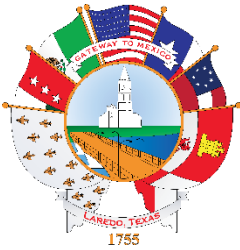


CITY OF LAREDO CIVIL SERVICE COMMISSION



MINIMUM STANDARDS

FOR ENTRY LEVEL

FIRE DEPARTMENT



The City of Laredo is an equal opportunity employer and is committed to evaluating each candidate on a non-discriminatory basis.

All applicants must meet the following qualifications in order to be eligible for and be placed on an employment eligibility list. Additionally, to be eligible for Civil Service Examination, applicant must successfully pass a 1.5 mile run under the specified time (14 minutes) after submitting application which will be administered prior to Civil Service Written Exam.

A. MINIMUM SCORE

Applicants must score a minimum of 70% or higher on the written examination.

B. YOU MUST BE A UNITED STATES CITIZEN.

C. AGE REQUIREMENT

2023-2024 - A person is not eligible to take an entrance examination for a beginning position in the Laredo Fire Department unless the person is at least Eighteen (18) years of age (at the time of the initial application for Civil Service Examination) and not more than 35 (*at the time of the initial application for Civil Service Examination*).

Beginning January 1, 2025 - You must be between the ages of 20 and not more than 35 (*at the time of the initial application for Civil Service Examination*) years of age, persons between the ages of 18 to 19 years of age must have 30 college hours of study at an accredited college or university; or an Associate's Degree from an accredited college or university with at least 2.0 grade point average on a 4.0 scale; or served two (2) years of active service in the U.S. Armed Forces with an Honorable discharge. The college hours shall be from an accredited learning institution of higher education recognized by the State Board of Education in the State in which the college resides and accredited by the Southern Association of Colleges and Schools or a similar regional association recognized by the U.S. Department of Education.

Semester hours presented under this cause do not include Continuing Education Credits (CEU), Technical Training, or credit for Life Experience or any other training where college credit was given but specific letter or number grades were not assigned.

D. ACADEMICS

A person is eligible for an entry level position in the Laredo Fire Department only if the person has received:

- a. A high school diploma from an Accredited High School with at least a 2.0 grade point average on a 4.0 scale; or
- b. A high school equivalency certificate and must have completed and at least 12 college hours at an accredited college or institution of higher education with at least 2.0 grade point average on a 4.0 scale. The college hours shall be from an accredited learning institution of higher education recognized by the State Board of Education in the State in which the college resides and accredited by the Southern Association of Colleges and Schools or a similar regional association recognized by the U.S. Department of Education. Semester hours presented under this clause do not include Continuing Education Credits (CEU), Technical Training, or credit for Life Experience or any other training where college credit was given but specific letter or number grades were not assigned.
- c. a person with studies from an accredited college or university; or an Associate's Degree from an accredited college or university shall submit transcripts have at least 2.0 grade point average on a 4.0 scale.

E. LICENSE REQUIREMENT/RECORD

Applicants must present a valid driver's license at the time of the written entrance examination. Active duty military members may possess a valid license of their home state at the time of application. All applicants are required to present a valid Texas driver's license at time of employment.

Applicant's driving record must reflect driving habits that are consistent with the safe operation of motor vehicles. Candidates may not have two or more chargeable vehicle accidents on their driving record.

- a. During the two (2) year period preceding the civil service written examination, the applicant must not have had his/her driver's license suspended for any reason except for safety responsibility provisions, for example not having insurance, or minor billing issues.
- b. The applicant must not have any outstanding traffic warrants/capiases filed against them at any time, either before, during, and/or after the civil service written examination.
- c. Additionally, they may not have a conviction within the past five years of any of the following:
 - Any alcohol related driving offense
 - Hit and Run, Failure to Stop, Failure to Render Aid, or Failure to Disclose I.D. at the scene of an accident
 - Negligent Manslaughter involving a motor vehicle accident
 - Three or more moving violations
 - Two moving violations and one or more chargeable vehicle accidents

F. CRIMINAL BACKGROUND

The applicant must not have ever been convicted at any time of a felony offense. For the purpose of this requirement, a person is convicted of a felony when, an adjudication of guilt for a felony offense is entered against the person by a court of competent jurisdiction unless:

- a. The sentence is subsequently probated and the person is discharged from probation;
- b. The accusation, complaint, information, or indictment against the person is dismissed and the person is released from all penalties and disabilities resulting from the offense, or;
- c. The person is pardoned for the offense.

