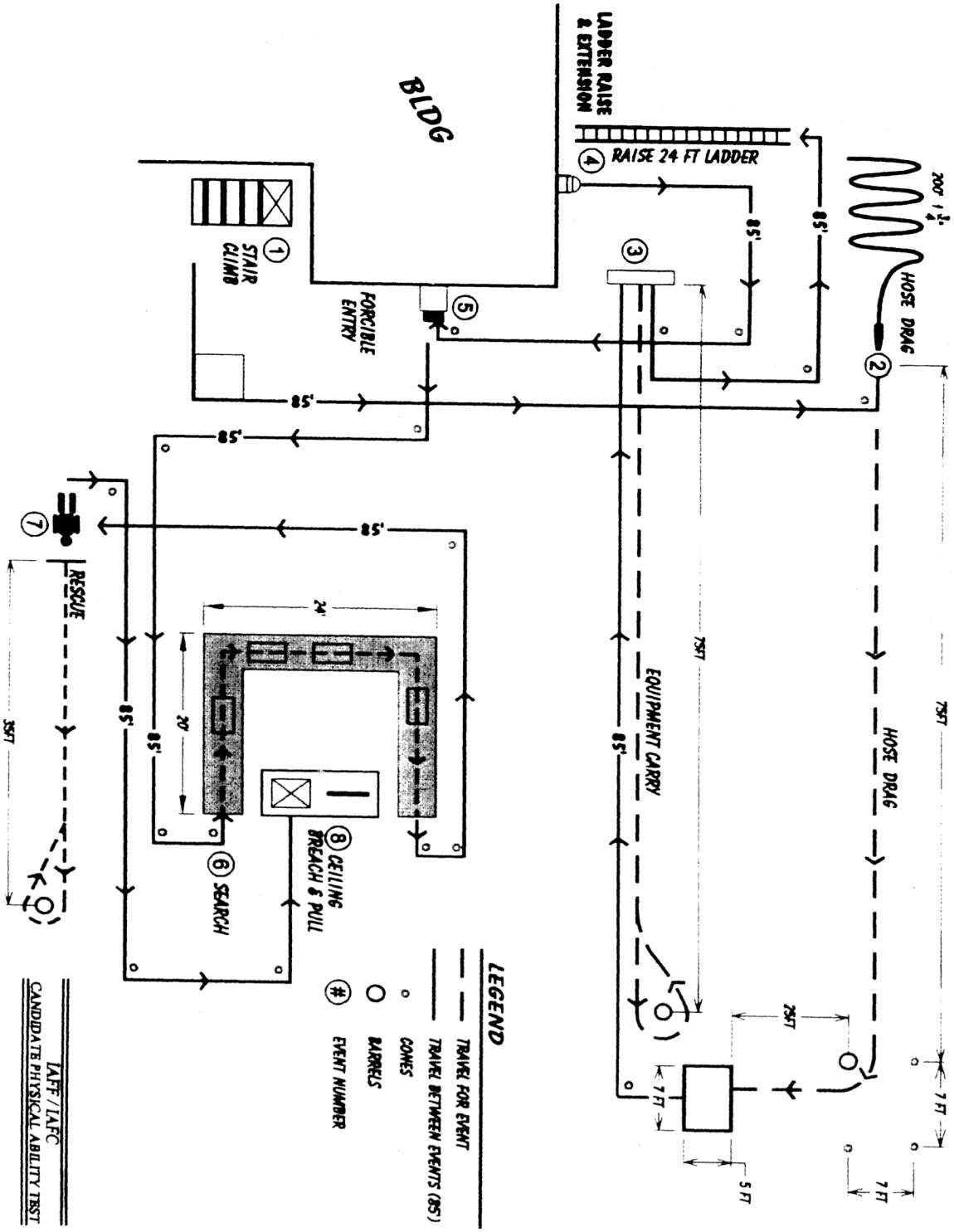
There is a voluntary mentoring and practice program for the CPAT. This voluntary program consists of two phases and commences at least 8 weeks before the actual CPAT test dates.

