

INFORMATION AND INSTRUCTIONS

The City of Rock Falls Board of Fire & Police Commissioners will be holding an entry-level Firefighters examination on Saturday, July 16, 2022, at 9:00 a.m. at the Rock Falls Community Building, 601 W 10th Street, Rock Falls, IL.

An applicant must be a U.S. Citizen, have a high school diploma or G.E.D., possess a valid driver's license and be at least 21 years of age but not yet 35 unless they have been an active member of a municipal fire department for any length of time.

Application may be downloaded from the City of Rock Falls' website, <https://rockfalls61071.net> in the Bids and Notices section or picked up at the Rock Falls Business Office at 603 W 10th Street, Rock Falls, IL, Monday through Friday from 8:00 a.m. until 5:00 p.m.

Along with the application you must furnish the following information:

1. Social Security Card (required)
2. Birth Certificate (required)
3. Valid driver's license (required)
4. A copy of any Military Service Record and Discharge papers (if applicable)
5. High School Diploma or G.E.D. (required)
6. A copy of any College or University Degree (if applicable)
7. Copy of CPAT Card (if applicable)

Application and accompanying documents must be received no later than Friday, July 8, 2022 at 5:00 p.m. Applications may be returned by mail, in person or by email.

City of Rock Falls
603 W 10th Street
Rock Falls, IL 61071
Attn: Board of Fire & Police Commissioners

Email: mconklin@rockfalls61071.com

An orientation packet is included with the application, please read this packet in its entirety!

Testing on Saturday, July 16, 2022 will consist of a physical ability test and a written test. If you pass the physical ability test and the written test you will be called for an oral interview. Once oral interviews are complete an initial hiring list is created and will be valid for 2 years. Hiring will be from this list when a vacancy occurs in the Rock Falls Fire Department. Once a vacancy exists an applicant from the list is notified and a polygraph test, a psychological profile, medical examination, drug test and background check are completed. Successful passage of all steps qualifies the applicant to be hired as a Probationary Firefighter.



Firefighter -Application for Employment

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, gender, religion, sexual preference, disability or national origin. Consistent with the Americans with Disabilities Act, applicants may request accommodations needed to participate in the application process.

PERSONAL INFORMATION

Date: _____

Name: _____
First Middle Initial Last

Home Address: _____
Street City State Zip

Phone Number (include area code): _____

Driver's License: _____
Number State Expiration Date

Email: _____ Are you 21 years of age or older? Yes No

EMPLOYMENT DESIRED

Position Date you can start Salary Desired

Are you currently employed? Yes No If yes, may we contact current employer? Yes No

EDUCATION

	Name of School Location of School	Highest grade achieved	Did you graduate?	Subjects Studied and Degree (s) Received
High School		1 2 3 4		
College/University				
Trade, Business or Correspondence School				

GENERAL

Subjects of special study, research work, on the job training, and other employment skills (typing, proficiency with software package, etc).

Were you in the Armed Forces?

<input type="checkbox"/> Yes <input type="checkbox"/> No	Branch	Dates of Duty	Rank at Discharge
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List Duties and Special Training

EMPLOYMENT HISTORY:

Please list your last four employers **starting with the last first**

	Name, address and contact phone number	Salary upon leaving	Position	Reason for Leaving
From:				
To:				
From:				
To:				
From:				
To:				
From:				
To:				

REFERENCES:

Please list below three people not related to you, whom you have known for at least one year.

Name	Phone Number	Position	Relation

If you are to be hired by the City of Rock Falls, you will be required to attest to your identity and employment eligibility, and to present documents confirming your identity and employment eligibility. You cannot be hired if you cannot comply with these requirements.

AUTHORIZATION

I certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when it is discovered by the City of Rock Falls.

I understand that any employment is conditioned on a background check. I authorize the City of Rock Falls to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation to the City of Rock Falls, without giving me prior notice of such disclosure. In addition, I release the City of Rock Falls, any former employers, and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or the City of Rock Falls . No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the City of Rock Falls unless made in writing.

If I am offered employment I agree to submit to a medical examination and drug test before starting work. If employed, I also agree to submit to a medical examination or drug test at any time deemed appropriate by the City of Rock Falls as permitted by law. I consent to such examinations and tests, and I request that the examining doctor disclose to the City of Rock Falls the results of the examination, which results shall remain confidential and segregated from my personnel file. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical examinations and drug tests, and if I am hired a condition of my employment will be that I abide by the City of Rock Falls 's Drug and Alcohol Policy.

