



APPLICATION PACKET FOR FIREFIGHTER

*Frederick Kauser - Fire Chief
Joseph Spanovich - Township Trustee (Division of Fire Liaison)*

August 1, 2017

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SECTION 1 ANNOUNCEMENT

This packet shall serve as an announcement for the hiring process beginning August 2017 for the position of full-time Firefighter.

These examinations are being conducted for creation of an eligibility list for use in 2017-2018.

Section 2 Application

TO DOWNLOAD THE APPLICATION GO TO:

[HTTP://MIFFLIN-OH.GOV/DEPARTMENTS/HUMAN_RESOURCES/CURRENT_JOB_OPENINGS/](http://mifflin-oh.gov/departments/human_resources/current_job_openings/)

Mifflin Township application must be completed and received by **4:00 pm, August 25, 2017.**

Section 3 Process to become a Firefighter - Candidate

- | | | |
|--|-----------|----------------------------|
| 1. Application – Submission and Review | Deadline: | August 25, 2017 by 4:00 pm |
| 2. Physical Fitness Standards Test 1 | | |
| 3. Personal History Questionnaire | | |
| 4. Completion of the CPAT Test | | |
| 5. Panel Interviews (2) | | |
| 6. Background Investigation | | |
| 7. Fire Chief's Interview | | |
| 8. Final Ranking | | |
| 9. Presentation and Recommendation to the Board of Trustees | | |
| 10. Conditional Offer of Employment | | |
| 11. Drug Screening | | |
| 12. NFPA and Pension Physical | | |
| 13. Fit-for-Duty Psychological Assessment | | |
| 14. Orientation Training Program (up to 12-weeks) | | |
| 15. Probationary Period of 12 months (Firefighter – Candidate I) | | |

SECTION 4 CONTACT INFORMATION

If you have questions about this process, please carefully read through this packet to see if you can find the information you are seeking. If you are unable to find an answer to your question, you can reach us at:

Human Resources Department: hr@mifflin-oh.gov or 614-471-4494

- We will do our best to respond to your inquiries within 24-hours (*M-F, 8am-4pm*). Please note that we experience a large volume of requests around the times of deadlines and exams and a response could be delayed.

- *If you would like a paper-copy of the application and hiring packet, you may pick one up from: Mifflin Township, 155 Olde Ridenour Rd., Gahanna, OH 43230. Office Hours are M-F, 8am-4pm.*

Section 5 Review Hiring Standards

The first step for any individual interested in going through the selection process for Firefighter is to read through the Hiring Standards located in this packet. **If by reading the Hiring Standards you realize that you do not meet the Hiring Standards, there is no reason for you to continue in the selection process for the position of Firefighter with Mifflin Township.** Please contact the Human Resources Department if you have any questions.

An applicant's failure to meet the hiring standards set forth in this document shall automatically disqualify the applicant. The applicant must acknowledge their understanding and compliance with the Hiring Standards when submitting the application. The hiring standards are reviewed for revision every year. Even if you have read previous years before, please read them again.

SECTION 6 DEPARTMENT AND TOWNSHIP INFORMATION

The Mifflin Township Division of Fire provides fire and emergency medical services to the City of Gahanna and the unincorporated areas of Mifflin Township. With a population of over 37,000 residents, Mifflin Township includes the City of Gahanna and a 3.9-square-mile unincorporated area in northeast Franklin County. Responding to more than 11,800 calls for assistance last year with a response time of less than four minutes, the Division of Fire is one of the busiest fire departments in Franklin County.

In 2015, the American Cities of the Future report ranked cities in North America under five categories: Economic Potential, Business Friendliness, Human Capital and Lifestyle, Cost Effectiveness and Connectivity. Gahanna ranked as the 9th best micro-city in North America for its economic potential, human capital and lifestyle. Mifflin Township is adjacent to Port Columbus International Airport and one of the largest suburbs of the City of Columbus Metropolitan region.

SECTION 7 PUBLIC RECORDS

Mifflin Township cannot guarantee the confidentiality of the results of, or information obtained through our hiring procedures. Rulings of the Ohio Supreme Court relative to the Public Records Act indicate that, with specific exceptions, records maintained by a governmental entity are a matter of public record and, should a proper request be made by a member of the public for such records, the governmental entity would be required to make such records available to that member of the public within a reasonable period of time. Employment related documents, with the exception of medical records, maintained by Mifflin Township related to these hiring procedures do not appear to fall within the specific exceptions.

