

**ARLINGTON FIRE DEPARTMENT**  
**CIVIL SERVICE COMMISSION LOCAL RULES**

**INTRODUCTION**  
**AND REPEAL OF PRIOR RULES**

The purpose of Chapter 143 of the Texas Local Government Code is to secure an efficient Fire Department composed of capable personnel, free from political influence.

The Arlington Fire Department Civil Service Commission Local Rules (hereinafter referred to as “these Rules” or “Rules”) are promulgated in compliance with Chapter 143 of the Texas Local Government Code, which is incorporated herein for all purposes. It is intended that these Rules shall complement said statute and not conflict with the statute in any manner. No set of rules can be so precise as to provide for every employment situation; therefore, it is intended that the Civil Service Commission (hereinafter referred to as “the Commission”) administer these Rules in the best interest of the Arlington Fire Department and the City of Arlington.

The following Rules, as may be amended from time to time, are the Arlington Fire Department Civil Service Commission Local Rules. These Rules are promulgated in accordance with the provisions of Civil Service Law (Texas Local Government Code, Section 143.008).

If any part, segment, section, word, phrase, subchapter, or other portion of these Rules shall be declared to be unenforceable, vague, unconstitutional, or contrary to public policy, then the remainder of these Rules shall be continued in full force and effect as if the offending portions of these Rules were never included herein.

**Amended December 19, 2017**

**ARLINGTON FIRE DEPARTMENT**  
**CIVIL SERVICE COMMISSION LOCAL RULES**

**TABLE OF CONTENTS**

INTRODUCTION .....	i
TABLE OF CONTENTS.....	ii
<b>SUBCHAPTER A. GENERAL PROVISIONS.....</b>	<b>1</b>
Section 1. Purpose .....	1
Section 2. Municipalities Covered by Chapter .....	2
Section 3. Definitions .....	2
Section 4. Election to Adopt or Repeal Chapter.....	4
Section 5. Status of Employees if Chapter Adopted.....	4
Section 6. Implementation and Commission Conduct.....	5
Section 7. Removal of Commission Member .....	6
Section 8. Adoption and Publication of Rules.....	6
Section 9. Commission Investigations.....	7
Section 10. Commission Appeal Procedure .....	7
Section 11. Decisions and Records.....	8
Section 12. Director .....	8
Section 13. Appointment and Removal of Department Head .....	9
Section 14. Appointment and Removal of Person Classified Immediately Below Department Head.....	9
Section 15. Appeal of Commission Decision to District Court.....	10
Section 16. Penalty for Violation of Chapter.....	10
<b>SUBCHAPTER B. CLASSIFICATION AND APPOINTMENT.....</b>	<b>10</b>
Section 21. Classification; Examination Requirement .....	10
Section 22. Physical Requirements and Examination .....	11
Section 23. Eligibility for Beginning Position.....	12
Section 24. Entrance Examination Notice .....	14
Section 25. Entrance Examinations .....	14
Section 251. Not Applicable.....	18
Section 26. Procedure for Filling Beginning Positions.....	18
Section 27. Probationary Period .....	28
Section 28. Eligibility for Promotion.....	29
Section 29. Promotional Examination Notice .....	29
Section 30. Eligibility for Fire Department Promotional Examination .....	30
Section 31. Not Applicable.....	30
Section 32. Promotional Examination Procedure.....	30

Section 33.	Promotional Examination Grades.....	34
Section 34.	Review and Appeal of Promotional Examination .....	35
Section 35.	Not Applicable.....	38
Section 36.	Procedure for Making Promotional Appointments.....	38
Section 37.	Record of Certification and Appointment .....	42
Section 38.	Temporary Duties in Higher Classification.....	42
<b>SUBCHAPTER C. COMPENSATION .....</b>		<b>43</b>
Section 41.	Salary .....	43
Section 42.	Assignment Pay .....	43
Section 43.	Field Training Officer Assignment Pay – Not Applicable .....	43
Section 44.	Certification and Educational Incentive Pay .....	43
Section 45.	Accumulation and Payment of Sick Leave.....	43
Section 46.	Vacations .....	43
Section 47.	Shift Differential Pay.....	44
<b>SUBCHAPTER D. DISCIPLINARY ACTIONS.....</b>		<b>44</b>
Section 51.	Cause for Removal or Suspension.....	44
Section 52.	Disciplinary Suspensions.....	45
Section 53.	Appeal of Disciplinary Suspension .....	46
Section 54.	Demotions.....	54
Section 55.	Not Applicable.....	54
Section 56.	Procedures After Felony Indictment or Misdemeanor Complaint.....	54
Section 57.	Hearing Examiners .....	55
<b>SUBCHAPTER E. LEAVES .....</b>		<b>57</b>
Section 71.	Leaves of Absence; Restriction Prohibited.....	57
Section 72.	Military Leave of Absence .....	57
Section 73.	Line of Duty Illness or Injury Leave of Absence .....	58
Section 74.	Reappointment After Recovery from Disability.....	58
Section 75.	Military Leave Time Accounts.....	58
<b>SUBCHAPTER F. MISCELLANEOUS PROVISIONS.....</b>		<b>59</b>
Section 81.	Determination of Physical or Mental Fitness .....	59
Section 82.	Efficiency Reports .....	59
Section 83.	Emergency Appointment of Temporary Fire Fighters.....	59
Section 84.	Civil Service Status and Pension Benefits for Certain Firefighters .....	60
Section 85.	Force Reduction and Reinstatement List.....	60
Section 86.	Political Activities .....	60
Section 87.	Strike Prohibition.....	60
Section 88.	Unlawful Resignation or Retirement .....	60
Section 89.	Permanent Personnel File .....	60

**ARLINGTON FIRE DEPARTMENT**  
**CIVIL SERVICE COMMISSION LOCAL RULES**

**SUBCHAPTER A. GENERAL PROVISIONS**

**Section 1. Purpose**

*See* Texas Local Government Code § 143.001.

The Arlington Fire Department Civil Service is hereby established with the adoption of these Rules in compliance with Chapter 143 of the Texas Local Government Code, as amended, (hereinafter referred to as “Chapter 143”). The captions used in these Rules are not intended to convey any legal meaning or benefit but are included solely to aid in the organization of the Rules.

The scope and construction of the Rules hereinafter set forth shall be interpreted and applied within the spirit and intent of Chapter 143. It is the intent of these Rules to cover situations not mentioned in Chapter 143 or which are ambiguous in Chapter 143. All situations that are not expressly covered by Chapter 143 or these Rules shall be resolved in accordance with the City Charter and Ordinances, City of Arlington Personnel Policies, Arlington Fire Department Standard Operating Procedures (“SOPs”) and directives, and/or the residual discretionary authority vested in a Department Head and the City Manager. These Rules shall apply to all the classified, non– probationary employees covered under Chapter 143.

The Commission, acting in compliance with Chapter 143, has the authority to adopt, publish, and enforce rules relating to:

- A. The proper conduct of Commission business meetings;
- B. The standards for appointment and the procedures for appointment and certification;
- C. The proper conduct of examinations for entry level and promotional eligibility;
- D. The proper conduct of appeals of testing and examination scoring;
- E. The prescribed cause or causes for the removal or suspension of a civil service employee;
- F. The procedures for the hearing of disciplinary appeals concerning suspensions without pay, indefinite suspensions, promotional passovers, recommended demotions, including hearings conducted by third-party hearing examiners, and/or appeals of written promotional examinations;
- G. Such other matters reasonably related to the selection, promotion, and discipline of civil service employees not otherwise vested in the discretion or managerial authority of the City Council, City Manager, Director of Civil Service, or the Fire Chief; and
- H. All other areas in which the Commission is granted authority under Chapter 143.

**Section 2. Municipalities Covered by Chapter**

See Texas Local Government Code § 143.002.

**Section 3. Definitions**

See Texas Local Government Code § 143.003.

The words and phrases used in these Rules shall have the meaning assigned to such words as may be used by reasonable people in the conduct of their own affairs, except as provided hereinafter.

Any word or phrase that is defined in Chapter 143 shall be defined in the same manner for the purpose of interpreting these Rules.

Whenever a dispute arises about the meaning of a word, group of words, or a phrase, the construction given to such word, group of words, or a phrase shall be determined by reference to the latest available edition of Webster's Dictionary, unless the Courts of the State of Texas shall have determined the meaning of the disputed word, group of words, or phrase, in which event such construction of the word, group of words, or phrase shall control.

- A. **ACCREDITED COLLEGE OR UNIVERSITY HOURS** – Accreditation for college semester hours or degrees shall be in alignment with the City of Arlington Personnel Policies and/or Arlington Fire Department SOPs.
- B. **APPOINTMENT** – The designation of a person by the City Manager to become an employee in a classified civil service position.
- C. **BUSINESS DAY** – Any day City Hall is customarily open for normal business. “Business Day” does not refer to the employee’s workday or holidays observed by the City.
- D. **CHIEF EXECUTIVE** – The City Manager of the City of Arlington.
- E. **CHAPTER 143** – The portion of the Texas Local Government Code containing the civil service provisions.
- F. **CHAPTER 419** – The portion of the Texas Local Government Code containing the provisions for the Texas Commission on Fire Protection. This Local Government Code Chapter establishes minimum standards relating to competence and reliability, including education, training and other standards for fire protection personnel.
- G. **CJIS** – Criminal Justice Information System (criminal background check system).
- H. **CLASSIFICATION** – A position or group of positions that involve similar duties and responsibilities and require similar qualifications. The classifications are identified by two separate job division categories: Firefighters and Fire Prevention Inspectors.

- I. **COMMISSION** – The Arlington Fire Department Civil Service Commission.
- J. **CONVICTION OR CONVICTED** – A person is convicted if he/she has pled guilty, no contest (nolo contendere), or been found guilty in a trial, regardless of whether:
  - 1. The sentence is subsequently probated and the person is discharged from probation;
  - 2. The defendant has received an unadjudicated or deferred adjudication probation, pre-trial diversion or similar deferred disposition, for a criminal offense;
  - 3. The case has been made the subject of an expunction order; or
  - 4. The person is pardoned, unless the pardon is expressly granted for subsequent proof of innocence.
- K. **DAY** – Calendar day, unless otherwise specified.
- L. **DEMOTION** – The transfer of an employee from a position in one classification to a position in another classification for which the maximum rate of pay is lower.
- M. **DEPARTMENT** – The Arlington Fire Department.
- N. **DEPARTMENT HEAD** – The Fire Chief of the City of Arlington Fire Department, or that person's equivalent position regardless of name or title used.
- O. **DIRECTOR** – The Director of Civil Service as designated by the City of Arlington Civil Service Commission to act in the capacity of Secretary to the Commission and Director of Civil Service, and includes his/her designee.
- P. **FIREFIGHTERS AND FIRE PREVENTION INSPECTORS – CIVIL SERVICE ENTRY JOB CATEGORIES** – Members of the Arlington Fire Department classified as civil service employees under Chapter 143 who are in alignment with Texas Local Government Code Chapter 419 are recognized under these local rules. The two civil service job entry categories in the Arlington Fire Department are Firefighters and Fire Prevention Inspectors.
- Q. **ELIGIBILITY LIST** – A list of applicants for a classified civil service position who have taken the written examination and passed and are ranked on the eligibility list in order of the score received, including tiebreakers. Applicant shall successfully pass additional steps in the selection process conducted by the Department prior to any offer of employment being extended.
- R. **MILITARY SERVICE CREDIT** – The points added to the passing score of an entrance examination taken by a qualified veteran.
- S. **RAW SCORE** – The numerical grade, based upon the questions correctly answered, on a written examination.

- T. **SENIORITY** – For the purpose of breaking a tie on a promotional examination, years of service as a full-time Firefighter or Fire Prevention Inspector within the City of Arlington Fire Department, whether interrupted or uninterrupted. Seniority points shall be awarded only for whole years of service. Under the provisions of USERRA, military service shall not be considered a break in service under these Rules.
- U. **TEMPORARY DISQUALIFICATION** – An applicant temporarily deemed disqualified will be disqualified until the next testing period subject to the resolution of their disqualification, unless otherwise specified.
- V. **TCOLE** – the Texas Commission on Law Enforcement is an agency of this state that has statutory authority under Chapter 1701 of the Texas Occupations Code for establishing minimum standards relating to competence and reliability, including education, training, physical, mental, and moral standards, for licensing as a (Fire Prevention) peace officer.
- W. **VETERAN** – A person who has served a minimum of 180 days of active duty in the armed forces of the United States of America and who has received a DD-214 that reflects an honorable discharge. A person who receives a discharge other than honorable is not a veteran for the purpose of this section.
- X. **WORKING DAY** – A working day is defined as follows:
1. In the case of a Firefighter or Fire Prevention Inspector civil service classified employee working a 2080-hour schedule per year, a “working day” shall be considered as eight (8) hours or adjusted for 10-hour work days when appropriate, as determined by management.
  2. In the case of a Firefighter or Fire Prevention Inspector working a 2912-hour (estimated) fire suppression schedule per year, a “working day” shall be considered as 12 hours.

**Section 4. Election to Adopt or Repeal Chapter**

*See Texas Local Government Code § 143.004.*

**Section 5. Status of Employees if Chapter Adopted**

*See Texas Local Government Code § 143.005.*

**Section 6. Implementation and Commission Conduct**

See Texas Local Government Code § 143.006.

The Commission may, by majority, vote, and make rules of procedure for the administration of the Texas Local Government Code.

The Commission shall select a chairperson and vice chair on an annual basis.

The Commission shall conduct all meetings in compliance with the provisions of Texas Government Code Chapter 551, the Open Meetings Act. All Commission hearings will be open to the public.

A quorum for the Commission shall be two members. A lesser number may meet and reschedule, recess, or adjourn a meeting or hearing.

A Commission decision may be approved by a vote of two of the three Commissioners when all three Commissioners are present. When two Commissioners are present, the decision must be unanimous to be approved.

The Director will establish meetings as needed of the Civil Service Commission. The Director will also coordinate the use of audio, video, or transcription services as necessary for Commission meetings.

In conducting business, the Commission should default to Robert's Rules of Order when there is a procedural question. The Chair of the Commission will maintain order and decorum and ensure the efficient hearing of all Commission matters.