I understand that filling out this form does not indicate there is a position open and does not obligate the City of Rock Falls to hire. If hired, I agree to abide by all City of Rock Falls work rules, policies and procedures. The City of Rock Falls retains the right to revise its policies or procedures, in whole or in part, at any time.

Date:

Signature:

I certify that I have read and understood the information contained in the orientation packet, which includes Rock Falls Fire Department Information, Application and Testing Procedures and the Firefighter Physical Ability Test Fact Sheet that was provided to me.

Date:

Signature:

ROCK FALLS FIRE DEPARTMENT
FIREFIGHTER CANDIDATE ORIENTATION

Welcome to the Rock Falls Fire Department. You are about to become part of a proud history of service to the community that started as the Keystone Hose Company in the year 1876.

Starting annual salary for entry level fulltime Firefighter is \$47,705.

The Rock Falls Fire Department is a combination department which consists of a Fire Chief, Deputy Fire Chief, 3 Shift Captains and 9 full-time firefighters. We also have Paid-On-Call members that respond to calls as well. Administrative staff's work schedule is 08:00-17:00 M-F. Shift members consist of 1 shift Captain and 3 Firefighters who work a 3-day rotation, consisting of a 24-hour shift with 48-hours off duty. Off duty Captains and Firefighters are subject to callback and overtime on their scheduled days off when necessary. Minimum manning will allow the shift to operate with 3 fulltime members instead of 4.

The fire department operates out of 1 main station with 2 Command vehicles, 2 Engines, 1 Aerial Truck, 1 Tender, 1 Brush Truck, 1 Water Rescue Boat, 1 UTV side-by-side, 1 Special Operations enclosed trailer with Cascade SCBA fill station w/shoreline capabilities and a MABAS Division 30 Light Tower/Trailer Generator.

The Rock Falls Fire Department responds to approximately 1100 calls for service annually and covers 80 square miles, which includes the City of Rock Falls and the Rock Falls Rural Fire Protection District. The Fire Department also has an Automatic-Aid agreement with the City of Sterling Fire Department to provide apparatus and manpower when deemed necessary by the nature of the call.

60% of our call volume is fire related calls for service and 40% are medical assists with CGH Ambulance service. The Rock Falls Fire Department responds to 30-40 structure fires per year on average. Other calls for service include commercial fire alarms, brush/grass/field fires, vehicle fires, vehicle accidents, water rescues, ice rescues, low angle rope rescues, search and rescue, electrical hazards, severe weather damage and non-injury lift assists. The Rock Falls Fire Department is also member of MABAS(Mutual Aid Box Alarm System) Division 30 which covers Whiteside County and Clinton, IA.

As part of the normal shift duties, firefighters will attend regularly scheduled training sessions, perform business occupancy inspections and pre-fire planning, perform public education on fire prevention and perform routine maintenance of department equipment/vehicles as needed.

Emergency and non-emergency calls for service are answered by our dispatch center at Twin Comm in Sterling and at the Whiteside County Sheriff's Office. Dispatchers are not part of the fire department, but are employees of the Whiteside County Sheriff's Department.

Upon hiring, the full-time firefighter will be sent to a certified fire training academy during his/her probationary period of 1 year. The certifications, based on the academy, will train the new recruit to the Basic Operations Firefighter level, Haz-Mat Operations, Vehicle/Machinery Operations and Rope Operations. The recruit will also need to pass an EMT(Emergency Medical Technician)-Basic course and obtain an EMT-B License within his/her 2nd year of employment.

During your first year with the fire department, you will be evaluated on a number of criteria. Your evaluation, however, is not limited to your company officer. Your interaction with each member of the fire department that you meet and work with gives you an important asset: A REPUTATION! During your probationary period, allow your POSITIVE PERSONALITY to prevail, but adhere closely to the advice, "BE A HUMBLE ROOKIE".

Standard of Conduct

The following list of directives represent the conduct standards for members of the Rock Falls Fire Department. The basis of these regulations is the following policy:

Every member of the Rock Falls Fire Department is expected to operate in a highly self-disciplined manner and is responsible to regulate his/her own conduct in a positive, productive and mature way on and off duty.

All Members Shall:

1. Follow standard operating guidelines and written directives of both the Rock Falls Fire Department and the City of Rock Falls.
2. Use their training and capabilities to protect the public at all times, both on and off duty.

3. Work competently in their assigned positions.
4. Always conduct themselves to reflect credit on the department.
5. Officers will manage in an effective, considerate manner; subordinates will follow instructions in a positive, cooperative manner.
6. Keep themselves informed to do their jobs effectively.
7. Be concerned and protective of each member's welfare.
8. Operate safely and use good judgment.
9. Keep themselves physically fit.
10. Observe the work hours of their position.
11. Obey the law
12. Be careful of department equipment and property.