SECTION 8 FIREFIGHTER JOB DESCRIPTION

TITLE:	Firefighter – Candidate I	Salary Range: 2017
DEPARTMENT:	Division of Fire	FLSA STATUS: Y
REPORTS TO:	Lieutenant or Captain	

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK

The position of Firefighter is under the direct supervision of a Company Officer (Lieutenant or Captain). The individual assuming this position will be responsible for providing a highly visible, professional firefighter presence while conducting firefighting and emergency medical activities in a specified geographical area. Answers calls when an emergency exists; takes such actions as necessary to prevent harm; to maintain safety and to assist citizens in a wide range of emergency and non-emergency situations. Takes proper action as necessary and required to maintain the order, safety and general welfare of Mifflin Township utilizing the United States Constitution, the Ohio Revised Code, Mifflin Township Resolutions, policies, and procedures, and Gahanna Codified Ordinances.

ESSENTIAL JOB FUNCTIONS

The Mifflin Township Division of Fire recognizes the essential job tasks and descriptions per the NFPA current standards as representative of the duties expected of our firefighters.

1. Regular, predictable, and punctual attendance is required
2. Physical activity, force, and endurance is required for performing essential job functions
3. Perform fire fighting tasks, assigned to an Engine, Ladder, Rescue Company, or Medic
4. Wear a Self Contained Breathing Apparatus (SCBA) and fire fighting protective gear that is encapsulating and insulated
5. Perform EMS skills at a paramedic level
6. Respond to fire alarms and other calls for assistance, such as automobile and industrial accidents in a timely manner.
7. Create openings in buildings for ventilation or entrance, using axes, pry bars, and other hand tools, and electric, gasoline, and pneumatic power tools
8. Climb six or more flights of stairs while wearing fire protective gear
9. Search, find, and rescue-dragging or carrying victims
10. Advance water-filled hose lines up to 2½ inches in diameter from fire apparatus to occupancy
11. Climb ground and aerial ladders, operate from heights, walk, or crawl in the dark along narrow and uneven surfaces
12. Fulfill unpredictable emergency requirements for prolonged periods of time
13. Drive and operate fire apparatus or other vehicles in emergency mode
14. Solve critical, time-sensitive, complex problems during physical exertion in stressful, hazardous environments
15. Communicate while wearing personal protective gear and SCBA
16. Commit to continuing professional development
17. Other duties as assigned

MINIMUM QUALIFICATIONS REQUIRED

Education, Age, Experience, Citizenship

1. High school graduate or equivalent
2. Age \geq 18 years AND $<$ 31 years old prior to application deadline
 - a. *For every completed career fire service year of service (up to three years), applicant may add one year of age to a maximum permissible age $<$ 34-years of age at deadline of application. Firefighter must have one full year of service credit per year over the age of 31 at the time of application.
 - b. Example: If an applicant is between 33-years of age to 33 years, 11 months, and twenty-nine days, and they have completed 36-months of fulltime firefighter experience, they would be eligible to apply.
 - c. The applicant will need to provide evidence, once the job is offered, that he or she is legally entitled to work in the U.S.

Licenses and Certificates

Current and valid Ohio Driver's License with an acceptable driver's abstract in order to meet criteria for insurability established by Mifflin Township.

- Must possess a State of Ohio Firefighter II certification at deadline of application
- Must possess a State of Ohio EMT-Paramedic certification at deadline of application

Knowledge of:

- Township Personnel Policy Manual
- Fire Division policies, procedures, values, mission statement, goals and objectives
- Advanced methods and principles of fire fighting
- Building construction and design, building materials, and physical layout of properties
- Special operation and rescue procedures and techniques
- Hazardous materials/WMD response and management
- Streets, landmarks, parks and other geographical areas of the community

Skills of:

- Operation of forcible entry, ventilation, power, and hand tools
- Operation of hose lines, appliances, and nozzles
- Operation of ladders
- Use of communication radios
- Operation of apparatus and emergency vehicles
- Use of personal computer and other modern standard office equipment

Ability To: (Mental and Physical Abilities):

- Read and understand division policies, rules, regulations, instructions, laws, and fire literature
- Perform fire fighting and other emergency response actions under stressful conditions while wearing personal protective equipment (PPE) and self contained breathing apparatus (SCBA)
- Assess situations and adopt a quick, effective, and reasonable course of action under conditions which are physically, psychologically, and/or emotionally stressful
- Communicate effectively with persons in physical and/or emotional stress
- Perform Paramedic tasks
- Lead and function as an integral component of a team
- Understand and follow written or spoken directions
- Observe and remember names, faces, and details of incidents
- Establish and maintain effective working relationships with supervisors, other employees, and the public
- Maintain a valid Ohio Driver's License and insurability under the Township's vehicle insurance policy
- Maintain all required certifications

Physical Demands to:

- Maintain optimum physical fitness and a body weight that meets NFPA and Division medical standards
- Sit, bend, reach
- Walk, run, jump, climb, crawl and generally traverse over all types of surfaces and terrains
- Lift, pull, and/or push the weight of an individual potentially greater than 200 pounds
- Use fine motor skills
- Be exposed to extreme weather conditions, hazardous situations, and enclosed spaces for prolonged periods of time
- Be exposed to and operate from heights
- Distinguish color, depth, and good peripheral vision
- Read, write, and clearly articulate the English language
- Meet medical standards for hearing

Environmental Conditions of:

- Occasional exposure to hazards of risk of bodily injury/volatile situations and imminent danger when performing the essential functions of the job
- Occasional exposure to heat and cold extremes and temperature changes
- Frequent exposure to loud noises
- Frequent exposure to moderate noises such as emergency sirens and roadway/traffic noise
- Occasional exposure to persons who have contagious diseases/illnesses
- Often exposure to vibration, toxic conditions, odors, dust, and poor ventilation

SALARY RANGE

Pay rates are established as of February 2016. Rate of pay will be as follows:

<i>Firefighter</i>	<i>Step 1 Firefighter- Candidate I</i>	<i>Step 2 Firefighter- Candidate II</i>	<i>Step 3 Firefighter- Apprentice</i>	<i>Step 4 Firefighter- Journeyman</i>	<i>Step 5 Firefighter- Master</i>
<i>Time in Grade</i>	12-Months	12-Months	18-Months	18-Months	6 th Year →
<i>Hourly Rate</i>	\$18.75	\$20.73	\$22.16	\$23.62	\$25.05
<i>If Annualized*</i>	\$54,600	\$60,366	\$64,530	\$68,781	\$72,946

- Compensation Package includes 10% pension pick-up

SECTION 9 HIRING STANDARDS

Along with the qualifications listed in the job description, applicants must meet the requirements of the Mifflin Township hiring standards. All information provided to Mifflin Township will be verified through a **DETAILED** background investigation, which may include a polygraph examination.

The purpose of the Hiring Standards is twofold: first, to give guidance to those personnel who have the responsibility of conducting background investigations, and second, to provide Screening Committee members with a set of standards designed to assist them in a reasoned and logical selection.

CRIMINAL CONDUCT

Commission of criminal acts is directly contrary to the respect for law required of a Division of Fire Employee. A list of representative criminal offenses (or any substantially equivalent municipal ordinance or law of any other state or of the United States) that is cause for disqualification is described further in this section. This list is intended to be illustrative of the types of offenses that would normally cause disqualification; it does not exclude offenses not listed. In certain cases, exceptions to the normal rule of disqualification are stated. However, that does not infer that the act described would be disregarded. In each case, even if the incident itself is not sufficient cause for disqualification, the incident may be taken into consideration, along with other discovered information regarding the applicant, in making a recommendation.

Further, it is the criminal conduct that is important; while a conviction is proof that the conduct occurred, conviction is not the only acceptable proof of criminal conduct. Information of a nature normally relied upon by reasonable persons in their daily life that a criminal act was committed by the applicant, as opposed to proof beyond a reasonable doubt, may result in a recommendation of disqualification. In this regard, the fact that an arrest occurred does not prove that criminal conduct occurred, but only that probable cause existed for that arrest. The arrest is a starting point in the investigation; ultimately, evidence and/or witness statements must be secured that demonstrate that the applicant committed criminal acts.

The following are those criminal offenses that, except as expressly noted, shall result in automatic disqualification from consideration as a Division of Fire Employee for Mifflin Township:

1. **ORC Chapter 2903** - Any offense of violence directed against a person as defined in the Ohio Revised Code Chapter 2903. This shall include all homicide, all assault, menacing, stalking,

hazing, and patient abuse or neglect related offenses. However, a single incident of misdemeanor assault, menacing, or hazing will not automatically result in disqualification. Some incidents may be considered, along with other matters, in determining suitability for appointment.