Commission meetings will typically proceed in the following order:

1. Call to Order;
2. Approval of Minutes;
3. Announcements;
4. Unfinished Business;
5. New Business;
6. Executive Session; and
7. Adjournment.

Items to be discussed under announcements, unfinished business, and new business must be properly identified in the posted agenda in accordance with the Texas Open Meetings Act. Any Commissioner may place an item on the agenda for the following scheduled meeting if received by the Civil Service Director seven (7) work days prior to the meeting. All other agenda items must be submitted to the Civil Service Director at least seven (7) work days prior to the scheduled meeting. The Civil Service Director will determine whether items will be placed on the agenda.

The Commission can only take formal action on items listed on the agenda.



**Section 7. Removal of Commission Member**

*See Texas Local Government Code § 143.007.*

A member of the Commission may tender his/her resignation in writing at any time to the City Manager.

A Commission member may be removed from office by the City Council for misconduct in office or otherwise in accordance with Chapter 143 of the Texas Local Government Code.

If a Commission member is absent for three meetings during a 12-month period without good and reasonable cause, to be determined by the Director of Civil Service, the absent member may be automatically deemed to have submitted a resignation. If accepted by the City Manager, the position shall be deemed vacant until a new commission member is appointed.

Upon the occurrence of any of these events, a request shall be made by the Director to the City Manager for a replacement of such member.

**Section 8. Adoption and Publication of Rules**

*See Texas Local Government Code § 143.008.*

All covered employees will be provided a copy of these Rules free of charge. Copies of these Rules will be kept available for distribution to members of the public.

- A. The Rules of the Commission currently in effect are only those contained herein. These Rules have been approved by the Commission and shall remain in effect until officially amended, revised, or repealed by the Commission.
- B. Amendments to these Rules may be made at any meeting of the Commission and such amendments shall become effective on the date of compliance with the posting and notice requirements of Chapter 143 and of these Rules.
- C. These Rules are enacted by the Commission pursuant to the statutorily delegated authority of Chapter 143. These Rules were not acted upon in any official manner by the City Council therefore these Rules do not constitute any form of “policy” or any other official act of the City Council.
- D. All other Departmental Rules, Policies, Procedures, and Orders, City of Arlington Personnel Polices, and other regulations adopted or authorized by the City of Arlington which are not in conflict with Chapter 143 or these Rules shall also be applicable to Civil Service Employees.

The Fire Department Administration Office at 620 West Division Street, Arlington, Texas shall be considered as the Central Fire Station.

**Section 9. Commission Investigations**

See Texas Local Government Code § 143.009.

After any investigation made by the Commission pursuant to Section 143.009, the Commission shall issue its ruling, if any, in writing.

**Section 10. Commission Appeal Procedure**

See Texas Local Government Code § 143.010.

The Commission has no jurisdiction to hear issues related to the following:

- A. Employee dissatisfaction resulting from a transfer or reassignment of duties;
- B. Employee dissatisfaction resulting from a discretionary policy decision or policy matters;
- C. Grievances against other employees or supervisors;
- D. Voluntary resignations or retirements;
- E. Voluntary acceptance of disciplines in which a written document evidences intent to finally resolve the issue which includes a statement that the employee has waived all rights to appeal the disciplinary action;
- F. Verbal counselings, written reprimands, off duty employment requests, and approvals/denials.

**Notice of Appeal:** The employee's notice of appeal must be filed in writing with the Director within 10 calendar days after receiving the suspension, recommended demotion, or bypass notice from the Department Head. If an employee withdraws the appeal request any time thereafter, the proceedings shall terminate.

The employee's notice of appeal shall conform to Sections 143.010 and 143.057.

At any time after filing the notice of appeal to a hearing examiner, but prior to either party incurring an expense related to a hearing examiner, the employee may withdraw their request and submit the appeal to a hearing before the Commission. The election must be made in writing and submitted to the Director. This does not alter any of the 30-day hearing deadlines imposed by Chapter 143 on the Commission decisions.

**Section 11. Decisions and Records**

See Texas Local Government Code § 143.011.

- A. All records of the Civil Service Commission shall be deemed public information and shall be governed by Texas Government Code Chapter 552 (the Texas Public Information Act), Texas Local Government Code § 143.089, and any other applicable laws and regulations.
- B. The Commission or the Director shall have the power to correct or amend any eligibility list, paper or record in which a clerical or procedural error has been made.

**Section 12. Director**

See Texas Local Government Code § 143.012.

The Director shall administer these Rules and perform work incidental to the Civil Service System as required by the Commission. All communications or requests to the Commission shall be made in writing to the Director, who shall determine if the Commission has jurisdiction over the matter. The Director shall also act as Secretary to the Commission. The Commission may designate one or more person(s) as deputy secretaries of the Commission.

If for any reason the appointed Director of Civil Service separates from employment with the City, a new Director of Civil Service will be appointed by the Commission.

The Director of Civil Service may delegate any and/or all responsibilities to other City staff as necessary.

The Director's duties include, but are not limited to:

- A. Supervising all examinations or appointing Test Monitors to prepare, schedule, score, and ensure the security of test materials, and preparation of eligibility lists;
- B. Coordinating the recruitment and examination of applicants, including certifying names from the eligibility list to the Chief;
- C. Assisting in the classification of Fire Department positions;
- D. Setting the agenda for the Commission meetings;
- E. Acting as liaison and providing staff support to the Commission;
- F. Determining whether the Commission has jurisdiction over any matter and, if so, bring it before the Commission in a reasonable and timely fashion;
- G. Calling, posting agendas, scheduling, rescheduling, attending, and cancelling meetings of the Commission;
- H. Acting as records custodian as provided by Chapter 143.011;

- I. Maintaining the personnel files of all employees in the civil service as required by Section 143.089(a);
- J. Acting on behalf of the Commission for actions and issues not specifically addressed in Chapter 143 or these Rules;
- K. When a specific Rule does not address a particular question or issue, interpreting the Rules based on circumstances, facts, and issues, and taking appropriate action;
- L. Presenting to the Commission changes in these Rules;
- M. Performing such other functions as may be deemed reasonably necessary in regard to the efficient and effective administration of the civil service system of the City;
- N. Preparing and keeping minutes of all Commission meetings, and obtaining appropriate signatures on approved minutes and on all decisions entered by the Commission;
- O. Maintaining the Record of Certification and Appointment as required by Section 143.037;
- P. Maintaining a seniority roster for the Fire Department by date of hire and seniority rank by date of promotion;
- Q. Coordinating Commission investigations; and
- R. Approving active duty and reserve military leave for purposes of Chapter 143.

**Section 13. Appointment and Removal of Department Head**

*See Texas Local Government Code § 143.013.*

**Section 14. Appointment and Removal of Person Classified Immediately Below Department Head**

*See Texas Local Government Code § 143.014.*

The Chief of the Department, under Arlington City Ordinance, may appoint to the rank (Assistant Fire Chief) immediately below Department Head pursuant to Section 143.014. The Chief may appoint this position directly or ask the Director of Civil Service to arrange for a competitive examination, interview, and/or assessment center to help the Chief select an appointee immediately below the rank of Chief. Although Section 143.014 limits the number of persons who may be appointed by the Chief to positions immediately below Department Head, the City of Arlington City Council may create more positions immediately below the rank of Chief than the Chief may appoint. These positions in excess of the number the Chief appoints shall be filled by competitive examination.

**Section 15. Appeal of Commission Decision to District Court**

*See* Texas Local Government Code § 143.015.

**Section 16. Penalty for Violation of Chapter**

*See* Texas Local Government Code § 143.016.

(Sections 17–20 reserved for expansion.)

**SUBCHAPTER B. CLASSIFICATION AND APPOINTMENT**

**Section 21. Classification; Examination Requirement**

*See* Texas Local Government Code § 143.021.

The civil service positions in the Fire Department are classified on the basis of similarity in duties and responsibilities. The City Council shall provide by ordinance the number of authorized positions and the salary rates for each classification.

**A. CLASSIFICATIONS**

1. The following classifications, from lowest to highest, are established for the Fire Suppression (Firefighter) civil service members of the Arlington Fire Department:
  - a. Firefighter
  - b. Fire Apparatus Operator
  - c. Fire Lieutenant
  - d. Fire Captain
  - e. Fire Battalion Chief (position to be eliminated through attrition)
2. The following classifications are established, from lowest to highest, for the Fire Prevention (Fire Prevention Inspector) civil service members of the Arlington Fire Department:
  - a. Fire Prevention Inspector
  - b. Fire Prevention Specialist
  - c. Fire Prevention Investigator
  - d. Fire Prevention Deputy Fire Marshal
3. Management Classifications
  - a. Fire Deputy Chief
  - b. Fire Prevention Deputy Fire Chief/Fire Marshal

4. Appointed/Management Classification
  - a. Assistant Fire Chief
- B. The title and number of all authorized positions in each of the classifications in the Fire Department shall be only those as prescribed by ordinances enacted by the City Council.
- C. The Department Head (Chief) of the Fire Department shall have the discretion to make assignments of duty within the classifications in the Department. Duty assignments shall not be subject to review by the Commission. Changes in duty assignment, work hours, and/or schedule shall always be at the discretion of the Department Head or his/her designee.

**Section 22. Physical Requirements and Examination**

*See Texas Local Government Code § 143.022.*

- A. **GENERAL REQUIREMENTS** – Each applicant for entry level positions shall be required to submit to such physical and mental tests as determined by the Commission to be reasonably necessary and proper to determine the physical and mental ability of the applicant to perform the essential functions required for the position sought. An applicant who is not capable of performing the essential job functions with or without reasonable accommodation, or that would otherwise endanger citizens or other employees while performing such duties, shall not be appointed.
  1. To be eligible for employment as a Firefighter or a Fire Prevention Inspector, an applicant must meet medical requirements based on the current edition of NFPA 1582, the Standard on Comprehensive Occupational Medical Program for Fire Departments.
- B. **ENTRY LEVEL APPEALS** – If an applicant is not appointed due to failure to successfully pass the medical or psychological examination, the applicant may appeal to the Commission.
  1. An applicant’s appeal of a physical or psychological examination shall be filed to the Director within 240 hours (10 calendar days) after the rejection notice date.
    - a. The applicant shall comply with all provisions provided by the Director in regard to completing any additional assessments as allowed under Section 143.022.
    - b. The Director shall work with assessors and applicant to complete testing and provide a decision at the earliest possible dates.
    - c. The board of three assessors shall notify the Director of the panel decision, and the Director shall notify the applicant. A Commission meeting is not required.

- C. **PROMOTIONAL REQUIREMENTS** – Any candidate for promotion shall successfully complete an appropriate medical examination and drug test. With the approval of the Department Head, an official Department examination taken within six (6) months from date of appointment may be used to satisfy this requirement, or the Department Head may order the candidate to undergo a medical examination and/or drug test prior to promotion.

**Section 23. Eligibility for Beginning Position**

*See Texas Local Government Code § 143.023.*

A. **MINIMUM ELIGIBILITY REQUIREMENTS**

An applicant for Firefighter or Fire Prevention Inspector entry classifications shall meet the following qualifications be considered for an entry level position:

1. Be a graduate of an accredited high school or have an equivalency certificate. Applicants shall be required to furnish official transcripts or other competent evidence of completion of the aforementioned academic requirements.
2. Applicants shall be a citizen of the United States and be able to read, write, and fluently speak English.
3. Be of good moral character.
4. A person is not eligible to take an entrance examination for a beginning position in the Fire Department unless the person is at least 18 years of age but not 36 years of age or older as of date of test.
5. Applicants who initially qualify to submit an application for an entrance examination, and whose name is subsequently placed on an eligibility list, shall have their names stricken from the list if they have exceeded the maximum age limit prior to appointment or the expiration of the eligibility list, whichever occurs first.
6. Makes application in the manner prescribed in the Notice of Examination, and files the application with the Director within the time limits prescribed in the notice of examination.
7. Successfully complete the physical ability assessment, as determined by the Fire Department, demonstrating the applicant is physically capable of performing the essential functions for the position of Firefighter or Fire Prevention Inspector with or without accommodation.
8. Pass a background investigation, including submitting fingerprints for a criminal record check and a polygraph examination. Must pass a CJIS and/or other criminal background check(s).

9. Applicants convicted of a felony under state, federal, or military law will not be considered for employment. The applicant will not be considered for employment while charges are pending for any offense.
10. Pass oral interviews conducted under the direction of the Fire Chief.
11. Successfully complete a psychological examination and medical examination to determine their ability to perform the essential functions of the job upon receiving a conditional job offer, that includes passing a visual acuity test and physician certification that the applicant has passed a drug test and is not dependent on and does not use illegal drugs or misuse legal drugs. The expense of the tests shall be paid by the City of Arlington.
12. Additional consideration may be given for candidates with existing certifications: Preferably possess certification as a basic Firefighter, or become certifiable at time of appointment, as established by the Texas Commission on Fire Protection (i.e., the AISD Fire Academy Program). At or before the time of entrance examination, applicant shall provide either (1) evidence of certification issued by the Texas Commission on Fire Protection, or (2) evidence of current enrollment in a basic recruit fire training academy approved by the Texas Commission of Fire Protection.
13. Additional consideration may be given for candidates with existing certifications: Preferably possess certification as a (1) Paramedic (more preferable) or (2) an Advanced EMT or EMT-I by the Texas Department of State Health Services at time of appointment. At or before the time of the entrance examination, applicant shall provide either (1) a Paramedic or Advanced EMT or EMT-I Certificate issued by the Texas Department of State Health Services, or (2) evidence of current enrollment in a Paramedic (more preferable) or Advanced EMT or EMT-I course approved by the Texas Department of State Health Services.
14. Additional consideration may be given for candidates with existing certifications: Preferably possess certification as a Fire Prevention Inspector, or become certifiable at time of appointment, as established by the Texas Commission on Fire Protection.
15. Possess a valid Texas Class B driver's license that is not in jeopardy of suspension or revocation or be able to obtain one within 90 days of employment.
16. To the extent the employment standards for beginning Firefighters or Fire Prevention Inspectors as provided in the Civil Service Local Rules exceed the requirements of Chapter 143 and other applicable state laws, any of such entry level employment requirements not prescribed by state laws may be waived by the Fire Chief with the concurrence of the Civil Service Director and consent of the City Manager when such waiver would be in the best interest of the Fire Department and provided further that such waiver of requirements shall not substantially lower the high standards sought by the City.