Members Shall Not:

1. Engage in any activity that is detrimental to the department on or off duty.
2. Engage in a conflict of interest to the department or use their position with the department for personal gain or influence.
3. Fight
4. Abuse their sick leave
5. Steal
6. Use alcoholic beverages, debilitating drugs, or any substance which could impair their physical or mental capacities while on duty.
7. Engage in any sexual activity while on duty.

POSITION DESCRIPTION CITY OF ROCK FALLS

POSITION: Firefighter (Full-Time)

REPORTS TO: Fire Chief/Deputy Fire Chief/Fire Captain/Senior Acting Officer

PRIMARY RESPONSIBILITIES

Responds as a team member within an assigned duty shift under the supervision of a superior officer or senior acting officer.

QUALIFICATIONS:

Must have capabilities to perform strenuous physical tasks and abilities to apply principles of modern firefighting. Must communicate effectively in the English language. Must be a high school graduate or equivalent GED certification.

KNOWLEDGE OF:

Basic principles of firefighting, technical rescue and emergency medical procedures.

ABILITY TO:

Perform strenuous activities. Learn technical firefighting and rescue principles. Understand and accomplish oral and written instructions. Communicate orally and in writing effectively in the English language. Establish and maintain cooperative relationships with others in the workplace and with members of the public. Exercise good judgement and self-control in stressful emergency situations.

ESSENTIAL JOB FUNCTIONS

1. Extinguishes and controls fires to protect life and property.
2. Drives and maintains various types of complex fire apparatus.
3. Responds to fire alarms and other emergency incidents.
4. Uses and maintains a variety of firefighting equipment.
5. Possesses detailed knowledge of streets and roads in municipal and rural jurisdiction.
6. Selects proper hose and nozzle for the application of water and/or other extinguishing agents that are appropriate for the material that is burning.
7. Positions and climbs various types of ladders to gain access to the upper levels of structures
to apply extinguishing agents, ventilate the structure of smoke and other contaminants, and to assist victims in the evacuation of the structure.
8. Uses and maintains a variety of power and manual tools including, but not limited to, axes, chisels, crowbars, pry bars, saws, drills, and hammers.
9. Forcibly enters structures when necessary to extinguish fires and/or assist victims in the evacuation of the structure.
10. Uses and maintains required protective clothing.
11. Uses and maintains self contained breathing apparatus.
12. Protects property from collateral damage from heat; smoke, and water by employing over-haul techniques with smoke ejectors and salvage covers.
13. Performs search and rescue tasks at a variety of emergency incidents, including fires, vehicle accidents, machinery accidents, confined space accidents, hazardous materials incidents, accidents that occur on bodies of water, and others.

14. Respond to and renders aid at medical emergencies as an Emergency Medical Technician (Defibrillator).
15. Communicates in English with members of the public and co-workers orally in person and via two-way radio during emergency and non emergency situations.
16. Communicates in writing and completes a variety of written reports as assigned.
17. Participates in demonstrations, training exercises on and off site, courses in fire behavior, hydraulics, fire suppression, fire pump operations, equipment and vehicle maintenance, apparatus driving, emergency medical procedures, rope/confined space rescue, building construction, water rescue, vehicle extrication, hazardous materials incidents, electrical emergencies, aircraft firefighting and rescue, and others assigned.
18. Achieves and retains a valid Illinois class B (non CDL) drivers license.
19. Performs duties within the scope of departmental policies, standard operating guidelines, provisions of current collective bargaining agreement, and within the established chain of command.
20. Performs assigned duties for prolonged periods of time when required.
21. Possesses physical ability to perform all essential job functions and maintains oneself in adequate physical condition to perform all essential job functions.
22. Performs essential job functions under the supervision of a Captain or a more senior firefighter.

ADDITIONAL JOB FUNCTIONS:

1. Performs duties as Acting Captain in the absence of the normally scheduled Fire Captain as assigned.
2. Covers shift responsibilities for absent co-workers as assigned.
3. Responds to emergency call out when off duty as authorized by the administration.

ADDITIONAL REQUIREMENTS:

1. Must be able to work regularly scheduled shifts of 24 hours on duty and 48 hours off duty, including holidays when they coincide with your normal duty day.
2. Must reside within a 30-minute drive time to the Rock Falls main fire station
3. Must not abuse sick-time usage to avoid working regularly scheduled duty days or holidays.