2. **ORC Chapter 2905** - Any kidnapping and extortion related offenses as defined in the Ohio Revised Code Chapter 2905. However, a single incident of unlawful restraint or coercion, which occurred at least (5) five years prior to investigation, will not automatically result in disqualification. Such incidents may be considered, along with other matters, in determining suitability for appointment.
3. **ORC Chapter 2907** - Any sex offense as defined in the Ohio Revised Code Chapter 2907 which occurred in the five years prior to investigation. This includes sexual assaults, prostitution, solicitation, and obscenity offenses.
4. **ORC Chapter 2909** - Any arson and related offense directed against property as defined in the Ohio Revised Code chapter 2909. This shall include desecration, disruption, vandalism, criminal damaging, and endangering related offenses. However, a single incident of criminal damaging or criminal mischief that occurred at least two (2) years prior to investigation will not automatically result in disqualification. Such incidents may be considered, along with other matters, in determining suitability for appointment.
5. **ORC Chapter 2911** - Any robbery, burglary, trespass, related offenses as defined in the Ohio Revised Code chapter 2911. This shall include safecracking related offenses. However, a single incident of criminal trespass or tampering with coin machines which occurred at least two (2) years prior to investigation will not automatically result in disqualification. Such incidents may be considered, along with other matters, in determining suitability for appointment.
6. **ORC Chapter 2913** - Any theft or fraud offense as defined in the Ohio Revised Code Chapter 2913. This shall include passing bad checks, misuse of credit cards, forgery, and receiving stolen property related offenses. However, a single incident of a petty theft offense or conspiracy or solicitation to commit such an act, which occurred at least five (5) years prior to investigation, will not automatically result in disqualification. Such incidents may be considered, along with other matters, in determining suitability for appointment.
7. **ORC Chapter 2915** - Any offense involving the applicant's participation in gambling as defined in the Ohio Revised Code Chapter 2915. However, a single incident of misdemeanor gambling or public gaming which occurred at least two (2) years prior to investigation will not automatically result in disqualification. Such incidents may be considered, along with other matters, in determining suitability for appointment.
8. **ORC Chapter 2917** - Any serious offense directed against the public peace as defined in the Ohio Revised Code Chapter 2917. This shall include inciting riot, disorderly conduct, harassment, false alarms, and misconduct involving a public transportation system. However, a single incident of disorderly conduct, harassment, misconduct at an emergency, or misconduct involving a public transportation system that was committed at least two(2) years prior to investigation will not automatically disqualify the applicant. Such incidents may be considered along with other matters, in determining suitability for appointment.
9. **ORC Chapter 2919** - Any offense against the family as defined in Ohio revised Code Chapter 2919. This shall include bigamy, partial birth feticide or other prohibited abortion actions involving viable fetuses, nonsupport, child endangering, and domestic violence related offenses. However, a single incident of interference with custody that was committed at least two (2)

years prior to investigation will not automatically disqualify the applicant. Such incidents may be considered, along with other matters, in determining suitability for appointment. Any conviction or convictions of a lesser included offense related to domestic violence or menacing by stalking shall be automatic disqualifications.

10. **ORC Chapter 2921** - Any serious offense against justice and public administration as defined in Ohio revised Code Chapter 2921. This shall include bribery, intimidation, perjury, compounding, disclosure of confidential information, and obstruction, and escape, conveyance of prohibited items, speculation, and impersonation of officer's related offenses.
11. **ORC Chapter 2923** - Any offense involving conspiracy, attempt, or complicity of a felony or serious misdemeanor, or weapons control related offenses as defined in Ohio Revised Code Chapter 2923. This shall include corrupt activity related offenses. However, as related to Carrying Concealed Weapons (2923.12) will not automatically disqualify the applicant. Similarly, any single incident of failure to report to law enforcement authorities the loss or theft of any firearm or dangerous ordnance, section 2923.20(A)(5), which occurred two (2) years before investigation, will not automatically disqualify the applicant. Such incidents may be considered, along with other matters, in determining suitability for appointment.
12. **ORC Chapter 2925** - Controlled Substance Abuse. An applicant shall not be automatically disqualified for the possession and/or personal use of controlled substances as defined in Section 2925 provided that such possession and/or personal use occurred more than five (5) years prior to the initial application with Mifflin Township. However, personal use of Marijuana within (3) years of initial application with Mifflin Township will automatically disqualify the applicant. Personal use shall be defined as, "Use considered by a person of normal sensibilities to satisfy one's curiosity or an experimental urge." The investigator shall consider the pattern of usage and the substance used, along with the applicant's overall background and character in determining suitability for employment. A violation of this section as determined by the background investigator shall be grounds for automatic disqualification.
13. Any illegal sales of drugs of abuse, marijuana or prescription drugs after the applicant turned 18 years of age shall be grounds for removal.
14. **ORC Chapter 2927** - Any serious violation of a miscellaneous offense as defined in the Ohio Revised Code Chapter 2927. This shall include offenses against a human corpse, interfering with housing, desecration, and ethnic intimidation.
15. **Failure to register with Selective Service.** Under current law, almost all male U.S. citizens are required to register with Selective Service within 30 days of their 18th birthday. Almost all male non-citizens are also required to register, including illegal aliens, legal permanent residents and refugees. For more information on whom must register, to find your selective service number or other questions, go to www.sss.gov.

