

# BATON ROUGE FIRE DEPARTMENT

## FIREFIGHTER HIRING PROCESS

This document has been compiled to provide the applicant as much information as possible in the hiring process for the position of FIREFIGHTER with the Baton Rouge Fire Department. The hiring process, which consist of five (5) phases, may take from six (6) months up to one (1) year to complete. Each phase consists of numerous steps and each step in that phase must be completed prior to advancing to the next phase. Completion of these phases DOES NOT guarantee an applicant will receive the "FINAL" Offer of Employment. During the process, applicants are responsible for updating contact information, criminal history or any other pertinent personal information. Failure to do so may prevent notification of eligibility to participate in the next step/phase. Most steps require that applicants report on a scheduled date and time. ***Failure to keep the scheduled date and time (without prior notice and approval) will result in the removal of the applicant from the process.***

To begin the process, applicants must meet these minimum qualifications:

1. Provide proof of US citizenship (Birth Certificate, US Passport or Certificate of Naturalization)
2. Possess a high school diploma or equivalency certificate
3. Possess a valid driver's license
4. Be at least 18 years of age

### **PHASE I**

#### **APPLICATION & CIVIL SERVICE ENTRANCE EXAM**

Each person seeking to gain employment as a firefighter must take the FIREFIGHTER ENTRANCE EXAM administered by the LA State Examiner's Office. (Exams are administered throughout the year in different locations.) Applications for the exam must be presented to the **Municipal Fire and Police Civil Service Board** of the jurisdiction that has requested the exam be administered by the deadline set forth by the local board. Applicants taking the test in locations other than Baton Rouge must complete a second application. This application will be submitted to the Baton Rouge Municipal Fire and Police Civil Service Board Office (1755 Florida Blvd). This application should be accompanied by the letter denoting a passing score of 75% or greater on the previous exam in order to have the score transferred (**All transfer scores must be received and certified by the Civil Service Board at least one week prior to administration of the TABE Test**). TEST SCORES ARE VALID FOR 18 MONTHS. Applicants that DO NOT pass the civil service exam may retest at the next available test date within the state. Applications may be obtained on the State Examiner's Website ([www.ose.la.gov](http://www.ose.la.gov)), from the local Municipal Fire and Police Civil Service Office (1755 Florida Blvd) or Baton Rouge Fire Department Headquarters and Administrative building (8011 Merle Gustafson Drive). Questions can be directed to the civil service office at (225) 389-5449 or the fire department at (225) 354-1400.

## TABE TEST

The TESTs of ADULT BASIC EDUCATION (TABE) is administered by employees of the Baton Rouge Fire Department. This test is offered twice a year. Only applicants who have a current/valid test score on the Firefighter Entrance Exam (in Baton Rouge or transferred within the state) will receive notice and be allowed to take this exam. This test is administered as a part of the requirements to become a registered Emergency Medical Technician in the state of Louisiana. Each applicant will be tested in Reading Comprehension and Mathematics and must score on the 12<sup>th</sup> and 10<sup>th</sup> grade levels respectively. Information on the TABE Test can be obtained from any adult education center as well as searching on the internet. Applicants who have previously obtained passing scores on the TABE administered by Baton Rouge Fire Department **will not** be required to take the test again.

At the completion of the TABE Test, **ALL** applicants will receive a “*CONDITIONAL OFFER OF PROBATIONARY EMPLOYMENT*” letter. **To continue in the hiring process, applicants must agree to the terms and conditions prescribed in the conditional offer of employment by signing the document and returning it to the test administrator before leaving the test site. If currently employed, you are encouraged NOT to make any changes to your employment status at this time.**

Applicants will then be provided instructions on how to proceed with the next phase in the process.

## CRIMINAL BACKGROUND CHECK

After taking the TABE test, each applicant will receive documentation to submit for a criminal background check. Once the test results are returned, you will receive a letter with the results as well as information providing the timeframe in which the background documentation must be submitted. You will be required to complete two pages of personal data. These pages along with two money orders or cashier’s checks (NO PERSONAL CHECKS ACCEPTED) for \$ \_\_\_\_\_ and \$ \_\_\_\_\_, made payable to DPS (Department of Public Safety).

## PHASE II

Phase II steps will be scheduled once the academy start date has been determined.

## PHYSICAL ABILITY TEST

Each applicant desiring to participate in the Physical Ability Test will be required to sign a waiver and present a clearance form signed by a physician. Applicants that do not submit the clearance form **WILL NOT** be allowed to participate. Applicants are advised not to eat a heavy meal or smoke for at least 2 hours prior to the test. Fruit, snacks and liquids will be provided.

The goal of the physical ability test is to measure the applicant’s ability to perform job skills related to firefighting. The ability test consists of the Aerial Ladder Climb (untimed) and 11 timed stations. The timed stations must be completed in less than 11 minutes and 3 seconds (11:03). Applicants should wear comfortable loose clothing (i.e. warm-up pants, cargo/military style pants, long sleeve t-shirt). They will also be required to wear a bunker coat, helmet and firefighting gloves (all provided). Prior to beginning the testing, an observer will walk the group of applicants through the entire course in order as the stations are to be completed. At each station, the observer will describe and/or demonstrate how the task must be performed correctly in order to be able to proceed to the next

station. There will also be samples of incorrect actions that will not allow for correct completion forcing the applicant to remain at that station until successfully completing the task.

**Aerial Ladder Climb** – The aerial ladder is raised at a 75 degree angle and is extend 100 ft into the air. Applicants will put on a ladder safety belt and will be attached to a safety rope. The applicant gets into position to climb and lets the observer know when they are ready to begin. Once they begin, they will climb until able to touch the top rung of the ladder. The observer will then give the applicant permission to begin decent. After completion of the ladder climb, applicants will be allowed five (5) minutes to rest and hydrate. A stopwatch will be used to track the time as soon as the applicant is on the ground after completing the ladder climb.

