

THE CITY OF RUSSELLVILLE, ARKANSAS
POLICE AND FIRE CIVIL SERVICE COMMISSION
RULES AND REGULATIONS

EFFECTIVE AUGUST 26, 2025

Description of changes:

Document reviewed and accepted August 26, 2025. (Complete rewrite based on changes to Arkansas State law regarding Civil Service Commission prohibition from interviewing candidates. Complete rewrite of Chapter 2 Selection Practices, VII. Entry-Level Policy, step H. Fire Department, and Appendix 5 Fire Department Entry Level Application Process. This rewrite provides additional points for prior certificates, and makes changes to tier testing, and Physical Agility Test. Appendix 6 Tiered Medical Assessment Parameters, removed the body fat% criterion from testing. Inserted new Chapter 5, Citizen Complaints and Chapter 6, VII. Executive Session)

Rules amended January 28, 2025. Document reviewed and accepted February 25, 2025. (Added Appendix 1A, Police Department Promotional Prerequisites Additional Credit. Edited Appendix 1 to clarify candidates for Assistant Chief must have possess the Advanced CLEST Certificate.)

Rules amended December 17, 2024. Document reviewed and accepted January 28, 2025.

(1. Replaced Appendix 7, Police Department Entry-Level Physical Agility Test Layout, with test recommended by Arkansas Police Academy. Changed “physical ability test” to “physical agility test” throughout.

2. Updated Chapter 2, section VII, K., Police and Fire Chiefs to screen/hire **entry-level** candidates from the top **five** candidates from an entry-level list in accordance with Arkansas Code Annotated Section 14-51-301.)

Rules amended June 25, 2024. Document reviewed and accepted July 23, 2024. (Edited Chapter 2, VIII. Promotional Policy, H. & I., to make the minimum required promotional score 70% for the average of written exam and assessment center. Edited Appendices 2A through 2D to update the various conditions for Fire Department promotions.)

Rules amended May 28, 2024. Document reviewed and accepted June 25, 2024. (Edited Appendix 4 for both Captain and Battalion Chief promotional test valuations to 30% assessment center and 70% written. Other valuations remain as is.)

Rules amended July 25, 2023. Document reviewed and accepted August 22, 2023. (Throughout, replaced Police Captain with Assistant Chief and deleted office of Police Major. Chapter 3, II, A, changed Police new-hire probationary period to 18 months. Appendix 5, Changed Fire minimum employment age to 18 years. Appendix 7, changed suspect number 4 hat color to “green”.)

Description of changes (continued):

Amendment Proposed October 25, 2022 and Approved February 28, 2023.
(Added "Police Department Entry-Level Physical Agility Test Layout", Appendix 7.0 The new appendix details historical and continuing practice for clarity and repeatability, including the length, obstacles, and pass/fail criteria of the test. Various format changes throughout.)

Amendment Proposed September 27, 2022 and Approved January 24, 2023.
(Changes to "Fire Department Promotion Requirements", Appendix 2 are as follows: Affects all Fire Department positions except Assistant Chief, details practice and, includes additional extra credit points for the possession of a Paramedic certificate.)

Amendment Proposed October 27, 2020 and Approved December 22, 2020.
(Change to Chapter 2, Section VII. Entry-Level Policy, H. Police Department, Phase 1, Phase 2; Fire Department Phase 3, Phase 4; and Final Scoring. Appendices are given titles. Old Appendix 5 is combined with Appendix 2 and renumbered subsequent appendices. Various format changes throughout.)

Amendment Proposed October 25, 2016 and Approved
(Changes to Chapter 2, Section VII – Entry Level Policy and Appendix 6)

Amendment Proposed April 28, 2015 and Approved September 22, 2015
(Changes to entire document)

Amendment Proposed August 27, 2013 and Approved October 22, 2013
(Change to Section VIII – Promotional Policy and Appendix 1 and 3)

Amendment Proposed July 24, 2012 and Approved September 25, 2012
(Change to Chapter 2, Section III – Certified List.)

Amendment Proposed April 24, 2012 and Approved June 26, 2012
(Change to Appendix 3, Police Department Promotion)

Amendment Proposed September 27, 2011 and Approved December 27, 2011.
(Change to Appendix 6, Fire Department, Promotion Prerequisites)

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CHAPTER 1

INTRODUCTION TO THE RULES AND ADMINISTRATION OF THE RULES

PREAMBLE

The Russellville Board of Civil Service Commissioners (hereinafter sometimes referred to as “ the Commission”) hereby adopts the following rules and regulations governing the police and fire departments of the City of Russellville, Arkansas (hereinafter referred to as “the Department”).

I. MISSION STATEMENT

To establish and implement rules and regulations to ensure equitable treatment in hiring, promotion, and disciplinary actions for uniformed employees within the Police and Fire Departments, and to review citizen complaints made pursuant to these rules.

II. RULES REQUIRED BY THE STATE OF ARKANSAS

Arkansas Code Annotated Section 14-51-212 establishes the powers and duties of every civil service commission and expressly limits said commissions. Commissions shall not have any control nor shall attempt to exercise any control over the normal and day to day operations of a police or fire department, directly or indirectly.

Arkansas Code Annotated Section 14-51-301, impose on the Commission, among other things, a requirement that it prescribe, amend, and enforce written rules and regulations governing the business of the Commission and governing the business of the police and fire departments. Arkansas Code Annotated Section 14-51-301 makes mandatory the inclusion by the Commission in its rules and regulations several specific provisions that are found in paragraphs (b) (1) through paragraph (14). It is the intent of the Commission in adopting these rules to adopt by reference all procedural and substantive rules and regulations, the adoption of which are mandatory under the laws of Arkansas.

Therefore, the Commission hereby adopts and incorporates into the Rules of the Russellville Civil Service Commission by reference, the same as if set forth word for word, the provisions of Arkansas Code Annotated Sections 14-51-212 and 14-51-101 through 14-51-311, as they now exist and as they may subsequently be amended by the Arkansas General Assembly.

III. ADOPTION AND AMENDMENT OF RULES

Any revisions to the rules and regulations set forth herein shall be accomplished pursuant to the following:

A public notice shall be given ten (10) days prior to a called meeting of the Commission for the purpose of amending the rules set forth herein.

IV. USE OF MASCULINE NOUN AND PRONOUN

In order to avoid the sometimes awkward use of he/she, him/her, his/her, when referring to employees in general, the use of the masculine noun or pronoun in these rules shall be interpreted to include the feminine.

CHAPTER 2 SELECTION PRACTICES

I. GENERAL REQUIREMENTS

The entry-level and promotional selection system for Russellville Civil Service positions shall be based solely on merit principles for employment and promotion that will result in the selection of the most qualified person and that will be fair and equitable to all persons. Any hiring or promotion decisions shall be made solely for job-related reasons and only by persons serving in an official capacity under the rules and policies of the Russellville Civil Service Commission. All examinations referred to in these rules shall be open and competitive and shall be designed to test the relative fitness of applicants for such positions.

II. ELIGIBILITY ROSTERS

Any applicant for entry-level or promotional testing and/or examination shall be derived from one of the following rosters:

Entry-level Eligibility Roster

Promotional Eligibility Roster

An applicant for entry-level not listed on the Entry-level Eligibility Roster shall not be eligible for entry-level testing and examination.

An applicant for promotion not listed on the Promotional Eligibility Roster shall not be eligible for promotional testing and examination.

III. CERTIFIED LISTS

Any applicant or candidate eligible to be hired or promoted as a result of entry-level or promotional testing and examination shall be certified by the Commission and be listed on one of the following:

Entry-level Certified List

Promotional Certified List

An applicant who has completed part or all of the entry-level testing and examination process, but is not part of the Entry-level Certified List shall not be eligible to be hired.