DRIVING RECORD

Respect for traffic laws and regulations, as demonstrated by a safe driving record, is an essential element in determining an applicant's suitability for appointment. A safe driving record will be evaluated on a case by case basis considering the frequency and type of violation.

The following will automatically disqualify the applicant:

1. **ORC Chapter 2903** - Applicants who have been convicted of aggravated vehicular

homicide, vehicular homicide or vehicular manslaughter (2903.06), or aggravated vehicular assault or vehicular assault (2903.08).

2. Applicants with six (6) or more points on their driving record within two (2) years of application.
3. **ORC Chapter 4549** - Any single conviction involving operating a motor vehicle while under suspension (or an applicable ORC statute or Municipal code), or leaving the scene of an accident (4549.02) within two (2) years of application. A conviction under Ohio's (or any similar statute of another State's) Financial Responsibility Act Random Selection Process shall not be an automatic disqualification.
4. **ORC Chapter 4511** - Any single conviction involving driving while under the influence of alcohol or a drug of abuse within five (5) years of application, any single conviction of physical control (4511.194) or any offense related to, within five (5) years of application.
5. More than one alcohol and/or drug related offense conviction, regardless of the date of the incidents.
6. Any other offenses which resulted in suspension or revocation of driving privileges on two (2) or more occasions, involving the operation of a motor vehicle, with five (5) years of application.
7. A demonstrated pattern of motor vehicle violations. This pattern will be identified by the number of offenses and the time frame involved.
8. Involvement in traffic accidents to the degree that the average person would question the applicant's ability to safely operate a motor vehicle.
9. An excessive number of suspensions due to compliance with the State of Ohio Financial Responsibility Laws.
10. At any point during the background investigation process the Applicant does not possess a valid driver's license.

JOB HISTORY

A poor employment history will result in disqualification of the applicant. This includes a record of insubordination, absenteeism or tardiness, dishonesty, incompetence, or consumption of alcohol in violation of company policy while employed. As a general rule, any conduct on the job which would result in discipline if the applicant were a member of the Mifflin Township Division of Fire shall be grounds for disqualification.

MILITARY HISTORY

Military Service Credit: Active Duty or Active Military Duty means full time duty with military pay and allowances in the armed forces. When an applicant has received a passing grade set by the Director of Human Resources as passing in a NTN FireTEAM Test he/she shall be granted an additional credit of **five (5) points** for military credit. Requests for credit for military service, along

with proof of satisfactory service, shall be submitted to the Human Resources Department with the application. Documentation for credit must be received on or before the close of the job posting. Such proof shall include branch of service, service dates, character of discharge (if not active) and/or are in good standing if currently active. Examples of an acceptable document for proof would be a DD-214 form or equivalent; or an official letter from the applicant's commanding officer.

All persons who have received a dishonorable discharge, a bad conduct discharge, or other than an honorable discharge from a United States Military Service shall be disqualified. However, a general discharge is not an absolute bar to appointment. These will be evaluated on a case by case basis.

FINANCIAL RESPONSIBILITY

1. A demonstrated inability to manage financial resources in a responsible manner, resulting in bad debts or bankruptcy may be grounds for dismissal from the hiring process.
2. Failed to meet the requirements of Ohio Child Support Statutes or court order relating to child support. A violation of this item shall be grounds for automatic rejection unless the failure to meet these requirements resulted from an inability to pay. In these cases, all related facts shall be considered.

TATTOOS & TOBACCO-USE

1. No tattoos, brands or decals are permitted on face/head, neck or hands. Tattoos, brands or decal or any portion thereof are discouraged from being visible to the public on members of the Mifflin Township Division of Fire while wearing any designated uniform, which will include a short-sleeve shirt.
2. The Mifflin Township Division of Fire does not approve as part of their uniform any type of tattoo cover meant to conceal a tattoo, brand or decal. Sworn personnel after the effective date of this regulation shall not obtain any tattoo, brand or decal of which any portion would be visible to the public when in designated Mifflin Township Division of Fire uniform.
3. Applicants to the Mifflin Township Division of Fire who are found in violation of this requirement shall be subject to disqualification from the hiring process.
4. All Applicants must be a non-tobacco user and able to remain free of tobacco use during the duration of employment.

FALSIFICATION/FAILURE TO COOPERATE WITH APPLICATION PROCESS

1. Any applicant who fails to cooperate with the Mifflin Township Division of Fire in the processing of his/her application shall be eliminated from consideration. This includes failure to provide necessary information, making untrue or misleading statements in connection with the personal history statement or any part of the processing procedure, and the failure to include any information or documents requested by the Mifflin Township Division of Fire, in a timely manner, or within specified time limits established by the Background Investigator.