NON-ESSENTIAL JOB FUNCTIONS:

1. Must have good working mechanical knowledge of using hand tools to perform routine maintenance on apparatus, hose, small equipment and building maintenance as assigned by the Shift Officer.
2. Perform regular station cleaning and grounds maintenance as needed, including lawn care and snow removal.

PHYSICAL DEMANDS

- Performs heavy physical work that requires strength and cardiovascular fitness for prolonged periods of time under a wide variety of conditions of temperatures ranging from -25F to 100+F, darkness, smoke, dampness, noise.
- Lifts and carries people or objects weighing 50lbs. Or more.
- Climbs various types of ladders up to a height of as much as 100' while wearing personal protective clothing and self-contained breathing apparatus weighing 30 to 40lbs. or more.
- Operates hydraulic and gasoline powered drills, saws, chisels, "Jaws of Life", jacks, and others.
- Uses manual tools such as axes, sledge hammers, saws, prybars, and others.
- Works under physically and emotionally stressful conditions.
- Must have use of hands, arms, feet, and legs that enables the firefighter to crouch, crawl, stoop, kneel, reach, feel, and grasp.

- Must speak, hear, and see (visual acuity-correctable).
- Physical coordination is required.

WORK ENVIRONMENT:

1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed in an office, vehicle, and outdoor setting, in all weather conditions, including temperature extremes, during day and night shifts.
2. Work is often performed in emergency and stressful situations and occasionally performed in restricted areas and/or in complete darkness. Individual is exposed to hearing alarms and hazards associated with fighting fire and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, solvents and oils.
3. Occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration. The noise level in the work environment is usually quiet in the office setting and loud at an emergency scene.

APPLICATION AND TESTING PROCEDURES

CHAPTER II – APPLICATIONS

SECTION 1 - RESIDENCE. Applicants for examination must be citizens of the United States and/or an alien admitted for permanent residence or lawfully permitted to work within the United States.

SECTION 2 - APPLICATION BLANKS.

Applications for a position shall be filed upon blank forms furnished by the Commission, and applicants must comply with the requirements of said form in every respect. The application must be filed with the Board prior to taking an examination.

SECTION 3 -QUALIFICATION / DISQUALIFICATION.

Every applicant must be of good mora character, of temperate habits, of sound health and must be physically able to perform the duties of the position applied for. The burden of establishing these facts rests upon the applicant.

The applicant shall furnish with his application a copy of any Military Service Record, Discharge papers, Social Security Card, Birth Certificate and High School Diploma or G.E.D., a copy of his College or University Degree and, if requested, a copy of a certified transcript of his course work from an accredited College or University, and a valid driver's license.

A false statement knowingly made by a person in an application for examination, connivance in any false statement made in any certificate which may accompany such application or complicity in any fraud touching the same, shall be regarded as good cause for exclusion from the examination.

The Board may refuse to examine an applicant or, after examination, to certify him as eligible:

- a) Who is found lacking in any of the established preliminary requirements for the service for which he or she applies.
- b) Who is physically unable to perform the duties of the position to which he or she seeks appointment.
- c) Who is addicted to the use of drugs or intoxicating beverages or is found to have taken or used drugs and/or narcotics illegally.
- d) Who has been convicted of a felony or any misdemeanor involving moral turpitude, as specified in §5/10-2.10-6 of the Board of Fire and Police Commissioners Act.
- e) Who has been dismissed from any public service for good cause.
- f) Who has attempted to practice any deception or fraud in his or her application.
- g) Who may be found disqualified in personal qualifications or health.
- h) Whose character and employment references are unsatisfactory.
- i) Who does not possess a high school education or its equivalent.
- j) Who has applied for a position as a police officer and is or has been classified by his or her Local Selective Service Draft Board as a conscientious objector.

Any applicant, or eligible, deemed disqualified hereunder, shall be notified by the Board.

SECTION 4 - DEFECTIVE APPLICATIONS.

Defective applications shall be returned to the applicant for correction, provided the applicant is not otherwise disqualified for the position sought.

SECTION 5 - PHYSICAL AND MEDICAL EXAMINATIONS

Applicants for original appointment may be subject to a physical aptitude test and shall be required to submit to a thorough medical examination by a licensed physician selected by the Board of Fire and Police Commissioners of the City of Rock Falls. Fire Department applicants may, as an alternative to submission to the physical aptitude test, provide proof of having successfully completed a Candidate Physical Agility Test (CPAT)

SECTION 6 - AGE REQUIREMENTS.