An applicant or candidate who has completed part or all of the promotional testing and examination process, but is not part of the Promotional Certified List shall not be eligible for promotion.

Following the entry-level and promotional testing and examination process, the Commission shall prepare the certified lists. Entry level certified lists shall be in full force and effect for the period of one calendar year subsequent to the date of certification. Promotional certified lists shall be in full force and effect for the period of two calendar years subsequent to the date of certification. If upon the date of certification, a prior certified list is still effective, then the current certified list will incorporate the prior list with the appropriate ranking in accordance with Civil Service statutes in regard to promotion. All entry level certified lists and promotional certified lists shall expire one (1) year and two (2) years respectively after the date of certification regardless of the period of time such list may have existed as the sole certified list.

Within ten (10) days following the certification of entry-level or promotional testing and examination to applicants, the certified list shall be posted at the following places: the offices of the applicable department in a conspicuous place available to the public. The posting of the certified list shall be in order of rank.

IV. REQUESTING AND ANNOUNCING EXAMINATIONS

The examinations shall be held as needed by the chief of the fire department or police department who shall determine the: (a) Time of the exams; (b) Date of the exams; and (c) Frequency of the exams. The commission shall have only an indirect role in an examination. The commission is excluded from: (a) Engaging in interviews; or (b) Proctoring exams. The commission may observe an examination so long as the commission does not interfere with the examination schedule set by the chief of the fire department or police department. A.C.A. §14-51-301(b)(3)(B).

Public announcement shall be made of open competitive examinations in advance of the opening date for receiving applications. Publicizing an examination for entry-level appointment or promotional eligibility rosters should be accomplished by all economical means available. Normally, thirty (30) days, but a minimum of ten (10) days should be allowed for advertising the development of the eligibility roster. No requests for application will be accepted after the closing date set forth in the advertising.

Announcements shall be posted on official bulletin boards the location of which are to be designated in departmental rules. It shall be the responsibility of the Chiefs of the departments to post and monitor these announcements in such a manner that all employees can see and review them throughout the period designated as open for the acceptance of applications.

V. TEST ADMINISTRATION

A member of the Commission is present during the administration of all entry-level and promotional testing and examinations, including but not limited to written/video tests, practical tests, assessment centers and physical agility testing. The Commission is responsible for calculating, reporting and record keeping for entry-level and promotional testing.

All testing and examinations shall be conducted impartially, and instructions and/or resource material pertaining to the testing, if applicable, shall be made available to the candidates a minimum of thirty (30) calendar days in advance.

All applicants or candidates shall have the right to see and inspect their own written examination papers, including questions, answers and grades given thereon for a period of thirty (30) days after the test is given. Any review of the examination will be conducted in the presence of at least one Commission member. Taking notes or other records during inspection shall not be permitted.

VI. TEST VALIDITY

Physical Agility Testing: All Physical Agility Testing, current, modified or updated shall be valid and defensible, in accordance with the guidelines set forth by Equal Employment Opportunity Commission and The Americans with Disabilities Act.

Written/Video Exams and Assessment Centers:

- A. The same written/video exam or assessment center for entry-level or promotion shall either, (1) not be given on two successive occasions, or (2) there shall be a time period of at least 90 days between exams.
- B. Identical examinations shall not be used for examining different positions.

VII. ENTRY- LEVEL POLICY

General Requirements and Procedures

- A. Applicant must be able prove legal eligibility to work in United State and work in this position within the State of Arkansas. All Qualified applicants must complete an I-9 Employment Eligibility Verification Form prior to the first day of employment.

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- B. A person must be at least eighteen (18) years of age for fire or police departments.
 - 1. For Fire Department, must not have arrived at thirty-five (35) years of age to be eligible, Except the maximum age limit for any position within the fire department shall not apply to:
 - i. Any person who has at least two (2) years of previous experience as a paid firefighter with another fire department and whose years of experience as a paid firefighter when subtracted from the person's age leaves a remainder of not more than thirty-five (35) years; or
 - ii. Any person who is applying for a position within the fire department in which the primary functions of the job involve duties that are administrative, managerial, or supervisory in nature; or
 - iii. A current or former service member of the regular or reserve component of the uniformed services of the United States as defined under 10 U.S.C. § 101 who is within three (3) years of separation or retirement from the regular or reserve component of the uniformed services of the United States;
 - 2. A person meets the minimum standards established by the Arkansas Commission on Law Enforcement Standards and Training to be eligible for appointment to the police department.
 - 3. Age requirements shall be stated in the notice of examination and shall comply with Arkansas Code Annotated § 14-51-301.
 - C. Each applicant whose application has been accepted shall be placed on an entry-level roster.
 - D. An applicant convicted of a felony, or a misdemeanor crime of domestic violence shall not be eligible for appointment.
 - E. The minimum education requirements of an applicant shall be a high school graduate or have passed the General Education Development Test.
 - F. Fire Department applicants shall possess a current or attain within one year of hire date, certification as a Firefighter II per the requirements of the Arkansas Fire Training Academy and a State of Arkansas Basic Emergency Medical Technician license.
 - G. An individual shall not be permitted to take the entry-level test or examination if his name is not on the Entry-Level Eligibility Roster or has not presented proper identification prior to testing.
 - H. All applicants shall sign a test and consent form prior to physical agility testing.

- I. All entry-level applicants shall undergo written/video test and physical agility test. The testing and examination process shall be as follows:

Police Department

Physical Agility Test – The PAT is a pass/fail test with a minimum time needed to pass. See Appendix 7.

Written and/or Video Examination – The exam is created by an outside Commission-approved professional firm. The minimum passing test score is as recommended by the test creator, or in the absence of a recommendation, 70 percent is minimum passing score.

Fire Department

Fitness Appraisal Test – The test measures the candidate’s flexibility, dexterity, and body-weight ratio. The test consists of push-ups, sit-ups, sit and reach and body fat analysis. Candidates are placed in Tier 1, Tier 2, or Tier 3 Category. Bonus points are awarded as follows: A candidate who qualifies for Tier 1 will receive two (2) bonus points. A candidate who qualifies for Tier 2 will receive one (1) bonus point. No bonus points are awarded for Tier 3.

Physical Agility Test – The PAT is a pass/fail test with a minimum time of ten (10) minutes and twenty (20) seconds needed to pass.

Bonus points are awarded as follows: A candidate who completes the PAT in less than four (4) minutes and fifteen (15) seconds, receives two (2) bonus points. A candidate who completes the PAT between four (4) minutes and fifteen (15) seconds and six (6) minutes and fifteen (15) seconds, receives one (1) bonus point. No bonus points are awarded for completing the PAT in greater than six (6) minutes and fifteen (15) seconds.

Written Examination – The written exam is created by an outside Commission-approved professional firm. The minimum passing test score is as recommended by the test creator, or in the absence of a recommendation, 70 percent is minimum passing score.

Bonus points are awarded to passing scores as follows: A candidate who possesses a valid Firefighter II certificate from the Arkansas Fire Training Academy, International Fire Service Accreditation Congress (ISAC), or National Board on Fire Service Professional Qualifications (Pro Board) is awarded five (5) bonus points. Additionally, a candidate is awarded bonus points for one of the following either, a) is awarded five (5) bonus points for holding a license for Paramedic from the State of Arkansas or National Registry, or b) is awarded two (2) bonus points for holding Basic Emergency Medical Technician from the State of Arkansas or National Registry.

Final Scoring

Applicants receiving at least a minimum examination score shall have their names placed on the Entry-level Certified List in order from the highest score to lowest score.

