

(2) **MINIMUM ELIGIBILITY REQUIREMENTS FOR BEGINNING FIREFIGHTER POSITION**

(a) These rules apply to all Fire Department applicants, unless otherwise specified in the Meet and Confer Agreement.

(a) An applicant for Firefighter shall meet the following criteria in order to be considered for an entry-level position:

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- Must have reached their 18th birthday as of the date of the written examination.
 - Must not have reached their 36th birthday as of the date of the written examination.
 - Must be a graduate from an accredited high school (or) have an equivalency certificate (GED) (or) a Home School transcript indicating completion and graduation date.
 - Must hold a valid Texas Driver's License (or must be able to obtain as required by Texas State law if current Driver's License is from another licensing state within the United States)
 - Must be a citizen of the United States by birth or naturalization; or legally eligible to work in the U.S.
 - Must be able to read, write and converse in the English language fluently.
 - Must have a valid Social Security Number and Card.
 - Must not have any of the following items on his/her record:
 - Conviction of a felony or other crime involving moral turpitude.
 - Three traffic violation convictions within the past twelve (12) months.
 - Conviction of a class A or B misdemeanor or its equivalent within the twenty-four (24) months preceding the written examination.
 - Conviction of a DWI/DUI, or the equivalent within the past five (5) years preceding the date of the written examination.
 - Must be of good moral character
- (b) In addition to the minimum eligibility requirements outlined above, each applicant for entry level shall be required to submit to physical and mental tests as are necessary and required to determine the ability of the applicant to perform the essential job functions required for the position.
- (c) Before the date and time of entrance examination, applicant shall be certified as a basic Firefighter, or certifiable, as established by the Texas Commission on Fire Protection (TCFP). Before the date and time of entrance examination, applicants shall provide evidence of certificate issued by the Texas Commission on Fire indicating their current status.

- (d) Before the date and time of entrance examination, applicant shall be certified as EMT-Basic or higher, or certifiable, by the Texas Department of Health and Human Services. Before the date and time of entrance examination, applicants shall provide an EMT Certificate issued by the Texas Department of Health and Human Services indicating their current status.
- (e) Achieve a minimum passing score of seventy (70) percent on the written examination.
- (f) Pass a comprehensive background investigation.
- (g) Successfully complete a post-offer polygraph examination.
- (h) Successfully complete the entire physical abilities tests.
- (i) Successfully complete a post-offer medical examination and drug screening test.
- (j) Each person on an eligibility list shall notify the Civil Service Director, in writing, of any change in address and/or phone number. Notices sent to a person's last known address shall be considered sufficient notification.
- (k) Successfully pass oral interviews as determined by the Chief.

(l) The Department Head has the discretion to call for a Paramedic-only examination, to hold an examination with Paramedic preference, or to hold an examination without Paramedic preference, as stated in the entry-level posting notice.

- Paramedic-only Examination: Only applicants who hold a Paramedic certification by the Texas Department of State Health Services, and a Basic Firefighter by the Texas Commission on Fire Protection will be invited to participate in the entry-level exam.

- Paramedic Preference Examination: Applicants who hold an EMT-Basic or higher, or certifiable, by the Texas Department of Health and Human Services, and a Basic Firefighter by the Texas Commission on Fire Protection will be invited to test. Those with a Paramedic certification will receive preference on the eligibility list. After all Paramedic candidates have been considered, those with an EMT-Basic or higher will be considered in the order of their test scores.

- Examination without Paramedic Preference: Applicants who hold an EMT-Basic or higher, or certifiable, by the Texas Department of Health and Human Services, and a Basic Firefighter by the Texas Commission on Fire Protection will be invited to test. Candidates will be ranked on the eligibility list based on their test scores, without a Paramedic preference.

(l) As a preference, applicants who possess dual certifications: (1) as a Paramedic by the Texas Department of State Health Services and (2) as a basic Firefighter by the Texas Commission on Fire Protection, who are on the eligibility list shall be given preference, regardless of their position on the list.

Applicants shall provide evidence of the Paramedic Certification and the Firefighter Certification prior to the date and time of the examination.

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~~With this preference, applicants who possess both certifications shall be considered in the order of their test scores on the entrance examination. After all, dually certified applicants have been considered, then applicants with single certifications will be considered, in order of their test scores on the entrance examination.~~

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(3) CAUSE FOR REJECTION FOR ENTRY LEVEL FIREFIGHTER

- a) The City may reject an applicant for one or more of the reasons as outlined in the "Suitability for Employment" standards listed below.
- b) An applicant will be deemed unsuitable for appointment to a beginning position whenever the applicant loses any of the minimum qualifications set forth in these Rules.
- c) Note: Suitability for appointment to a beginning position in the New Braunfels Fire Department includes the applicant hold a minimum certification as a Basic Firefighter in good standing with the Texas Commission of Fire Protection prior to the written examination date.
- d) Suitability for appointment to a beginning position in the New Braunfels Fire Department includes the applicant hold a minimum certification as a Basic Emergency Medical technician in good standing with the Texas Health and Human Services prior to the written examination date.
- e) In addition to the minimum qualifications, the following are established causes for determining an applicant's suitability for appointment to a beginning position in the Fire Department. The City may reject an applicant for one or more of the following reasons listed below. Time calculations for an action that constitutes rejection for a specified period of time shall be calculated from the date the application for employment submitted by an applicant, or date of use or incident, dependent upon the type of action that constitutes rejection. Rejections may be temporary or permanent at the discretion of the Civil Service Director or designee unless determined specifically in this section, (3) Cause for Rejection for Entry Level Firefighter, 1-26.
 - (1) Failure of the applicant to pass any part of the entrance examinations;
 - (2) Conviction of and/or admission to conduct which constitutes a Class A and/or B Misdemeanor under the Penal Code or equivalent under federal law, to include the Uniform Code of Military Justice (UCMJ), within the past seven (7) years may result in a temporary rejection. Applicant cannot have formal criminal charges above a Class C misdemeanor pending before a Grand Jury or District Attorney's office. Applicant must not be on court-ordered community supervision; or