

**CITY OF SHERIDAN
FIRE CIVIL SERVICE COMMISSION
RULES AND REGULATIONS**

**CHAPTER IV
QUALIFICATIONS FOR EMPLOYMENT**

Section 1. Qualifications. To qualify for initial employment to the Sheridan Fire Department, every applicant shall:

- a. Be a citizen or resident alien of the United States of America.
- b. Not have been convicted of any felony.
- c. Must be at least 18 years of age at the time of the examination for full-time employment.
- d. Be of good health as determined by a duly designated physician and be capable of strenuous physical activity.
- e. Have a high school education or its equivalent.
- f. Have no serious physical deficiencies which would interfere with job performance or prevent strenuous physical activities in the opinion of a duly designated physician.
- g. Must meet the minimum medical requirements for Fire Department candidates as specified in the current Edition of the National Fire Protection Association's Medical Requirements For Fire Fighters, NFPA 1582.
- h. Have ability to read, speak and write English language.
- i. Ability to acquire a valid Class B Wyoming driver's license.
- j. Weight must be in proportion to height.
- k. Must pass written examination.
- l. Must pass physical agility test.
- m. Must sign an agreement stating that the applicant will not smoke or use smoking materials, either on or off duty, during employment with the Fire Department.

- n. Failure to meet any of the qualifications in this section shall constitute cause for rejection of the applicant.

Section 2. Qualifications for Continued Employment. To continue employment for the Sheridan Fire Department, every employee shall:

- a. Meet all qualification requirements of W.S. 15-5-112(d). 2001 Edition, where applicable, and of this section.
- b. Not have been convicted of any felony.
- c. Have no serious physical deficiencies, which would interfere with job performance or prevent strenuous physical activities in the opinion of a duly designated physician.
- d. Must meet the minimum medical requirements for Fire Department candidates as specified in the current Edition of the National Fire Protection Association's Medical Requirements for Fire Fighters, NFPA 1582.
- e. Indicate mature judgment, emotional stability and aptitude for fire department work. Conviction of a misdemeanor that clearly indicates the offense is a moral deficiency and malicious intent may be used as an indicator.
- f. Must possess and maintain a valid Class B Wyoming Driver License.
- g. Weight must be in proportion to height.
- h. Must pass physical ability test.
- i. Must be a citizen or resident alien of the United States.
- j. Must have satisfactory completion of proficiency examinations during one-year probation period.
- k. Residence must be maintained within nine miles of the fire station.
- l. Satisfactory completion of annual performance standards evaluation.
- m. Acquire and maintain professional certifications for respective rank as outlined in the Department's Manual of Policies and Procedures and governing probationary and continued employment.

- n. Must maintain the agreement stating that the applicant will not smoke or use smoking materials, either on or off duty, during employment with the Fire-Rescue Department. In addition, any use of any tobacco product (e.g. smokeless tobacco) will be only per city policy.
- o. Failure to meet any of the qualifications in this section shall constitute cause for suspension, demotion or dismissal of the employee.

CHAPTER V

INITIAL APPLICATION AND EXAMINATION FOR EMPLOYMENT

Section 1. Applications for Initial Employment. Every person who desires to apply for appointment to the Fire-Rescue Department may obtain an appropriate application blank and file same with the Personnel Department.

- a. Every application shall be typed or in the handwriting of the applicant and signed and sworn to by the applicant.
- b. Any willful misrepresentation in regard to any material fact contained in the application, made with his/her knowledge, or at his/her request, shall be sufficient cause for excluding him/her from the examination, or for removing his/her name from the eligibility list, or for discharge from the service.
- c. Dismissal for good cause from any branch of the City's service shall be sufficient cause to exclude him/her from examination or to remove his/her name from the eligibility list.
- d. Whenever any application shows that the applicant is not qualified to hold the position he/she applies for, such application shall be rejected and the applicant notified of the reason therefore by the Fire Department Civil Service Commission.
- e. Applicants rejected by the Medical Physician for any reason shall not be entitled to appointment until a certificate is furnished by the Medical Physician showing that the defect has been corrected.
- f. All original appointees shall be on probation for a period of one (1) year. If, during this probationary period, the appointee proves unfit for the position, the Chief, with the consent of the Commission, shall drop him/her from the service.