- J. An applicant shall be personally interviewed prior to employment by the Chief or his representative.
- K. The Chief of the department is responsible for submitting a revised ranking to the Commission when candidates are promoted or no longer eligible for employment or promotion.
- L. Eligible candidates may then be screened in the appropriate departmental fashion for any out factor that might cause for their removal from an eligibility list. The chief of the departmental shall inform the commission at the next scheduled meeting of those candidates who are removed.
- M. When a position is to be filled, the Chief of the department shall select a candidate from the top five eligible candidates. If a candidate fails to accept the position, then the next highest eligible candidate shall be given consideration. A candidate who refuses to accept the position shall forfeit all rights under this certified list.
- N. After selection of an individual to fill the position, all remaining applicants for appointment, including those submitted but not selected or deleted, shall remain on the Entry-level Certified List until the list expires.
- O. Following a conditional offer of employment and prior to appointment, all applicants selected shall submit themselves to a physical examination and drug screening by a licensed physician and obtain from the physician certification confirming that the applicant meets the department's physical requirements.

Police Department: Following a conditional offer of employment, applicants shall undergo the prescribed psychological testing to determine his suitability for employment as a police officer.

Fire Department: All fire selections shall conform to the physical standards set forth in the National Fire Protection Association Standard 1582.

- P. The Commission may refuse to examine, disqualify, or remove applicants name from eligibility roster if:
1. Eligible declines the appointment when offered under such conditions as indicated previously he would accept.
 2. Eligible cannot be located by the postal authorities; it shall be deemed impossible to so locate an eligible when a communication mailed to his last known address is returned.
 3. Failing the department's physical or mental examinations to determine if the essential job functions can be performed.
 4. Eligible is a current abuser of alcohol or who is a current user of illegal drugs or non-prescribed or controlled drugs.
 5. Eligible fails a drug test or refuses to take a drug test.
 6. Eligible has been convicted of a felony or of a misdemeanor crime of such nature that it would tend to undermine the public confidence in the City government.
 7. Eligible has made a false statement or omission of material fact in his application.
 8. Eligible has used, or attempted to use, political pressure or bribery to secure an advantage in the examination or appointment.
 9. Eligible has directly or indirectly obtained information regarding examinations to which, as an applicant, he was not entitled.
 10. Eligible fails to successfully pass a department background investigation.
 11. Eligible has convictions during the past three years of serious traffic violations, i.e. DWI, DUI, Reckless Driving, Fleeing etc., or a pattern of moving violations, i.e. speeding, failure to yield, Stop Sign, Careless Driving, etc.

VIII. PROMOTIONAL POLICY.

General Requirements and Procedures

- A. It shall be announced, by notice, a promotion selection process to the classifications in the Police Department as follows: Sergeant, Lieutenant, and Assistant Chief. It shall be announced, by notice, a promotion selection process to the classifications in the Fire Department as follows: Firefighter/Engineer, Captain, Battalion Chief and Assistant Chief.
1. For each rank, all applicants for the specific rank shall be administered the written test at the same time and location and on the same date.
 2. At least sixty (60) days before the date of the written test for those ranks requiring a written test, it shall be announced the sources of material used in construction of the written test.
 3. Job descriptions for all Civil Service positions within the Police Department and Fire Department shall be available from the HR Coordinator's office or the Police/Fire Administration office.
 4. Included in the promotional testing within the Department will be a practical assessment center administered by officers from other departments. These officers shall be of the same rank or higher than the rank being tested. This shall be included in the total scoring.
- B. An eligible member of the Department desiring to be examined for promotion shall sign his/her name in the designated area on or attached to the Civil Service notification no less than ten (10) days prior to testing.

- C. To be eligible to compete for promotion to all civil service positions, the candidate must be in a permanent status. He must have served in the classification of and for the time indicated in Appendix 1 for the Police Department and Appendix 2 for the Fire Department. Service in the lower rank or classification on the basis of temporary appointment or on the basis of probationary appointment or promotion shall not be considered service for the purpose of determining if an individual has served the requisite period in the lower classification.
- D. To be eligible to compete for promotion to all civil service positions, the candidate shall also meet the minimum requirements of the classification, as set forth in the Police Department and Fire Department policies and as approved by the Commission. These minimum requirements may include, but are not limited to the following: hours of training, formal education, job-specific education, certification, licensing and performance appraisals (see Appendix 1 Police prerequisites and Appendix 2 Fire prerequisites).
- E. The Chief shall confirm the eligibility of the candidates for promotion and shall submit the final Promotional Eligibility Roster to the Chairman of the Civil Service Commission.
- F. Although a physical and/or psychological examination is not required generally as a prerequisite to promotion, the Commission reserves the right to require any applicant for promotion to undergo a suitable physical and/or psychological examination. This is in order to determine whether the applicant can fulfill the physical and psychological functions and obligations of the rank to which such person has applied for promotion. Such examination may be required either before or after the promotional examination or during the probationary period after the promotion has been made.

- G. A composite score shall be used in the ranking of the candidates for promotion. The possible points for each promotion factor are indicated in Appendix 3 for the Police Department and Appendix 4 for the Fire Department.

The examination process shall proceed as follows:

1st Phase: Written Examination

2nd Phase: Assessment Center

- H. All persons receiving at least 70 percent average on the examination phase shall be placed on a promotional certified list. Names on the Promotional Certified List will be ranked according to the highest total examination score to lowest total examination score. If identical scores on any applicable examinations are received, then ranking on the lists shall be determined by service time with the department or there are identical amounts of service time; in such instances ranking on the list shall be by lot.
- I. When a position becomes vacant and subject to being filled by promotion, the Chief shall select any one of the three (3) candidates ranked highest on the Promotional Certified List for appointment for such service. If such member of the Department fails to accept such appointment, the person standing next highest on the Promotional Certified List shall be given consideration as one of the three (3) candidates ranked highest on the Promotional Certified List for appointment for such rank of service. Selection will again be made from these three (3) candidates. A member who refuses to accept the promotion shall forfeit all rights under said certified list.
- J. Promotion to any rank in service shall not be complete for a period of twelve (12) months, and the Chief may reduce in rank any promoted member of the Department during that twelve (12) month period for just cause. In the event of reduction, any promotions made in the lower ranks as a result of the initial promotion shall likewise be reduced unless the authorized number of positions in the lower ranks has been raised. A written notice to the affected employee of such reduction in rank shall be given by the person making the reduction and such notice shall state the reasons for such action.
- K. Pursuant to Arkansas Code Annotated § 14-51-301(b)(9)(v)(b) Promotions shall be made within sixty (60) calendar days of a vacancy created by death, termination, resignation, demotion, retirement, or promotion unless the position is determined to be eliminated.

CHAPTER 3
EMPLOYMENT PRACTICES

I. EQUAL OPPORTUNITY EMPLOYER

The Civil Service Rules and Regulations shall be administered in such manner as to comply fully with all Equal Employment Opportunity laws and regulations.

II. PROBATIONARY PERIOD

A. Establishment

Pursuant to the provisions of Arkansas Code Annotated Section 14-51-301, the Commission shall establish probationary periods for all positions in the classified service at the time the class is created.

Employees of the Fire Department shall be on probation for a period of one year from their last date of hire. Employees of the Police Department shall be on probation for a period of eighteen months from their last date of hire. During such probationary period, an employee may be disciplined, discharged, or his employment otherwise terminated, by the Chief for any reason whatever without recourse to the review and appeal procedures specified in Chapter 4, Section III; provided however, that the reasons for any action taken pursuant to this provision, shall be documented by the Chief, in writing, after his personal investigation for the causes thereof. A copy of this written documentation shall be provided to the Chairman of the Commission and will become a part of the employees' permanent personnel record.