**Section 24. Entrance Examination Notice**

*See Texas Local Government Code § 143.024.*

- A. The Director shall cause to be posted in plain view on a bulletin board in the lobby of City Hall and also in the office of the Civil Service Director the appropriate notices to timely announce upcoming entry level examinations, as well as the deadlines for accepting and processing applications. Posting of the examination date will be made at least 21 calendar days (three (3) weeks) prior to the examination. The last day for acceptance of applications shall be no later than 14 days (two (2) weeks) prior to the examination date.
- B. An applicant shall complete a City of Arlington Application for Employment and other forms, as prepared by the Director and/or Fire Department, and submit the form(s) to the Director, in order to take an entrance examination. The Director shall notify any applicant who is obviously disqualified for appointment, e.g., exceeding maximum age limit. Failure to pre-register in the manner and within the time limit prescribed in the “Notice of Entrance Examination,” and/or failure to file the application or other supporting documents with the Director by the specified deadline, shall render an applicant ineligible to take the examination.
- C. The Director may, because of the small number of candidates, or because of any other good and sufficient reasons, such as death in the immediate family, public emergency, unavailability of test site, etc., postpone an examination to a later date.

**Section 25. Entrance Examinations**

*See Texas Local Government Code § 143.025.*

**A. EXAMINATIONS**

There are two separate career tracks in the Arlington Fire Department. Those tracks are Firefighter and Fire Prevention Inspector. Applicants must choose one of the two career tracks. Two separate civil service tests are available in the Arlington Fire Department, one for Firefighter and one for Fire Prevention Inspector. If an applicant achieves employment in the Arlington Fire Department, the applicant will remain in the career track they tested for and there will be no lateral moves between the two career paths of Firefighter and Fire Prevention Inspector.

The actual conduct of every examination shall be under the direction of the Director, who shall be responsible to the Commission. The Director shall have the authority to develop procedures for administering the entrance examination and designate a Test Administrator, who shall be responsible for administering the examination. The Director may also select one or more persons as Test Monitor to assist in the administering, proctoring, and grading of an entrance examination. An examination shall be conducted on an “as needed” basis. Written examinations shall be purchased from an outside vendor, as determined by the Director.

No person shall deceive or obstruct any person in respect of his/her right of examination under the provision of these Rules and the Texas Local Government Code; or falsely mark, grade, or report the examination or standing of any person examined hereunder; or aid or furnish any special information for the purpose of either improving or injuring the rating of any such person for appointment or promotion. No applicant may deceive the Commission for the purpose of improving his/her chance for appointment or promotion. An applicant for an entry level position shall achieve a passing score of at least 70% before the addition of military service credit points on the written examination in order to be placed on the eligibility list.

## **B. ENTRANCE EXAMINATION ADMINISTRATION PROCEDURES**

There are two separate entrance examinations administered for the classifications of Firefighter and Fire Prevention Inspector. Regardless of an applicant's status on previous or current lists, to be eligible for notification of the next exam, applicants must register prior to the cutoff date, which date is established by the Civil Service Commission or Director of Civil Service acting on behalf of the Commission. Applicants who have registered for the exam will be notified by mail and/or electronic mail of the exact date, time, and place the exam will be held and are required to return the notification letter by the specified date if they intend to take the exam. Only registered applicants who have returned their letter to or, under circumstances approved by the Test Administrator, otherwise notified Human Resources staff will be allowed to take the test. Applicants are responsible for notifying the Human Resources staff when their address changes. Obvious errors for which, in the Test Administrator's opinion, the City of Arlington is responsible will not prevent a registered applicant from taking the entrance examination.

1. The Director of Civil Service, because of any good and sufficient reason, may postpone, reschedule, or cancel a fire entrance examination.
2. Check In – An applicant shall be checked in and provide proof of identity with a valid Driver's License. No applicant shall be admitted once test instructions start. No applicant shall be readmitted to the testing area after withdrawing or leaving the examination room without consent of the Test Administrator.
3. Military Service Credit – An applicant who desires to have military service credit of five points added to a passing test score of 70% or better shall provide an original DD-214 showing a minimum of 180 total days of active military service at the time of application or by the specified application deadline. Any discharge other than honorable discharge is not creditable for the purpose of this section. Applicants must be discharged from the service in order to receive credit.
4. Failure to Appear – The application of an applicant who fails to appear for the entrance examination shall be voided and shall be disposed of by the Director. A new application form shall be required for subsequent tests.
5. Test Monitors – The Director shall appoint a Test Administrator and select a reasonable number of persons employed by the City to assist in the administration, proctoring, and grading of entrance examinations.

6. Tobacco (including e-cigarettes) shall be prohibited at all times in the testing area.
7. Inappropriate Behavior – Any applicant may be removed from the testing process for inappropriate behavior during any phase of the application or testing process. A report shall be submitted to the Commission of any such action.
8. Upon request, accommodations shall be provided to an applicant in accordance with the Americans with Disabilities Act. An applicant who needs special arrangements shall submit a request in writing to the Director at a time to be determined by the Director.
9. Guns will not be allowed in the possession of a candidate during the tests.
10. Dishonesty – An examinee taking an entrance examination who uses or attempts to use any dishonest means to answer a question on such an examination shall have his/her examination confiscated and voided by the Test Administrator. The examinee will be removed from the testing site. The Test Administrator shall report the action to the Director, who shall report it to the Commission.
11. Applicants will not be allowed to review the entrance examination before the examination is administered or after the applicant completes the examination.
12. The identity of examinees in all competitive written examinations for the purpose of establishing eligibility list shall be concealed. The Director shall make the necessary provisions in connection with the conduct of such examinations for such concealment.
13. An applicant who receives a passing grade on the entrance exam and who is a natural-born or legally adopted child of a firefighter who previously suffered a line- of-duty death while covered by Chapter 143 shall be ranked at the top of the respective Fire eligibility list, provided that official documentation, as specified below, is presented to the Director of Civil Service or his designee prior to that respective examination date.
  - a. Proof of line-of-duty death of the parent by:
    - (1) Verification from the Fire Marshal of the State of Texas, the National Fallen Firefighters Foundation, or the United States Fire Administration; and Verification that, at the time of the parent’s death, the decedent was a firefighter appointed and covered by Chapter 143 or its predecessor, Article 1269m, Vernon’s Revised Texas Civil Statutes.
  - b. Proof of relationship with the deceased firefighter, i.e., birth certificate or court adoption order.

### C. **FIRE DEPARTMENT TIE-BREAKERS**

Whenever two or more competitors for an entry level position attain the same grade, the tie shall be broken in the order listed below prior to the posting of the eligibility list:

1. Highest Test Score – If a tie exists, the persons shall be ranked in the order according to which person had the highest examination raw score prior to the addition of Veteran’s points.
2. Higher Certification –
  - a. Fire Suppression – If a tie still exists, the persons shall be ranked in the order according to which person has a higher emergency medical certification from the Texas Department of State Health Services as first consideration. If equal, then which person has a higher certification as a firefighter through the Texas Commission on Fire Protection.
  - b. Fire Prevention – If a tie still exists, the persons shall be ranked in the order according to which person has a higher certification as a fire inspector through the Texas Commission on Fire Protection.
3. Master’s Degree – If a tie still exists, the persons shall be ranked in the order according to which person possesses a Master’s degree.
4. Bachelor’s Degree – If no person possesses a Master’s Degree, and a tie still exists, the persons shall be ranked in the order according to which person possesses a Bachelor’s degree.
5. Associate’s Degree – If no person possesses a Bachelor’s degree, and if a tie still exists, the persons shall be ranked in the order according to which person possesses an Associate’s degree.
6. Highest number of accredited college hours – if no degree.
7. By earliest date and time stamp of entrance test registration.

D. **ELIGIBILITY LIST** – An eligibility list shall be in effect for one (1) year, unless the Commission establishes an expiration date of no less than six (6) months and no more than 12 months at the time an exam is posted, or the list is exhausted prior to expiration.

1. Each person on an eligibility list shall notify the Director of any change in address. A notice sent to a person’s last known address shall be considered sufficient notification.
2. Establishing the Entrance Eligibility List – The eligibility list shall be comprised of the total final grades on the written examination, beginning with the highest grade. Grades below 70 on the written examination are not placed on the eligibility list.

3. An additional five points shall be added to the examination grade of an applicant who served in the United States armed forces, received an honorable discharge, and made a passing grade on the examination.
4. An applicant may withdraw from consideration for employment by filing a written request with the Director, who shall acknowledge such request in writing.
5. The Commission or the Director shall have the power to order a re-examination of applicants and the power to correct, amend, or remove any eligibility list in which an error has been made, and the power to remove an applicant's name from the eligibility list if the applicant has become ineligible for appointment in the Fire Department.

**Section 251. Not Applicable**

*See Texas Local Government Code § 143.0251.*

**Section 26. Procedure for Filling Beginning Positions**

*See Texas Local Government Code § 143.026.*

The following process begins with the successful completion of the Civil Service entrance examination that is administered by the City of Arlington Director of Civil Service.

An applicant who at any point in this process fails to meet any scheduled appointment, fails to provide any required paperwork by the specified deadline, or otherwise fails to perform as required by the Arlington Fire Department or City of Arlington Human Resources staff, may be deemed unsuitable for employment. Applicants may also be deemed unsuitable for employment based on any relevant factual information indicating that the applicant is unsuitable for employment. Applicants deemed unsuitable for employment are removed from the process and not considered further.

When an applicant is deemed unsuitable for employment, the Chief of the investigating Department will notify, in writing, the Director of Civil Service of the reason(s) for the determination.

**A. Eligibility List and Request for Certified List**

1. The Director of Civil Service provides the Department with an Eligibility List (the List) of Applicants. The List is comprised of the names and scores of the applicants who successfully complete the entrance examination. The List is ordered by the exam scores plus any points available for being honorably discharged from the armed services of the United States, from highest to lowest. Tied scores are addressed according to these Rules.

The List expires when it no longer contains the required number of applicants to form a Certification from Eligibility List or when its expiration date arrives.

2. The City Council determines the number of positions allocated to the Fire Department. The Fire Department determines the number of positions to be filled based on vacancies in approved positions. The Fire Chief determines if and when entry-level positions will be filled. Using past experience as a guide, the Fire Chief determines the number of applicants required. The goal is to have a large enough pool to provide the required number of new employees.
3. The Fire Chief, or his designee, sends a memo to the Director of Civil Service requesting a certified eligibility list of suitable applicants to allow vacancies to be filled. The Director of Civil Service, acting on the Commission's behalf, determines which, if any, applicants are deemed unsuitable for employment and removes them from further consideration.

B. Hiring Procedures

The following items are all required, but their order may be varied to suit the circumstances.

1. Notification of Physical Fitness or Ability Test

The Fire Department selects a date for the physical fitness or ability test to be held. Applicants are notified of the date, time, and appropriate attire for this test.

2. Physical Fitness or Ability Test

A separate physical fitness or ability test shall be given for each type of beginning civil service position.

- a. The physical fitness or ability test for the Fire Department's beginning position of Firefighter is a series of events designed to measure the ability of applicants to perform physical tasks that they may reasonably be expected to encounter as firefighters. It is periodically reevaluated and will continue to be revised as needed to reflect actual requirements of the job. All applicants from the same eligibility list shall be subject to the same physical fitness or ability test. Details of the current specific events utilized in the test can be obtained from the Director of Civil Service.
- b. The physical fitness or ability test for the Fire Department's beginning position of Fire Prevention Inspector is a series of events designed to measure the ability of applicants to perform physical tasks that they may reasonably be expected to encounter as Fire Prevention Inspector. It is periodically reevaluated and will continue to be revised as needed to reflect actual requirements of the job. All applicants from the same eligibility list shall be subject to the same physical fitness or ability test. Details of the current specific events utilized in the test can be obtained from the Director of Civil Service.

3. Polygraph Test

Applicants shall be given notification instructing them to report for the polygraph test.

The administration of the test may be performed by a private agency and the results are returned to the Fire Department.

4. Background Check

The following non-exclusive list of items may be used as a basis for this background check: the Arlington Fire Department employment application; Departmental applicant background questionnaire; pre-polygraph interview form; and the "Department Personal History Statement for Applicants." The applicant's references and other people may be contacted and interviewed. The applicant's work history, driving record, and criminal record will be documented and reviewed.

Applicants will be deemed unsuitable for employment if the background check demonstrates that the applicant has deliberately falsified or failed to provide requested information.

5. Drug Screen and Alcohol Test

The applicant is instructed to report for a standard drug-screening laboratory test. The test type used is a urine analysis. The applicant may also be instructed to report for a breathalyzer examination to test for alcohol impairment. (A reading of greater than .02% blood alcohol shall be considered failing and render the applicant unsuitable.)

6. Letter of Initial Disqualification for Cause

Individuals who do not pass the background check, the physical fitness or ability test, or the drug screen test are not to be certified as suitable for a beginning position. A letter stating the cause is sent to the Director of Civil Service by the Fire Chief or his designee.

7. Oral Interview

The applicants who have passed the physical fitness or ability test, drug screen tests, and background checks are requested to report for the oral interview process. At the interview, the applicant is presented to an Interview Board. The Interview Board is comprised of members of the Department selected by the Chief of the Department or his designee, and at least one member of which is from one of the lowest two classifications in the Fire Department.

The applicant is closely questioned on any areas that the background check indicated as problematic.

Each Interview Board member is issued an evaluation form and asked to provide their written opinion of the suitability of the applicant. The evaluation forms and attendant files are delivered to the Fire Chief at the conclusion of all the interviews.

8. The Director of Civil Service Receives Applicants' Files

All of the files of applicants who are processed are reviewed by the Fire Chief. A memo to the Director of Civil Service is written for each applicant with the Department's determination of suitability or unsuitability.

9. Certification from Eligibility List

Upon receipt of the Fire Chief's memo, the Director of Civil Service prepares a "Certification for Eligibility List," which certifies qualified, suitable individuals from whom the vacancies are to be filled. The "Certification from Eligibility List" shall number two more than the number of vacancies to be filled and shall consist of those applicants remaining on the Eligibility List taken in order until the required number is reached or the list is exhausted.