2. Failure by the applicant to specify or disclose any offense or information does not exclude such offense or information for being the basis of disqualification. Any criminal offense, quasi-criminal offense (i.e. municipal ordinance violation), or material discovered through the background investigation, under the proper circumstances, can result in disqualification from employment with the Mifflin Township Division of Fire if it is demonstrated that the acts or omissions of the applicant were such as to make it inappropriate for him/her to serve as a Mifflin Township employee.
3. Successful completion of a Polygraph examination may be required. Any attempt to distort the examination results or failure to cooperate in any manner will result in removal from the process.

OTHER CONDUCT

Non-favorable consideration may be given to the applicant who has demonstrated a lack of ethics or morality. While not exhaustive, the following list suggests the types of activities or behavior that may disqualify an individual.

1. Mifflin Township Division of Fire requires all individuals to be of good moral character, which will be determined by a thorough background investigation. Nothing in the individual's background shall be inconsistent with the performance of a Firefighter's duties and public expectations.
2. Abused a position of trust through a theft of time or service.
3. A pattern of violating any of Ohio's ethics laws.
4. Any incident of engaging in an act of discrimination against persons because of their sex, race, religion, ethnic origin, sexual preference, age, or handicap.
5. Demonstrated a pattern of behavior that has had an adverse effect on the everyday life of the applicant, the applicant's neighbors, the applicant's family, or the applicant's associates.
6. Failure to correct behavior of an antisocial nature.
7. Any pattern of repeated abuse of authority, lack of respect for authority or law, or lack of respect for the dignity and rights of others.
8. Demonstrated a pattern of alcohol abuse which has impaired the applicant in the pursuit of everyday life, resulting in marital problems, employment problems, financial problems, etc.

SECTION 10 **PHYSICAL FITNESS TEST 1**

Applicants who meet the requirements according to their submitted application will be assigned to take the physical examination on one of the dates listed below.

DATE AND LOCATION OF EXAMINATION

Location: **TENTATIVE** Gahanna Middle School West or Gahanna Lincoln High School

Time: Registration begins at 8:00am; Testing begins promptly at 8:30am. Late arrival is disqualification.

Dates: **Saturday September 9th, 2017**, possibly September 16th if needed

1. If you are unable to successfully complete the physical fitness activity, you will be disqualified from the process.
2. Applicants must bring the following paperwork to the physical fitness examination. Applicants should carefully read the instructions to ensure that all paperwork is completed correctly. Failure to do so could result in disqualification:
 - a. **Two forms of identification**, including one that is government-issued and bears your photograph. The other identification must include at least your name, such as a work identification, credit card or bill.
 - b. **Mifflin Township's Healthcare Provider's Certification form** which has been completed by a healthcare provider and signed by the applicant within 45 days of the physical fitness exam. No other form will be accepted for this purpose. We are unable to allow applicants who do not have the form completed to participate in the physical fitness exam. **A copy of the certificate is located in Appendix C of this document.**
 - c. **Official Waiver of Liability and Release of All Claims form** which has been completed and signed by the applicant before or during the registration for the physical fitness exam. No other form will be accepted for this purpose. We are unable to allow applicants who do not have the form completed to participate in the physical fitness exam. This form is required to be notarized and can be notarized by Mifflin Township staff during registration at the physical fitness examination. **A copy of the certificate is located in Appendix D of this document.**
3. Wear appropriate clothing to the physical fitness exam. The exam may be held indoors and outdoors.
4. The exam will be administered by Fire and Public Safety personnel and will be evaluated in accordance with established and valid fitness standards.

Standards and Preparation for the Physical Fitness Test 1

See Annex A for a complete description of the standards of the physical fitness examination.

Section 11 **Written NTN FireTEAM Examination**

1. Applicants must complete the NTN FireTeam testing.
2. If applicant has taken the NTN FireTEAM Test within 6-months of the Application Deadline the applicant may submit proof of successful completion of the test (scores must be included)
3. Four components to the NTN FireTEAM Testing System will be evaluated:
 - a. A video-based human relations test, (Passing Score \geq 75%)
 - b. A mechanical aptitude test, (Passing Score \geq 65%)
 - c. A math test, (Passing Score \geq 70%)
 - d. A reading ability test, (Passing Score \geq 70%)
4. Applicants may access a Study Aide: FireTEAM Practice Test
 - a. Take online practice tests at www.fireteamtest.com
5. ***Cost for practice test(s) and NTN examination(s) is the Applicant's responsibility.***
6. ***NTN FireTEAM Test is a ranking assessment. Applicants will be rank-ordered according to the cumulative scores of all four components. The rank-ordering will be applied at the Final Ranking stage of the hiring process and before a Conditional Offer of Employment is made.***

For any questions pertaining to the written examination, you can call National Testing Network at 1-866-563-3882.

