



CITY AND COUNTY OF DENVER
CIVIL SERVICE COMMISSION



2020

EMERGENCY MEDICAL TECHNICIAN DENVER FIRE DEPARTMENT
EXAMINATION 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 an Emergency Medical Technician and provides applicants with an informational summary of the examination/screening process.

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 The provisions of this informational booklet may be modified, rescinded, or revised, in writing, only by the Civil Service Commission, which reserves the right to unilaterally modify, rescind or revise the provisions of this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

INFORMATIONAL SUMMARY

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 Emergency Medical Technician 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 Duties, Competencies, Knowledge and Skill and other job information areas in this booklet.

EMPLOYMENT REQUIREMENTS

In order to qualify as an Emergency Medical Technician (EMT), at the time of application, you must be:

Currently employed in an EMS system that provides 911 emergency medical care in an urban area **or** if not currently employed in an EMS system, at least 1-year experience (within the past twenty-four months) in a 911 EMS system that provides 911 emergency medical care in an urban area.

Please note: It is applicant's responsibility to inform the Commission in a timely manner of any issue or concern that may affect eligibility. A file may be rejected if it contains information not suited to the needs of the Denver Fire Department.

In order to qualify as an EMT, at the time of application, you must possess and provide copies of the following certifications/accreditations:

Licensure & Certification (Required by Position)

1. A valid Drivers License; must be able to obtain a Colorado Drivers License within six months
2. Current Basic Life Support Provider - CPR Certification
3. Current Colorado Emergency Medical Technician (EMT-B); **or**
Current Paramedic (EMT-P); **or**
Current National Registry (NREMT) Certification

Licenses and certifications must be kept current as a condition of employment.

Additionally, applicants must not have any job performance issues resulting in a negative or “needs improvement” status or evaluation in the past 60 months and applicants can have no disciplinary actions in their current or former department resulting in lost time in the past 60 months.

DUTIES AND WORK RESPONSIBILITIES

Within established department protocol, medical direction, and state protocol, provides basic life support to patients who are ill and/or injured. Transfers patient to ambulance for transport, assesses the extent of an illness or injury and communicates status to responding Advanced Life Support personnel. Performs testing of emergency equipment and maintains supplies. Monitors and communicates with 911 communications center. For additional information see Essential EMT Functions in this booklet.

WORK SCHEDULE

EMTs may work a 40-hour schedule. EMTs may work at a firehouse shared with other members of a Denver Fire company.

SALARY AND BENEFITS

Pay and benefits for classified members of the Denver Fire Department are determined by collective bargaining agreements between the City and County of Denver and local union officials. Generally, collective bargaining agreements are established for three-year increments. The anticipated 2020 salary is \$21.89/hourly.

HELPFUL WEBSITES

The Denver Civil Service Commission’s website contains information regarding the Police and Fire application processes, testing, test preparation, current testing schedules, links to resources and the Department of Safety Recruiters, and Commission meeting dates: www.denvergov.org/civilservice. Information about upcoming recruitment events, and links for additional Department of Safety information and resources is available at: <https://www.denvergov.org/content/denvergov/en/department-of-safety.html>.

CHANGE IN APPLICANT’S PERSONAL INFORMATION

Applicants are required to notify the Commission in writing of any change 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 change to their supplemental application or background history form information.

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 – PROHIBITED

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, is prohibited.

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. Personal references and letters of recommendation are only considered during the background investigation phase of testing. An applicant engaging in solicitation of preferential treatment may be disqualified.

Except for providing relevant background or reference information, any member of the Department of Safety, any City official or City employee, any Commissioner or Commission employee is prohibited from intervening on behalf of any applicant or soliciting or attempting to solicit preferential treatment in consideration of any applicant.