Each probated, dismissed, and/or pardoned sentence will be considered by the hiring committee with regard to the nature of the circumstances and possible applicant disqualification.

Applicants must not be currently charged with or under indictment for any felony offense.

Applicants must not have been convicted of a misdemeanor offense of “Class A” within the last ten (10) years.

Applicants must not have been convicted of a misdemeanor offense of “Class B” within the last ten (10) years.

Applicants must not have been charged with any misdemeanor offense greater than a “Class C”, the outcome of which is still pending in a court of competent jurisdiction.

Applicants, who are not licensed by the commission, will need documentation that the person has not had the following:

community supervision history:

- i. has never been on court-ordered community supervision or probation for any criminal offense above the grade of a Class B misdemeanor or a Class B misdemeanor within the last ten years from the date of the court order; but
- ii. the commission may approve the application of a person who received probation or court-ordered community supervision for a Class B misdemeanor at least five (5) years prior to enrollment if an agency administrator sufficiently demonstrates in writing with supporting documentation that mitigating circumstances exist with the case and with the individual applying for licensure, and that the public interest would be served by reducing the waiting period.

G. DRUG POLICY

CRITERIA

- An applicant who has used any illegal drug while employed in any Fire Department, government, law enforcement or prosecutorial position, or while employed in a position which carries a high level of responsibility or public trust, will be found unsuitable for employment.
- An applicant who is discovered to have misrepresented his/her drug history in completing the application will be found unsuitable for employment.
- An applicant who has sold any illegal drug for profit at any time will be found unsuitable for employment.
- An applicant who has used any illegal drug (including anabolic steroids after February 27, 1991), other than marijuana, within the last five (5) years.
- An applicant must not have used marijuana or synthetic cannabinoids within the last twelve (12) months prior to Civil Service application. If so the candidate will be found unsuitable for employment. During the period(s) of usage, volume and frequency will be considered by the hiring committee as to possible applicant disqualification or continuing with the hiring process.
- An applicant who has used paint, glue or any other products or chemical, including potpourri, for the purpose of intoxication during the three (3) years preceding the Civil Service written examination will be deemed unsuitable for employment.
- Applicants who have abused or illegally used prescription medication for the purpose of intoxication or recreation, whether prescribed to them or another person or otherwise obtained, on no more than three (3) independent occasions are deemed unsuitable under this cause are not eligible to reapply for

a period of five (5) years from the date of last usage. If the applicant is found to have abused a substance under this sub-section on more than three (3) independent occasions, the applicant will be deemed unsuitable for employment under this cause and remain permanently unsuitable.

- Violations that occurred when the candidate was a minor, as defined by the State of Texas, will not be counted against them in time specific terms.
- Violations that occurred when the candidate was a minor, as defined by the State of Texas, will be considered during the background investigation. A decision for disqualification may be made by the hiring committee.

To determine whether you qualify under the Laredo Fire Department's drug policy, please answer the following questions. **If you answer "YES" to any of these questions, you should NOT apply for employment with the Laredo Fire Department.**

- Have you used marijuana or synthetic cannabinoids within the last 12 months.
- Have you used any other illegal drug (including anabolic steroids after February 27, 1991) in the past five (5) years?
- Have you ever sold, delivered, distributed, or possessed any illegal drug for profit or benefit?
- Have you ever used an illegal drug (no matter how many times or how long ago) while in a law enforcement or prosecutorial position, or in a position, which carries with it a high level of responsibility or public trust?

H. Applicants must be of good moral character and shall not habitually associate with those of questionable moral character. Applicants must demonstrate through past and present conduct; maturity, dependability and integrity for a career as a Public Servant.