Applicants who are 20 years of age and have successfully completed two (2) years of law enforcement studies at an accredited college or university shall be eligible to take the initial examination for Patrol Officer. Any such applicant who is appointed under the provision of the Act shall not have the power or arrest or permitted to carry firearms until he reaches 21 years of age. Applicants shall be under 35 years of age, at the time of application and at such time as the final eligibility list is posted, unless exempt from such age limitation as provided in Section 5/10-2.1-6 of the Fire and Police Commissioner's Act. Proof of birth date will be required at time of application.

SECTION 7 - NOTICE OF ACCEPTANCE.

The Secretary will notify all applicants whose applications have been accepted by the Board to be present for orientation and subsequent examination with an executed Physicians Certificate that they are physically capable of participating in a strenuous "Physical Aptitude Test". Applicants must review the orientation packet and if applicable (Fire Department applicants only), provide a CPAT card or certificate in obtained in the twelve (12) months preceding the date of attendance.

SECTION 8 - RELEASE OF LIABILITY.

All applicants shall execute and deliver to the Board a release of all liability as the result of taking a "Physical Aptitude Test" in favor of the City of Rock Falls on a form to be prescribed by the Board. Fire department applicants, whose chose to provide, in lieu of taking the Physical Aptitude Test, a valid CPAT card or certificate, issued with in the preceding twelve (12) months may be excused from this requirement.

CHAPTER III - EXAMINATIONS ORIGINAL APPOINTMENTS

SECTION 1 - NOTICE OF EXAMINATIONS.

Examinations shall be held on the dates fixed by the Board and advertised in a local paper in accordance with the Statutes of the State of Illinois. The Board may also utilize one or more of the following methods of notification: the City of Rock Falls Website, **social media**, law enforcement and /or fire service websites, and regional colleges and universities. Examinations may be postponed, however, by order of the Commission, which order shall state the reason for such postponement and shall designate a new date for said examination. Applicants shall be notified of the postponement of any examination and of the new date fixed for said examination.

SECTION 2 - EXAMINATIONS.

The Board shall call examinations to fill vacancies in the class of service in which vacancies are liable to occur. A call for such examination shall be entered in the Minutes of the Board and shall include a statement of:

- a) The time and place where such examination will be held.
- b) The location where applications may be obtained and the date by which applications must be returned to the Board.
- c) The position to be filled from the resulting eligibility list.

SECTION 3 - TYPE OF EXAMINATIONS.

Applicants must review the orientation packet sponsored by the Board. In addition, applicants may be required to participate in a physical aptitude test, written and oral examinations as determined by the Board and as more particularly set forth in below. No examination shall contain questions regarding applicant's political, religious opinions, affiliations, or sexual orientation.

SECTION 4 - EXAMINATIONS - MINIMUM GRADE.

The following examinations may be conducted by the Board. The sequence of testing may vary at the discretion of the Board. Failure to achieve the minimum passing grade in any examination disqualifies the applicant from any further participation. **Each weighted component of the examination process shall be based upon a scale of 1 to 100. The board, at its discretion, may employ a testing vendor(s) to conduct any of the examinations administered pursuant to these rules.**

Examinations	% of Total Grade	Minimum Passing
Physical Aptitude Test	-	**
Written Test	70%	*
Oral Test (Interview	Graded Interview	*
Polygraph Test	-	Pass or Fail
Background Investigation	-	Pass or Fail

CONDITIONAL OFFER OF EMPLOYMENT

Psychological Examination	-	Pass or Fail
Medical Examination	-	Pass or Fail

***To be announced by the Board prior to conducting the examination and may vary based upon the examination or the testing agency used by the Board.**

**** Test may be given for demonstration purposes or on a pass/fail basis.** Certification that a fire fighter candidate has successfully, within the twelve months immediately preceding the conduct of the written test, passed the Candidate Physical Ability Test (CPAT) with ladder climb, as licensed and approved by the International Fire Chief's Association and the International Association of Fire Fighters, satisfies the candidate's obligation to complete the "physical aptitude test" component of this screening process.

Note: To any person who is entitled to military, educational or law enforcement preference points whose name appears on the register of eligible, the Board shall add five (5) points (Sections 5/0-2.1-8 and 5/10-2.1-9) upon request of applicant. Such preference points shall not be cumulative. Fire fighter/paramedic preference points shall be awarded in accordance with Section 11 of this Chapter III.

SECTION 5 - ORIGINAL APPOINTMENT - PHYSICAL APTITUDE TEST.

All applicants may be required to submit themselves to a physical aptitude test. In the event a physical aptitude test is administered, only candidates who have successfully completed the "physical aptitude test" will be permitted to participate in the written test. Candidates applying for the position of a firefighter must provide proof of current CPAT card or certification that is not less than twelve (12) months old, will be invited to participate.

