



Torrington Fire Department

Recruitment Packet

Information to assist the Torrington Firefighter candidate

This packet is designed to answer questions potential applicants may have regarding the hiring process utilized by the City of Torrington to select paid firefighters. These procedures are approved by an elected Board of Public Safety, and implemented largely by the Personnel Department.

The City of Torrington seeks to hire future firefighters that will best benefit the City. Qualities that are desired in the successful applicant include:

- Demonstrated serious interest in the educational aspects of the fire service
- Knowledge, training, and experience as a firefighter
- Ability to learn an increasingly technical business

Equal Employment Opportunity and Affirmative Action

It is the policy of the City of Torrington to provide equal opportunities in employment to all qualified persons on the basis of job-related skills, ability, and merit. The full Affirmative Action Statement is on file at the Personnel Department in the Torrington City Hall, 140 Main Street, Torrington, CT.

The Process

In general, the process includes the nine (9) steps identified below. An increasingly smaller number of applicants will be invited to continue along to the next step. Each step in the process is designed to select those candidates that best meet the criteria desired in new firefighters.

1. Written application
2. Written examination to qualified applicants
3. Oral board interview
4. Conditional job offer
5. Background investigation
6. Physical/psychological examination
7. Probationary appointment
8. Permanent appointment

These steps are each explained in detail later in this booklet.

Periodically, as applicants are needed, ads are placed in the area newspapers and with regional job services requesting applicants. Minimum qualifications to file such an application have been established and are as follows:

- Must be a minimum 18 years of age (on the date applications are due)
- Must be a non-smoker
- Must hold a valid and acceptable motor vehicle operator's license. (2Q Endorsement or CDL is strongly preferred)
- Must be certified as a Firefighter I

- Most hold a current CPAT Certification, not to exceed one-year from date of issue.
- Must be certified as an Emergency Medical Technician (State of Connecticut or National Registry).
- Certified Hazardous Material Operational

There are also other expectations of successful applicants with regard to their past criminal activity. Candidates with felony convictions or admissions for activity like drug sales, assault, stealing, arson, etc. are unlikely to be considered. Candidates with previous convictions or admissions for misdemeanors, such as motor vehicle infractions, will be considered, depending upon their seriousness, as determined by the Department. Any false statement, made verbally or on the application, will likely result in no further consideration of the candidate or dismissal if hired.

Fees

The City has enacted the following fees for Fire applicants:

- Application fee \$50 with application
- Post-offer physical \$400 upon job offer

Application for hardship waiver may be requested from the Personnel office.

Step 1: Application

Upon the placing of ads in the appropriate media outlet, there will be a several-week period during which applications are accepted by the Personnel Department for the position of Firefighter. The City will not maintain any list of names of persons seeking such applications; applications may only be obtained by asking for them during the advertised time period.

The application asks for a summary of the experience, training, education, and certification of the applicant. This information is used to objectively grade the application for firefighting related expertise. The following system is utilized to rate the applications:

Experience

- | | |
|-----------------|---|
| Most desirable: | Career (incl. Military) firefighting experience
Volunteer firefighting experience in Torrington
Hazardous material experience
Emergency medical experience |
| Desirable | Volunteer firefighting experience elsewhere
Fire inspection experience
Military experience |
| Some Credit | Dispatcher experience |

Education

Most desirable: Associate's degree in Fire Technology (or related fields)

Desirable: Advanced degrees in Fire Technology (or related fields)
Associate's degree in unrelated field
National Fire Academy resident courses

Some credit: Advanced degree in unrelated field
Brief 3-16 hour firefighting related classes

Certification

Most desirable: Class 2Q motor vehicle operators license endorsement
Hazardous material operational
Firefighter II

Desirable: CDL motor vehicle license
Apparatus operator (pump and/or aerial)
Hazardous material technician
Fire Service Instructor I
Rescue Technician

Some Credit: Fire Officer I, II, III, and IV
Fire Service Instructor II
Public safety dispatcher

Miscellaneous

Some credit: Foreign language proficiency
Sign language proficiency

The applications will be carefully examined for minimum qualifications by the Fire Chief, Deputy Fire Chief, and the Personnel Director. Qualified applicants will be invited to participate in the written examination.