Section 3. Entrance Examination. Each entrance examination shall consist of the following subjects:

- a. Written Test
- b. Physical Ability Test
- c. Oral Interviews
- d. Criminal history check by state or local law enforcement agencies.

Each applicant shall be marked independently upon the scale of 100% on the written examination. Preference points listed below, which have been determined to be valid and which have current expiration, will be added to the scores of the applicants that score 75% or above on the written examination. Applicants whose score is in the top 24 of those applicants that score 75% and above on the written examination, plus preference points will go on to take the physical ability test. Applicants that score 75% and above on the physical ability test and whose cumulative score from the written and physical ability tests is in the top 16, will go on to take the oral interviews. Applicants who pass the written test, the physical ability test, and the oral interviews shall be certified as eligible for employment. Ranking shall be determined by the cumulative scores of the written test, plus preference points, the physical ability test, and the oral interviews.

Preference Points

Hazardous Materials Operations certification - .5 point
National Fire Protection Association (NFPA) Firefighter I – 1 point
National Registry EMT certification – 1 point
Hazardous Materials Technician certification – 1.5 points
Two (2) year Fire Science degree – 1.5 points
Two (2) year EMS degree – 1.5 points
National Registry EMT-I certification – 1.5 points
NFPA Firefighter II – 2 points
Four (4) year Fire Science degree – 2.5 points
Four (4) year EMS degree – 2.5 points
National Registry Paramedic certification – 2.5 points
NFPA Apparatus Operator – 3 points
NFPA Aerial Operator - .5 point

Candidates will receive points for the highest level achieved in each area with a maximum of 5 points for any one candidate.

Section 4. Examination Administration. All examinations shall be conducted by the Commission or such other persons as the Commission may designate. In cases where technical knowledge or skill is required as a qualification for the position, the Commission may designate any suitable person or persons to conduct or assist in conducting the examination.

Section 5. Examination Grading. The marking of any applicant's examination papers shall be open to the applicant's inspection upon request to the Chief Examiner. No applicant shall be permitted, and no City employee shall divulge, the score of another applicant in any examination for the position on the Fire-Rescue Department. Scores of individual applicants shall be and remain at all times confidential, except, that they shall be available to the Commission Members, Mayor, Director of Administrative Services, and Fire Chief.

a. Examination papers may be destroyed five (5) years after the expiration date of the applicant's eligibility for the list, for the establishment of which such examination was held.

CHAPTER VI ELIGIBILITY LIST AND ENTRY LEVEL EMPLOYMENT

Section 1. Eligibility List. All persons who have met all qualifications as set forth in Chapter IV, Section 1 and have successfully completed all applications and exams set forth in Chapter V shall be certified by the Commission to the eligibility list for entry-level employment. In no event shall any applicant's name remain on the eligibility list for longer than two years unless they have been recertified.

Section 2. Entrance Position.

a. When an original entrance firefighter position is to be filled in the Sheridan Fire-Rescue Department, the Chief of the Department, with the approval of the Mayor, shall request the Commission for the names of five (5) eligible persons having the highest percentage of proficiency, one (1) of which shall be offered conditional employment.

b. The applicant offered conditional employment shall submit to a medical examination by a physician designated by the Commission, and a psychological exam by a psychologist designated by the Commission. These examinations shall be paid for by the City and will be conducted to determine if the candidates meets the minimum medical requirements for Fire Department candidates identified in the current Edition of the National Fire Protection Association's Medical Requirements For Fire Fighters, NFPA 1582.