I. MILITARY

Candidates who are now discharged from the Armed Forces of the United States may be Eligible to receive (5) additional points if:

- Received an Honorable Discharge (General Discharge under Honorable Condition, etc. are not eligible);
- Submit a DD-214 with Civil Service application
- DD-214 must be undeleted and must be long form containing sections 23-30 (Type of Separation, Character of Service, Separation Authority, Separation Code, Reentry Code, Narrative Reason for Separation, Dates of Time Lost During This Period and Member Request Copy 4)
- Made a passing grade on examination

Applicants must not have been discharged from military service under less than honorable conditions including, specifically:

- a. under other than honorable conditions;
- b. bad conduct;
- c. dishonorable;
- d. Any other characterization of service indicating bad character.

J. FINANCIAL RESPONSIBILITY

Applicant must have a history of meeting financial obligations. An applicant's poor or bad credit history, failure to pay just debts, delinquency on outstanding loans, or bankruptcies, or

repossessions, and foreclosures will be considered. The type and number of debts, reasons for credit problems, and extenuating circumstances, including cases of identity theft, will be considered on a case-by-case basis due to the number of variables involved.

Applicant obligated to child support payments must be current on all payments.

K. Applicants must not be a member of any organization that advocates the overthrow of our government by force or violence or which advocates or engages in unlawful conduct directed at individuals or groups based upon the individual's or group's race, sex, religion, national origin, age, skin color, sexual preference, disability, or conduct otherwise commonly known as "hate crimes".

L. Applicants must not have been discharged from any fire department or law enforcement agency, have resigned to avoid suspension or discharge, or have resigned during a disciplinary investigation without a final judgment having been rendered and:

- a. Not had a certificate issued by the Texas Commission on Fire Protection Standards and Education previously revoked.
- b. An application from a person who has resigned or has been terminated from the police academy due to a lack of proficiency in an academic or skilled area will not be eligible to apply within one (1) year of the date of resignation or termination.
- c. An applicant who has been terminated from any commissioned or cadet position within a fire department enforcement agency for disciplinary reasons, having resigned to avoid suspension or discharge or, having resigned during a disciplinary investigation without a final judgment being rendered, will be permanently disqualified.

M. COMPLIANCE WITH REQUIREMENTS

An applicant failing to cooperate fully with and keep all scheduled appointments, failing to supply the needed documents within the specified time limits, failing to provide added personal information as needed, or failing to update changes within ten (10) days of the change will disqualify an applicant from the hiring process.

N. FALSE STATEMENTS/OMISSIONS OF MATERIAL FACT

- a. Applicants must be truthful and honest in their response to all inquiries relative to their suitability for employment.
- b. Applicants found to have withheld material information, and/or practiced or attempted to practice deception or fraud in their application, examination, or appointments are deemed unsuitable from the current eligibility list.
- c. Any misstatements and/or omissions of material fact during the application process are also cause for disqualification from the current eligibility list.
- d. If an applicant is deemed unsuitable for this rule based on a previous finding of false statement/omission, the applicant will be deemed permanently unsuitable for employment.

O. EMPLOYMENT HISTORY

Applicants must demonstrate maturity, dependability, integrity, good work ethic, and loyalty to their past and present employers. The applicant's employment history must not indicate instability; excessive tardiness or absenteeism; inefficiency; failure to follow directions, policies or procedures, and rules and regulations; poor working relationships; negligent work habits.

- a. In the last five (5) years preceding the date of the civil service written examination, applicants must not have been terminated, asked to resign, or resigned from any previous employment for engaging in inappropriate or unlawful behavior, including but not limited to any of the following:
 - i. Theft
 - ii. Assault
 - iii. Threats
 - iv. Disorderly Conduct or Other Breaches of the Peace

Applicants deemed unsuitable under this cause are eligible to reapply for subsequent entrance examinations.

- b. Applicants must not have been terminated, asked to resign, or resigned from any previous employment for engaging in inappropriate or unlawful behavior, including but not limited to any of the following:
 - i. Any Felony Offense
 - ii. Sex Crimes
 - iii. Sexual Harassment
 - iv. Discriminatory or Retaliatory Acts
 - v. Any Offense Involving Acts of Moral Turpitude
 - vi. Applicants deemed unsuitable under this cause are permanently unsuitable.