10. Conditional Offer of Employment

The first applicant on the "Certification from Eligibility List" selected by the Chief Executive in accordance with Section 143.026 is conditionally offered employment contingent upon passing a medical physical and psychological examination.

11. Psychological Evaluation

Applicants for a civil service position must be certified by a Commission- appointed, licensed psychologist or psychiatrist to be in satisfactory psychological and emotional health appropriate to the duties and functions of the respective position.

The Fire Chief, depending on the facts and circumstances established during the application process, may require applicants for a position in a fire emergency activities class as approved by ordinance to be certified by a Commission- appointed, licensed psychologist or psychiatrist to be in satisfactory psychological and emotional health appropriate to the duties and functions of the position.

Applicants who fail to be certified as psychologically fit to perform the duties of a Firefighter or a Fire Prevention Inspector by a Commission-appointed, licensed psychologist or psychiatrist are deemed unsuitable. In accordance with Section 143.022, applicants deemed unsuitable under this cause may request another examination by a board of three psychiatrists, or psychologists, as appropriate, appointed by the Commission. The applicant must pay for board examination. The board's decision is final.



12. Medical Examination

Applicants must be declared physically sound and medically free from defect which may adversely affect the performance of the duties of a Firefighter or Fire Prevention Inspector. To this end, applicants must be certified by a licensed physician appointed by the Commission in accordance with Chapter 143 to meet or exceed the physical requirements in (accordance with NFPA 1582) as established by the Commission for the position for which application has been made.

In accordance with Section 143.022, applicants deemed unsuitable under this cause may request another examination by a board of three physicians, appointed by the Commission. The applicant must pay for board examination. The board's decision is final.

A. **PREFERENCE TO CERTIFIED APPLICANTS**

In making appointments from an eligibility list, the Chief Executive, at his discretion, may give preference to applicants who already possess the required national and/or state certification(s). This may result in non-certified applicant(s) being passed over to reach certified applicants on the eligibility list.

B. **REMOVAL OF CANDIDATE FROM ELIGIBILITY LIST**

The name of any suitable person who has been offered appointment by the City Manager and declines the appointment may be stricken from the eligibility list.

C. **CAUSES FOR DISQUALIFICATION FOR FIREFIGHTER OR FIRE PREVENTION INSPECTOR APPLICANTS**

1. The applicant has failed to comply with any of the minimum requirements or qualifications for a beginning position as established by Chapter 143 or the Arlington Fire Department Civil Service Local Rules. Disqualification is temporary until the applicant can meet the standards and perform the essential functions of the position to which he/she seeks appointment, with or without reasonable accommodation.
2. Applicant driver's license has been suspended within the last two (2) years. Disqualification is temporary until candidate can meet standards.
3. Driving Record: Has a driving record incompatible with the safe operation of emergency vehicles or which presents potential liabilities to the City of Arlington.
4. Three or more moving violations or preventable accidents in the preceding 36 months. (Temporary disqualification until standard met.)
5. Reckless driving or similar conviction within preceding 60 months. (Temporary disqualification until standard met.)

6. Driving while intoxicated or under the influence of drugs within the preceding 120 months. (Temporary disqualification until standard met.)
7. Lesser, but more severe, violations which tend to indicate driving habits that are not compatible with the operation of emergency vehicles and present potential liabilities to the City of Arlington will be temporarily disqualified. Reapplications will be permitted when the candidate can meet the above standards.
8. Applicant has made a false statement in any material fact; withheld information, practiced or attempted to practice deception or fraud in his/her application, examination, background investigation, polygraph examination, or medical examination. (Permanent disqualification.)
9. Is not a citizen of the United States of America.
10. The applicant has failed to demonstrate their ability to read, write, and fluently speak the English language.
11. Inability to successfully complete the physical ability assessment, as determined by the Department.
12. Psychological/Medical: Has failed a polygraph test or failed to receive the required approval for employment by the Commission's psychologist, psychiatrist, or medical doctor.
13. The applicant fails to complete or satisfactorily meet the employment process requirements of the Fire Department, including but not limited to: missed appointments, failure to return necessary paperwork, failure to notify the Department of changes in address or telephone numbers, or who otherwise failed to complete the proper application process. Applicants may submit a new application for the next examination.
14. Applicant shall undergo an appropriate criminal background check, such as CJIS or other applicable criminal background check system. Applicant must pass background check and be able to receive CJIS area access clearance. Failure to pass background check results in disqualification.
15. Have been convicted of, received deferred adjudication for or probation for a misdemeanor involving moral turpitude, or for a felony, bribery, official oppression, or arson.
16. Conviction of conduct that constitutes a Class B Misdemeanor (e.g., First Offense DWI) under state or federal law, to include the Uniform Code of Military Justice (UCMJ) or equivalent UCMJ violation, shall result in a 10-year disqualification.

17. Crimes involving moral turpitude: Has admitted to conduct involving a crime or act of moral turpitude. Applicants will be considered on a case-by-case basis with factors considered including the nature of the event and the potential for the conduct impacting the applicant's ability to perform public safety duties and uphold the expected conduct and image required of a Firefighter or Fire Prevention Inspector. Individuals registered as "sex offenders" will be permanently disqualified.
18. Conviction of any family violence offense shall result in permanent disqualification.
19. Conviction of conduct that constitutes a Class A Misdemeanor or Felony under state or federal law, to include the Uniform Code of Military Justice (UCMJ) or equivalent UCMJ violation, shall result in permanent disqualification.
20. A or B Misdemeanor Admission: Has admitted conduct that constitutes a Class A or Class B Misdemeanor under the Texas Penal Code, equivalent federal law, or equivalent Code of Uniform Military Justice and/or has accepted probation and/or deferred adjudication for such conduct. (Temporary disqualification until the statute of limitation expires for the applicable violation and the applicant has demonstrated an appropriate improvement in judgment.)
21. Have been convicted within the previous five (5) years of, or received deferred adjudication, or probation for any criminal offense more severe than a Class C misdemeanor, or have formal charges pending for offenses described above.
22. Applicants shall not be considered for employment while charges are pending for any criminal offense, other than Class C traffic offenses.
23. Applicants who fail to complete or obtain satisfactory results of the Interview Board process shall be temporarily disqualified. Reasons for failing the Interview Board include, but are not limited to, the following: Has failed to satisfactorily complete the oral interview process, including, but not limited to any personal or automated interview process. Applicants will be disqualified for failure to verbally communicate effectively and appropriately; failure to demonstrate an understanding of the roles and responsibilities of an Arlington Firefighter or Fire Prevention Inspector; failure to present the maturity expected of an Arlington Firefighter or Fire Prevention Inspector; failure to accurately and precisely respond to the questions of the interviewers; and, failure to demonstrate his/her knowledge of the essential skills, knowledge, and abilities expected of a certified Firefighter, Fire Prevention Inspector, or Emergency Medical Technician. (Temporary disqualification until next examination.)
24. Applicants who fail to pass the written examination or the physical ability examination. Applicants may submit a new application for the next scheduled examination.
25. Applicants who have used illicit substances shall be disqualified as indicated by the following guidelines:

- a. Applicants who are found or have admitted to the use of marijuana within the last two (2) years.
  - b. Applicants who are found or have admitted to the use of methamphetamines, speed, crank, crack, or any other form of cocaine, steroids, or any other controlled substances without a prescription, within the last 10 years.
  - c. Applicants who are found or have admitted to the use of methamphetamines, speed, crank, crack, or any other form of cocaine on more than three occasions are permanently disqualified.
  - d. Applicants who have ever used heroin or any heroin based substances, opium, PCP, Ketamine, intentionally used LSD, or who have ever sold or distributed marijuana or any other controlled substance are permanently disqualified.
  - e. Applicants who are found or who admit to abuse of legally obtained prescription medications or illegal use of prescription medication of another person. Conduct involving abuse and/or misuse of prescription medication shall be considered on a case-by-case basis with consideration given to circumstances and time of occurrence.
  - f. Applicants who are found or who admit to the use of felony grade substances as defined in the Texas Penal Code. (Temporary disqualification until 10 years has passed since last use.)
  - g. Applicants who are found or who admit to illegal use of anabolic steroids. (Temporary disqualification until 10 years has passed since last use.)
  - h. Applicants who receive positive test results for alcohol, marijuana, or any controlled substance on the pre-employment drug and/or alcohol tests are permanently disqualified.
26. Applicants who do not obtain satisfactory results on the following steps in the hiring process:
- a. Background investigations (references, personal conduct and work histories, any public safety security/safety/criminal background checks and investigations)
  - b. Polygraph examination
  - c. Interview with the Chief or Fire Department interview panel

27. Has a history of unstable work including, but not limited to, short terms of employment over the applicant's employment history; employment in an illegal occupation; termination of employment without proper notice; dismissal from any public safety position; and/or has been disciplined, dismissed, or resigned in lieu of dismissal from any employment for inefficiency, delinquency, misconduct, or policy violations. Applicants will be considered on a case-by-case basis with due consideration of the situation(s). (Permanent or temporary rejection based on circumstances.)
28. Exercised poor judgment skills within the preceding five (5) years. The applicant has demonstrated either immaturity or poor judgment in the applicant's decision-making process. Examples of such conduct would include, but is not limited to: attendance at parties or social functions at which controlled substances or dangerous drugs are consumed, and such activity is known or should have been known by the applicant; silent acceptance of known illegal conduct by others in his presence; workplace behavior/decisions that adversely affect the business or associates, with little or no objectively justifiable need for such behavior. Temporary disqualification until the applicant can demonstrate that the applicant's judgment skills have improved.
29. An applicant may not be certified for a beginning position with the Arlington Fire Department if he or she has been rejected as a witness by a criminal prosecutor for Brady violations and/or being placed on a Brady list or disclosure list under the Michael Morton Act and/or Section 39.14 of the Code of Criminal Procedure. Disqualification is permanent.
30. Inspector General (OIG) List of Excluded Individuals/Entities: Applicants will be screened against the OIG list of excluded individuals. Individuals, whose name appears on the list, those who have been debarred, suspended, or otherwise deemed ineligible to participate in the federal healthcare programs, managed under the U.S. Department of Health and Human Services (DHHS) (i.e. Medicare and Medicaid) will be temporarily disqualified until such time as the individual's name is removed from the OIG's list.
31. Have been eliminated in the applicant hiring process.
32. Have failed to provide proof of completion of high school, such as a diploma, transcript, General Equivalency Diploma, or other proof which is acceptable to the Chief.
33. Have not attained the age of 19 years at the time the position is offered to the applicant;
34. Has failed to meet all legal requirements necessary for future licensing and certification as required by the Texas Commission on Fire Protection and Texas Department of State Health Services. (Temporary disqualification until required certification(s) obtained.)

35. Has a history of substandard performance and/or a negative recommendation or referral from his/her fire and/or EMS training school. (Temporary or permanent disqualification based on nature of the information received from the academy or school.)
36. Have failed to provide proof of discharge for applicants who have served in any capacity in the military services.
37. Failed to meet the standards prescribed by the Texas Commission on Law Enforcement, if the person is being appointed to Fire Prevention Inspector classification.
38. Has a prohibited relationship: Employment of related persons by the Fire Department is not allowed. The provisions of this section apply to persons from outside the City workforce who are applying for employment with the Fire Department. Restrictions on persons who are already employed by the Fire Department, and who become related to another person who is employed by the City, are specified in the City of Arlington Personnel Policies.
  - a. **Scope.** For the purposes of determining a relative relationship (Nepotism) only, Fire Department employee includes probationary, regular full-time and part-time employees.
  - b. **Relative.** The following relatives are prohibited from being hired:
    - (1) Any person related by blood or adoption as follows:
      - (a) mother or father
      - (b) daughter or son
      - (c) sister or brother
      - (d) grandmother or grandfather
      - (e) granddaughter or grandson
      - (f) niece or nephew
      - (g) aunt or uncle
      - (h) first cousins
    - (2) Any person who is married to any person specified above; or
    - (3) An employee's spouse and any person related to the employee's spouse as specified above.
  - c. **Disclosure.** All persons applying for employment are required to disclose any relative serving as the Mayor or as a Council Member and any relative who is employed by the City.

d. **Additional Prohibitions.**

- (1) **Elected Officials' Relatives.** No person who is related within the second degree by marriage (spouse and spouse's children, parents, brothers, sisters, grandparents, and grandchildren) or within the third degree by blood (parents, children, brothers, sisters, grandparents, grandchildren, great-grandparents, great-grandchildren, aunts, uncles, nieces, and nephews) to the Mayor or any member of the City Council may be offered or accept employment with the City.
- (2) **Executives.** No person who is a relative (as defined above) of a council-appointed employee, a Deputy City Manager, or a Department Head may be offered or accept employment with the City.
- (3) **Condition of Conflict.** No person who is a relative (as defined above) may be offered or accept employment where the employment would constitute a condition of conflict.

D. **CANDIDATE'S ACCEPTANCE**

A candidate's offer will be withdrawn if he does not notify the Chief Executive, within seven (7) calendar days, of acceptance of the job offer.

**Section 27. Probationary Period**

*See Texas Local Government Code § 143.027.*

A person appointed to a beginning position in the Fire Department must serve a probationary period of 12 to 18 months, depending on certification beginning on that person's date of employment as a Firefighter, Fire Prevention Inspector, or academy trainee.

- A. All pre-certified Firefighter/EMT-I or Fire Prevention Inspector trainees shall serve a probationary period of 12 months, beginning on the date of employment with the Department.
- B. All non-certification trainees shall serve a probationary period of 18 months, beginning on the date of employment with the Department.
- C. The Department Head shall have full rights of discharge during the probationary period without the necessity of following the provisions of the Civil Service Rules pertaining to indefinite suspension or discharge of Firefighters or Fire Prevention Inspectors. Classification trainees discharged during the probationary period have no rights of appeal to the Commission or under City policies. During the probationary period, employees shall not be afforded any rights under these Rules.

**Section 28. Eligibility for Promotion**

*See* Texas Local Government Code § 143.028.

