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 Lateral Firefighter 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 The provisions of this informational booklet may be modified, rescinded, or revised, in writing, only by the Civil Service Commission, which reserves the right to unilaterally modify, rescind or revise the provisions of this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 a 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 in this booklet.

EMPLOYMENT REQUIREMENTS

In order to qualify as a Lateral Firefighter, at the time of application, you must be

- Currently employed as a full time paid firefighter employed by a state, county, or municipal fire department;
- A retired firefighter who voluntarily separated (within the last 12 months) from full time paid employment from a state, county, or municipal fire department;
- A former paid firefighter who separated (within the last 12 months) as a result of lay-offs from full time employment by a state, county, or municipal fire department;
- A minimum of three years (full-time) paid firefighting experience while employed full time by a state, county, or municipal fire department.

Academy training does not count toward the three-year experience requirement. Lateral applicants will be required to submit all applicable training records and three (3) years of current or most recent department evaluations.

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.
At the time of application, applicants must meet all of the employment requirements and the minimum qualifications established by the Department of Safety, Fire Department and the Denver Civil Service Commission and must maintain those qualifications while employed with the Denver Fire Department.

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

- **State Firefighter II certification (must meet ProBoard/IFSAC accreditation);**
- **Hazardous Materials Operations certification (must meet ProBoard/IFSAC accreditation);**
- **Current State of Colorado or National Registry Emergency Medical Technician (EMT) certification. Firefighters are required to maintain certification as an EMT. Renewal training and testing is required to ensure compliance; and**
- **Current Cardiopulmonary Resuscitation (CPR) certification (must meet Healthcare Provider or Professional Rescuer qualification).**

**And, at time of appointment, applicants must also possess and provide a copy of a**

- **Current Candidate Physical Ability Test (CPAT) certification. Per the International Association of Fire Fighters (IAFF), CPAT certifications are only valid for a twelve month period of time from date of issuance. (Firefighters are required to maintain a specified level of physical stamina and conditioning throughout their career. Annual tests may be conducted to ensure compliance.**

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.

**LATERAL FIREFIGHTER ACADEMY CLASS**

As a result of this screening and testing process, a limited number of individuals will be considered for one (1) 7-8-week Denver Lateral Firefighter Academy class.

**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** in this booklet.
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

Pay and benefits for Denver Firefighters is 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. Please refer to the job posting for current salary information.

Benefits:
- Paid sick leave and vacation
- Medical and dental insurance
- Uniforms and most equipment furnished
- Pension plan

Per City and County of Denver Charter §9.5.5 - Applicants who are employed as Denver Lateral Firefighters shall be appointed to Firefighter 4th Grade until successful completion of the Fire Academy. At such time, the Executive Director of Safety may continue the appointment as a Firefighter 4th Grade or may appoint the applicant, based upon merit, experience, or record to:

- The rank of Firefighter 3rd Grade, if that member has 3 years but less than 5 years prior Firefighter experience at the date of application.
- The rank of Firefighter 2nd Grade, if that member has more than 5 years but less than 8 years prior Firefighter experience at the date of application.
- The rank of Firefighter 1st Grade, if that member has 8 or more years prior Firefighter experience at the date of application.

The Lateral Firefighter may not contest the appointed rank and pay.

HELPFUL WEBSITES

The Denver Civil Service Commission’s website contains information regarding the Police Officer and Firefighter application process, 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: www.denvergov.org/safety/tabid/443731.

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](http://www.denvergov.org/civilservice). The link to “Commission Rules” is located in the right-hand margin.

Lateral Firefighter, 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
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/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 for the position of Lateral Firefighter. Also see Emergency Medical Technician (E.M.T.) State Certification on page 7.

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 Firefighter 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, maybe 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 Lateral Firefighter.**

**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 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: Adam, Adderall, Amytal, Anabolic Steroids, Angel Dust, Amphetamine, Black Tar, Blue Birds, Buttons, Cocaine, Codeine (high dose), Crack, Crystal, Darvon, Deca, Demerol, Dilorid, 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 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 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.”)

**TRAFFIC AND DRIVING RELATED OFFENSES**

**AUTOMATIC DISQUALIFIERS**

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

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

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

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

**MAJOR TRAFFIC VIOLATIONS/INFRACTIONS WITHIN THE PAST 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 Lateral Firefighter for the Denver Fire Department. The eligible register shall be composed of the names of applicants who have successfully completed and/or passed all phases of this examination and who are approved for placement on the 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 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.

**HOW TO APPLY:** Log onto [www.denvergov.org/civilservice](http://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](http://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 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 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](http://www.denvergov.org/civilservice). Click on
“Becoming a Firefighter,” 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.
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 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.

MILITARY VETERAN PREFERENCE POINTS

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

“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

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 an academy class 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
- The Armed Forces Expeditionary 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.

**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 Candidate Physical Ability Test (CPAT) section is provided for informational purposes only. **Lateral Firefighter applicants must possess a current Candidate Physical Ability Test (CPAT) certification at the time of appointment and must provide a copy to the Commission.** Per the International Association of Fire Fighters (IAFF), CPAT certifications are only valid for a twelve-month period of time from date of issuance.

CANDIDATE PHYSICAL ABILITY TEST (CPAT)

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

**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.

**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.

**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.

**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.

**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.

**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.

**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.

**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. Outside the boundaries; a second warning of either violation constitutes a failure.
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 individuals enter at less than an ideal fitness level and the difficulty those individuals 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
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.