MINIMUM QUALIFICATIONS

Applicants must meet all of the employment requirements and minimum qualifications established by the Department of Safety, Denver Fire Department, and the Denver Civil Service Commission. Except as noted, any failure to meet the requirements or one or more of the qualifications will result in an automatic disqualification. **Please note that some standards have particular time limits associated with them.**

Reviewing Definitions of Terms: An applicant's **understanding of the General, Legal/Criminal, Illegal Drug, and Traffic related terms and offenses** contained in this booklet **is critical** to determining if you meet the minimum qualifications. A complete listing of Definitions of Terms, is available at: www.denvergov.org/civilservice. The link to "Commission Rules" is located in the right-hand margin.

Emergency Medical Technicians must also meet the following 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.

DRIVERS LICENSE: Applicants must possess a valid automobile drivers 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/CRIMINAL - AUTOMATIC DISQUALIFIERS

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. Also see Emergency Medical Technician (E.M.T.) State Certification on page 5.

Please be advised that legal matters involving criminal activity as a minor/juvenile do not necessarily clear from your record when you become an adult.

- Any individual who is **currently** subject to any court order(s) as a result of any **criminal** conviction, plea, deferred sentence/judgment or deferred prosecution will be disqualified.
- Any individual who is **currently incarcerated, on work release, probation or parole** for any misdemeanor or felony offense will be disqualified.

LEGAL/CRIMINAL - LIFETIME DISQUALIFICATIONS

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

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

MISDEMEANOR CONVICTIONS WHILE IN PUBLIC SAFETY AND OTHER CRITICAL POSITIONS:

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 employed (or in a volunteer position) in any of the following public safety positions: law enforcement; peace officer; armed public safety; correctional officer; military police; firefighter or medical first responder.

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

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

LEGAL / CRIMINAL – 10 YEAR & 5 YEAR DISQUALIFICATIONS

CERTAIN MISDEMEANOR OFFENSES – DURING THE PAST 10 YEARS: An individual who has been convicted of (been adjudicated for), pled guilty or no contest to, or received a deferred judgment/sentence for the following misdemeanor offenses during the past 120 months (10 years) will be disqualified.

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

NO MORE THAN ONE (1) MISDEMEANOR – DURING THE PAST 5 YEARS: An individual who has been convicted of, pled guilty or no contest to, or received a deferred judgment/sentence for more than one (1) misdemeanor offense (non-traffic) within the past 60 months (5 years) will be disqualified.

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

IMPORTANT LEGAL DEFINITIONS

CONVICTION, PLEA OF GUILTY, DEFERRED JUDGMENT/SENTENCE: Throughout this booklet the phrase “**conviction of, plea of guilty or no contest to, or deferred judgment/sentence for,**” or any part thereof, applies to:

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

JUVENILE RECORD OR ADULT CRIMINAL RECORD: Any applicant who is unsure of the formal legal status of any item in a juvenile or adult criminal record, are urged to obtain a copy of their criminal history. If after reviewing these documents, an applicant still has questions, legal advice should be obtained prior to submitting an application. Civil Service Commission staff cannot provide legal advice in these matters.

SEALED OR EXPUNGED RECORDS: Juvenile records are not automatically *expunged*, and adult criminal records are not sealed without obtaining an *order of the court*. If a criminal record has been *sealed*, or if a juvenile record has been *expunged*, by an *order of the court*, or if a criminal conviction has been *pardoned*, it may have an effect on how an applicant answers certain questions in the application process.

DRUGS

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

DRUGS - LIFETIME DISQUALIFICATIONS

NO FELONY OR MISDEMEANOR OFFENSES INVOLVING HARD OR SOFT DRUGS: Any individual who has **ever** been convicted of, pled guilty or no contest to, or received a deferred judgment/sentence for **any felony or misdemeanor offense involving or relating to** any (controlled substance) **hard drug** or **soft drug** will be disqualified.

NO ILLEGAL DRUG USE WHILE IN PUBLIC SAFETY AND OTHER CRITICAL POSITIONS: Any individual (on or off the job) who has **ever** illegally **used, purchased or possessed soft drugs or hard drugs, during any period of time while an employee or volunteer in any** law enforcement; peace officer; armed public safety; correctional officer; military police; firefighter; or medical first responder position will be disqualified.