B. Reemployment and Reinstatement Probation

Individuals reemployed by reinstatement pursuant to the provisions of stated in Chapter 3, Section IV, shall serve a probationary period of one year in the same manner as is required of new appointments.

C. Probationary Discipline and/or Termination

1. An employee may be disciplined and/or terminated by the Chief at any time during the probationary period by submitting a written report to the Civil Service Commission and the employee specifying the reason the employee is found unsatisfactory and such removal or discipline shall be final.
2. There shall be no appeal of any kind from the action of the Chief removing or disciplining an employee during the probationary period.

III. REAPPOINTMENT AND REINSTATEMENT

- A. Former employees less than one year from date of separation: The Commission will consider the reinstatement by either the Police Department or Fire Department, a former employee who has left employment providing that he makes a written application by certified mail prior to one year of separation, to the Chief of the respective department. After the Chief reviews the employee's personnel file, work record and most recent work experience, he may submit a request to the Commission for approval. It is understood that both the above conditions must be met and a request by the Chief is his option. A decision by the Commission will be communicated to the Chief in writing. The time of separation shall not count toward the former employee's seniority. Example: An employee leaves the department with three (3) years seniority. This former employee is gone for nine (9) months then is reinstated. He will start with three (3) years seniority.
- B. Rank or classification: The rank or classification of a former employee who has been reinstated shall be determined by the Chief, but shall be no higher than the rank or classification at the time of departure from the department.
- C. Former employees with one or more years of separation from the department: After separation of one or more years from the service of the department, a former employee must make application and go through the Civil Service test and examination process and be considered a new applicant.

IV. SUSPENSION OF COMPETITION

In the case of a vacancy in a position requiring peculiar or exceptional qualifications of a scientific, professional, or expert character, upon satisfactory evidence that competition is impracticable and that the position can best be filled by the selection of some person designated who is of recognized attainment, the board may, by a majority vote, suspend competition in this case. However, the suspension shall not be general in its application, and each case must be handled on its own merits. A.C.A. §14-51-307.

CHAPTER 4

EMPLOYEE CONDUCT, DISCIPLINARY ACTION AND GRIEVANCE PROCEDURES

I. DISCIPLINE AND APPEALS

- A. Executive Head of Department – The Chief is hereby designated as the executive head of his police or fire department. The Commission hereby delegates to the Chief the power and authority to utilize discipline, up to and including discharge, to enforce departmental rules and regulations as approved by the Mayor and/or City Council, if any, and to insure that the employees of the Department conduct themselves in their relations with each other, with their superiors, and with the public, in a manner consistent with the highest standards set forth by their respective professions.
- B. No Discipline Without Cause – Suspension Pending Investigation. Except for probationary employees, no employee of the Department can be disciplined or discharged without just cause. However, the Commission recognizes that circumstances can exist which would dictate the immediate suspension of an employee from duty, pending the outcome of an investigation and a decision by the Chief as to discipline. The Chief is, therefore, authorized to summarily suspend an employee from duty pending the outcome of the investigative, decision and appeal procedures herein set forth.
- C. Appeal to Commission – Pursuant to Arkansas Code Annotated § 14-51-308, No civil service employee shall be discharged, reduced in rank or compensation, or suspended for three (3) days or more without being notified in writing of the discharge, reduction in rank or compensation, or the suspension for three (3) or more days and its cause.

In the case of suspension, discharge, or reduction, the affected or accused person shall have written notice of the action at the time action is taken.

Within ten (10) days after the notice in writing is served upon the officer, private, or employee, the person may request a trial before the board of civil service commissioners on the charges alleged as the grounds for discharge, reduction, or suspension for three (3) days or more if he so desires.

In the event a request for trial is made, the municipal civil service commission shall fix a date for the trial not more than fifteen (15) days after the request is made.

In the event of a trial, the officer, private, or employee requesting the trial shall be notified of the date and place of the trial at least ten (10) days prior to the date thereof.

- D. Standard of Review on Appeal. The discipline imposed, in any case by the Chief will not be disturbed by the Commission except upon a finding of one of the following:
1. The disciplined employee did not engage in a violation of a reasonable departmental policy, rule, or regulation, did not engage in misconduct, or did not engage in poor work performance; or
 2. The discipline imposed was, considering all the facts and circumstances of the case, too severe; or
 3. The Chief otherwise acted in an unreasonable, arbitrary, or capricious manner in regard to the particular case.

The decision of the Commission will be to affirm the Chief of Police action or to overturn the action only.

The decision of the Commission shall be by majority vote.

The employee shall have the right to appeal the Commission's decision to the Circuit Court within whose jurisdiction the Commission is situated, provided such appeal is authorized under Arkansas Law.

II. HEARINGS AND PROCEEDINGS

A record shall be made of all disciplinary hearings and other proceedings brought before the Commission, which hearings or proceedings shall be stenographically reported.

CHAPTER 5 - CITIZEN COMPLAINTS

I. RULES FOR HANDLING CITIZEN COMPLAINTS

- A. The Commission may consider, investigate, or refer to the Chief of Police for inquiry or investigation those complaints made directly to the Commission.
- B. If deemed appropriate, the Commission may meet in executive session to consider personnel issues pertaining to these complaints.
- C. In those cases where complaints submitted directly to the Commission are not resolved to the satisfaction of the complainant, the complainant will have the right of appeal to the Mayor.

II. INTENT OF THIS CHAPTER

- A. It is of paramount importance that the review procedure protect the constitutional and employment rights of any employee involved in the investigation. Equally important is the Commission's mandate to undertake a full and fair review on behalf of the citizen complainant, the Russellville City Council, and the citizens of the City of Russellville, Arkansas. It is not the intent of this chapter for the complaint procedure to supersede or circumvent any rule, regulation, policy, procedure, or general order of the RPD or RFD be an alternate for the judicial system for complaints of citizen concerning the issuance of citations, arrests or warnings given by RPD or RFD.
- B. Any incident that is complained of that is under criminal review or proceedings by any entity or agency, the Commission's review shall be deferred until such proceedings have reached a final disposition.

III. CITIZEN COMPLAINT

- A. The Commission may consider, investigate, or refer to the Police or Fire Chiefs for inquiry or investigation those complaints made directly to the Commission.
- B. If deemed appropriate, the Commission may meet in executive session to consider personnel issues pertaining to these complaints. Any final decision on the complaint by the Commission shall be in an open meeting.
- C. The decision of the Commission shall be by a majority vote of the members of the Commission. The decision of the Commission will be to affirm the Chief of Police action or to overturn the action only. All votes of the Commission must be made in an open meeting, and the yeas and no's of the Commission shall be recorded. If after the trial the Commission shall decide the reasons for discharge or reduction in rank or rate of compensation were well founded or proper, the said discharge or reduction shall be effective as of the date of notice.
- D. In those cases where complaints submitted directly to the Commission are not resolved to the satisfaction of the complainant, the complainant will have the right of appeal to the Mayor.

IV. COMPLAINT AGAINST THE CHIEF

Upon receipt of a complaint against the Chief or Acting Chief of either RPD or RFD, the Commission shall immediately forward the complaint to the Mayor for investigation and action.

CHAPTER 6

MISCELLANEOUS PROVISIONS

I. POLITICAL ACTIVITY

Employees shall not be prohibited from engaging in political activities except when on duty, when in uniform, or when acting in an official capacity; nor will they be denied the right to refrain from engaging in political activities. Employees are cautioned, however, that opinions expressed can only be personal opinions, and employees cannot represent themselves as speaking for expressing an opinion of any other employee or of any City department.

II. EFFECTIVE DATE OF RULES AND REGULATIONS

The effective date of these rules and regulations shall be applicable on and after a public hearing and adoption by the Commission.