- A. The length of service for determining the eligibility for taking a promotional examination shall include the probationary period in the Arlington Fire Department.
- B. A Firefighter or Fire Prevention Inspector’s prior service, whether part-time or full-time, with the City of Arlington or any other city, does not count toward meeting the two-year requirement established in 143.030(b) and (e). A Firefighter or Fire Prevention Inspector who is rehired is not given credit for prior service to determine eligibility to take a promotional examination.
- C. The two-year eligibility requirement to take a promotional examination shall be based upon the date of promotional examination.
- D. If a promotional eligibility list is exhausted prior to filling all available vacancies and was created by an examination open to persons with at least two (2) years’ service in the position immediately below the classification for which the examination was held, then the Director may open the next examination to persons with less than two (2) years’ service in the position immediately below the classification for which the examination is to be held.
- E. If a promotional eligibility list is exhausted prior to filling all available vacancies and was created by an examination open to persons with less than two (2) years’ service in the position immediately below the classification for which the examination was held, then the Director may open the next examination to persons with at least two (2) years’ service in the second lower position below the classification for which the examination is to be held.

**Section 29. Promotional Examination Notice**

*See* Texas Local Government Code § 143.029.

The 30-day notice of examination required by Section 143.029(b) will not further describe the list of promotional materials, the number of questions taken from each source, nor the chapter used in each source.

**CONTENTS OF NOTICE**

The notice of promotional examination shall contain the following:

- 1. Position to be filled;
- 2. Date, time, and place of examination;
- 3. Qualifications required to take the examination; and
- 4. Dates during which registration for test will be conducted.



**Section 30. Eligibility for Fire Department Promotional Examination**

*See* Texas Local Government Code § 143.030.

**Section 31. Not Applicable**

*See* Texas Local Government Code § 143.031.

**Section 32. Promotional Examination Procedure**

*See* Texas Local Government Code § 143.032.

- A. Promotional examinations will contain no less than 100 nor greater than 300 multiple choice questions.
- B. The Director of Civil Service will post for at least 90 days:
  - 1. Newly added fire promotional examination sources. After the required posting such sources may be used for promotional exams and remain valid until withdrawn; and
  - 2. Withdrawn fire promotional examination sources.
- C. No examinee will be shown another's answer sheet.
- D. The Director of Civil Service may, because of any good and sufficient reason, postpone or cancel a fire promotional examination.
- E. Any person late to the examination will not be allowed to participate in the written examination and is therefore disqualified from the test.
  - 1. Examinations
    - a. An examination shall be of such nature that it will test the relative capacity and fitness of the person examined to discharge the duties of the particular position to which he/she seeks appointment.
    - b. The actual conduct of every examination shall be under the direction of the Director who shall be responsible to the Commission. The Director shall have the authority to designate a Test Administrator, who shall be responsible for administering the examination. The Director may also select one or more persons as Test Monitor to assist in the administering, proctoring, and grading of an entrance examination. An examination shall be conducted on an "as needed" basis. Written exams shall be purchased from an outside vendor, as determined by the Director.

- c. The Commission or Director may, because of the small number of eligible promotional candidates for any position, or because of any other good and sufficient reasons, such as death in the immediate family, public emergency, unavailability of test site, etc., postpone an examination to a later date. Any examination may be canceled by the Commission should its holding become unnecessary because of a change in the personnel requirements in the classified service.
  - d. To provide for a competitive promotional examination so as to better serve the public, at least three qualified candidates in the Fire Suppression Division, or at least two in the Fire Prevention Division (depending on the test) in the next lower position with two years' service shall sit for an examination. If there are not the appropriate number of candidates in the next lower position, the Commission shall follow the procedures relating to eligibility for promotional examinations outlined in Section 143.030(d) until the appropriate number of qualified candidates sit for the examination. When more than one vacancy exists at the time an examination is to be given, the Director shall determine whether the number of examinees who have filed Notices of Intent to Test is competitive. If necessary, the Director shall open the examination to additional employees, as outlined in Section 143.030(d).
  - e. No person shall deceive or obstruct any person in respect of his/her right of examination under the provision of these Rules and the Civil Service Act; or falsely mark, grade, or report the examination or standing of any person examined hereunder; or aid or furnish any special information for the purpose of either improving or injuring the rating of any such person for appointment or promotion. No promotional candidate shall deceive the Commission for the purpose of improving his/her chance for appointment or promotion.
2. Notice of Intent to Test – An employee shall complete a Notice of Intent to Test, as prescribed by the Director, in order to take a promotional examination. Failure to make application in the manner prescribed in the “Notice of Promotional Examination” and failure to file the application with the Director within the time limits prescribed in the “Notice of Promotional Examination” shall render the employee ineligible to take the examination.
3. Promotional Examination Administration Procedures
- a. Tobacco shall be prohibited at all times in the testing area.
  - b. Check In – An examinee shall be checked in and provide proof of identity with a valid Driver’s License. No examinee shall be admitted after the posted time.
  - c. At the beginning of the promotional examination, roll shall be taken from the Notice of Intent forms.

- d. At the posted examination time, all examinees shall be provided a copy of the test and instructed to read the instructions with the Test Administrator.
- e. Instructions will be given as to time and location where examination materials and answer sheets may be reviewed following the examination.
- f. All examinations shall be given in the presence of all other persons taking the examination, except as provided in Section 143.032(4).
- g. Cancellation or postponement of promotional examination – The Commission or Director may cancel or postpone a scheduled promotional examination for sufficient cause.
- h. Dishonesty – An examinee taking a promotional examination who uses or attempts to use any dishonest means to answer a question on such an examination shall have his/her examination confiscated and voided by the Test Administrator. The examinee will be removed from the testing site. The Test Administrator shall report the action to the Director, who shall report it to the Department Head and to the Commission.
- i. Upon request, accommodations shall be provided to an applicant in accordance with the Americans with Disabilities Act. An examinee who needs special arrangements shall submit a request in writing to the Director at a time to be determined by the Director.

For any problems that arise during the promotional examination, the Director is authorized to use his/her judgment to determine a proper course of action. The Director shall thereafter report to the Commission the problem that arose and the course of action he/she determined would best accomplish the goals of the civil service system. The Commission shall thereafter vote to ratify the action taken by the Director or provide other relief, as it may deem appropriate.

**F. PROMOTIONAL EXAMINATION PROCEDURES FOR PERSONNEL ON ACTIVE MILITARY DUTY**

- 1. Fire promotional candidates, who are eligible to take a promotional examination, and who are serving on active military duty, outside the State of Texas or more than 50 miles from Arlington City Hall, are eligible to take a separate promotional examination. An examination, that is or is not identical to the examination administered to other eligible candidates, may be administered outside the presence of other candidates.
- 2. Employees who are called to active military duty shall be required to sign an affidavit prior to being deployed stating whether or not they intend to take any promotional examination administered during their active duty.

3. If the employee signifies intent to take promotional exams, he/she shall provide the Civil Service Director with a valid e-mail address, fax number, or contact method during active duty, and shall notify the Director of any changes in his/her contact information in order to be notified of scheduled exams.
4. The Director is authorized to coordinate all testing under this subsection and may exercise discretion necessary to ensure the secrecy of the examination and to assure proper administrative procedures are followed.
5. Before the 90th day before the date a promotional examination is held, a notice listing the sources from which the examination questions will be taken will be sent to each military promotional candidate. The notice will be sent to the person's last known address, including his/her last known e-mail address.
6. It shall be the military promotional candidate's responsibility to secure the necessary source material.
7. The employee shall make arrangements with a military exam coordinator, his/her JAG (military attorney), or if unavailable, the commanding officer – to proctor the promotional exam and shall provide the name of that individual and contact information along with a valid fax number, if available, to the Civil Service Director/designee. Once designated, the same person shall be used throughout the examination process as noted herein.
8. Before the 30th day before the date a promotional examination is held, a notice of the examination will be sent to each military promotional candidate at their last known address, including his/her last known e-mail address. The employee shall fax or e-mail confirmation to take the test within 10 days of receipt of the Notice of Exam. If military operations prevent an employee from meeting this deadline to confirm intent to take the test, the employee shall submit written confirmation as soon as possible, along with a statement from his/her commanding officer verifying military operations prevented a response during the 10-day period.
9. It shall be the military promotional candidate's responsibility to work with the Director to schedule the administration of the examination.
10. Test packets containing the written examination, answer sheet, an affidavit, and test instructions shall be provided to the military exam coordinator at least 24 hours prior to the scheduled exam date. If possible, the written examination for the active duty personnel should be administered on, or as close to, the same day and time as the scheduled exam at the City.
11. All exam materials (exam, answer sheet, and answer key) shall be returned to the Director immediately following the scoring of the exam.
12. At no time will the administration of a promotional examination being given to a promotional candidate serving on active military duty unnecessarily interfere with ongoing military efforts.

13. If the candidate serving on military duty takes and passes a promotional examination, the candidate's name shall be included on the promotional eligibility list created nearest in time to the time at which the candidate on active military duty took the examination.
14. Candidates serving on military duty, who take the promotional examination outside of Arlington, shall be eligible to file an appeal of the examination as provided in Section 143.034. The Director shall coordinate all matters related to the review of the examination and the filing of the appeal, and may extend the time limit for appeal upon a showing of exigent circumstances.
15. Promotional candidates on active military duty must notify the Director at least 25 days in advance of the examination of their desire to have the examination administered off-site.
16. All employees covered by Chapter 143 who are called to active military duty must notify the Director of their mailing address and/or their e-mail addresses. The Director shall use his or her best efforts to inform the employees serving active military duty of upcoming promotional examinations.
17. All candidates for a promotional examination should execute an affidavit averring to the fact that they have not shared or discussed the test materials with a candidate serving on military duty.

### **Section 33. Promotional Examination Grades**

*See Texas Local Government Code § 143.033.*

- A. **GRADING OF EXAMINATION** – The requirement for “grading at the examination location” is met if the grading location is in the same building, if examinees who have finished are permitted to accompany the person who takes examination answer sheets to the grading location, and if examinees are allowed to observe as the sheets are graded.
- B. **SENIORITY POINTS** – Each applicant is entitled to receive one point for each full year of seniority in that department, with a maximum of 10 points. The grade for the applicant shall be computed by adding the applicant's points for seniority to the applicant's grade on the written examination, but for an applicant only if the applicant scores a passing grade of 70 on the written examination. Each full year of service equals one point. Seniority points shall be awarded only for whole years of service, and shall not be awarded for years of part-time employment.

- C. **TIE-BREAKERS** – Whenever two or more candidates for promotion attain the same grade, including seniority points, the tie shall be broken in the order listed below:
1. Highest Test Score – If a tie exists, the candidates shall be ranked in the order according to which candidate had the highest examination raw score prior to the addition of seniority points and after the Commission’s determination of appeals, if any.
  2. Seniority in Rank – If a tie still exists, the candidates shall be ranked in the order according to which candidate has the most recent continuous seniority in the position immediately below and above the position for which the examination was given.
  3. Certification – If a tie still exists, the candidates shall be ranked in order to which candidate has the highest certification level, if any.
    - a. Fire Certifications Considered for Fire Prevention Classification
      - (1) Intermediate Fire Inspector
      - (2) Advanced Fire Inspector
      - (3) Master Fire Inspector
    - b. Fire Certifications Considered for Firefighter Classification
      - (1) Intermediate Firefighter
      - (2) Advanced Firefighter
      - (3) Master Firefighter
  4. By Lot – If a tie still exists, the candidates shall be ranked by lot as determined by the Director.
- D. **VERIFYING EXAMINATION SCORES** – After the grading of all tests and prior to the posting of the eligibility list, the Director shall verify the calculation of each examinee’s grade. If the Director discovers a clerical error prior to the posting of the eligibility list, the Director shall correct the clerical error and notify the affected examinee of the error.
- E. **POSTING OF RESULTS** – The preliminary results of such examination for promotion shall be posted on a bulletin board located in the lobby of City Hall, in the office of the Civil Service Director, and in the entrance lobby of Fire Administration offices within 24 hours after the examination.

**Section 34. Review and Appeal of Promotional Examination**

*See Texas Local Government Code § 143.034.*

- A. Beginning on the first business day following the posting of the raw test scores, a promotional candidate may review the examination booklet; his/her answer sheet, the answer key, and the source material for the examination in the presence of a monitor(s) designated by the Director.

At such time that a promotional candidate submits a written appeal to the Director, a copy of the appealed question(s) along with the respective answer(s) from the answer key and the title and page number from the reference materials shall be given to the appealing candidate.

- B. The period of review of test materials begins the first business day after promotional examination raw scores are posted and is limited to five (5) business days during which an appeal may be filed. No electronic devices, personal papers, books, notebooks or briefcases may be brought in during this visit.
1. Appeals must be made in writing and include a reasoned statement explaining the examinee's belief as to which (if any) answer or answers should be accepted as correct. Support for an appeal may include factors such as:
    - a. Another answer choice being an equally valid answer to the question and coming from the same source.
    - b. A typographical, copying, or other error significantly altering the meaning of the question or answer in such a way as to render the approved answer invalid.
  2. Factors that do not support an appeal include, but are not limited to, typographical errors or omissions that are disclosed to the examinees and are verbally corrected during the examination.
  3. No examinee will be shown another examinee's answer sheet.
- C. In the event a candidate for promotion is serving in the military and takes the examination off-site, the Director may determine the number of days in which the candidate must submit all appeals, and may prescribe the method for the submission of same. In such circumstances, e-mail submission may be used, if determined by the Director to be appropriate.
- D. Prior to the Commission meeting, at which test appeals will be considered, each Commissioner shall receive a copy of each written appeal submitted, the appealed question(s) and answer(s), the correct answer(s), and the appropriate source reference sheet(s). If possible, the responses of the test writer would also be appropriate. The appeal information shall not reveal the name of the appellant prior to the regularly scheduled Commission meeting. The Director will provide copies of the test writer's responses to appealed questions (if possible) to interested persons at the Commission meeting at which the appeal is heard. Comments, discussion, and questions shall be limited to the question(s) being appealed.
- E. During the Commission's appeal hearing, the following rules will apply:
1. The appealed questions will be considered in numerical order.
  2. If there are multiple appellants on a question, the Chair will call them forward for comments in alphabetical order. The Chair will first ask each appellant if he or she still wishes to appeal. The appellant will then be allowed to make a brief presentation of the reasons for his or her appeal.