Step 2 Written Examination

After the closing date for applications, qualified applicants will be invited to participate in a written examination. The exam will be given on a weekday evening or weekend day in a large group setting. Sufficient notice of this exam will be given in writing to the applicant; non-qualified applicants will be notified that they have not been invited to the written examination.

A passing score of 70% is required in order for the applicant to continue along in the hiring process. This exam has been proven to be a good predictor of the test-takers abilities in the following areas that have been identified as important to firefighting:

Spatial sense

Map reading

Vocabulary
Reading comprehension
Situational judgment
Applying basic math rules

Mechanical aptitude
Interpreting tables
Logical reasoning
Writing skills

The test will be corrected and scored. Candidates with a passing score on the Written Examination will have their score averaged as follows to create a composite score:

Application score:	40%
Written exam score	40%

Based on the number of job openings and applicants, a sufficient number of those taking the written test will be invited to participate in an oral interview. Those not invited will be notified that they are not being considered at the present time for further consideration.

Step 3: Oral Board Interview

This job interview is your opportunity to demonstrate to the interview panel that you have the ability and desire to become a firefighter. The oral interview measures interpersonal relations, oral communication skills, judgment and analytical ability, and motivation to be a firefighter.

The Personnel Director, Fire Chief, Deputy Fire Chief, and members of the Board of Public Safety's Personnel Committee shall hold an interview of the top-ranked candidates. Questions will be asked of each candidate:

- Verification of application details
- Ability to present and express oneself
- Details of and quality of experiences
- Determine retention of certification knowledge

From these interviews, the panel will score each candidate. The interview score will be given a weight of 20% and added to the application and written test scores. The panel will then recommend to the Board of Public Safety those candidates they deem best suited for the job as a City of Torrington Firefighter. At a scheduled public meeting of the Board of Public safety, the Commissioners shall discuss in Executive Session whether to offer jobs to the recommended candidates.

Step 4 Conditional Job Offer

Based on the decision of the Board of Public Safety, the Personnel Director will make conditional job offers to the selected candidates. At this time the successful candidate will present a \$400 check to the Personnel Department, to partially cover the cost of the post-offer medical evaluation. The job offer will contain numerous contingencies that the candidate will need to fulfill prior to being hired, such as (but not limited to):

1. Successful completion of a complete physical examination

2. Successful psychological evaluation
3. Successful completion of in-depth background check
4. Signing of affidavit stating applicant is a non-smoker

A target starting date of employment will be indicated in the letter; it may need to be adjusted as the contingencies are addressed.

Step 5 Medical and Psychological Examinations

In compliance with federal Americans with Disabilities Act guidelines, a full medical examination will be performed only after the formal job offer has been made. The applicant will be required to sign an access form allowing the City's doctor full access to any and all previous medical records. The candidate will be asked to assemble and provide all such records for the City's doctor at the time of the physical.

By and large, the City's doctor will utilize NFPA Standard 1582, Medical Requirements for Firefighters, as the determining guide for his/her recommendations to the City regarding the candidate.

The medical examination will include a blood and urine analysis, a physical examination, vision screening, audiology screening, pulmonary function screening, baseline EKG, occupational exposure history, and any other tests deemed necessary by the physician. Also at this time, the offer will be made to vaccinate the candidate from Hepatitis 'B'.

Each candidate will be referred to a city-selected psychologist for a psychological evaluation. This evaluation typically consists of a written questionnaire, followed-up by a personal interview. A formal, written assessment will be sent to the Fire Department.