III. ALL PRIOR RULES SUPERSEDED

These rules and regulations shall be the Civil Service Rules and Regulations of the City of Russellville and shall supersede all prior Civil Service Rules and Regulations. All present Rules shall continue in full force and effect pending adoption of these Rules and amendments thereto. Upon the adoption of these Rules and amendments thereto, existing Rules in conflict therewith shall be rescinded.

IV. ADOPTION, AMENDMENT OR RESCISSION OF RULES

The Commission shall have the power to adopt, amend or rescind these Rules, or any part thereof, by a majority vote of the Commission.

V. DEPARTMENT RULES AND REGULATIONS

All civil service employees shall be governed by rules and regulations set out by the Chief after rules and regulations have been adopted by the governing bodies of their respective municipalities. A.C.A. § 14-51-302

VI. SEVERABILITY

In the event any part herein is determined by a court of competent jurisdiction to be in violation of, or unenforceable under, any law of the State of Arkansas or the United States, that part so determined shall be null and void and other provisions hereof shall continue in full force and effect.

VII. EXECUTIVE SESSION

Executive sessions, also known as closed meetings, are private meetings used to discuss sensitive or confidential matters that require a more private setting than a regular open meeting. To initiate an executive session, a motion must be made, seconded, and approved by a majority vote. An executive session shall be permitted only for the purpose of: Considering the (1) employment, (2) appointment, (3) promotion, (4) demotion, (5) disciplining, or (6) resignation of any public officer or employee.

Before going into an executive session called under the preceding paragraph, the Civil Service Commission shall state publicly which specific purpose listed in preceding paragraph is the basis for the executive session before the vote. Only the person holding the top administrative position in the public agency, department, or office involved, the immediate supervisor of the employee involved, and the employee may be present at the executive session when so requested by the Civil Service Commission, or other public body holding the executive session.

Detailed breakdown of executive session rules:

1. Initiating an Executive Session: A motion must be made in public to go into executive session. The motion must state the specific reason for the closed session. The motion must be seconded and voted on by the members.
2. Participants in Executive Session: Only the person holding the top administrative position in the public agency, department, or office involved, the immediate supervisor of the employee involved, and the employee may be present at the executive session when so requested by the Civil Service Commission holding the executive session.
3. Confidentiality: The discussions made during an executive session are confidential and should not be disclosed outside the session. Members may be subject to disciplinary action for violating the confidentiality of the session. Minutes may be taken, but they should not reveal the details of the discussions.
4. Purpose of Executive Sessions: Executive sessions are only used for the matters to consider the (1) employment, (2) appointment, (3) promotion, (4) demotion, (5) disciplining, or (6) resignation of the uniformed employees of the Police and Fire Departments excluding the Chiefs. Any decision reached in an executive session must be announced and voted on in approval by the Civil Session Commission to be effective.
5. Documentation: Minutes may be taken, but they should be kept separate from regular meeting minutes. The minutes should not reveal the content of the discussions, only the actions taken, if any.
6. Avoiding Overuse: It is important to use executive sessions judiciously and not as a way to avoid difficult or controversial topics in open meetings. The purpose of executive session is to protect sensitive information, not to hide disagreements or emotional clashes.

CHAPTER 7

DEFINITIONS

APPEALS: The procedure as prescribed by these regulations for appealing disciplinary actions.

APPLICANT: A person who has filed application for examination and employment.

APPOINTMENT: The designation of a person, by due authority, to become an employee in a position.

ASSESSMENT CENTER: An evaluation method that tests the skills and abilities of a candidate or applicant. The testing may consist of job simulation, job function or operational scenario. The evaluation process is subjective and/or objective in nature. The practical assessment is administered by outside officers of the same rank or higher than those being tested.

CANDIDATE: A person who has applied for and qualified to take an examination.

CERTIFIED LIST: A record or listing of the names of those persons who have successfully passed the entry-level or promotional testing and examination process in a specified class or position, arranged in order of their relative rating

CHIEF: The Department Head of the Fire or Police Department.

CLASSIFICATION: A recognized type of employment within the City service, designated to embrace all positions sufficiently similar with respect to duties, authority and responsibilities, in which (a) similar requirements as to education, experience, knowledge and ability are required of incumbents; (b) similar tests of fitness maybe used in choosing qualified appointees; and (c) similar compensation is paid.

COMMISSION: The Russellville Civil Service Commission or a member of that body.

DAYS: Reference to a number of days shall mean scheduled work days unless otherwise specified herein.

DEMOTION: Change of employment to a classification and/or rank and/or position having a lower pay grade. May be voluntary or involuntary.

DEPARTMENT: The Russellville Fire Department and/or the Russellville Police Department.

DEPARTMENT HEAD: The Fire Chief and/or the Police Chief.

DISCHARGE: The termination of an employee's employment by the City.

ELIGIBLE: A person who has met the minimum requirement for appointment or promotion.

ELIGIBILITY ROSTER: A listing of eligible persons, who have met the applicant criteria for entry-level or promotional testing and examination.

EMPLOYEE: Any person working in the service of the City of Russellville who is paid a wage.

ENTRY-LEVEL: A position in which an applicant is testing to fill a vacancy at the lowest rank or classification.

EXAMINATION: A written or oral test that assists in determining the fitness of applicants for positions of such classifications.

JOB DESCRIPTION: A document outlining the requirements of the job including training, education, experience, and other requirements. The description also includes essential functions of the position and responsibilities.

MINIMUM QUALIFICATIONS: The requirements of training, experience, education, and other qualifications, including those to be measured by an appropriate examination, as prescribed in the job description for the class of position.

PHYSICAL AGILITY TEST: A scientifically based, valid test used to determine a candidate's physical fitness and agility related to the position he is testing for.

POSITION: A titled entity authorized by appropriate authority, having assigned to it a specific job, pay grade and organizational location.

PROBATIONARY PERIOD: The designated period of time after an applicant is appointed or an employee is promoted from the Certified List, in which the employee is required to demonstrate his fitness for the position by the actual performance of duties.

PROMOTION: An assignment of an employee from one position in one classification, to a position in another classification having a higher salary rate.

PUBLIC NOTICE: A written notice placed upon a bulletin board or other prominent place, including a newspaper, located in a place accessible to the public during business hours.

RANK: The title and designation given to a classification, each position allocated to such a class and to the incumbent of any such position. Its meaning is set forth in the corresponding general duties and tasks statement in the classification, and it is always used and understood in that sense.

REINSTATEMENT: The reemployment of a former permanent employee with the rights and benefits provided in these rules for reemployment.

REAPPOINTMENT: The reemployment of a former permanent employee without consideration of former city employment relative to seniority, wages, and benefits.

RESIDENCE: The actual place of abode of the employee.

SENIORITY: The status of an employee required by continuous service with the government, which may be considered in promotion or layoff.

STRUCTURED INTERVIEW: A part of the promotional testing and evaluation process that includes oral interview and/or practical assessment. The structured interview process is dependent on the rank being tested for promotion and/or which Department is promoting.

SUSPENSION: An enforced leave of absence for disciplinary purposes or pending investigation charges. This leave of absence may be with or without pay.

TERMINATION: A separation from employment of an employee.

TEST: A process used to determine the relative fitness of an applicant for appointment or promotion, which may include any of the following: written, oral, structured, practical, or physical agility.

VALIDITY: A scientific process used to establish the fairness and defensibility of a test such as the Physical Agility Test.

WRITTEN EXAMINATION: A part of the entry-level and promotional testing and evaluation process that includes one or more of the following: study skills, reading comprehension, listening comprehension, and writing skills.

APPENDIX 1

POLICE DEPARTMENT PROMOTIONAL PREREQUISITES

Sergeant

Candidate(s) testing for the rank of Sergeant must possess the CLEST General Certificate and have at least five (5) years total certified law enforcement experience. Three of these years must be with the Russellville Police Department.