NO ILLEGAL DRUG DISTRIBUTION: Any individual who has **ever** illegally **provided, delivered, transferred, or transported** any hard or soft drugs (not including marijuana) to or for another person will be disqualified.

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

NO MARIJUANA DISTRIBUTION: Any individual who has **ever** **provided, delivered, transferred, or transported any quantity of marijuana (including medical marijuana)** to or

for another person, that **involved any barter, exchange, or transfer of money** will be disqualified.

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

NO DISTRIBUTION OF SYNTHETIC MARIJUANA: Since July 9, 2012, any individual who has **ever provided, delivered, transferred, or transported 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.

NO ILLEGAL DRUG MANUFACTURING: Any individual who has **ever illegally manufactured** (e.g. produced, prepared, processed, or grown) **hard drugs or soft drugs, including any marijuana**, will be disqualified.

NO ILLEGAL DRUG SALES: Any individual who has **ever illegally sold hard or soft drugs, including any marijuana, medical marijuana, synthetic marijuana** (e.g. Spice, K2) or Salvia Divinorum (e.g. Diviner’s Sage or Seer’s Sage) that involved **any barter, exchange, or transfer of money** will be disqualified.

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

DRUGS - 5 YEAR AND 3 YEAR DISQUALIFICATIONS

NO ILLEGAL USE, PURCHASE, POSSESSION OF HARD DRUGS – PAST 5 YEARS: Any individual who has illegally **used, purchased, or possessed hard drugs** within the past **60 months** (5 years), will be disqualified.

NO ILLEGAL USE, PURCHASE, POSSESSION OF SOFT DRUGS – PAST 3 YEARS: Any individual who has illegally **used, purchased, or possessed any soft drug**, including **any** marijuana, products containing marijuana, or medical marijuana within the past **36 months** (3 years), will be disqualified.

NO ILLEGAL USE OF 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.

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.

IMPORTANT DRUG RELATED DEFINITIONS

MARIJUANA - Because Marijuana is a Schedule I controlled substance under Federal law, any use, purchase, possession, distribution, sale or manufacture (including transportation for the purpose of distribution, sale or manufacture) 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 be regarded as "illegal" for purposes of application for Emergency Medical Technician.**

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.

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).

HARD DRUG - Generally, any schedule I, II, III or IV controlled substance, 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, Ecstasy, 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, Phenobarbital, 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 a 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”.)

SOFT DRUG – 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 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: 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”.)

TRAFFIC AND DRIVING RELATED OFFENSES **AUTOMATIC DISQUALIFIERS**

OPERATING A MOTOR VEHICLE WITHOUT INSURANCE WITHIN THE PAST 2 YEARS: Any individual who has been convicted of, pled guilty or no contest to, or received a deferred judgment/sentence for a traffic violation/infraction based on operating a motor vehicle without insurance within the past **24 months (2 years)** will be disqualified.

DRIVERS LICENSE SUSPENSION WITHIN THE PAST 2 YEARS: Any individual who has had their drivers license suspended, based on moving traffic violations/infractions within the past **24 months (2 years)**, will be disqualified.

DUI/DWAI WITHIN THE PAST 5 YEARS: Any individual who has been convicted of, pled guilty or no contest to, or received a deferred judgment/sentence for **DUI** (Driving Under the Influence) or **DWAI** (Driving While Ability Impaired) within the past **60 months (5 years)**, will be disqualified. This includes all like offenses applicable to any means of motorized transport, such as Boating Under the Influence.

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

MAJOR TRAFFIC VIOLATIONS/INFRACTIONS WITHIN THE PAST 5 YEARS: Any individual who has been convicted of, pled guilty or no contest to, or received a deferred judgment/sentence within the past **60 months (5 years)**, for any of the following major traffic violations/ infractions will be disqualified:

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

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 an eligible register for original appointment to the position of Emergency Medical Technician for the Denver Fire Department. The eligible register shall be composed of the names of applicants who have successfully completed and/or passed all phases of this examination and who are approved for placement on the respective eligible register by the Civil Service Commissioners.