3. After all appellants on a question have been given the opportunity to address a question, the Chair will allow other persons who took the examination an opportunity to speak regarding the questions.
  4. The Chair will set and enforce a three (3) minute limit on the time for an appellant to speak on each question. The Commission may vote to alter the time limit set by the Chair.
  5. Only one appellant will be allowed to speak at a time and only one speaking turn will be allowed per person. This rule does not limit the ability of the Commissioners to ask questions of the appellant or others participating in the discussion. The appellant will have a maximum of one (1) minute each to rebut arguments against their appeal.
  6. After comments by the appellants who took the examination, the Director and the head of the department for which the examination was conducted may submit comments to the Commission.
  7. The Commission may ask questions of an appellant or anyone else who addresses the Commission.
- F. After receiving comments on a question, the Commission will discuss and make a determination of the question. A promotional examination question appealed to the Commission shall be sustained, overruled, or eliminated by a Ruling issued by the Commission. Each Ruling shall be made by a majority vote of the Commission, as follows:
1. **Sustain the answer key** (test scores shall remain as reported)  
  
A Ruling which rejects the appeal presented to the Commission shall require the Director to accept the answer as given on the answer key, while grading the promotional examinations of all eligible candidates.
  2. **Overrule the answer key** (the Commission shall designate another answer(s) to be accepted)  
  
A Ruling which sustains the appeal of a promotional examination question shall require the Director to accept a different answer or accept two or more answers, as directed in the Ruling, while grading the promotional examination of all eligible candidates.
  3. **Eliminate the test question** (the test question shall not be included)  
  
A Ruling which rejects the test question related to the appeal of a promotional examination question shall require the Director to disregard the question and its answer while grading the promotional examination of all eligible candidates.



4. **Formula for calculating scores after appeals:**

The formula for calculating the promotional test scores shall be as follows:

$100 / (\text{total number of test questions used}) = \text{point value of each question}$   
 $(\# \text{ of total test questions}) - (\# \text{ of wrong questions}) = \# \text{ of correct questions}$   
 $(\# \text{ of correct questions}) \times (\text{value of each question}) = \text{score}$

- G. After all questions have been considered, the Director of Civil Service will re-score all answer sheets and establish an amended eligibility list. The amended eligibility list shall have the same effective date as the original list. Seniority points, for those having a score of 70 or better, will be added after the re-scoring. The Director will post the amended eligibility list within 24 hours of the Commission meeting.
- H. Occupying the top position on a promotional eligibility list does not create an absolute right to be promoted. It creates only an expectancy of being promoted, subject to the creation of a vacancy in the classified position during the one (1) year existence of the eligibility list.

**Section 35. Not Applicable**

*See Texas Local Government Code § 143.035.*

**Section 36. Procedure for Making Promotional Appointments**

*See Texas Local Government Code § 143.036.*

When the term “Commission” is used in Section 143.036 of the Texas Local Government Code, the Director may perform the duties specified.

If a person voluntarily declines a promotional appointment for an available vacancy, the person’s name shall be returned to its place on the eligibility list and shall be resubmitted to the Department Head if another vacancy occurs. A person’s name shall be removed from the eligibility list if they voluntarily decline a promotional appointment two times for the same eligibility list.

The following non-exclusive list of considerations may be valid reasons for the Fire Chief to bypass the highest ranking candidate on a promotional list:

- A. Failure of a promotional candidate to obtain the required educational requirements constitutes a “valid reason” for bypassing that promotional candidate.
1. Apparatus Operator: Should currently hold the rank of Firefighter F1 and have a minimum of two (2) years’ continuous active service by the effective date of the new Apparatus Operator promotional examination. Beginning January 1, 2022, applicants must have 25 hours of college for the rank of Apparatus Operator. If the applicant has an Intermediate Structural Fire Protection Certification, 20 college hours should be required.

2. Lieutenant: Should currently hold the rank of Apparatus Operator and have a minimum of two (2) years' continuous active service from the date of promotion to the effective date of the new Lieutenant promotional examination. Beginning January 1, 2022, applicants should have 50 hours of college for the rank of Lieutenant. If the applicant has an Advanced Structural Fire Protection Certification, 40 college hours should be required.
3. Captain: Should currently hold the rank of Lieutenant and have a minimum of two (2) years' continuous active service from the date of promotion to the rank of Lieutenant to the effective date of the new Captain promotional examination. Beginning January 1, 2022, applicants should have 75 hours of college for the rank of Captain. If the applicant has a Master Structural Fire Protection Certification, 60 college hours should be required.
4. Fire Prevention Specialist: Should currently hold the rank of Inspector FP1 and have a minimum of two (2) years' continuous active service as a Fire Inspector. Beginning January 1, 2022, applicants should have 25 hours of college for the rank of Fire Prevention Specialist. If the applicant has TCFP Intermediate Inspector Certification, 20 college hours should be required.
5. Fire Investigator/Bomb Technician: Should currently hold the rank of Fire Prevention Specialist FP2 and have a minimum of two (2) years' continuous active service from the date of promotion to the rank of Fire Prevention Specialist. Beginning January 1, 2022, applicants should have 50 hours of college for the rank of Fire Investigator/Bomb Technician FP3. If the applicant has TCFP Advanced Fire/Arson Investigator Certification, 40 college hours should be required.
6. Deputy Fire Marshal: Should currently hold the rank of Fire Investigator/Bomb Technician FP3 and have a minimum of two (2) years' continuous active service from the date of promotion to the rank of Fire Investigator/Bomb Technician FP3 and hold a TCOLE Basic Peace Officer Certification. Beginning January 1, 2022, applicants should have 75 hours of college for the rank of Deputy Fire Marshal. If the applicant has a TCFP Master Fire Inspector or Master Fire Investigator Certification, 60 college hours should be required.
7. Deputy Fire Chief/Fire Marshal: Applicants should currently hold the rank of Deputy Fire Marshal and have a minimum of two years' continuous active service from the date of promotion to the rank of Deputy Fire Marshal. Beginning January 1, 2022, applicants should have a Bachelor's Degree for the rank Deputy Fire Chief/Fire Marshal.
8. Deputy Fire Chief: Applicants should currently hold the rank of Battalion Chief and have a minimum of two (2) years' continuous active service from the date of promotion to the rank of Battalion Chief (*if less than 3 BCs apply for the Deputy Chief position, Captains may be allowed to test for Deputy Chief*). Beginning January 1, 2022, applicants should have a Bachelor's for promotion to the rank of Deputy Fire Chief.

- B. Prior to appointment, all promotional candidates shall be subject to a background check consisting of criminal history and driving records and shall be subject to a drug screen.
- C. Candidates may be passed over for promotion if suspended within the last year or given a written reprimand within the last six (6) months prior to the promotional date. Candidates may be subject to the interview process each time a vacancy occurs; therefore, a candidate may be asked to interview more than once. If a candidate has been interviewed previously, the Fire Chief may waive the requirement for an additional interview.
- D. If educational and/or certification criteria are established to maintain a promotion, an employee failing to fulfill such criteria may be subject to demotion or other discipline pursuant to Chapter 143 of the Texas Local Government Code, upon an allegation of cause and recommendation from the Department Head which meets the provisions of Chapter 143. Nothing in this provision is intended to conflict with the provisions of Chapter 143 of the Texas Local Government Code or any provisions of the Arlington Fire Department Civil Service Local Rules, and it is the province of the Department Head to initiate any related disciplinary or demotion process.
- E. The Firefighter or Fire Prevention Inspector classification promotional candidate should successfully obtain the required college credit hours and/or degree from an accredited college or university. The college degree/college credit hours obtained after the candidate's beginning date with the Department shall be related to the fire service or management field.

## **TRANSCRIPTS**

Official transcripts must be forwarded by candidates to Fire Administration to provide proof of acceptable course completion. In the case of a questionable course, members are required to provide written justification for the job-relatedness of the course.

## **ACCEPTABLE AREAS OF STUDY**

The following are acceptable areas of study subject for approval:

- Fire Protection Technology
- Law Enforcement/Criminal Justice
- Management/Supervision
- Business Administration
- Accounting
- Data Processing/Computer Science
- Mathematics
- Science (Chemistry/Physics/Biology)
- Education
- Economics
- Communications
- English/Speech
- Law
- Spanish, or any foreign language that represents a minimum of 5% of the City's residents

- Government/Political Science
- Nursing and other approved medical-related subject areas
- Engineering
- Public Administration
- Emergency Management

- F. Promotional candidates should have a minimum overall rating of “Fully Achieved Expectations” on the most recent performance evaluation conducted prior to the effective date of the current promotional list, and not be in a performance improvement program or have a disciplinary suspension within the 12 months prior to the effective date of the new respective promotional list.
- G. Promotional candidates shall undergo and pass a promotional background check to comply with Criminal Justice Information System (CJIS) standards.
- H. Promotional candidates should meet the following applicable state certification criteria prior to promotion:

Apparatus Operator	Basic Certification
Lieutenant	Intermediate Certification
Captain	Advanced Certification
Deputy Fire Chief	Advanced Certification (Master required January 1, 2022)
Fire Prevention Specialist	TCFP Basic Inspector Certification
Fire Investigator/ Bomb Technician	TCFP Intermediate Inspector Certification; TCFP Arson Investigator; TCOLE Basic Peace Officer; Must obtain within one (1) year of promotion, as allowed by the FBI, Hazardous Devices Certification
Deputy Fire Marshal	TCFP Advanced Inspector Certification; TCOLE Intermediate Peace Officer; Hazardous Devices Technician Certification
Deputy Fire Chief/Fire Marshal	TCFP Master Inspector Certification; TCFP Master Arson Investigator; TCOLE Advance Peace Officer; Hazardous Devices Technician Certification

- I. For the rank of Apparatus Operator, the individual should have successfully completed the Second Driver Training Program and currently hold Second Driver status prior to the start of the petitioning process and have a “Good” or better on the most recent physical assessment, and pass a competency exercise.
- J. For the rank of Lieutenant, the individual should hold Fire Officer I Certification as well as have successfully completed the Officer Development “Emergency Operations” course or Company Officer I course and is required to have a “Good” or better on the most recent physical assessment.
- K. For the rank of Captain, have a “Good” or better on the most recent physical assessment and the individual will be required to hold a state certification as a Hazardous Materials Technician within 12 months of promotion to the rank of Captain.
- L. For the rank of Deputy Fire Chief, hold state certification as a Hazardous Materials Technician prior to the start of the petitioning process and is required to have a “Good” or better on the most recent physical assessment.
- M. For the rank of Fire Investigator/Bomb Technician, have a “Good” or better on most recent physical assessment and the individual will successfully complete the FBI Hazardous Devices School within 18 months of promotion to the rank of Fire Investigator/Bomb Technician.
- N. For the rank of Deputy Fire Marshal, have a “Good” or better on most recent physical assessment and be a certified Hazardous Devices Technician.
- O. For the rank of Deputy Chief/Fire Marshal, have a “Good” or better on most recent physical assessment, certified Hazardous Devices Technician, and the applicant must attend the FBI Bomb Squad Commanders course.

**Section 37. Record of Certification and Appointment**

*See Texas Local Government Code § 143.037.*

**Section 38. Temporary Duties in Higher Classification**

*See Texas Local Government Code § 143.038.*

(Sections 39–40 reserved for expansion.)

## **SUBCHAPTER C. COMPENSATION**

### **Section 41. Salary**

*See* Texas Local Government Code § 143.041.

*See* City of Arlington Personnel Policy.

### **Section 42. Assignment Pay**

*See* Texas Local Government Code § 143.042.

*See* City of Arlington Fire Department Standard Operating Procedures.

### **Section 43. Field Training Officer Assignment Pay – Not Applicable**

*See* Texas Local Government Code § 143.043.

### **Section 44. Certification and Educational Incentive Pay**

*See* Texas Local Government Code § 143.044.

*See* City of Arlington Fire Department Standard Operating Procedures.

### **Section 45. Accumulation and Payment of Sick Leave**

*See* Texas Local Government Code § 143.045.

*See* City of Arlington Personnel Policy.

### **Section 46. Vacations**

*See* Texas Local Government Code § 143.046.

*See* City of Arlington Personnel Policy.

**Section 47. Shift Differential Pay**

See Texas Local Government Code § 143.047.

(Sections 48–50 reserved for expansion.)

**SUBCHAPTER D. DISCIPLINARY ACTIONS**

**Section 51. Cause for Removal or Suspension**

See Texas Local Government Code § 143.051.

**PURPOSE** – These Rules shall apply to and govern all disciplinary actions and appeals of Fire Department employees subject to Chapter 143 of the Texas Local Government Code. The following are declared to be grounds for dismissal or suspension of any employee from the classified service in the City of Arlington:

- A. Conviction of a felony or other crime involving moral turpitude;
- B. Violations of an Arlington Charter provision;
- C. Acts of incompetency;
- D. Neglect of duty;
- E. Discourtesy by said employee to the public or to fellow employees while the firefighter is in the line of duty;
- F. Acts of said employee showing a lack of good moral character;
- G. Drinking of intoxicants while on duty or intoxication while off duty;
- H. Conduct prejudicial to good order;
- I. Neglect or refusal to pay just debts;
- J. Absence without leave;
- K. Shirking duties;
- L. Cowardice at fires;

- M. Violation of the rules and regulations of the Arlington Fire Department’s Standard Operating Procedures, Guidelines, medical and operational protocols, Administrative memos, Fire Chief memos, Special Orders or Direct Orders and Mandates of the Arlington Fire Department, or of Special Orders as applicable, and City Personnel policies.

**Section 52. Disciplinary Suspensions**

See Texas Local Government Code § 143.052.

- A. **“CAUSE” FOR SUSPENSION** – For a suspension, a determination of what constitutes “cause” is generally made by comparison to what a reasonable person, who is mindful of the habits and customs of his/her Department, who is also mindful of the responsibilities and needs of his/her Department, and who is also mindful of the standards of justice and fair dealing prevalent in the City, should have done (or should have not done) under similar circumstances. The term “cause” shall also mean “employee misconduct” and shall necessarily include any act or omission that violates: (a) an applicable provision of Chapter 143 or (b) an applicable rule or regulation duly adopted by the Civil Service Commission of Arlington, or the Arlington Fire Department, or the City of Arlington.