SECTION 6 - ORIGINAL APPOINTMENT - WRITTEN EXAMINATIONS.

Information as to the type of written examination employed by the Board will be provided as part of the orientation program. All examination papers shall be and remain the property of the Board and the grading thereof by the Board shall be final and conclusive and not subject to review by any other board or tribunal of any kind or description. Candidates who fail to achieve a passing grade will be notified and eliminated from all further consideration.

SECTION 7 - ORIGINAL APPOINTMENT - ORAL EXAMINATION.

All Commissioners shall participate in the Oral Examination except wherein one Commissioner is absent due to illness or when matters of an emergency nature preclude his attendance. In no event shall less than a majority of the Commissioners conduct the Oral. Questions shall be asked of the Candidate that will enable the Commissioners to properly evaluate and grade the Candidate on speech, alertness, ability to communicate, judgment, emotional stability, self-confidence, social skill and general fitness for the position. On completion of each Oral Examination the Commissioners will discuss the Candidate's abilities using the traits listed above. Candidates who fail to successfully complete the Oral Examination will be notified and eliminated from all further consideration. Notwithstanding anything to the

contrary herein, the Board, at its discretion may provide for the oral examination to be conducted by an outside testing agency or testing vendor.

SECTION 8 - INITIAL ELIGIBILITY LIST

a) The Commissioners will prepare an "Initial Eligibility Register" of the Candidates successfully completing the orientation, physical ability test (if any) and written test. Candidates shall be placed on the eligibility list in order of their relative excellence as determined by their test scores.

b) This register is subject to change with the addition of the veteran and cadet preference points as prescribed in 5/10-2.1-8 and 5/10-2.1-9 (a) of the Act as well as Firefighter/paramedic preference points as set forth in 5/10-2.19 of the Act. Preference points will not be added to any candidate's score if that candidate failed to obtain a minimum passing score.

Candidates who are eligible for any preference points, shall make a claim in writing with proof thereof within ten (10) days after the date of the first posting of the initial eligibility list or such claim shall be deemed waived.

c) A dated copy of the Initial Eligibility Register, duly adjusted with preference points awarded, shall be sent to each person appearing thereon.

d) A candidate's name shall be stricken from an initial eligibility register or a subsequent primary register after the name has been on the initial eligibility register for a period exceeding two (2) years.

SECTION 9 – PRELIMINARY ELIGIBILITY LIST-FIREFIGHTERS

The Commissioners will prepare a "Preliminary Eligibility Register" of the Candidates who have presented proof of current CPAT Plus certification and passed the written test. Candidates shall be placed on the preliminary eligibility list in the order of their relative excellence as determined by their written test scores. Applicants whose names appear upon the Preliminary Eligibility Register shall be subject to an oral interview.

SECTION 10 – INITIAL ELIGIBILITY LIST-FIREFIGHTERS.

A. The names of the applicants shall be placed upon the "Initial Eligibility Register" in rank order, highest first. All scored examinations shall be based upon a scale of 1 to 100. Rank order shall be based upon the applicant's total cumulative score which shall be calculated as follows:

a-1) Original written test score multiplied by 60%; and,

a-2) Oral interview score multiplied by 40%.

SECTION 11 – FINAL ELIGIBILITY LIST-FIREFIGHTER

A. Within ten (10) days after the posting of the Initial Eligibility Register, applicants, whose names appear thereon, shall make a claim for preference points. Failure to timely make a

claim for preference points shall constitute a waiver thereof. Preference points shall be awarded as follows:

a-1) Military Preference – 5 points. Awarded to applicants who have served a minimum of 12 months on active duty in the service of the U. S. Military and who have either been honorably discharged or, in lieu of an honorable discharge, are still serving in an active or inactive reserve status.

a-2) Fire Cadet Training-none.

a-3) Education Preference – 5 points. Candidates must have an associate degree in Fire Science or Emergency Medical Services from an accredited Community or Junior College or a bachelor's degree in any field from an accredited College or University.

a-4) Paramedic Preference – 5 points. Applicants must be licensed as an EMT-P at the time of application,

a-5) Experience Points – none. See Additional Preference below.

a-6) Residency Points – none.

a-7) Additional Points – 5 points. Applicants must be certified or licensed by the State of Illinois as a Firefighter Basic or Advanced by the Illinois State Fire Marshall's Office or be a licensed EMT-B at the time of application. The points under this section are not cumulative.