Section 12 **Physical Fitness Test 2**

CANDIDATE PHYSICAL ABILITIES TEST (CPAT)

1. Completion of the CPAT test is the responsibility of the candidate..
2. If applicant has taken the CPAT Test within 6-months of the Application Deadline Date, the applicant may submit proof of successful completion of the test (scores must be included) from another agency within six months prior to closing date of Mifflin Township's application process.
3. Study Aide: <https://www.nationaltestingnetwork.com/publicsafetyjobs/ntn-test-cpat-video.cfm>
4. **Cost for practice test(s) and examination(s) is the Applicant's responsibility.**
5. **CPAT is a pass/fail test and candidates are required to successfully pass it in order to proceed to the next hiring process phase.**

Section 13 **Accommodation/Interpreter**

Should you have a disability under the Americans with Disability Act and require a special accommodation for the test, please speak with a Human Resources representative within two business days of submitting the application. Medical documentation will be required. Should you require services of a professional interpreter during the examination, please contact a Human Resources representative within two business days of submitting the application.

SECTION 14 **APPEALS**

Appeals shall be in writing and shall be filed with the Human Resource Director within 30 calendar days from the date of the action being appealed. An appeal is considered filed when it is time stamped by the Mifflin Township office. Any appeal received after 4:00 p.m. on a business day or at any time on a non-business day shall be considered to be filed on the next business day.

WRITTEN EXAMINATION APPEALS

Interested individuals who have taken the test at a non-Township administered testing facility will not be considered applicants subject to appeal rights of these rules until their application has been submitted in the designated timeframe. Any concerns with their written examination should be addressed with National Testing Network.

PHYSICAL FITNESS EXAMINATION APPEALS

If any applicant wishes to protest the results of an event in the physical fitness examination, it must be done immediately after that event, and the decision of the ranking testing official will be final.

Section 15 **Eligibility List**

Once the Mifflin Township Division of Fire establishes a Firefighter - Candidate list, the list will remain active for one year (all assessments remain acceptable). The list can be extended any length of time up to a maximum of one (1) additional year, if requested by the Fire Chief and approved by the Mifflin Township Board of Trustees.

Applicants remaining on the list may be expected to repeat the CPAT, interviews, and background investigations.

VACANCY

Once a vacancy occurs in the Division of Fire for a Firefighter - Candidate, the Mifflin Township Division of Fire selects applicants from the eligibility roster for processing (interviews, fingerprinting and background examination, and drug screening).

At the time of a conditional offer, candidate(s) will be subject to a pension physical, psychological exam, and/or polygraph testing to ensure fitness for duty. Backgrounds will be repeated after 6 months on the list.

The application process and written testing procedures fall under the explicit control of the Mifflin Township Division of Fire. All questions concerning the written testing process should be directed to the Human Resources Office of Mifflin Township at 614-471-4494.

All questions concerning the Fire Division, policies, benefits, salaries, job positions, and any other related topics should be directed to the Mifflin Township Division of Fire at 614-471-0542. Applications containing minor omissions will be processed if such deficiencies can be corrected before the interview process.

REMOVAL FROM ELIGIBILITY LIST

The name of an eligible applicant shall be removed from an eligibility list for one or more of the following reasons:

- a. Written request of the eligible applicant.
- b. Failure to appear or arrange an interview or respond to communication from the appointing authority.
- c. Failure to file with Mifflin Township written notice of any change of address.
- d. Declining appointment in writing or failing to accept appointment.
- e. A disability that prevents the applicant from satisfactorily carrying out the essential duties of the position with or without an accommodation.
- f. Violating any of the prohibited actions provided below.
- g. At the request of the Fire Chief for just cause.

- h. Name certified to the Fire Chief three (3) times without an appointment to position.
- i. Recommendation from Human Resources and/or Fire Chief as a result of an unfavorable background investigation.
- j. Failure to successfully complete or receive a passing score in any step outlined in the Firefighter application packet.

OFFENSES IN EXAMINATION

No person shall:

1. Falsely mark, grade, estimate or report upon the examination or proper standing of any person examined, registered or certified pursuant to the provisions of law, or aid in so doing.
2. Make any false representations concerning the results of such examination or concerning any person examined.
3. Furnish to another person special or confidential information for the purpose of either improving or injuring the prospects or chances of another person so examined, registered or certified, or to be appointed, employed or promoted.
4. Impersonate another person, or permit or aid in any manner another person to impersonate an applicant, in connection with any examination, registration or appointment or application or request to be examined, registered or appointed.
5. Furnish false information about himself/herself, or other person, in connection with any examination, registration, or appointment or application or request to be examined, registered or appointed.
6. Make known or assist in making known to any applicant for examination, any question to be asked on such examination.
7. Personally solicit a favor from any member of the hiring process, appointing officer, or have any person on his/her behalf solicit a favor.