#### Timed stations

There will be two observers assigned to accompany each applicant through the course. Each observer will have a stopwatch. There will also be a stopwatch at the controller's table. Once the applicant is ready, the timed stations will begin.

**Dry Hose Deployment** – three (3) pre-connected sections (150 ft) of 1 ¼ in hose will be extended 147 feet from the start line. This event simulates deploying dry hose in preparation for firefighting operation.

**Charged Hose Deployment** – three (3) pre-connected sections (150 ft) will be advanced 70 feet. The candidate will move the hose through a prop that simulates advancing a charged line into a building while crouching/crawling to find the seat of the fire during firefighting operations.

**Halyard Raise** – the applicant will raise and lower the fly section of a 24-foot aluminum extension ladder. This event simulates deploying the ladder in order to access higher floors for rescue, ventilation and other firefighting operations.

**Roof Walk** – the applicant will walk or crawl upwards 11-feet on the rungs of a 12-foot roof ladder while carrying a chain saw (this may be simulated). Once reaching the top, the applicant will be directed to return to the bottom. This event simulates walking on a roof ladder carrying the appropriate equipment to perform ventilation operations.

**Attic Crawl** – the applicant must travel a distance of 20-feet across a simulated attic area carrying a flashlight in his hand(s). This event simulates walking or crawling on joists in an attic while searching for fire extension.

**Roof Ventilation** – the applicant will stand on a pitched rooftop and strike the roof 40 times with a 9.5-pound sledge hammer. This event simulates making a ventilation opening in a roof.

**Victim Removal** – the applicant will carry or drag a manikin 18 feet to simulate removing an injured or unconscious victim from a hazardous area.

**Ladder Removal/Carry** – the applicant removes a 24-foot extension ladder from mounted hooks, carry the ladder 43 feet in a diamond pattern and replace the ladder on the mounted hooks. This event simulates removing a ladder from an apparatus, carrying it to the site for use and replacing it on the apparatus.

**Stair Climb with Hose** – the applicant will place a 44-pound hose bundle on his shoulder and climb 3 flights of stairs. The hose bundle will be placed in a designated area on the third floor.

**Crawling Search & Stair Decent** – after placing the hose bundle in the designated area, the applicant will crawl on the third floor platform for a total distance of 54-feet. The applicant then retrieves the hose bundle, places it on his shoulder and returns to the ground level/1<sup>st</sup> floor.

The two above events simulate climbing stairs of a multi-story building with hose to fight fire and crawling to conduct search and rescue, hose deployment and/or attic operations in a burning building.

**Stair Climb with Equipment & Hose Hoist** – the applicant picks up 2 air bottles (joined with a shoulder strap), places the bottles over his shoulder. He then proceeds up the stairs to the second floor placing the bottles in the designated area. He will then be directed to the railing to hoist/pull 100-feet of 1 ¾ hose up and over the railing. Once enough hose has been hoisted up, the applicant will pick up the air bottles and return to ground level. This event simulates carrying equipment and hoisting an extended hose line to facilitate fire fighting operations in a multi-story building.

**\*\*\*REMEMBER, THE TIMED EVENTS MUST BE COMPLETED IN LESS THAN 11:03 (11 MINUTES AND 3 SECONDS)!!!!!!!**

### **PHASE III**

#### **VOICE STRESS ANALYSIS**

All applicants that successfully satisfy the requirements of Phases I and II will receive a Truth Verification Questionnaire packet. This packet should be completed in its entirety. The questionnaire asks questions in relation to the applicant's prior interaction with law enforcement, work history/ethic, criminal history, prejudices and general honesty. Packets must be returned to Fire Department Headquarters by the deadline noted in the packet. The applicant will be contacted by a company representative to schedule a time to conduct the examination. Applicants must have access to Facetime, Skype or a similar video chat capability. Applicant's failure to return the packet or conduct the examination on date and time agreed upon will be removed from the process.

#### **ORAL INTERVIEW**

Applicants will be interviewed by a panel of Firefighters trained on proper question formulation and interview techniques.

There are two steps in this phase:

1. Applicants will be asked a set of standard questions that will be consistent for all applicants in the process/
2. Applicants will then be asked questions based on information given by the applicant during the background check and review of their application/resume.

## **PHASE IV**

During this phase, applicants may be scheduled in groups on different days and may complete the events in different order determined by the number of applicants participating, size of facility and slots available.

### **MATRIX**

Applicants in this segment of the process will be subjected to a battery of questions and an oral interview with a board certified psychologist.

### **ILLEGAL SUBSTANCE AND ALCOHOL SCREENING**

All applicants in this phase will be required to participate in the illegal substance and alcohol screening process. The illegal substance screening is based off a 7-panel substance screening process and tests for the presence of substances such as marijuana, amphetamines, cocaine, methamphetamines, etc. The presence of any substance(s) may disqualify applicants from the process.

### **MEDICAL PHYSICAL EXAM**

The medical physical is administered by a company contracted through the City of Baton Rouge Human Resources Department. A thorough head-to-toe exam is conducted and will include screening for heavy metals and a cardio stress test.

## **PHASE V**

### **Final Selection**

The names of all applicants who successfully complete all of the steps in Phase IV will be presented to the Fire Chief for review and final selection.

For more information or for additional assistance, please contact the Baton Rouge Fire Department Public Information Office at (225) 354-1410 or visit the department's website at [www.brgov.com/dept/fire](http://www.brgov.com/dept/fire). You can also email us at [BRFDINFO@BRGOV.COM](mailto:BRFDINFO@BRGOV.COM).