Applicants must not have been employed or engaged in an illegal occupation. Applicants deemed unsuitable due to employment in an illegal occupation remain permanently unsuitable.

P. FIREFIGHTER / EMT - PARAMEDIC CERTIFICATION

Applicants who currently possess a valid TCFP (Texas Commission on Fire Protection) Structural Firefighter certification are eligible to receive five (5) additional points added to their passing score.

Applicants who currently possess a valid Texas DSHS (Department of State Health Services) EMT-P (Emergency Medical Technician – Paramedic) certification are eligible to receive five (5) additional points added to their passing score.

These additional points may not be used in conjunction with “Military Service Points”. Max of 5 points allowed.

Applicant is responsible to include copies of certifications with their application for verification.

- Q.** Once the applicant successfully achieves a passing score on the civil service written entrance examination, the applicant must then successfully pass each of the following phases:

PHYSICAL FITNESS

Applicants are required to pass a Physical Ability Test (agility course), which will be conducted after he/she successfully passes the entrance examination. The evaluation is to determine physical agility and duty fitness for Entry Level Fire Service duties.

COMPLETE BACKGROUND INVESTIGATION

An extensive check of the applicant's personal/work/criminal history will be performed by a Laredo Fire Department hiring committee. All of the information pertaining to the candidate will be considered by a Laredo Fire Department Designee which will determine the eligibility to proceed onto next phase of the process. Candidate must also complete a DPS fingerprint-based Applicant Clearinghouse of Texas using Departments' Service Code.

Background investigation is a continuous process, any information or new incidents that occur while in the process which violate the minimum standards rules will be cause for disqualification.

Applicant may be rejected for employment at any point in the screening process.

POLYGRAPH EXAMINATION

All applicants are required to submit to a polygraph examination and demonstrate their veracity in responses to all personal history, employment, criminal activity, and personal habit interrogatories presented in the Polygraph Questionnaire. Satisfactory demonstration of this requirement will be based on a polygraph examiner's report of "No Deception Indicated." The following guidelines shall apply to the manner of testing:

- a. Each applicant is required to complete an approved "Pre-Employment Polygraph Questionnaire" prior to undergoing the examination.
- b. The polygraph examination has the sole purpose of verifying the applicant's truthfulness in the responses provided in the approved questionnaire.
- c. Current or former law enforcement, corrections, or security officers are required to respond to additional questions relating to their conduct as a law enforcement, corrections, or security officer.
- d. Polygraph examinations are conducted by a licensed polygraph examiner.
- e. Applicants whose original polygraph results are found to be other than "No Deception Indicated" are re-examined within thirty (30) days if desired and at the expense of the candidate. In order to appeal, the applicant must submit a written notice of appeal addressed to the City of Laredo Fire Chief within five (5) calendar days of notification of disqualification.
- f. Subsequent polygraph examinations are conducted by a different polygraph examiner, to be determined by the Laredo Fire Department hiring committee.
- g. All candidates whose results are found to be other than "No Deception Indicated" and refuse to take the polygraph re-test will be disqualified.
- h. If after the re-test of the polygraph the results are found to be other than "No Deception Indicated" the results will be considered in conjunction with all other information pertinent to the candidate. The hiring committee will decide based on this information whether the candidate will be disqualified or continue with the hiring process.
- i. If after the re-test of the polygraph the results are "No Deception Indicated" the results of the re-test will be accepted

PSYCHOLOGICAL EXAMINATION

All applicants are required to undergo a psychological examination administered by a licensed police psychologist who is licensed by the Texas State Board of Examiners of Psychologists or by a psychiatrist licensed by the Texas Medical Board selected by the Laredo Fire Department to determine mental/emotional fitness for duty. The psychological examination must be conducted

pursuant to professionally recognized standards and methods. The examination process must consist of a review of a job description for the position sought; review of any personal history statements; review of any background documents; at least two instruments, on which measures personality traits and one which measures psychopathology; and a face to face interview conducted after the instruments have been scored. Any applicant who is not deemed fit after this examination, must wait a minimum period of one (1) year from the date of disqualification before becoming eligible to reapply or as otherwise indicated by the psychologist.