Since Summer 2019, the Civil Service Commission has partnered with Ergometrics/National Testing Network (NTN) to administer FireTEAM, a video-based testing system that assesses critical skills necessary to be an EMT and includes the often overlooked content areas of teamwork and human relations, as well as reading ability and basic math skills.

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 **7:15 a.m.** and will close at **7:30 a.m.** The **Written Test** is scheduled to begin **PROMPTLY** at **7:30 a.m.**

The **afternoon Written Test** session registration will begin at **12:15 p.m.** and will close at **12:30 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 register.

LATE ARRIVALS TO REGISTRATION WILL NOT BE ADMITTED!

PICTURE I.D. REQUIRED TO TEST: A government issued ID (drivers license) is required to gain admittance into all Civil Service tests/appointments.

LENGTH OF TEST: Applicants should plan on spending three (3) hours to complete the test process.

SAMPLE TESTS: *FireTEAM Extended* and *Basic* practice tests are available for purchase from NTN, through the Commission's website at www.denvergov.org/civilservice. Click on

“Becoming an EMT,” under RESOURCES, click on FireTEAM Practice Tests. A FireTEAM Candidate Handout is also available at www.denvergov.org/civilservice.

VACATIONS 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.

EMERGENCY MEDICAL TECHNICIAN EXAMINATION PROCESS

EXAMINATION AND SCREENING PHASES

PHASE I – COMPUTERIZED APPLICATION Qualified/Not Qualified

Determination of Eligibility Selected to Test

PHASE II – COMPUTERIZED WRITTEN TEST Pass/Fail and Ranking

A written test will be administered to applicants, via 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 three components: Situational Judgement and Human Relations, Mathematics, and Reading. These three 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 EMT 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 EMT 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.

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 Ranking Score of any applicant who qualifies. Further details regarding the awarding of Veteran Preference Points are provided in this booklet.

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 APPLICANTS ARE SELECTED FOR FURTHER SCREENING/PROCESSING:

PHASE IV – COMPLETION OF BACKGROUND HISTORY PACKET

For Information and Review

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

PHASE V – POLYGRAPH

For Commission Review

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

“No Show” Policy for Polygraph Appointment: Applicants unable to attend their scheduled appointment are required to cancel their appointment by contacting the Commission and the provider at least 24 hours in advance. Applicants who are a “no-call/no-show” for their appointment will be prohibited from further processing and/or re-applying.

PHASE VI – WRITTEN SUITABILITY ASSESSMENT For Commission Review

This phase consists of a non-medical computerized written test specifically designed to assess behavior and character traits to determine if an individual is suitable for employment as a Denver EMT. The written suitability test is 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 – SUITABILITY ASSESSMENT/INTERVIEW Suitable or Unsuitable

Applicants will be interviewed by a licensed psychologist retained by the Commission. The application documents and Background History Packet, Behavioral Questionnaire, 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 test, 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 EMT.

“No Show” Policy for Suitability Interview: Applicants unable to attend their scheduled appointment are required to cancel their appointment by contacting the Commission and the provider at least 24 hours in advance. Applicants who are a “no-call/no-show” for their appointment will be prohibited from further processing and/or re-applying.

PHASE VIII – 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.

PHASE IX – BACKGROUND INVESTIGATION For Commission Review

Applicants shall 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 X – COMMISSIONERS 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 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.

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 testing/screening process shall disqualify the applicant from any further consideration until a future registration period opens 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 stricken from the examination list and disqualified from further phases. **Failure to appear on time** for any part of the examination as set forth herein or for any other scheduled appointment may also result in disqualification from further testing.

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 for possible certification to the Executive Director of Safety, if their final examination score so warrants. The Commission may maintain separate eligible registers as provided in Rule 7§2(B).