Lieutenant

Candidate(s) testing for the rank of Lieutenant must possess the CLEST General Certificate and have completed eighty (80) hours of approved law enforcement supervisory training. Candidate(s) must have completed the six (6) month probationary period as Sergeant prior to testing. Candidate(s) must serve in the rank of Sergeant two years prior to promotion.

Assistant Chief

Candidate(s) must possess the Advanced CLEST Certificate and have completed one hundred twenty (120) hours of approved law enforcement supervisory training. Candidate(s) must also have completed the six (6) month probationary period as a Lieutenant prior to testing. Candidate(s) must serve in the rank of Lieutenant two years prior to promotion.

APPENDIX 1A

**POLICE DEPARTMENT PROMOTIONAL PREREQUISITES
ADDITIONAL CREDIT**

Additional credit points below apply to all ranks except as noted.

Education/Certificates Additional Credit

(sum those that apply)

	<u>Points</u>	
▪ Intermediate Certificate with CLEST	1	(Except Assistant Chief)
▪ Advanced Certificate with CLEST	1	(Except Assistant Chief)
▪ Senior Certificate with CLEST	1	
▪ Bachelor's Degree	1	

Years of Service

(only one applies)

▪ 7-8	1
▪ 9-10	2
▪ 11 >	3

Physical Agility Testing

(apply the time from prior year statistics)

▪ Time at or below department average	2
▪ Time within 30 sec. of department avg.	1

APPENDIX 2A

FIRE DEPARTMENT PROMOTION PREREQUISITES FIREFIGHTER/ENGINEER

Page 1 of 2

Prerequisites

Years of Service

Firefighter/Engineer – Qualified candidates must have a minimum in rank of three (3) years as a Firefighter (One (1) year as a probationary firefighter and two (2) years as a permanent member). This requirement must be met no later than the deadline date for signing the Promotional Eligibility Roster (See Exception).

Exception: Candidates who are within one (1) year from eligibility for promotion will be eligible to test. If they satisfactorily complete the promotional exam their position on the Promotional Certified List is not valid until they have met the above years in service criteria and the date of their eligibility will be included on the promotional list.

Training Certificates/Prerequisites

Firefighter/Engineer – Fire Officer I, Basic Pump Operations, Defensive Driving, Instructor I, RFD Engineer/Operator Pumper and Aerial Apparatus Certification, and National Fire Academy Self Study Course [Q-494 NFIRS 5.0](#).

Ref: City of Russellville Position Descriptions

NOTE: Certificates, Licenses, and Registrations must be issued from the Arkansas Fire Academy, National Fire Academy, Federal Emergency Management Agency or equivalent. Verification of certificates shall be made to the Administrative Assistant prior to the deadline to sign the Promotional Eligibility Roster. (See candidate registration).

APPENDIX 2A

**FIRE DEPARTMENT PROMOTION PREREQUISITES
FIREFIGHTER/ENGINEER**

Page 2 of 2

Additional Credit

Higher Education – Firefighter/Engineer

	Points
▪ 30 Accredited hrs.	1
▪ Associate Degree	2.5
▪ Bachelor	5

Additional Certificates, Licenses, and Registrations – Firefighter/Engineer

	Points
▪ Paramedic	2
▪ Fire Inspector I	1
▪ HazMat Tech	1
▪ Fire Officer II	1
▪ Special Duty Assignment	1
▪ Active Instructor *	1

* *Must have taught 2 department classes in past 12 months.*

Years of Service

Firefighter/Engineer

Years	Points
4	1
5-6	2
7-8	3
9-10	4
11 +	5

Physical Tier Testing

	Points
Tier 1	2
Tier 2	1
Tier 3	0

APPENDIX 2B

**FIRE DEPARTMENT PROMOTION PREREQUISITES
CAPTAIN**

Page 1 of 2

Prerequisites

Captain –

Must satisfy (A) or (B):

- (A) Qualified candidates must have a minimum in rank of two (2) years as a Firefighter/Engineer and completion of the Acting Captain Task book.
- OR,
- (B) Five (5) total years of service as a Firefighter/Paramedic [which includes at least one (1) year as a probationary firefighter and four (4) years as a permanent member with two (2) years of Paramedic at RFD], and completion of the Acting Captain Task book.

This requirement (A or B) must be met no later than the deadline date for signing the Promotional Eligibility Roster. (See Exception).

Exception: Candidates who are within one (1) year from eligibility for promotion will be eligible to test. If they satisfactorily complete the promotional exam their position on the Promotional Certified List is not valid until they have met the above years in service criteria and the date of their eligibility will be included on the promotional list.

Training Certificates/Prerequisites

Captain – Fire Officer I, Fire Officer II, Instructor I, Inspector I, HazMat Technician, National Incident System 300 & 400

Ref: City of Russellville Position Descriptions

NOTE: Certificates, Licenses, and Registrations must be issued from the Arkansas Fire Academy, National Fire Academy, Federal Emergency Management Agency or equivalent. Verification of certificates shall be made to the Administrative Assistant prior to the deadline to sign the Promotional Eligibility Roster. (See candidate registration).

APPENDIX 2B

**FIRE DEPARTMENT PROMOTION PREREQUISITES
CAPTAIN**

Additional Credit

Higher Education – Captain

	Points
▪ Associate Degree	2.5
▪ Managing Fire Officer	2.5
▪ Bachelor	5

Additional Certificates, Licenses, and Registrations – Captain

▪ Paramedic	2
▪ Leadership 1, 2 & 3	2
▪ Instructor II	1
▪ NFPA 1403 Fire Instructor	1
▪ Special Duty Assignment	1
▪ Active Instructor *	1

** Must have taught 2 department classes in past 12 months.*

Years of Service

Captain Years	Points
5-6	1
7-8	2
9-10	3
11-12	4
13 +	5

Physical Tier Testing

	Points
Tier 1	2
Tier 2	1
Tier 3	0

APPENDIX 2C

**FIRE DEPARTMENT PROMOTION PREREQUISITES
BATTALION CHIEF**

Page 1 of 2

Prerequisites

Years of Service

Battalion Chief – Qualified candidates must have a minimum in rank of two (2) years as a Captain. This requirement must be met no later than the deadline date for signing the Promotional Eligibility Roster. (See Exception).

Exception: Candidates who are within one (1) year from eligibility for promotion will be eligible to test. If they satisfactorily complete the promotional exam their position on the Promotional Certified List is not valid until they have met the above years in service criteria and the date of their eligibility will be included on the promotional list.

Training Certificates/Prerequisites

Battalion Chief – Officer 1, Officer 2, Instructor 1, Hazmat Technician, National Incident Management System 300 & 400

Ref: City of Russellville Position Descriptions

Note: Certificates, Licenses, and Registrations must be issued from the Arkansas Fire Academy, National Fire Academy, Federal Emergency Management Agency or equivalent. Verification of certificates shall be made to the Administrative Assistant prior to the deadline to sign the Promotional Eligibility Roster. (See candidate registration).

