NEW ALBANY FIRE DEPARTMENT HIRING PROCESS

(Adopted September 24th, 2019)

Section 1.	**Definitions**

"Board" shall mean the New Albany Board of Public Works and Safety.

"Chief" shall mean the Chief or his/her designee.

"Eligibility List" shall be defined as the list of all applicants seeking a position with the New Albany Fire Department.

"Employment Cycle" shall be defined as the time period from October 31st (the end of the application process) until the next date an application can be accepted (October 1st two years from previous test).

Section 2.	**Applications**

Applications for employment may be obtained from the HR Department or online at the City's webpage.

Applications for employment with the New Albany Fire Department shall be accepted from October 1st until October 31st (or on the following New Albany City business day if the 31st ends on a weekend) of every other year.

The completion of an application and proceeding through the hiring process does not convey any rights onto the applicant regarding employment with the City of New Albany.

A copy of the New Albany Firefighter Hiring Process shall be given to the potential applicant for employment.

Section 3. Applicant's Duty

It is the applicant's duty and responsibility to be aware of any test dates. It is the duty of the applicant's to have a current and active CPAT card at the time of applying and or hiring (CPAT card must be current, no expired cards will be accepted)

Section 4. Qualifications

To be appointed to the Fire Department, an applicant must be:

- A citizen of the United States.
- A high school graduate or have the equivalent.
- At least twenty-one (21) years of age, but under thirty-six (36) years of age at the time of hire. (The age requirement does not apply to a person who has been previously employed as a member of the department).
- An applicant must provide satisfactory proof of the date and place of his/her birth.
- A person may not be appointed, reappointed, or reinstated if he/she has a felony conviction on his/her record.
- Applicants for appointment or reappointment to the Fire Department must have a current CPAT card, pass criminal history check, and pass aptitude test, interview as set forth in this hiring process.

Section 5. CPAT Card

CPAT (Candidate Physical Ability Test) consists of eight separate events. CPAT is a sequence of events requiring you to progress along a predetermined path from event to event in a continuous manner. The events include but not limited to: Stair Climb, Hose Drag, Equipment Carry, Ladder Raise and Extension, Forcible Entry, Search, Rescue and Ceiling Breach and Pull. This test was developed to allow fire departments to obtain pools of trainable candidates who are physically able to perform essential job tasks on the fire scene. This is a pass/fail test based on a validated maximum total time of 10 minutes and 20 seconds.

(It is the candidate's responsibility to obtain the CPAT card upon applying to the New Albany Fire Department). The New Albany Fire Department reserves the right to test any and all candidates on a 100 foot aerial climb and claustrophobic test.

Section 6. Criminal History Check

Upon completion of application and qualifications, a criminal history of each applicant that's qualified shall be conducted.

All applicants must agree and authorize the Chief to perform a criminal history check.

The results of the criminal history check shall be reviewed by the Chief. If the results of the criminal history reveal negative results the applicant shall be removed from the eligibility list.

If an applicant believes that the negative results are in error or incorrect, the applicant must appeal, in writing via certified mail, to the City Attorney within seven (7) days of receipt of the notification. If the applicant fails to appeal the criminal history results within the time period, the applicant forfeits any review by the City Attorney and will be removed from the eligibility list.

The City Attorney will verify such information that is revealed in the criminal history check. If the negative results cannot be verified, are in error or incorrect the applicant shall be entitled to proceed in the Hiring Process. If the information on the criminal history is verified by the City Attorney the applicant shall be removed from the eligibility list.

Section 7. Aptitude Test

Upon completion of criminal history checks of all the applicants, the Chief shall administer a general aptitude test for all applicants remaining on the eligibility list. The aptitude test shall test the applicant's ability to perform the essential functions of the job.

The time and place of the Aptitude test shall be set by the Chief and all applicants shall be notified by mail of the date and time of the aptitude test. The applicant's address as listed on the application shall be used to notify the applicant of the testing date and time.

In order to remain on the eligibility list the applicant must score a minimum score of 70%. If an applicant fails to score 70%, the applicant shall be removed from the eligibility list.

Section 8. Interview

All applicants who have successfully met all qualifications of the job, completed and passed the aptitude test, cleared a criminal history check will be eligible for an interview given by Chief and or interview board.

Section 9. Selection for State Required Testing and Conditional Offer of Employment

Upon completion of the interview process and based upon the personnel needs of the Fire Department, the Chief shall select the applicants for review by the board. The Board shall review the proposed applicants and if acceptable shall extend a conditional offer of employment. This offer of employment is conditioned of passing the minimum requirements and exams as required by the PERF Board and/or Police Officers' and Firefighters' Pension and Disability Fund.

The Chief shall notify by mail the applicants who have been given a conditional offer of employment.

Signed this _____ day of _____, 2019.

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Warren V. Nash
Board of Works President