Prior to imposing a suspension, the Department Head may use lesser forms of disciplinary or corrective action. However, nothing herein shall prohibit the Department Head from proceeding directly to the appropriate level of discipline without using progressive discipline if, in the opinion of the Department Head, the employee’s misconduct warrants more severe disciplinary action.

- B. **WORKING OFF SUSPENDED TIME** – A classified employee in the Arlington Fire Department who is suspended less than 40 hours for the 40-hour week/2080-hour year employee or less than 60 hours for the 24-hour shift/2912-hour year employee may, upon the employee’s request and at the Department Head’s sole discretion, forfeit vacation designated by the Department Head for a period equal to the time of the suspension. The employee shall be required to work on the forfeited vacation days. An employee electing to use vacation time to satisfy his suspension agrees to pursue no further appeals. The election must be made prior to appealing to the Commission or a Hearing Examiner.

The employee shall have his/her vacation leave accumulated balance deducted in an amount equal to the suspension to qualify for this provision. In order to request Working Off Suspended Time, the suspended employee shall make a written request to the Department Head within 10 days after receiving the Notice of Suspension. Failure to make a written request to the Department Head within the allotted time shall result in an employee not being eligible for the provisions of this Section.



**Section 53. Appeal of Disciplinary Suspension**

See Texas Local Government Code § 143.053.

A. **SCOPE OF MATTERS SUBJECT TO APPEAL** – The following disciplinary matters are subject to appeal only to the Arlington Civil Service Commission and may not be appealed through the City’s grievance procedure:

1. Indefinite suspension;
2. Temporary suspension;
3. Demotion; and/or
4. Promotional passover.

An employee who has voluntarily resigned or retired from his/her position forfeits all rights to utilize the disciplinary appeal processes.

An employee may voluntarily enter a written agreement with the Department Head that expressly evidences his/her intent finally to resolve the issue(s) of any type of disciplinary action imposed. The agreement shall also include a statement that the employee waives all rights to appeal.

B. If the appeal is timely and valid, the Director will arrange to have the matter placed on the Commission’s agenda or obtain a list of Independent Third-Party Hearing Examiners, as provided under Section 143.057.

C. **OPTIONS FOR DISCIPLINARY HEARINGS**

1. At any time after filing the original notice of appeal, but before either party has incurred third-party hearing examiner expenses, an employee may withdraw the original request for a Hearing Examiner and submit the appeal to a hearing before the Commission. The election must be made in writing and filed with the Director’s office. However, this election may not be used to alter the 30-day hearing deadline imposed on Commission decisions by Chapter 143.
2. At any time after filing of the notice of appeal, the parties may mutually agree to withdraw the appeal from a Hearing Examiner and submit the appeal to a hearing before the Commission. The mutual agreement must be made in writing and filed with the Director’s office.

D. **DIRECTOR TO COORDINATE ALL MATTERS** – The location and accommodations for a hearing or appeal shall be arranged by the Director. All subsequent matters raised by the appealing employee or the Department (“the parties”) regarding attendance, scheduling, requests for subpoenas, request for continuance, etc., shall be coordinated through the Director. All such information shall be provided to the Director who shall then provide copies of same to the opposing party or representative and also coordinate the appropriate response or action to be taken. In a hearing coordinated by an outside agency, that agency shall also provide coordination services between the parties and the Hearing Examiner in conjunction with the Director.

**E. EXPENSE AND COSTS**

1. If appealed to a Hearing Examiner, the Hearing Examiner's fees and expenses are shared equally by the employee and the Department. The cost of a witness is paid by the party who calls the witness.
2. The appropriate amount, as well as payment of all costs and expenses, may be determined and collected by the Director. An employee may receive an estimate of anticipated costs upon written request to the Director. All costs charged by the court reporter shall be split equally between the parties.
3. When applicable, the state law governing the doctrine of "mitigation of damages" shall be applied in computing reimbursements or an offset from an award of back pay. The Commission or Hearing Examiner shall permit introduction of evidence on mitigation of back pay by either the employee or the Department Head.

**F. FAILURE TO ATTEND SCHEDULED HEARING** – The Commission or Hearing Examiner shall treat the appealing employee's failure to attend a scheduled appeal hearing or to file a timely request for a continuance as a request to withdraw the appeal. Absent extenuating circumstances, any request for a continuance must be filed with the Director or the Hearing Examiner at least three (3) business days before the date of the hearing.

**G. EMPLOYEE AND DEPARTMENT REPRESENTATIVES**

1. The hearing process shall recognize the right of the employee, as well as the Department, to be represented throughout the appeal. However, only one representative shall be allowed to speak or otherwise present evidence on behalf of either party throughout the questioning of a particular witness.
2. An employee or Department representative shall use his/her best efforts to conclude all proceedings smoothly, expeditiously, and as fairly as possible to all concerned.
3. The function of the representative shall be to articulate the best interests of the employee or the Department represented and to make his/her presentations pertinent to the issue(s) being considered. Dissatisfaction with a representative shall not constitute grounds for modification of the final ruling.
4. A representative or an employee who represents him/herself shall become familiar with and follow these Rules at all times during the disciplinary appeal process.
5. A problem or concern regarding the manner in which the opposing party or his/her representative is handling a particular disciplinary appeal should be brought to the attention of the Director. The difficulty shall be expeditiously addressed.

## H. **LIMITED DISCOVERY**

1. The Texas Rules of Civil Evidence, the Texas Rules of Criminal Evidence, and all other Rules of Procedure, whether civil or criminal, regarding what is commonly known as “discovery” shall not apply to any civil service proceedings. Mediation and arbitration rules and processes do not apply to any civil service hearings. Items from Departmental policies, rules, and regulations manuals may be photocopied.

Items such as Accident Review Board recommendations, time and attendance records, duty status forms, and other such documents may also be provided so long as they are relevant to the employee and the disciplinary action under appeal.

2. An employee and his/her representative may obtain copies of documents contained in the employee’s official civil service file, maintained under Section 143.089(a), after the employee has signed the appropriate release form(s).
3. Before requesting a subpoena duces tecum for the production of documentary material, a party shall first make a request for the materials directly to the other party and provide a reasonable time for a response. If the request is refused or otherwise not produced, then a request may be made to the Commission or Hearing Examiner to issue the subpoena duces tecum. Requests for subpoenas shall be submitted the day before the 10th calendar day prior to the scheduled hearing date in order to be processed in time.
4. All requests for subpoenas to compel the attendance of a witness shall be coordinated through the Director’s Office or through the Hearing Examiner. Requests for subpoenas shall be submitted the day before the 10th calendar day prior to the scheduled hearing date in order to be processed in time. The Director may have subpoenas issued on behalf of the Commission.

A Fire Department employee will not be paid for attending or appearing as a witness in his or her own appeal hearing, with or without a subpoena. The appealing employee may request that his/her schedule be flexed out, or he/she may use accrued paid time off. A request for time off for an employee to attend his/her own appeal hearing will not be unreasonably denied by the respective Department Head.

5. The parties will exchange exhibit lists and the identity of all potential witnesses to the other party at least five (5) working days prior to the beginning of the scheduled hearing.

## I. **FORMAT OF APPEAL HEARINGS** – The format for an appeal hearing before the Commission shall be as follows:

1. City’s opening statement
2. Employee’s opening statement

3. The City's (Department's) case:
  - a. Direct testimony of witness
  - b. Cross-examination of witness
  - c. Redirect
  - d. Additional questions, if any, by Commission
4. Employee's response:
  - a. Direct testimony of witness
  - b. Cross-examination of witness
  - c. Redirect
  - d. Additional questions, if any, by Commission
5. Rebuttal by the City, if any:
  - a. Direct testimony of witness
  - b. Cross-examination of witness
  - c. Redirect
  - d. Additional questions, if any, by Commission
6. City's closing argument
7. Employee's closing argument
8. City's rebuttal
9. Deliberation by the Commission in Executive Session
10. Decision and vote in open session

**J. HEARING PROCEDURES**

1. All disciplinary appeal proceedings shall be public hearings. The Commission or Hearing Examiner may place limitations on photographers, media personnel, and audience when necessary to avoid distraction or violation of the sequestration rule.
2. At the scheduled time and place, the hearing shall be called to order.
3. Each party shall come to the hearing prepared and ready to proceed so as to minimize any disruption of the hearing process. Each party shall bring at least six copies of all documents or exhibits to be considered by the Commission at the hearing.
4. A record of the public proceedings, capable of clear and accurate reproduction or transcription, shall be made and maintained by the Director.

5. After being called to order, but prior to the beginning of testimony or evidence, consideration shall be made as to any pre-hearing motions, requests, or jurisdictional matters as submitted by either party. The parties shall also seek to obtain as many stipulations as possible as to non-contested or non-material matters. The Commission may “carry” such pre-hearing motions until the hearing is completed and all factual evidence has been presented before making its final ruling thereto.
6. Upon request by either party, the hearing process shall utilize what is commonly known as “the Rule” concerning oral testimony, meaning that a person who shall be expected to testify at the hearing, other than the parties and their representatives, shall not be allowed to observe or listen to any of the proceedings except when he/she is actually testifying as a witness. “The Rule” may be used to ensure one witness’ testimony is not influenced by another’s testimony. While under “the Rule,” a potential witness shall not discuss any aspect of the appeal or hearing except with the attorneys or the representatives involved. Invoking “the Rule” is not mandatory and may be waived in whole or in part by agreement between the parties.
7. The hearing shall then proceed to develop the evidence and testimony as to those contested matters.
8. The City shall make the first presentation of evidence and testimony. Thereafter, the employee shall have the opportunity to respond with his/her own evidence, witnesses, or testimony. Thereafter, the City may come forward with rebuttal evidence or testimony as may be necessary. Presentations by both parties shall be as brief and as closely related to the issue(s) as much as is possible. Throughout the proceedings, a Commission member may also ask questions as needed in order to aid his/her consideration of the testimony or evidence.
9. A witness may be sworn and his/her testimony taken under oath or affirmation. A witness is subject to reasonable and relevant cross-examination by the opposing party.
10. The Chairperson shall exercise reasonable control over the questioning of a witness and the presentation of evidence so as to:
  - a. effectively ascertain the truth;
  - b. keep such presentations relevant to the issues to be determined;
  - c. avoid the needless consumption of time and expense; and
  - d. protect the witness from harassment or undue embarrassment.
11. A party and his/her representative shall cooperate in keeping all presentations as brief and to the point as possible. Long drawn-out sessions shall be discouraged. The Commission may establish equal time limits for presentation of each side of the case.
12. A hearing shall remain business-like and focus upon resolution of factual matters. A hearing shall not be a time for accusations, threats, speeches, or arguments. The Commission shall have the discretion to adjourn any meeting where fruitful dialogue ceases.

13. The Commission shall have the discretion to control the length of time of any particular session as well as the amount of time provided for recesses, breaks, lunch hours, etc.
14. Before adjourning, the Commission may adjourn to Executive Session to deliberate. Thereafter, the Commission shall reconvene in open session and shall, upon motion and second, vote upon its decision. Thereafter, a written Order containing the Decision shall be prepared and signed by the Commissioners prior to adjourning the hearing.

## **K. RULES OF EVIDENCE**

1. Technical rules of evidence shall not apply nor control the conduct of any hearing. The Texas Rules of Civil Evidence, the Texas Rules of Criminal Evidence, and all other Rules of Procedure, whether civil or criminal, shall not apply nor govern any aspect of any civil service proceeding.
2. The scope of evidence to be considered at a disciplinary hearing shall be generally limited to matters material and probative to the statement of charges as set forth in the Department's written statement, the employee's notice of appeal, as well as the employee's previous employment record with the Department.
3. Either party may offer such material and probative evidence as he/she may desire to aid in the determination of disputed issues.
4. It shall be the province of the Commission to determine:
  - a. the admissibility or inadmissibility of any particular evidence or testimony;
  - b. the relevance or value, of any evidence or testimony;
  - c. the credibility, or lack thereof, of any particular evidence or testimony;
  - d. the weight to be given to any particular evidence or testimony.
5. Subject to limited exceptions for compelling reasons shown by a party, the Commission shall refuse to hear or consider any testimony or item of evidence after the hearing has been closed. An example of a "compelling reason" would be where a party has deliberately withheld previously known and duly requested evidence from the other party until the hearing has been closed, and such evidence should have been previously produced as per these Rules.
6. The Commission may receive and consider the evidence of a witness by affidavit and assign same such weight as it deems proper after consideration of objections, if any, made to its admission. On-site inspections are discouraged and shall be conducted only if the evidence to be considered cannot be otherwise presented via stipulations, photographs, videotapes, maps, diagrams, etc.
7. All evidence and testimony shall be presented and received into the record while in open session.

8. When a hearing is to be conducted by the Commission or a hearing examiner under Sections 143.052 or 143.054, or a promotional passover under Section 143.036, the Chief may submit confidential material from the Departmental Personnel file in camera for the Commission's or hearing examiner's consideration. If the Commission or hearing examiner decides to admit the confidential documents as evidence, the Commission or hearing examiner shall admit them under seal with instructions they are not to be released to any third-party. The Commission or hearing examiner shall sign a protective order to this effect and make such order a part of the official record of the hearing. This rule applies equally to hearings conducted under Section 143.057 by hearing examiners.

**L. ISSUES TO BE DETERMINED IN DISCIPLINARY APPEALS**

1. Generally, the determinative issues to be considered and determined by the disciplinary action appeal process shall be:
  - a. Did cause exist to support the imposing of some form of disciplinary action as to the employee?
  - b. Was the degree of disciplinary action imposed by the Department reasonable under the circumstances? and
  - c. Has the hearing process developed matters that justify or compel modification of the Department Head's disciplinary action?

2. The Department Head shall establish the violation(s) by a preponderance of the evidence standard.

3. It shall be recognized that prior to imposing any form of discipline, the Department Head may use lesser forms of disciplinary or corrective action.

However, the failure to utilize progressive discipline shall not in itself be grounds to overturn or otherwise modify a Department Head's decision to proceed directly to the appropriate level of discipline if the employee's misconduct warrants such disciplinary action, including indefinite suspension. Progressive discipline need not always apply and the seriousness of a single offense may negate a previously unblemished record.