Phase 1: Candidates on a voluntary basis will attend at least two orientation sessions during which they will receive "hands on" familiarity with the actual CPAT equipment. During the sessions, Certified Peer Fitness Trainers, fitness professionals, and/or DFD firefighters will be available to advise all candidates on conditioning regimens and techniques to help them prepare for the CPAT.

Phase 2: Within 30 days prior to the actual CPAT test dates, candidates on a voluntary basis will perform a least 2 timed trials, using actual CPAT equipment and completing the entire course. Again, Certified Peer Fitness Trainers, fitness professionals, and/or DFD firefighters will be present to help all candidates understand the test and how they can improve their physical performance and conditioning prior to taking the test.

Test Forms: Prior to taking the CPAT, each candidate must present valid identification, sign a number of forms, complete a waiver and release form and a sign-in form. Candidates are provided an opportunity to review a video detailing the CPAT and the failure points. It is the candidate's responsibility to ask questions if any part of the test events or procedures are not understood. At the conclusion of the CPAT, the candidate must sign the CPAT evaluation form and complete and sign the Rehabilitation Form. Failure to complete and sign any of these forms results in failure of the CPAT.

Additional CPAT Information:
The following additional CPAT information can be found at www.denvergov.org/civilservice: CPAT Prep Guide (Adobe Acrobat required), and (4) CPAT videos (Orientation, Mentoring, Success, Preparation Tips).


LADDER RAISE & EXTENSION
BLDG
RAISE 24 FT LADDER
200' 1 3/4"
HOSE DRAG
85'
75FT
STAIR CLIMB
FORCIBLE ENTRY
EQUIPMENT CARRY
HOSE DRAG
7 FT
5 FT
24'
20'
RESCUE
35FT
CEILING BREACH & PULL
SEARCH
LEGEND
TRAVEL FOR EVENT
TRAVEL BETWEEN EVENTS (85')
CONES
BARRELS
EVENT NUMBER
IAFF / LAFC
CANDIDATE PHYSICAL ABILITY TEST

DENVER FIRE ACADEMY
PHYSICAL FITNESS PROGRAM
PREPARATION GUIDE

To better prepare you for a career in Fire Service, the Fire Academy recommends all applicants be aware of the following physical requirements.

Once in the Fire Academy, every morning starts with a workout. This workout routine includes the following:

- Minimum of 100 sit-ups and push-ups each and every day.
- Strength training 2-3 times per week.
- Cardio/muscular circuit training weekly.
- Running at least twice a week, starting with 20 minutes per run, at an 8-10 minute per mile pace. By the end of the Academy, we will increase to 45 minutes per run at the same or quicker pace.
- Wind sprints periodically throughout the Academy.
- Dragging hose for leg conditioning periodically throughout the Academy.
- Stair climb, up to five flights, 5-10 times periodically throughout the Academy.
- Stair climb, up to five flights, 5-10 times periodically throughout the Academy in full turnout gear with equipment.

In addition to the morning routine, drill ground days include wearing all turnout gear and carrying other equipment all day. This adds approximately 50 pounds of weight to be carried all day.

The Academy staff has seen many recruits enter at less than an ideal fitness level and the difficulty those recruits experience getting into shape. Your time at the Academy will be much more enjoyable and much less painful, if you arrive in good physical condition

