

# Garland Fire Academy

## Acceptance Process

### Acceptance Requirements

Acceptance into the Fire Academy will be a competitive basis based on availability. The typical class size for the Fire Academy is 20 to 24 students and will consist of Garland Fire Recruits, Neighboring Cities Fire Recruits and Civilians. Civilian Students interested in the Fire Academy must complete the application process to the Fire Academy.

1. Pick up an application packet at the Garland Fire Department Administration Office located at 1500 HWY 66, Garland TX 75040.
2. Return completed applications to the Garland Fire Department Administration Office.
3. Successfully complete and pass ACUPLACER test from El Centro College in Dallas.
4. Successfully pass a criminal background check in accordance to the Standards set by the Texas Commission on Fire Protection.
5. Successfully complete a Physical Agility entrance test.
  - a. The following documents will be required at the physical agility test.
    - i. Completed Physical Examination Release Form signed by a medical doctor.
    - ii. Release and Waiver of Liability
6. Successfully complete an Oral Board Interview.
  - a. The following documents will be required at the oral board interview.
    - i. A Valid Drivers License
    - ii. A Current Copy of the Students Driving Record
7. The applicant must have medical health insurance and submit copies of insurance information.
8. Candidate must be able to perform to the Minimum Standards Set by the Texas Commission on Fire Protection.

### FUNCTIONAL POSITION DESCRIPTION

#### **Texas Commission on Fire Protection Standards Manual**

#### **§421.3 - Minimum Standards Set by the Commission**

1. Structural fire protection personnel. The following general position description for structural fire protection personnel serves as a guide for anyone interested in understanding the qualifications, competencies, and tasks required of the fire fighter operating in the State of Texas. It is ultimately the responsibility of an employer to define specific job descriptions within each jurisdiction.
  - a. **Qualifications.** Successfully complete a commission approved course; achieve a passing score on written and performance certification examinations; must be at least 18 years of age; generally, the knowledge and skills required show the need

for a high school education or equivalent; ability to communicate verbally, via telephone and radio equipment; ability to lift, carry, drag, and balance weight equivalent to the average human weight; ability to interpret in English, written and oral instructions; ability to work effectively in high stress situations; ability to work effectively in an environment with loud noises and flashing lights; ability to function through an entire work shift; ability to calculate weight and volume ratios; ability to read and understand English language manuals including chemical, medical and technical terms, and road maps; ability to accurately discern street signs and address numbers; ability to document in English, all relevant information in prescribed format in light of legal ramifications of such; ability to converse in English with coworkers and other emergency response personnel. Good manual dexterity with ability to perform all tasks related to the protection of life and property; ability to bend, stoop, and crawl on uneven surfaces; ability to withstand varied environmental conditions such as extreme heat, cold, and moisture; and ability to work in low or no light, confined spaces, elevated heights and other dangerous environments.

- b. **Competency.** A basic fire fighter must demonstrate competency handling emergencies utilizing equipment and skills in accordance with the objectives in Chapter 1 of the commission's Certification Curriculum Manual.

### **Acceptance Ranking for Civilian Positions**

- |  |                      |
|--|----------------------|
| 1. <u>Residency</u>                                      |                      |
| a. Within the City of Garland                            | 25 pts               |
| b. Within Dallas County                                  | 15 pts               |
| c. Within Texas  | 05 pts               |
| 2. <u>Education Level</u>                                |                      |
| a. Bachelors Degree or higher                            | 15 pts               |
| b. Associate Degree                                      | 10 pts               |
| c. High School Diploma                                   | 05 pts               |
| 3. <u>Grade Point Average of Highest Education Level</u> |                      |
| a. 3.6 – 4.0   | 20 pts               |
| b. 3.0 – 3.5   | 15 pts               |
| c. 2.0 – 2.9   | 10 pts               |
| 4. <u>Physical Agility Test</u>                          | Elimination – 25 pts |
| 5. <u>Interview</u>                                      | Elimination – 25 pts |
| 6. <u>Fire Department Membership</u>                     |                      |
| a. Member of the Garland Citizen’s Fire Academy          | 10 pts               |
| b. Member of the Garland Explorer Post                   | 05 pts               |
| 7. <u>Child of Garland Firefighter</u>                   | 100 pts              |

The Garland Fire Academy will tally all the scores and rank the eligibility order of all candidates. Letters of acceptance will then be sent to all eligible candidates with additional instructions. Candidates not accepted will be put onto a notification list for the next academy date.