

Firefighter Intraregional Recruitment and Employment (FIRE) POLICY

IV. Examination content and procedures

- A. The FIRE exam, by evaluating aptitude for service as a firefighter, provides a valuable service to the FIRE program members and to the general public. The FIRE program has an obligation to its members to ensure the integrity of its testing procedures and that scores accurately reflect an applicant's performance on the FIRE test.
- B. The FIRE program reserves the right to prohibit any person from taking an examination if there is reason to believe that the integrity of the FIRE program's testing procedures has been compromised. The FIRE program reserves the right to withhold the results of any test score if there is reason to believe such score is inaccurate. FIRE reserves the right to bar an applicant from taking the test in the future if there is reason to believe the applicant has engaged in prohibited conduct.
- C. Frequency, dates, and components of the FIRE testing process will be determined by the FIRE members in consultation with staff.
- D. Before the written examination is administered, applicants will be given written instructions concerning the testing process. The instructions will include the following requirements:
 1. A warning that the applicant must follow all testing instructions, both written and verbal, given before and during the examination, and that failure to follow any of the instructions may result in the applicant's removal from the testing site and the elimination of the applicant's application from the testing process.
 2. A warning that an applicant will not be permitted to take the examination if there is reason to believe that the applicant has obtained or attempted to obtain the examination questions or answers; that during the examination, applicants are not allowed to use any books, notes or aids, talk to anyone, or look at anyone else's testing materials; that applicants may not disclose the questions or answers on the examination to any other person; that applicants are prohibited from engaging in any conduct that would result in a score being obtained by improper means; and that applicants may not otherwise engage in conduct that tends to compromise the integrity of the examination.
 3. Notification that the FIRE Coordinating Committee retains the right to prohibit an applicant from taking the examination, or to withhold any test score, if there is reason to believe that any of the conduct described in D.2 above has occurred.
 4. Notification of the procedure to be followed when it comes to the FIRE Coordinating Committee's attention that conduct described in D.2 above may have occurred.
- E. All applicants must sign an attestation form confirming that they understand and accept the testing policies set forth herein before taking the examination.
- F. Whenever it is called to the FIRE Coordinating Committee's attention that any conduct described in D.2 above has occurred, the following procedures shall apply:
 1. A FIRE Review Committee will be formed to consider the matter and provide recommendations in accordance with the procedures set forth in this Section F. This committee shall consist of two personnel representatives, two FIRE representatives, and the FIRE Coordinating Committee chair (or vice-chair if the chair is unavailable).
 2. Staff will notify the applicant in writing of the specific allegations concerning conduct described in D.2, and the evidence that staff believes supports the allegations.
 3. At any meeting held pursuant to F.2 above, staff shall first address the Committee and shall have the burden of establishing the correctness of the allegations and the applicant shall have the opportunity to provide rebutting or mitigating information.
 4. The Review Committee shall consider the information presented at the meeting (or, if no meeting was timely requested, shall consider the written submissions of staff and the applicant, if any) and shall furnish its findings and recommendations to the FIRE coordinating committee.
 5. If the FIRE coordinating committee determines that one or more allegations have been established, it may prohibit the applicant from taking the examination, or may withhold the score, as appropriate. The Coordinating Committee may, based on the nature of the allegations established, bar the applicant from taking the examination for a period to be determined by the committee.