B. Applicants shall be appointed from the Final Eligibility Register in descending order. Notwithstanding anything to the contrary contained herein, the Commission, at its discretion, may bypass a higher ranking candidate and appoint a lower ranking candidate if, in the Commission's opinion, the lower ranking candidate is more qualified for the position and that candidate's name appears within the top 5% of the names remaining on the list or, if there is less than 100 names remaining on the list, the applicant's name is within the top 5 names remaining on the list.

C. Appointment from the Final Eligibility Register is subject to satisfactorily passing or completing an in-depth psychological examination, a polygraph test, background investigation, and a thorough medical examination (which may include a test of the applicant's vision and hearing, a test for the presence of communicable diseases as well as a test to screen for the use of drugs and/or narcotics). A conditional offer of employment shall be made prior to an applicant submitting to the in-depth psychological examination and the medical exam.

D. In the event a "Final Eligibility Register" is exhausted prior to the expiration of the "Initial Eligibility Register," the Board may establish another "Final Eligibility Register" in accordance with Section 11 above. Names will be stricken from the "Final Eligibility List" and the Initial Eligibility List after the names have appeared on the original "Initial Eligibility List" in excess of two years.

SECTION 12 – FINAL ELIGIBILITY REGISTER

- a) The Commissioners will prepare a “Final Eligibility Register” which shall include claimed veteran, cadet, or firefighter/paramedic preference points.
- b) A dated copy of the Final Eligibility Register shall be sent to each person appearing thereon. The copy shall include the date of expiration of the register two (2) years hence
- c) Applicants shall be appointed from the Eligibility list in descending order, other than as provided in subparagraph(d) or subparagraph (e).
- d) Applicants shall be appointed from the eligibility list in descending order.

Notwithstanding anything to the contrary contained within these rules and regulations, the Board may, at its discretion, bypass a high ranking candidate and appoint a lower ranking candidate if, in the Board’s opinion, the lower ranking candidate is more qualified for the position and the candidate’s name appears within the top 5% of the names remaining on the list or, if there is less than 100 names on the list, the applicant’s name is within the top 5 names on the list.

e) Appointment from the Final Eligibility Register is subject to satisfactorily passing or completing an in-depth psychological examination, a polygraph test, background investigation, and a thorough medical examination (which may include a test of the applicant’s vision and hearing, a test for the presence of communicable diseases as well as a test to screen for the use of drugs and/or narcotics).

f) The Board may, in its discretion, prepare and keep a second register of persons who have previously been full time sworn officers of a regular police department in a municipal, county, university, or State law enforcement agency, provided they are certified by the Illinois Law Enforcement Training Standards Board and have been with their respective law enforcement agency within the State for at least 2 years. The persons on this list shall take rank upon the register as candidates in the order of their relative excellence as determined by the Board. Applicants who have been awarded a certificate attesting to their successful completion of the Minimum Standards Basic Law Enforcement Training Course, as provided by the Illinois Police Training Act, may be given preference in an appointment over non-certified applicants. **Applicants for appointment to fire departments who are licensed as an EMT, EMT-1, A-EMT, or paramedic under the Emergency Medical Services (EMS), Systems Act, may be given preference in appointment over non-licensed applicants.**

g) A dated copy of the Final Eligibility Register shall be available in the City Clerk’s office, upon request.

h) All Firefighters applicants on the Final Eligibility List who provided a CPAT card or certificate in lieu of taking the Physical Aptitude Test shall maintain such card or certification so that it is never more than one year (12 months) old. Firefight applicants who are on the Final Eligibility List shall be required to provide a copy of said CPAT certification within 14 days of receiving notice from the Board that the candidate is being considered for appointment. No CPAT certification more than one (1) yr. old from the date of notice from the Board will be considered. No candidate shall receive a conditional offer of appointment without having

provided evidence of such successful completion of CPAT or passage of the Physical Aptitude Test.

SECTION 13 - PROFESSIONAL EXAMINATIONS AND TESTS.

a). Any applicant for original appointment to the Police or Fire Department of the City of Rock Falls, Illinois, may be required to submit to a Polygraph Device Deceptive Test, commonly known as a Lie Detector Test, at such time and place as the Board may designate. Such test shall be given without expense to the applicant. Failure of the applicant to take or successfully complete such test shall disqualify him to enter upon the duties of the office for which the application for examination was filed.

b). Each applicant for original appointment shall submit to a Psychological Examination by such psychologist or psychiatrist as the Board may designate. Such examination shall be without expense to the applicant. Failure of the applicant to take or successfully complete such test shall eliminate him from further consideration.

c.). Medical Examinations shall be performed by a licensed physician.