CERTIFICATION

Upon receiving a requisition for Emergency Medical Technician from the Executive Director of Safety, applicants shall be certified from the respective Eligible Register in rank order to the Executive Director of Safety for review. From the certification list received, upon receiving written approval of the Chief of the Fire Department, the Executive Director shall select which applicants, in consideration of an appointment, are to receive a conditional offer of employment.

FIRE DEPARTMENT PANEL INTERVIEW: Applicants who have been certified for consideration for original appointment 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 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 and 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 Composite 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 Composite Written Test Score of any applicant who qualifies. A pertinent summary of those who may be eligible for Veteran preference points is provided below:

- 1) **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:**
 - a. For more than 180 consecutive days, any part of which occurred after January 31, 1955, and before October 15, 1976;
 - b. During the Gulf War period beginning August 2, 1990, and ending January 2, 1992; or
 - c. 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

- C. The **surviving spouse** of any Veteran who was or would have been entitled to Veteran preference points under paragraph 1(A) or 1(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 1(A) or 1(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.

2) **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 1(A) or 1(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.

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.

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> .

ESSENTIAL EMERGENCY MEDICAL TECHNICIAN FUNCTIONS

Essential Duties

Responds to emergency medical service calls, providing basic patient care, within nationally recognized response time standards. Assesses condition of patient determining nature and extent of illness, gathers information about patient, and provides support for paramedics. Controls an emergency scene to protect and secure the scene. Able to function in unpredictable and changing circumstances.

Performs regular maintenance and inspects and maintains all tools and other equipment on a regular basis. Attends morning roll calls or shift debriefing sessions. Performs daily and other regularly scheduled housework and other general maintenance activities Participates in daily and other regularly scheduled training activities to develop and maintain proficiency. Attends classes, reads and studies course materials. Answers phones or interacts with the public in the course of non-emergency situations.

Interacts with the public in various domains such as community events, fire station visits, emergency scene operations, and routine service calls (e.g., shoveling snow for the elderly, assistance or 'lift' calls, etc.). Interacts with public in a respectful way, showing tact, diplomacy, and concern for well-being. Communicates with superiors and co-workers at the scene of an emergency; takes orders, advises of conditions, requests assistance, and exchanges information necessary to perform the work. Maintains effective relations with supervisors and co-workers to ensure smooth operations and a productive work environment.

Enters data into computers and otherwise documents information in medical reports and other reports following HIPAA guidelines.

Competencies

Decision Making - Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

Human Relations/Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations. Ability to relate to others in a manner that maximizes respect, trust and confidence.

Listening Comprehension - Ability to determine the intended message via verbal information, including messages transmitted through electronic equipment (e.g., radios, intercoms, etc.).

Spatial Location Skills - Ensure recognition of ones' direction when necessary, such as trying to determine exit routes in smoky buildings; having a good sense of direction.

Verbal Communication - Clearly and concisely articulates thoughts and opinions so others are able to understand.

Problem Solving - Correctly defines a problem and solves it given varied amounts of information, assesses a situation and determines a course of action for accomplishing the desired goal.

Reading Comprehension - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Technical Competence - Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Writing - Ability to write in a clear, concise, organized, and convincing manner; knowledge of the correct spelling of words; knowledge of grammar and punctuation rules.

Time Management - Uses work time efficiently so all required tasks and projects are completed within a reasonable and appropriate amount of time.

Stress Management - Ability to remain calm in stressful situations; ability to maintain emotional control; perform under unpleasant circumstances or in traumatic situations; having mental toughness; accomplishing difficult things despite any obstacles that may be encountered; ability to work under stressful conditions; ability to handle critical decision-making under life threatening conditions.

Judgment - Ability to use common sense before taking a course of action; ability to use sound judgement prior to acting; ability to use good judgment in stressful situations.

Learning, Recall & Application - Ability to learn and perform evolutions learned during training; ability to learn and apply knowledge obtained from written study materials; ability to listen to lectures during training, recall the information, and apply the knowledge.