ESSENTIAL FIREFIGHTING FUNCTIONS

Physical Task Statements

- Put on and wear protective equipment
- Open hydrant to charge the hose
- Use 1-3/4-inch hose as an attack line
- Use equipment (e.g., ax, sledge hammer, etc.) to make forcible entries
- Enter smoke filled buildings/rooms with a hose in hand while wearing full protective clothing
- Crawl on a floor and if you cannot see, feel for the heat of the fire source
- Systematically search for trapped persons
- Drag victims with the help of another firefighter
- Screw the hose connection to the hydrant
- Drag charged 1-3/4 inch hose up stairs and around furniture when fighting a fire
- Carry victims with the help of another firefighter
- Use a hose clamp to clamp a charged/uncharged hose
- Wrap a hose around a hydrant to stretch it out and ensure it reaches the plug
- Climb stairs wearing full equipment while responding to a call for service
- Carry heavy equipment (hose pack, medical box, air bottles) up stairs while wearing full equipment
- Support a ladder, and raise the halyard to extend to the desired length, then lower into objective
- Climb an aerial ladder wearing full equipment
- Hold a charged 1-3/4-inch hose unassisted and open the nozzle
- Drag a victim out of a building unassisted while wearing full turnout gear
- Drag accordion folded or flat load, uncharged 2 1/2 or 3-inch hose until it is fully extended
- Drag charged 1-3/4-inch hose unassisted
- Reload hose and put it back onto the engine/quint
- Remove heavy equipment (i.e., ejector, positive pressure fan, fan, medical box) from the truck; transport and place it in operation unassisted
- Use a pike pole to pull down a ceiling
- Carry a victim out of a building unassisted while wearing full turnout gear
- Carry people unassisted down ladders wearing full turnout gear
- Carry people unassisted via stairs wearing full turnout gear
- Carry a section of rolled hose unassisted
- Lower ladders and re-bed them onto the truck/quint
- Remove an extension ladder from the apparatus unassisted and carry it to its destination
- Operate a charged line from confined spaces
- Operate foam equipment
- Operate a line from heights (e.g. rooftops)
- While on a ladder, direct water at fire
- Operate the ladder pipe from an aerial platform
- Extend the booster line to a fire
- Hoist equipment to upper levels by a rope

Mechanical Tasks

- Make and unmake coupling connections
- Operate power tools (e.g., chain saw, circular saw, etc.) during the course of firefighting activities
- Remove the hydrant cap with a wrench
- Safely shut off utility services to buildings in emergency situations
- Operate heavy equipment (e.g., "jaws-of-life", etc.) in response to an emergency
- Operate electrical/gas shut-off valves
- For aerial ladders, set up truck jacks, place chocks, and then position and raise ladder

- Make openings for ventilation using equipment (e.g., saws, axes, etc.)
- Drive firefighting/emergency equipment to and from a scene
- Respond to hazards related to electrical emergencies
- Operate a fire extinguisher
- Inspect a pumper during operation; check gauges

Rescue & Fire Suppression

- Be aware of electrical lines when setting up ladders and directing water streams
- Seek the source of a fire and extinguish
- Determine the safest evacuation route
- Evacuate persons from a fire area
- Determine the stability of supporting surfaces
- Assist at a water rescue
- Calculate friction loss in hose to ensure the proper water pressure is provided to successfully put out a fire
- Calculate, achieve, and maintain correct water pressure for hose lines
- Determine when to open roofs, walls, and doors
- Calculate the height of a building in feet from its floors to ensure ladders are elevated to the proper height
- Determine the number of lines to hook up to successfully put out a fire
- Select the proper number of hoses required to reach the fire
- Determine the correct stream to use
- Calculate gallons per minute out of a particular size hose
- Calculate the height of a building in feet from its floors to ensure the proper number of hoses are selected to reach the fire
- Recommend assistance from law enforcement, medical, coroner, or utility personnel as needed

Administrative

- Write descriptions of situations in medical reports
- Complete incident reports on the computer
- Write building fire inspection reports

Emergency Medical Service

- Extricate people from automobiles
- Assess a patient's condition and provide appropriate care
- Properly utilize emergency equipment and supplies
- Safely drive emergency response vehicle to and from a scene
- Use the necessary tools to free trapped persons
- Perform CPR or other appropriate cardiac emergency procedures
- Rescue victims and apply resuscitation measures as necessary
- Administer oxygen to victims
- Extricate people from automobiles
- Remove persons from entrapments; safely free victims
- Prepare and transfer a patient to an emergency vehicle
- Control the bleeding of a patient
- Treat shock
- Identify and respond to hazards at the scene
- Gather information from a patient or family regarding the patient's medical history
- Provide concise and complete information to paramedics regarding the status of patients
- Assist in childbirth
- Prepare the emergency vehicle for the next response, including decontaminating and disinfecting unit and equipment, restocking supplies, inspecting equipment, and making or arranging for necessary repairs or replacement
- Control the emergency scene to protect yourself, coworkers, and the patient
- Set up and operate the Automatic External Defibrillator
- Immobilize fractures
- Assess the emergency scene and request assistance if necessary