PENALTY FOR DECEPTION

Any person or persons attempting to deceive any of the examiners in any manner whatsoever by impersonation or by assisting or receiving assistance shall not be permitted to take part in any examination for a minimum period of two (2) years. If such person is already in the Township service, such conduct shall be grounds for discipline.

Section 16 Backgrounds, History Questionnaire, & Interviews

The Mifflin Township Division of Fire will require the completion and notary of a background investigation Personal History Questionnaire. This packet is time sensitive and needs to be completed within the timeframe specified. You will also be required to complete fingerprinting at this stage.

POLYGRAPH EXAMINATION

Mifflin Township reserves the right to require applicants to submit to a polygraph examination which will be administered by a trained and certified polygraph examiner.

1. Questions will be drawn from areas concerning questions of illegal activities, morals, ethics, and drug/alcohol use.
2. Admissions concerning moral attitudes and illegal activities made during the polygraph examination will be scrutinized as to their acceptability.
3. The applicant may or may not be advised of the results by the examiner upon completion of the examination.
4. Any applicant may be disqualified when the subject is not cooperating with the examination process.

INITIAL BACKGROUND INVESTIGATION

This process verifies the applicant's suitability for appointment as a Mifflin Township Firefighter. The background investigation includes but is not limited to the following:

- a. Local and state driving records
- b. Residence checks
- c. Civil judgments
- d. Personal reference checks
- e. Employment checks
- f. Military records checks
- g. Financial history/credit score
- h. Finger printing for Federal, State, and Local criminal record checks

INVESTIGATIVE INTERVIEWS

- a) Follow up interviews
- b) Home interviews
- c) Neighbor interviews
- d) Employer interviews

ORAL BOARD INTERVIEWS

1. Oral board interviews of top applicants from the written examinations, physical fitness examinations and background investigations will be administered by the Oral Review Board at a designated time and place.
2. Each applicant will be interviewed by an oral board consisting of representatives of Mifflin Township.
3. Elements of the oral interview will be standardized to include uniform questions.
4. Each applicant will be evaluated based upon the following rating dimensions:
 - Appearance, image, demeanor and attitude
 - Communication
 - Mental alertness
 - Judgment, reasoning and analysis
 - General personality impressions
 - Social interaction, and human relations
 - Overall suitability
5. The results of the Oral Review Board will be forwarded to the Fire Chief, along with the complete background investigation packet. Persons who fail the Oral Review Board will not proceed to the Fire Chief's interview, and will be removed from the List.
6. Each Firefighter - Candidate MUST participate in an interview with the Fire Chief to be eligible for employment.
7. The Fire Chief will select a Firefighter - Candidate (s) to be given a Conditional Offer of Employment.

Section 17 Conditional Offer of Employment

Following this conditional offer of employment, the selected individual will:

1. Undergo an examination to determine if the applicant is psychologically and emotionally suitable to perform the duties and accept the responsibilities of a Firefighter - Candidate.
2. Undergo a rigorous medical (NFPA and Pension) examination, which includes, but is not limited to:
 - a. Cardiovascular stress screening,
 - b. Visual screening
 - i. Vision requirements must be met in accordance with current NFPA standards including color vision tests and other relevant visual screenings
 - ii. Far visual less than 20/40 binocular, uncorrected, corrected with contact lenses or spectacles or far visual acuity less than 20/100 binocular, uncorrected, for wearers of contacts or spectacles.
 - iii. Successful long-term contact lens wearers (6-months without a problem) are not subject to the uncorrected standard.
 - c. Tobacco use screening
 - i. Applicants must be a non-tobacco user and able to remain free of tobacco use during the duration of employment.
 - d. Hearing test,

- e. Drug screening
- f. Psychological evaluation by a licensed and certified psychologist

Section 18 Appointment

If the selected Firefighter - Candidate passes physical and psychological examinations, he/she will be given a date to begin his/her first day of employment as a Firefighter - Candidate with the Mifflin Township Division of Fire.

Upon appointment, candidate must complete the following during the first twelve (12) months:

1. Successfully complete up to 12 weeks (40-hour weeks) of orientation
2. Successfully complete required training modules
3. Meet performance assessment requirements at quarterly intervals
4. Successfully complete one (1) year probationary Firefighter – Candidate I examinations