Appeals for the Psychological Examination are required to meet the same standards as outlined above. Review of personal history statements, background documents and the use of at least two instruments, on which measures personality traits and one which measures psychopathology. The results of the original psychological examination will be forwarded to the examiner for review prior to the re-examination.

In order to appeal, the applicant must submit a written notice of appeal addressed to the Director of the Fire Fighters' and Police Officers' Civil Service Commission of the City of Laredo, Texas within ten (10) calendar days of notification of disqualification. If an applicant is rejected by the initial psychologist, the applicant may request another examination by a board of three psychologists appointed by the commission. The applicant must pay for the board examination. The board's decision is final.

ORAL BOARD AND EVALUATION DAY INTERVIEW PROCESS

All applicants are required to participate in an oral assessment conducted by an oral interview board comprised of Fire Service Officers and Training Staff from the Laredo Fire Department. The Oral interview is a continual process as information becomes available. Applicants must demonstrate the ability to effectively communicate during the interview process requiring the applicant to respond to queries related to his/her background, investigation findings, as well as his/her responses to hypothetical scenarios and related issues.

All applicants are required to participate in an Evaluation Day as part of the interview process. The Evaluation Day is a series of events that are designed to test the participant for both mental and physical fitness for the Fire Service. A team of Fire Service personnel will assess, evaluate, and award a graded score for their individual performance.

Passing the oral board interview along with the overall score in the Evaluation Day portion of the interview process will determine if the candidate successfully passed or failed the interview process.

MEDICAL EXAM

All applicants are then required to submit to a medical evaluation conducted by a Texas Medical Board licensed physician selected by the Laredo Fire Department. The physician must be familiar with and follow current edition of NFPA 1582 Standard on Comprehensive Occupational Medical Program for Fire Department recommendations. The individual must be declared by the physician to be physically sound and free from any defect which may adversely affect the performance of duty appropriate to the type of license sought and show no trace of drug dependency or illegal drug use. The physician will determine the applicant's medical fitness for duty.

Municipality shall pay for the examination however; if additional specialized exams are required for clearance then the applicant will be responsible to pay for those specific exams.

In order to appeal, the applicant must submit a written notice of appeal addressed to the Director of the Fire Fighters' and Police Officers' Civil Service Commission of the City of Laredo, Texas within ten (10) calendar days of notification of disqualification. If an applicant is rejected by the initial physician, the applicant may request another examination by a board of three physicians appointed by the commission. The applicant must pay for the board examination. The board's decision is final.

APPEALS PROCESS

Strict adherence to the deadlines and direction for the appeals process will be enforced.

Appeals are as follows:

Entrance Exam – No Appeal

Physical Agility Test – No Appeal

Oral Board and Evaluation Day Interview – No Appeal

Polygraph – Appeal within 5 calendar days of notification of disqualification, with a written notice to appeal submitted to the Laredo Fire Chief.

Psychological and Medical – Appeal within 10 calendar days of notification of disqualification, with a written notice to appeal submitted to the Director of the Firefighters' and Police Officers' Civil Service Commission of the City of Laredo.

While in an appeal, you are no longer considered to be on the active hire list until the results of the appeals have been submitted. Candidates will be hired according to their availability on the active hire list according to the ranking. If due to an appeal, you are passed over for a position in the Fire Academy then you will be eligible for the next available position should one become available before eligibility list expires.

Upon an applicant's successful completion of all of the aforementioned phases, he/she may be made a "conditional offer" of employment.

MANDATORY ACKNOWLEDGEMENT

By submitting an application the applicant acknowledges, as a condition of employment, that he/she must successfully pass during the academy all City of Laredo Fire Department written and practical exercise exams.

The applicant also acknowledges, as a condition of employment, that during the academy the applicant will be tested, must pass, and be Texas state certified in the following:

- (EMT) Emergency Medical Technician, (EMT-P) Paramedic, and National Registry
- Texas Commission of Fire Protection (TCFP) Basic Structural Firefighter

The applicant also acknowledges, that during the academy the applicant may also be required to test, pass, and be Texas State certified in the following:

- Texas Commission of Fire Protection (TCFP) Aircraft Rescue Firefighting
- Texas Commission of Fire Protection (TCFP) Hazardous Materials Technician



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