APPENDIX 2C

**FIRE DEPARTMENT PROMOTION PREREQUISITES
BATTALION CHIEF**

Additional Credit

Higher Education – Battalion Chief

	Points
▪ Bachelor	2.5
▪ Managing Fire Officer	2.5
▪ National Fire Academy Executive Fire Officer Program	5
▪ Post-Graduate Degree	5

Additional Certificates, Licenses, and Registrations – Battalion Chief

	Points
▪ Paramedic	2
▪ Fire Inspector I	1
▪ Officer III	1
▪ Officer IV	1
▪ Instructor II	1
▪ NFPA 1403 Fire Instructor	1
▪ Special Duty Assignment	1
▪ Active Instructor *	1

** Must have taught 2 department classes in past 12 months.*

Years of Service

Battalion Chief

Years	Points
7-8	1
9-10	2
11-12	3
13-14	4
15 +	5

Physical Tier Testing

	Points
Tier 1	2
Tier 2	1
Tier 3	0

APPENDIX 2D

**FIRE DEPARTMENT PROMOTION PREREQUISITES
ASSISTANT CHIEF**

<u>PROMOTED TO:</u>	<u>ELIGIBLE CLASSIFICATION:</u>	<u>MINIMUM SERVICE IN PRIOR CLASSIFICATION:</u>
Assistant Chief	Battalion Chief/ Division Chief	2 years

Completed or achieved:

- Fire Officer 1 & 2
- Instructor I
- Incident Command
- HAZMAT Technician

APPENDIX 3

POLICE DEPARTMENT PROMOTIONAL TEST VALUATION

<u>Promotion To:</u>	<u>Structured Interview Written</u>	
Sergeant	30%	70%
Lieutenant	40%	60%
Assistant Chief	40%	60%

APPENDIX 4

FIRE DEPARTMENT PROMOTIONAL TEST VALUATION

<u>Promotion To:</u>	<u>Assessment Center</u>	<u>Written</u>
Firefighter/Engineer	30%	70%
Captain	30%	70%
Battalion Chief	30%	70%
Assistant Fire Chief	50%	50%

APPENDIX 5

FIRE DEPARTMENT ENTRY LEVEL APPLICATION PROCESS

Page 1 of 2

ELIGIBILITY – Qualified candidates must meet the following criteria Per Arkansas Code 14-51-301:

Applicant must be able prove legal eligibility to work in United State and work in this position within the State of Arkansas. All Qualified applicants must complete an I-9 Employment Eligibility Verification Form prior to the first day of employment. During all phases of testing a valid driver's license must be presented to test administrators prior to being admitted to the testing area. All candidates must present the license to the test administrator upon request.

Applicant must be between 18-35 years of age at the time of testing. Eligible candidates are those applicants who have reached their eighteenth (18) birthday, but have not reached their thirty-fifth (35) birthday on the closing day of application submittal. Candidates who have at least two (2) years of previous experience as a career/full-time Firefighter with another fire department and whose years of experience when subtracted from the candidate's age leaves a remainder of not more than thirty-two (32) years are acceptable.

Applicant must be able to read, write, and speak the English language and possess a minimum of a high school diploma or General Education Development Test.

Applicant is disqualified if convicted of any felony or misdemeanor crime of domestic violence.

Applicant is subject to a complete and thorough background check as part of the selection process.

APPENDIX 5

FIRE DEPARTMENT ENTRY LEVEL APPLICATION PROCESS

Page 2 of 2

TESTING PROCESS – Monitored by the Russellville Civil Service Commission:

Fitness Appraisal Test – The test measures the candidate’s flexibility, dexterity, and body-weight ratio. The test consists of push-ups, sit-ups, sit and reach and body fat analysis. Candidates are placed in Tier 1, Tier 2, or Tier 3 Category. Bonus points are awarded as follows: A candidate who qualifies for Tier 1 will receive two (2) bonus points. A candidate who qualifies for Tier 2 will receive one (1) bonus point. No bonus points are awarded for Tier 3.

Physical Agility Test – The PAT is a pass/fail test with a minimum time of ten (10) minutes and twenty (20) seconds needed to pass.

Bonus points are awarded as follows: A candidate who completes the PAT in less than four (4) minutes and fifteen (15) seconds, receives two (2) bonus points. A candidate who completes the PAT between four (4) minutes and fifteen (15) seconds and six (6) minutes and fifteen (15) seconds, receives one (1) bonus point. No bonus points are awarded for completing the PAT in greater than six (6) minutes and fifteen (15) seconds.

Written Examination – The minimum passing test score is as recommended by the test creator, or in the absence of a recommendation, 70 percent is minimum passing score.

Bonus points are awarded to passing scores as follows: A candidate who possesses a valid Firefighter II certificate from the Arkansas Fire Training Academy, International Fire Service Accreditation Congress (ISAC), or National Board on Fire Service Professional Qualifications (Pro Board) is awarded five (5) bonus points. Additionally, a candidate is awarded bonus points for one of the following either, a) is awarded five (5) bonus points for holding a license for Paramedic from the State of Arkansas or National Registry, or b) is awarded two (2) bonus points for holding Basic Emergency Medical Technician from the State of Arkansas or National Registry. Documentation of any of the above shall be submitted in hard copy along with City Application Form to the Fire Department Administrative Assistant.

Note that the attainment of Firefighter II and Basic EMT is required within one year from the date of appointment.

**APPENDIX 6
RUSSELLVILLE FIRE DEPARTMENT
MEDICAL ASSESSMENT PARAMETERS**

NAME: _____ DATE: _____

CANDIDATE CATEGORY: _____

Health Goals	Category 3 *		Category 2		Category 1	
Blood Pressure 2 readings	Systolic ≥160	Diastolic ≥110	Systolic 140-159	Diastolic 91-99	Systolic 120-139	Diastolic 80-90
FEV1/FVC Ratio	<60%		60-75%		≥75%	
Fasting Glucose	≥250		110-249		65-109	

Category 3 – If the candidate meets any of the values in the shaded area, the candidate will not be considered for employment.

Category 2 – If the candidate meets these values, the candidate will be considered for employment pending further evaluations and improvement to Category 1 criteria.

Category 1 – If the candidate meets these values the candidate will be considered for employment pending further evaluations.

* In addition to the above Category 3 parameters, the preexisting medical conditions in the attached document starting with section 6.4 will also be considered Category 3 category.

Physician Comments: _____

Physician Signature:

TIER 3 PREEXISTING MEDICAL CONDITIONS

Candidates with Category 3 medical conditions shall not be certified as meeting essential medical requirements for the job description of Firefighter.

6.4 Eyes and Vision

6.4.1 Category 3 medical conditions shall include the following:

- (1)* Far visual acuity less than 20/40 binocular, corrected with contact lenses or spectacles, or far visual acuity less than 20/100 binocular for wearers of hard contacts or spectacles, uncorrected
- (2)* Monocular vision / DOT Regulation
- (3) Any eye condition that results in the candidate not being able to safely perform one or more of the essential job tasks

6.5* Ears and Hearing

6.5.1 Category 3 medical conditions shall include the following:

- (1) Chronic vertigo or impaired balance as demonstrated by the inability to tandem gait walk
- (2) On audiometric testing, average hearing loss in the unaided better ear greater than 40 decibels (dB) at 500 Hz, 1000 Hz, 2000 Hz, and 3000 Hz when the audiometric device is calibrated to ANSI Z24.5, Audiometric Device Testing
- (3) Any ear condition (or hearing impairment) that results in the candidate not being able to safely perform one or more of the essential job tasks

6.8 Lungs and Chest Wall

6.8.1 Category 3 medical conditions shall include the following:

- (1) Active hemoptysis
- (2) Current empyema
- (3) Pulmonary hypertension
- (4) Active tuberculosis
- (5) An FVC or FEV1 less than 70 percent predicted independent of disease as it prevents the safe use of SCBA due to increased minute ventilation requirements leading to the earlier than expected depletion of air in the SCBA cylinder
- (6)* Obstructive lung diseases (e.g., emphysema, chronic bronchitis, asthma) with an FEV1/FVC less than 0.75, with both FEV1 and FVC below normal (less than 0.80) as defined by the American Thoracic Society (see references in Annex D)
- (7)* Hypoxemia — oxygen saturation less than 90 percent at rest or exercise desaturation by 4 percent or to less than 90 percent (exercise testing indicated when resting oxygen is less than 94 percent but greater than 90 percent)