Initiative - Ability to take initiative to seek opportunities to serve, volunteering and stepping up to do things over and above what is expected; being self-motivated; ability to work with little or no supervision.

Resourcefulness - Coming up with alternative courses of action; ability to think of creative ways to serve the public.

Spatial Orientation - Ability to determine the best route to a call to decrease response time; ability to assess navigational problems.

Knowledge & Skills

Knowledge of first aid procedures

Knowledge of CPR

Knowledge of blood borne pathogens

Knowledge of medical protocol

Knowledge of emergency procedures and procedures for unusual events

Knowledge of radio codes and procedures

Knowledge of department rules, regulations, operating procedures, and Mayor's Executive Orders

Knowledge of street layouts within a district/city used in responding to EMS calls

Familiarity with Denver Metro EMS protocols

Hazmat Awareness Training

Distinguishing Characteristics

Emergency Medical Technician has the emergency skills to provide basic lifesaving interventions with minimal equipment and functions as part of a comprehensive emergency medical services (EMS) response.

Guidelines, Difficulty and Decision-Making Level

Guidelines are generally numerous, well established, and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

Level of Supervision Received & Quality Review

Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction.

Work product is subject to continual review.

Interpersonal Communication & Purpose

Contacts with people under stress or emergency conditions where an immediate service is rendered according to established procedures or instructions.

Level of Supervision Exercised

By position, performs lead work.

Working Environment

Performs emergency care

40-hour work week

Work at a fire house that is shared with other members of a company

Could be subjected to contamination by infectious disease, exposed to hazardous substances through inhalation, ingestion, or other absorption

Perform physically demanding tasks under extreme fluctuations in temperature

Avoid and protect against high noise levels when riding in emergency vehicles

Work on or around moving machinery or equipment

Withstand strong vibrations (e.g., riding in emergency vehicles or operating power tools)

Perform in wet, slippery, muddy, or icy areas

Contact with patients under wide variety of circumstances

Potential exposure to patient elements

Subject to varying and unpredictable situations

Handles emergency or crisis situations

Potential exposure to odors

Subject to many interruptions

Pressure due to multiple calls and inquiries of a patient

Level of Physical Demand

4-Heavy (50-100 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.)

Lift and move a medical pram from the scene to an ambulance

Carry medical kits and equipment to and from an emergency scene

Standing: remaining on one's feet in an upright position

Walking: moving about on foot

Sitting: remaining in the normal seated position

Carrying: transporting an object, usually by hand, arm, or shoulder

Pushing: exerting force upon an object so that the object is away

Pulling: exerting force on an object so that it is moving to the person

Climbing: ascending or descending objects usually with hands/feet

Balancing: maintaining body equilibrium to prevent falling over

Stooping: bending the body by bending spine at the waist

Kneeling: bending legs to come to rest on one or both knees

Crouching: bending body downward and forward by bending legs

Reaching: extending the hand(s) and arm(s) in any direction

Handling: seizing, holding, grasping, or otherwise working with hands

Fingering: picking, pinching, or otherwise working with fingers

Feeling: perceiving attributes of objects by means of skin receptors

Talking: expressing or exchanging ideas by means of spoken words

Hearing: perceiving the nature of sounds by the ear

Repetitive motions: making frequent movements with a part of the body

Lifting: raising or lowering objects weighing no more than 50 pounds, from one level to another
Ability to see clearly at 20 feet or more
Ability to see clearly at 20 inches or less
Depth Perception: ability to judge distance and space relationships
Field of Vision: ability to see peripherally
Accommodation: ability to adjust vision to bring objects into focus
Maintain physical fitness necessary to perform demanding physical requirements described above.

**DENVER CIVIL SERVICE COMMISSION
DENVER POST BLDG. – 7TH FLOOR
101 W. COLFAX AVE
DENVER, CO 80202-5332**

720-913-3371

csc.entry.fire@denvergov.org

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.**
- Contact RTD on the web at: **<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 \$10.00 to \$20.00 for long-term parking.