All reports will be forwarded to the Board for their review and consideration. If there are questions, concerns, or clarifications the board may request the Chief of that department to review the reports or the board may request follow up information from the evaluator.

The board will notify the Chief of that department that the candidate will move forward to the next exam or will not. The chief will notify the candidate with contact information for the next evaluation so an appointment can be scheduled.

SECTION 14- PROBATIONARY APPOINTMENT.

A. The probationary period of a newly appointed fire fighter will commence when the fire fighter first reports for work with the fire department. A probationary period may be tolled for those periods of time a probationary employee, is unable or unavailable to perform his or her assigned duties due to required training or due to injury or illness (whether or not job-related) if such period of a single absence exceeds 30 days.

B. Any person whose name appears on the Final Eligibility Register may decline appointment once. It shall be the option of the Board, should a candidate decline appointment a second time, to strike from or maintain upon the register the name of such candidate without otherwise altering the candidate's original position on the Final Eligibility Register.

C. Probationary employees may be summarily dismissed by the Board and are not entitled to the protection afforded to other full-time officers or fire fighters by statute or these rules.

SECTION 15 - CERTIFICATION.

Final certification of probationary Fire Fighters shall be subject to successful completion of the Certified Fire Fighter Basic Training Course as prescribed by the Illinois Fire Protection Personnel Standards and Education Board and licensure as an EMT-B within the prescribed probationary period.



C.O.P.S. and F.I.R.E.



Comprehensive Options
for Police Selection

Specializing in Law Enforcement and Fire Service Testing Options

Firefighter Individual
Readiness Evaluations

FIREFIGHTER PHYSICAL ABILITY TEST FACT SHEET

The firefighter physical ability tests conducted by F.I.R.E. Personnel Testing Service are in compliance with Public Act 97-0251 regarding firefighter examinations and testing and is based upon industry standards. It measures an applicant's strength under both anaerobic and aerobic conditions.

1. **AERIAL LADDER CLIMB – This is a pass/fail event**
The applicant must climb a minimum of 50 feet, or a height specified by the municipality, up a ladder and back down again without repeated or prolonged stops during the ascent or descent. This test will be conducted using an aerial ladder. It is a test of the individual's balance and stability as well as fear of great height.
2. **SIT-UPS – Timed event – 35 minimum within 1 minute**
The applicant must complete as many bent leg sit-ups as possible in one minute with hands held behind their head. This test assesses the endurance level of the applicant's abdominal muscles. Strong abdominal muscles are needed for maintaining good posture and minimizing lower back problems.
3. **SIT AND REACH – 16 inches minimum**
The applicant will sit flat on the floor with legs straight out in front of his/her body and arms extended out stretching forward to reach beyond their toes. Flexibility of the lower back and upper leg area will be measured. This is important for good job performance involving range of motion and is important in minimizing lower back problems.
4. **EXTENSION LADDER CLIMB – This is a pass/fail event**
The applicant must climb and descend approximately 25 feet on a ladder with an air pack of approximately 25 pounds strapped to his/her back. This event tests for an individual's minimum distance endurance on arms and legs with added weight.

5.



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6. **STRETCHER CARRY – This is a pass/fail event**

The applicant will climb and descend a flight of stairs while grasping a weighted object of 75 pounds while holding his/her arms in a crooked position. This event simulates assisting in transporting a stretcher with a victim up or down a flight of stairs.

7. **M A Z E – This is a pass/fail event**

The applicant, with an air tank and blackened face piece (will not be connected to air tanks), will be required to crawl on his/her hands and knees, following a life-line through a pre-arranged course with obstacles. Any action on the part of the individual to raise or remove the mask prior to completion of the event, or to release both hands from the lifeline, or loss of direction, will result in failure of the event. This event is testing for claustrophobia and how well the individual can handle a life threatening emergency situation.

8. **FLEXED ARM HANG – Timed event – 30 seconds minimum**

The applicant will mount a chinning bar with his/her palms facing away from their body and then adjust their body to a position where the chin is level with the bar. On command he/she is released from the supports and proceeds to maintain their position as long as possible. Timing will continue until their arms are extended to 135 degrees. This event is used to assess the individual's upper body and arm strength.

9.



ADDITIONAL INFORMATION:

- EAT A LIGHT MEAL IF SO DESIRED
- WEAR LOOSE, COMFORTABLE CLOTHING
- GYM SHOES ARE RECOMMENDED

***** SPECIAL NOTE *****

The events may not be given in the exact order listed.

This test will be given regardless of weather.

A compensation factor may be worked into the scoring to adjust for adverse weather conditions.

It is strongly recommended that every applicant take a few minutes to loosen up before starting the test.

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