- (8)* Asthma — reactive airways disease requiring bronchodilator or corticosteroid therapy for 2 or more consecutive months in the previous 2 years.
- (9) Any pulmonary condition that results in the candidate not being able to safely perform one or more of the essential job tasks

6.9 Heart and Vascular System

6.9.1 Heart.

6.9.1.1 Category 3 medical conditions shall include the following:

- (1)* Coronary artery disease, including history of myocardial infarction, angina pectoris, coronary artery bypass surgery, coronary angioplasty, and similar procedures.
- (2)* Cardiomyopathy or congestive heart failure, including signs or symptoms of compromised left or right ventricular function, including dyspnea, S3 gallop, peripheral edema, enlarged ventricle, abnormal ejection fraction, and/or inability to increase cardiac output with exercise
- (3)* Acute pericarditis, endocarditis, or myocarditis
- (4)* Syncope, recurrent
- (5)* A medical condition requiring an automatic implantable cardiac defibrillator or history of ventricular tachycardia or ventricular fibrillation due to ischemic or valvular heart disease, or cardiomyopathy.
- (6) Third-degree atrioventricular block
- (7)* Cardiac pacemaker
- (8) Idiopathic hypertrophic subaortic stenosis
- (9) Any cardiac condition that results in the candidate not being able to safely perform one or more of the essential job task

6.9.2 Vascular System

6.9.2.1 Category 3 medical conditions shall include the following:

- (1)* Hypertension with evidence of end organ damage or not controlled by approved medications
- (2) Carotid artery stenosis or obstruction resulting in greater than or equal to 50 percent reduction in blood flow
- (3)* Any other vascular condition that results in inability to safely perform one or more of the essential job tasks

6.10 Abdominal Organs and Gastrointestinal System

6.10.1 Category 3 medical conditions shall include the following:

- (1) Presence of uncorrected inguinal/femoral hernia regardless of symptoms
- (2) Any gastrointestinal condition that results in the candidate not being able to safely perform one or more of the essential job tasks

6.14 Extremities.

- 6.14.1 Category 3 medical conditions shall include the following:
- (1) Bone hardware such as metal plates or rods supporting bone during healing
 - (2) History of total joint replacement
 - (3) Amputation or congenital absence of upper-extremity limb (hand or higher)
 - (4) Amputation of either thumb proximal to the mid-proximal phalanx
 - (5) Amputation or congenital absence of lower-extremity limb (foot or above)
 - (6) History of more than one dislocation of shoulder without surgical repair or with history of recurrent shoulder disorders within the last 5 years with pain or loss of motion, and with or without radiographic deviations from normal
 - (7) Any extremity condition that results in the candidate not being able to safely perform one or more of the essential job tasks

6.15 Neurological Disorders

- 6.15.1 Category 3 medical conditions shall include the following:
- (1) Ataxias of heredo-degenerative type
 - (2) Cerebral arteriosclerosis as evidenced by a history of transient ischemic attack, reversible ischemic neurological deficit, or ischemic stroke
 - (3) Hemiparalysis or paralysis of a limb
 - (4)* Multiple sclerosis with activity or evidence of progression within previous 3 years
 - (5)* Myasthenia gravis with activity or evidence of progression within previous 3 years
 - (6) Progressive muscular dystrophy or atrophy
 - (7) All epileptic conditions including simple partial, complex partial, generalized, and psychomotor seizure disorders other than as allowed in 6.15.1.1
 - (8) Any neurological condition that results in the candidate not being able to safely perform one or more of the essential job tasks

- 6.15.1.1 A candidate with epileptic conditions shall have had complete control during the previous 5 years.

6.15.1.2 To be medically qualified a candidate shall meet all of the following:

- (1) No seizures for 1 year off all anti-epileptic medication or 5 years seizure free on a stable medical regimen
- (2) Neurologic examination is normal
- (3) Imaging (CAT or MRI scan) studies are normal
- (4) Awake and asleep EEG studies with photic stimulation and hyperventilation are normal
- (5) A definitive statement from a qualified neurological specialist that the candidate meets the criteria specified in 6.15.1.2(1) through 6.15.1.2(4) and that the candidate is neurologically cleared for fire-fighting training and the performance of a fire fighter's essential job tasks

6.17 Blood and Blood-Forming Organs

6.17.1 Category 3 medical conditions shall include the following:

- (1) Hemorrhagic states requiring replacement therapy
- (2) Sickle cell disease
- (3) Clotting disorders
- (4) Any hematological condition that results in a person not being able to safely perform essential job task

6.18 Endocrine and Metabolic Disorders

6.18.1 Category 3 medical conditions shall include the following:

- (1)* Type 1 Diabetes Mellitus
- (2) Diabetes not treated with insulin, which is not controlled as evidence by Hemoglobin A1C (HbA1C) measurement
- (3) Any endocrine or metabolic condition that results in a person not being able to safely perform essential job task

APPENDIX 7

POLICE DEPARTMENT ENTRY-LEVEL PHYSICAL AGILITY TEST LAYOUT

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Examination Components

The applicant must complete several specified physical tasks in a given sequence within the allotted time of 3 minutes. On test day, an applicant is allowed to run the physical agility test (PAT) only once.

All applicants must participate in the orientation and walk through conducted prior to testing. No one will be allowed to take the test unless they fully understand what is expected of them.

1. To begin the examination, the candidate will be standing at a designated starting point waiting for the test to begin
2. The monitor stationed at the starting point will advise the candidate to run the course as described and ask if they fully understand how to run the course.
3. The monitor will then inform the applicant to begin the test.
4. The candidate runs 1 and $\frac{3}{4}$ laps around the perimeter of the course and then enters the course.
5. The candidate will jump over two consecutive low hurdles.
6. After clearing the hurdles the candidate will negotiate a set of stairs by climbing the stairs then going down the stairs, going around a cone and then going back up and then down the stairs. The candidate must touch at least 2 steps going up and 2 steps going back down.
7. After completing the stairs the candidate will jump over 1 low hurdle then negotiate a low crawl.
8. After the hurdle and low crawl the candidate will run around a cone then jump over a 6 foot wide simulated ditch.
9. After clearing the ditch the candidate will run around a cone then negotiate a simulated 4 foot fence.
10. After climbing the simulated fence the candidate will go around a cone then run the length of the course to the opposite end and go around another cone.
11. The candidate will then climb through a simulated window.
12. After climbing through the window the candidate will drag a 150 lb dead weight dummy 20 feet.
13. After dragging the dummy the candidate will exit the course and complete one final lap around the perimeter of the course.

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Pass/Fail Criteria

1. Completing the entire course within 3 minutes is a pass.
Exceeding 3 minutes is a fail.
2. Three failed attempts at an obstacle will not be a failure but will add time to the final course time as described below. If this causes the candidate to exceed the allotted course time then it will be a failure.
3. The Civil Service Commissioners in attendance will make any final determinations.

Time Penalties

1. Failure to negotiate the low hurdles, low crawl or ditch jump in the described manner will be a 2 second penalty for each failure and added to the final course time.
2. Failure to negotiate the stairs, simulated fence or window will incur a self-imposed penalty. The candidate will be given 3 attempts at each of these obstacles to complete. After the third attempt, a monitor will tell the candidate to walk around the obstacle then continue with the course. The time it takes to make 3 attempts and then walk around the obstacle will be the imposed time penalty for the final course time.
3. During the test a monitor will be on the course to ensure that each obstacle is completed in the described manner. If the applicant misses an obstacle or does not perform the obstacle in the described manner the monitor will inform the applicant that they missed the obstacle or that it was performed incorrectly so it can be completed before continuing with the test.

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