Step 6 Background Investigation

The Torrington Police Department will conduct an in-depth background investigation of the candidate. The candidate will need to sign an authorization for release of personal information, and will be given the chance to advise the investigating officer of any 'surprises' that may be uncovered in the investigation. This investigation may include:

- Credit history report
- Check with previous employers
(Present employer may be held off to last if so desired by the candidate)
- Check of all references provided, and others
- Criminal records check – local, state, and federal
- Fingerprinting
- Verification of all claimed certifications and application details

A complete and detailed report will be submitted to the Fire Department and Board of Public Safety.

Step 7 Probationary Appointment

Once the conditions of the job offer have been satisfied, the candidate will be officially appointed as a Probationary Firefighter by the Board of Public Safety at their scheduled public meeting. The press will likely want to meet and interview the candidate for a news article.

The probationary appointment will likely also have contingencies. These may include items not fully resolved (but expected to readily be resolved in the near future) from the conditional job offer, or more likely, stipulations regarding mandatory training and maintenance of existing certifications. Contingencies may include, but are not limited to:

- Continuation of non-smoking status
- Maintenance of existing certifications
- Successful completion/certification in various training programs

At the Department's earliest convenience, the Probationary Employee will be enrolled and complete a Recruit Firefighter Training Program. Until such time as the Probationary Employee can be enrolled into a Recruit Firefighter class, the probationary employee will be assigned to the Training Division for orientation. The orientation period will include an overview of Torrington's Fire Department, and observation/testing of the probationary firefighter's skills and knowledge. If the Probationary Employee is able to immediately attend the Recruit Firefighter Training Program, a two-week orientation will be completed following completion of the Recruit Program. Successful completion of both the Recruit Program and the Orientation is required for permanent appointment.

There will be a twelve-month probationary period. Shift Officers and Firefighters will assist having the Probationary Firefighter participate in fire department operations on a training basis. The Probationary Employee will be evaluated on his/her performance throughout the entire probationary period with quarterly progress reports forwarded to the Fire Chief for review. Candidates who progress satisfactorily shall be retained.

The Probationary Firefighter will be evaluated during this period, by his/her shift supervisors and the Training Officer. Prior to the expiration of the Probationary Period, the Fire Chief will recommend (or not) the employee to the Board of Public Safety for permanent appointment.

Step 8 Permanent Appointments

Candidates reaching the end of the twelve-month probationary period will be considered for permanent appointment. Based on evaluations of job performance by supervisors,

and successful completion of Recruit Training and Orientation, a recommendation will be made by the Chief to the Board of Public safety. They will vote at a public meeting on whether or not to appoint the Probationary Firefighter to a full-time position with the Torrington Fire Department.

For further information on becoming a Torrington Firefighter, please feel free to contact:

City of Torrington, Personnel Department
City Hall
140 Main Street
Torrington, CT 06790
(860) 489-2210

Torrington Fire department
111 Water Street
Torrington, CT 06790
(860) 489-2257

Fire Service Joint Labor/Management Wellness/Fitness Initiative CPAT - Candidate Physical Ability Test

What is CPAT?

The Candidate Physical Ability Test is a practical exam used to test the candidate's physical ability to perform a job task related to firefighting. CPAT is a physically demanding test that requires a candidate to use his/her physical, mental abilities, and in some cases, balance. The CPAT involves eight events that must be completed in 10 minutes and 20 seconds. The CPAT process is used in the selection of firefighters in participating fire agencies throughout the State of Connecticut. CPAT is a pass/fail test only. You must complete all eight stations within the 10 minutes and 20 seconds time limit.

How Do I Apply for CPAT?

There are two ways to apply for the CPAT. The first method is to download an application from the Connecticut Fire Academy website at www.ct.gov/cfpc and go to Training Division and click on Course Catalog. The second method is to contact the CPAT Registry directly at 860-627-6363 ext. 238.

How long is a CPAT Certificate Valid?

The employer (individual fire department or municipality) decides how long to honor CPAT Certificates. The Connecticut Fire Academy recommends one-year from passing to appointing authorities. The City of Torrington requires a current CPAT Certificate less than one-year from the date of passing.

What is The Cost of CPAT?

The current testing fee for CPAT is \$150.00.