4. The hearing shall provide the employee a reasonable opportunity to produce objective evidence and/or testimony to develop:
  - a. That the employee did not commit the misconduct as alleged, i.e., "the allegations are not true"; or
  - b. That even if the employee committed the acts as alleged, that such activity does not constitute actionable misconduct; or

- c. That even if the employee committed actionable misconduct, that the degree of discipline imposed is too harsh or severe, i.e. the disciplinary action imposed was “unreasonable, arbitrary or capricious”; or
  - d. A combination of any of these matters would justify or compel modification of the Department Head’s action.
- 5. An employee’s mere disagreement or difference in opinion in regard to the Department Head’s actions or reasoning shall not constitute grounds to overturn or modify the disciplinary action.
  - 6. If the Commission determines one valid charge of misconduct is supported by evidence sufficient to establish its truth, the Commission shall sustain that charge even if the evidence at the hearing does not support other charges in the letter of disciplinary action.

**M. FINDINGS AND ORDERS OF THE COMMISSION**

- 1. On the basis of the evidence and testimony presented at the hearing, the Commission shall vote and issue a decision on the matter via a written Order finding the truth of the specific charge(s) against the employee, or a written Order finding that the specific charge(s) against the employee is not true.
- 2. The Commission’s decision may be made by the majority vote of two of the three Commissioners present. If only two Commissioners are present, the final decision shall be made unanimously.
- 3. In the event that the charge(s) of misconduct against the employee is found to be “not true,” then the final Order shall be promptly to restore the employee to the employee’s proper position or status without penalty.
- 4. In the event that the charge(s) of misconduct against the employee is found to be “true,” then the final Order shall clearly state whether the employee is:
  - a. Permanently dismissed from the Fire Department; or
  - b. Temporarily suspended from the respective Department and shall then set forth the definite time period and conditions of suspension which shall be imposed; or
  - c. Demoted (see Texas Local Government Code § 143.054).
- 5. The final Order on a disciplinary appeal shall also include such other matters as to resolve the issues under consideration, particularly:
  - a. The employee’s resulting employment status;
  - b. Back pay and other employment benefits; and/or
  - c. Mitigation of damages.



6. If modifying the disciplinary action of the Department, the Order shall clearly explain in writing the factors and rationale for doing so. If affirming the disciplinary action of the Department, it shall be presumed to be for the same reasons and facts as presented by the Department unless otherwise indicated.
7. The Commission may consider evidence of facts or events during the disciplinary appeal process that are outside the scope of the Department's statement of charges or the employee's notice of appeal to the extent permitted by law.
8. A copy of the Department's disciplinary action, a copy of the employee's request for appeal, the record of the proceedings, and a copy of the exhibits submitted together with a copy of the final Order shall be filed in the Commission record. The Commission may cite these records as reference material in subsequent determinations.

**Section 54. Demotions**

*See Texas Local Government Code § 143.054.*

- A. **PROBABLE CAUSE MEETING** – The Commission's consideration of whether there is probable cause to support the Department Head's recommendation for demotion does not require an evidentiary hearing. If the Commission determines that probable cause exists for a recommended demotion, the Commission's letter to the employee shall include the Hearing Examiner option under Chapter 143.
- B. **APPEAL OF PROBABLE CAUSE FINDING** – After the Commission has determined that probable cause exists for a requested demotion and has provided the employee with a written Notice as per Chapter 143, the procedures for appeal of the demotion shall be conducted according to the same hearing procedures as set forth above for all other disciplinary actions, or as expressly provided otherwise in Chapter 143.

**Section 55. Not Applicable**

*See Texas Local Government Code § 143.055.*

**Section 56. Procedures After Felony Indictment or Misdemeanor Complaint**

*See Texas Local Government Code § 143.056.*

Conviction or deferred adjudication of a felony shall result in the employee being terminated from his/her position. No hearing before the Commission or a Hearing Examiner shall be provided.

All employees must notify their Department Head or acting designee of any arrest and any misdemeanor charge or felony indictment within 24 hours of its occurrence. Any employee so arrested, charged, or indicted must report to his/her Department Head the outcome of the arrest, charge, or indictment within 24 hours after final disposition. This requirement also applies to all deferred adjudications.

Whenever a Firefighter has been temporarily suspended under Texas Local Government Code Section 143.056(a), then found not guilty of the indictment or complaint, and appeals for back pay under Texas Local Government Code Section 143.056(e), the issue to be determined by the Commission or Hearing Examiner is whether or not, under a preponderance of the evidence, the Firefighter committed any of the criminal acts alleged in the indictment or complaint. If the Firefighter is found by the Hearing Examiner or Civil Service Commission to have committed any of the acts alleged, including lesser included offenses above the level of Class C Misdemeanor, no back pay shall be awarded. If the Firefighter is found by the Hearing Examiner or Civil Service Commission to have committed none of the acts alleged, and no lesser included offenses above the level of Class C Misdemeanor, the Commission shall have discretion to award some or all back pay.

A conviction of a lesser included offense above the level of Class C Misdemeanor shall result in a finding that the fire fighter shall not have a basis to appeal to the Commission for back pay.

Entry of an Order of Deferred Adjudication, because it is founded on a plea of “Guilty” or “No Contest” shall be proof that the actions alleged were committed.

### **Section 57. Hearing Examiners**

*See Texas Local Government Code § 143.057.*

- A. Only a disciplinary action concerning an indefinite suspension, a suspension, a promotional passover, a recommended demotion, or back pay under 143.056(e) is appealable to a Hearing Examiner.
- B. The Director shall coordinate with the parties and the agency sponsoring the Hearing Examiner as to all matters regarding scheduling, place of hearing, accommodations, etc.
- C. The rule-making power and authority of the Commission is in no way conferred upon and/or delegated to any Hearing Examiner, either by implication or otherwise.
- D. In a disciplinary appeal conducted under Chapter 143, the Hearing Examiner shall have the “same duties and powers” as would the Commission, including the right to issue subpoenas to compel the attendance of a witness.
- E. A disciplinary proceeding conducted by a Hearing Examiner instead of the Commission shall not be conducted or resolved via arbitration or arbitration processes. An employee’s election of appeal to a Hearing Examiner shall not constitute a right or an agreement to submit the appeal to arbitration or arbitration processes.

- F. The Hearing Examiner is to conduct a hearing fairly, objectively, and impartially under the provisions of Chapter 143 and these Rules. The Hearing Examiner is to render a fair and just decision based solely on the evidence presented in the hearing. The scope of evidence to be considered at the hearing shall be generally limited to matters closely relevant to the charges of misconduct as set forth in the Department's written statement and the employee's notice of appeal as filed with the Commission, as well as the employee's previous work record with the Department.
- G. All hearings conducted by a Hearing Examiner shall also be recorded so as to be capable of clear and accurate reproduction or transcription.
- H. If a situation arises pertaining to the administration process of selecting a Hearing Examiner, or meeting notices, or request for rescheduling, refusal, conflict of interest, etc., and the situation is not provided for in Chapter 143 or in these Rules, then the parties and the Director shall attempt to mutually resolve the situation by agreement. If the matter is not one capable of being reasonably resolved by agreement, the Director may refer the matter to the administrative processes of the entity sponsoring the Hearing Examiner to resolve the situation within its own processes.
- I. If a Hearing Examiner has been initially selected but is thereafter objected to or is asked to be excused by a party, both parties may mutually agree to excuse the Hearing Examiner and thereafter request a new list of qualified and neutral Hearing Examiners and start the selection process over again. If no such agreement can be reached, then both parties shall prepare a written statement including their requests and reasoning therefore which shall be submitted to the Director. The Director shall then transmit it to the entity sponsoring the Hearing Examiner, which shall then resolve the dispute according to its own administrative processes. The response shall either excuse the Hearing Examiner and thereafter provide a new list, or it shall provide a written statement of reasons why the Hearing Examiner was not excused.
- J. In all cases, the employee filing the appeal shall strike the first name from the list of possible hearing examiners.
- K. **ESSENTIAL ELEMENTS**
- a. The time limit for appeal to a Hearing Examiner will be the same as for appeal to the Commission.
  - b. In appeals to a Hearing Examiner, the "rules of evidence" will not be observed.
  - c. Hearing examiners shall base their decisions on a preponderance of the evidence.
  - d. All hearings conducted by a Hearing Examiner will be conducted within the City limits of Arlington.
  - e. Hearing Examiners have the same authority to uphold the suspension, reduce the suspension, or overturn the suspension, as does the Commission.

- f. Hearing Examiners will observe the procedures as described in Sections 143.010 and 143.052.

(Sections 58–70 reserved for expansion.)

## **SUBCHAPTER E. LEAVES**

### **Section 71. Leaves of Absence: Restriction Prohibited**

See Texas Local Government Code § 143.071.

### **Section 72. Military Leave of Absence**

See Texas Local Government Code § 143.072.

- A. A civil service member may enlist or be called to active duty in the United States military service. The Civil Service member shall follow the procedure set forth in Texas Local Government Code Section 143.072 in order to obtain a military leave of absence. The Director of Civil Service may confirm the granting of the military leave of absence upon proper written request from the member, and shall report the same to the Civil Service Commission at the next meeting. If the member shall fail to apply for the military leave of absence, the Chief of the member's department may apply for military leave of absence on the member's behalf.
- B. A Civil Service member shall receive a leave of absence, but not a military leave of absence, to engage in initial training or annual duty in the military reserves or National Guard. Such leave of absence shall be approved by the Director of Civil Service with a report following to the Civil Service Commission at the next meeting.
- C. After the granting of a military leave of absence by the Civil Service Commission and the start thereof, the Director of Civil Service shall treat the position as vacated and shall initiate the normal procedure for filling a vacancy. A grant of a leave of absence by the Director of Civil Service under Subsection B above shall not require that the position be filled.
- D. If the person who takes the position of the member who is granted military leave of absence is in a beginning position with the Department (Firefighter or Fire Prevention Inspector) at such time that the member returns from military leave of absence, the person shall retain their position if there are any vacancies in the identical beginning position of the Department. If there are no vacancies, the person most recently hired shall be laid off, but shall be given a preferential right to the next subsequent vacancy.

**Section 73. Line of Duty Illness or Injury Leave of Absence**

*See Texas Local Government Code § 143.073.*

- A. “Temporary leave” under this section shall not exceed one (1) year.
- B. “Full pay” status is defined as the employee’s regular rate of pay for his/her normally scheduled work time, less the amount of tax savings the employee will have as a result of the non-taxability of workers compensation benefits.
- C. In assigning light duty to employees, the Fire Chief may assign employees to duties outside the Fire Department, with the concurrence of the City Manager or designee.
- D. Employees who are out on injury leave must provide signed documentation from their physician in accordance with City policy in order to continue to obtain benefits, and may be ordered to appear before the Commission in the event of a failure to comply with this requirement.
- E. Employees on injury or illness leave for more than the number of days established in Fire Department Rules and Regulations must notify their Chief, or his designee, of their status on a weekly basis. The Fire Chief may designate an individual to perform home checks on employees absent from work due to illness or injury.
- F. The Fire Chief or Civil Service Director may order home checks to be made on any employee off work under this subsection, and may order any employee to provide a doctor’s letter verifying any claimed illness or non-work injury.
- G. Firefighters shall use illness or injury leave only to recuperate and may not be engaged in other employment, self-employment, or activities that may hinder recuperation.

**Section 74. Reappointment After Recovery from Disability**

*See Texas Local Government Code § 143.074.*

**Section 75. Military Leave Time Accounts**

*See Texas Local Government Code § 143.075.*

(Sections 76–80 reserved for expansion.)

## **SUBCHAPTER F. MISCELLANEOUS PROVISIONS**

### **Section 81. Determination of Physical or Mental Fitness**

*See Texas Local Government Code § 143.081.*

- A. **FITNESS STANDARD** – Each employee shall continually remain in such physical and mental condition as to be capable of rendering safe and efficient service to the City and performance of the duties and essential functions assigned to the employee. Fire Department members covered by Chapter 143 must maintain a minimum fitness rating of 3 or better (per AFD SOP) and be medically certified by the “Fire Department Physician” to perform essential job functions.
  
- B. **RELEASE OF EXAMINATION RESULTS** – Each employee shall be required to submit to a psychological or physical examination where there exists some reasonable basis to believe that the employee’s mental or physical fitness for duty is an issue. An employee ordered to submit to a fitness for duty evaluation must execute a written consent to the release of the results to the Commission and the Chief of the Department. Determination of the employee’s mental and/or physical fitness for duty shall not be subject to Commission or Hearing Examiner’s review. The findings of the medical panel as outlined in Chapter 143 shall be determinative and final.
  
- C. **FAILURE TO FOLLOW FITNESS REGIMEN** – Employees who fail to follow the regimen prescribed by their physician for recuperation from an illness or injury may be ordered to undergo a fitness for duty evaluation, and may be ordered to appear before the Commission to explain any such failure(s).
  
- D. Failure of the Firefighter to return the report of the physician, psychiatrist, or psychologist selected by the Firefighter within 10 days of the Chief’s request shall be considered grounds for disciplinary action, unless within four (4) days of the Chief’s request the person provides a written statement from the person’s physician, psychiatrist, or psychologist that no appointments are available within that 10-day time period. In no case shall a person requested by the Chief to provide the report specified herein return the report later than 21 days after the Chief’s initial request, and failure to do so shall be grounds for disciplinary action.

### **Section 82. Efficiency Reports**

*See Texas Local Government Code § 143.082.*

### **Section 83. Emergency Appointment of Temporary Fire Fighters**

*See Texas Local Government Code § 143.083.*

**Section 84. Civil Service Status and Pension Benefits for Certain Firefighters**

*See* Texas Local Government Code § 143.084.

**Section 85. Force Reduction and Reinstatement List**

*See* Texas Local Government Code § 143.08, Chapter 143.

**Section 86. Political Activities**

*See* Texas Local Government Code § 143.086.

**Section 87. Strike Prohibition**

*See* Texas Local Government Code § 143.087.

**Section 88. Unlawful Resignation or Retirement**

*See* Texas Local Government Code § 143.088.

**Section 89. Permanent Personnel File**

*See* Texas Local Government Code § 143.089.

(Sections 90–100 reserved for expansion.)