- Accurately take incoming calls or information from the dispatcher regarding requests for emergency medical services
- Control a hysterical patient requiring medical attention
- Monitor and provide needed care when transporting a patient to a medical facility
- Bandage wounds
- Calm mentally disturbed patients to ensure they can be cared for successfully
- Assist medical staff with continued care of the patient
- Administer glucose to diabetics
- Comfort family, friends, and bystanders at a fire scene or medical facility

Hazardous Materials (HAZ-MAT)

- Respond to the release or potential release of hazardous material
- Utilize and maintain personal/chemical protective equipment
- Complete required Hazardous Materials training
- Read HAZ-MAT reference materials at a scene to provide the proper response to a hazardous materials spill
- Perform defensive mitigation techniques (e.g., diking, damming, diverting, etc.)
- Apply a foam blanket
- Perform offensive mitigation techniques (e.g., plugging, patching, etc.)
- Spray chemicals on a fire

Fire Prevention/Inspections

- Inspect commercial buildings for fire hazards defined in fire codes and state law (e.g., building interiors/exteriors, hazardous materials storage, and inspection of standpipes, smoke detectors, fire extinguisher, fire alarm, and sprinkler systems)
- Determine fire code violations
- Accurately document fire code violations
- Inspect residential complexes of three or more families for fire hazards
- Seek compliance with fire codes by a building owner
- Note tactical information such as location of exits to assist in future operations
- Investigate complaints of fire hazards, dangers, or violations

Fire Investigations/Post-Fire Duties

- Inspect, service, and perform tests of all SCBA to ensure they are working properly
- Maintain all personal protective equipment
- Keep all tools and equipment in working condition
- Maintain an inventory of tools and equipment
- Replenish supplies when needed
- After a fire is extinguished, check for smoldering fire inside walls and ceiling
- Perform regular service tests on all apparatus
- Search for missing people
- Preserve evidence at fire scene
- Perform overhaul operations
- Inspect, clean, and polish equipment and apparatus by hand
- Fill pressurized water extinguisher
- Remove all used equipment from rigs after a fire for cleaning
- Secure accident/fire scene
- Remove hoses from drying racks and store them
- Remove burned and charred waste
- Put furniture in one location and protect it with salvage covers

Training/Drills

- Maintain physical fitness standards of the department
- Learn how to successfully attack a fire
- Participate in ongoing training drills to develop and maintain proficiency
- Learn about extricating victims from vehicles
- Learn about forcible entry into buildings

- Read and comprehend written training materials
- Learn the most direct routes to various addresses in a response area
- Learn about ventilation methods to aid in extinguishing a fire
- Learn about the characteristics of and proper uses of ladders
- Learn fire department rules and regulations
- Learn, practice and perform evolutions
- Learn about various methods of rescue
- Learn the locations of streets, water mains and hydrants in a response area
- Learn about building construction to determine how a fire might react in that building, and to ensure the safety of those working in and around the building
- Learn about hydraulics and pump operation
- Learn about fire behavior
- Learn about ropes and knots to accomplish rescues
- Learn about appropriate fire streams given factors that can affect the flow of water through the air
- Learn about caring for hoses, hose lays and hose use
- Learn about various causes of fire
- Learn about water supply systems
- Learn about salvage and overhaul
- Learn about fire alarms
- Learn about ropes and knots to stabilize vehicles
- Learn about ropes and knots to successfully haul tools
- Learn about automatic sprinkler systems

Fire Station Duties

- Report for duty on time
- Maintain positive working relationships with people in the fire house
- Present a clean and neat appearance
- Maintain a neat and clean working and living environment at the fire station
- Answer routine phone calls in the station
- Maintain the exterior of fire station: lawns, walkways, and driveways
- Plan and cook meals
- Store fire equipment and supplies
- Make your own bed and change linens when appropriate

Public Relations

- Use tact and diplomacy in dealing with the public
- Interact and work with citizens
- Provide fire education programs to the public when requested
- Conduct fire station tours when requested and approved
- Make public education calls
- Refer people to agencies that provide social services

Communication

- Listen to the dispatcher, other fire vehicles, and commanding officers by radio to determine courses of action
- Advise the commanding officer of fire conditions, hazards, and exposures at the scene
- Exchange necessary information with other firefighters at a scene
- Talk with other firefighters at an emergency scene to determine the best courses of action
- Communicate with the superior during a fire
- Clearly and accurately communicate patient information and care to medical staff

Environmental/Working Conditions

- Avoid and protect against infectious agents
- Avoid and protect against hazardous substances through inhalation, injection, ingestion, and absorption
- Protect against possible burn injuries
- Fight fires in an extremely hot environment
- Work quickly to suppress a fire
- Fight fires in smoky buildings when visibility is poor
- Fight fires in smoky buildings when visibility is nonexistent

- Prevent exposure to sharp objects
- Protect against uninstalled or unshielded electrical equipment
- Perform physically demanding tasks under extreme fluctuations in temperature
- Avoid and protect against high noise levels when riding in emergency vehicles
- Work 24 hour shifts with little or no sleep
- Perform on ladders
- Protect against smoke and dust
- Protect against radiation hazards
- Perform wearing full equipment
- Fight fires in sub zero temperatures
- Work on or around moving machinery or equipment
- Withstand strong vibrations (e.g., riding in emergency vehicles or operating power tools)
- Work in confined spaces in cramped body positions
- Prevent exposure to noxious odors
- Perform in wet areas
- Perform in slippery areas
- Perform in muddy areas
- Perform in icy areas

OTHER CHARACTERISTICS

- Honest
- Self-Disciplined
- Dependable
- Self-Motivated
- Courteous
- Flexible
- Cooperative
- Ethical

KNOWLEDGE AREAS

EMS Knowledge (knowledge of first aid procedures; knowledge of CPR; knowledge of blood borne pathogens; knowledge of medical protocol)

Mechanical Comprehension (knowledge of various tools and their use; knowledge of mechanical concepts [how engines operate, basic hydraulics, and other related concepts])

Emergency Procedure Knowledge (knowledge of procedures for emergencies and unusual events; knowledge of radio codes and procedures)

Building construction (knowledge of the materials and construction features of buildings [e.g., doors, windows, walls, and locks]; knowledge of building construction)

Use of Language (knowledge of the correct spelling of words; knowledge of grammar rules; knowledge of punctuation rules)

Knowledge of vehicle extraction techniques

Knowledge of fire department rules, regulations, and policies

Knowledge of hazardous materials

Knowledge of fire behavior

Knowledge of street layouts and the location of hydrants and water mains in a response area

Knowledge of fire codes and regulations to ensure proper inspection

Ability to understand and interpret basic chemical, biological, and radiological terms and data

DENVER CIVIL SERVICE COMMISSION

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WELLINGTON WEBB BUILDING
DEPT. 1208
201 W. COLFAX AVE
DENVER, CO 80202

www.denvergov.org/civilservice

SECURITY SCREENING

All visitors to the Denver Post Building are subject to security screening.

BUS AND LIGHT RAIL SERVICE

Easy access by Bus and Light Rail service is available. (2 Blocks from Civic Center)

For information on routes and schedules **contact RTD.**

- RTD's local Denver number: **303-299-6000**.
- Outside the 303 area code call RTD toll free at **1-800-366-7433**.
- Or visit: **http://www.RTD-Denver.com**

PUBLIC PARKING

No free parking is available!

On-street **metered parking is not an option** for those who are testing, due to the length of the test. Applicants are not permitted to leave the testing area once the test begins.

Parking is available in a variety of public lots and garages in the downtown area. Parking fees range from $8.00 to $20.00 for long-term parking.