

RESOLUTION NO 5C - 2025

A RESOLUTION OF THE GOVERNING BODY OF THE CITY OF RAWLINS, CARBON COUNTY, WYOMING, ADOPTING THE RAWLINS FIRE DEPARTMENT CIVIL SERVICE RULES AND REGULATIONS, HEREBY SUPERSEDING AND REPEALING ALL PREVIOUS RULES AND REGULATIONS THEREOF.

WHEREAS, Wyoming State Statute §15-5-102 states that there is a established fire department civil service commission in each incorporated municipality maintaining a paid fire department and having a population of four thousand (4,000) or more; and

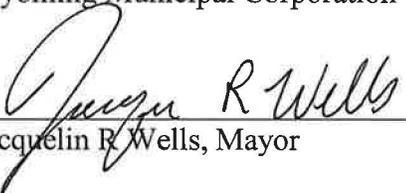
WHEREAS, prior to adoption, these rules and regulations were reviewed by and outside Civil Service Attorney and three (3) Rawlins City Council Members prior to making the recommendation to Rawlins City Council for approval; and

WHEREAS, the Rawlins Fire Civil Service Rules and Regulations shall become effective upon Rawlins City Council approval and filing with the Carbon County Clerk; and

WHEREAS, the attached Rawlins Fire Department Civil Services Rules and Regulations supersede and repeal all other rules and regulations previously filed and adopted.

PASSED, APPROVED AND ADOPTED this 20th day of May, 2025.

CITY OF RAWLINS, a
Wyoming Municipal Corporation



Jacquelin R. Wells, Mayor

ATTEST:



Lynn M Shearer, City Clerk

Rawlins Fire Department Civil Service Rules



City of Rawlins Wyoming

FORMALLY ADOPTED ON MAY 20, 2025

by Mark Pappenheim (Chairperson), Anna Blackford (Commissioner), Terry Patterson (Commissioner), Darril Garner (Vice Mayor/Council Member), Tonya Lewman (Council Member), Derick Elliott (Council Member) per Wyoming State Statute § 15-5-119.

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CHAPTER I

PREFACE

Section 1.1 Repeal.

All previous rules and regulations of the Fire Department Civil Service Commission of the City of Rawlins, Wyoming, are hereby repealed.

Section 1.2 Oath.

Before entering on the duties of their office, all Commissioners shall take and subscribe before the City Clerk of Rawlins, Wyoming, an oath of affirmation that in no event will they appoint or remove any person because of his/her political opinions or for any reason other than the person's fitness or unfitness. The oaths or affirmations shall be filed with said clerk. (W.S. §15-5-103 (b))

CHAPTER 2

GENERAL PROVISIONS

Section 2.1 Purpose.

The purpose of these rules and regulations is to govern the proceedings of the Fire Department Civil Service Commission, and classification of fire department employment, promotion on the basis of merit, experience and good record and the preparation of eligibility lists as well as the administration of examinations from which vacancies are to be filled. These rules do not apply to volunteer firefighters or the Fire Chief.

Section 2.2 Validity of Rules.

Should a provision of these rules, or their application to any person or circumstance, be adjudged by a court of competent jurisdiction to be invalid, or if by legislative action any rule or regulation should lose its force and effect or become contrary to law, the remainder of these rules shall remain fully in force and effect.

Section 2.3 Authority.

In accordance with the provisions of Wyoming Statute Title 15, Chapter 5, Article 1, the Fire Department Civil Service Commission of the City of Rawlins, Wyoming, adopts the following regulations to govern its procedure under said civil service laws relating to fire departments.

- a. All full-time, paid, uniformed firefighters, not to include the Fire Chief, engaged in fire prevention and suppression shall be subject to the authority of the Fire Commission. These rules shall supersede City personnel policies only in those areas addressed in the Wyoming Statutes as specific powers ascribed to fire civil service commissions.

CHAPTER 3

ADMINISTRATION

Section 3.1 Commission Established.

The Fire Department Civil Service Commission is established pursuant to Wyoming statute. The Commission shall consist of three (3) members who serve without compensation. Each commissioner shall be a qualified elector of the City of Rawlins, Wyoming, and shall serve for a term of three (3) years and until his/her successor is appointed and qualified. The commissioners shall be appointed by the Mayor and confirmed by the City Council. Not more than one (1) commissioner may be appointed from the governing body, and no officer or employee of the fire or police department is eligible to serve as a commissioner. In the case of a vacancy, or disqualification, of any commissioner, the Mayor, with the consent of the City Council, may appoint a person to serve during the remainder of the term. (W.S. §15-5-103)

Section 3.2 Commission Chairperson.

The Commission shall choose a chairperson from its own membership. The chairperson shall serve at the pleasure of the Commission and shall, subject to the direction of the Commission, have general authority and responsibility in the administration of the rules and regulations as are not inconsistent with the powers reserved to the Commission.

Section 3.3 Meetings.

The Commission shall hold meetings in compliance with the Public Meetings law located in Wyoming Statutes §16-4-401 through §16-4-408. The City Clerk shall serve as the ex officio clerk of the Commission and shall prepare and maintain all notices and minutes required by that law.

Section 3.4 Rules.

Any interested person may make written petition to the Commission requesting the promulgation, amendment or repeal of any rule of the Commission and may accompany his/her petition with relevant data, views and arguments. The procedure for filing such a petition will be to file it with the Fire Chief or City Clerk of Rawlins, Wyoming, who will submit it to the Chairperson of the Commission. At the next scheduled meeting, all interested persons will be afforded reasonable opportunity to submit data, views or arguments, orally or in writing. The Commission shall consider fully all written and oral submissions requesting the proposed rule as soon as practicable after said meeting. The Commission shall either deny the petition in writing, stating its reasons for the denial, or initiate rule making proceedings in accordance with Wyoming State Statute §16-3-102 -103.

CHAPTER 4

ELIGIBILITY

Section 4.1 Employment of Eligible Persons.

Unless otherwise provided by these rules, no person may be employed, appointed or promoted in the fire department as a classified employee except from the list of eligible persons certified by the Fire Department Commission to the City Manager. (W.S. §15-5-105 (a))

CHAPTER 5

CLASSIFIED SERVICE

Section 5.1 Classifications.

1. The Commission shall classify the various positions in the fire department into classifications based upon the nature of the service to be rendered or duties to be performed. (W.S. §15-5-106 (a))
2. The City Manager shall establish, with consent of the City Council, uniform working hours and pay ranges for all employees in each classification and may regulate the rate wages and the number of employees in any classification as necessary. (W.S. §15-5-106 (a))
3. All positions in the fire department are classified as follows:
 - Fire Chief
 - Battalion Chief
 - Captain
 - Senior Engineer
 - Engineer I
 - Engineer
4. The number of employees within each classification shall be determined by the City Manager and Fire Chief, with the consent of the City Council. The duties to be performed and the nature of services to be rendered by employees in each classification shall be determined by the Fire Chief and approved by the City Manager.

Section 5.2 Position Descriptions.

The purpose of these standards is to specify the minimum requirements of professional competence required for the various classifications in the fire department's career ladder. All candidates will be required to present valid State of Wyoming certifications upon application for employment or promotion. All certifications requiring re-certification or continuing education shall be maintained.

General Hiring Requirements:

Minimum qualifications for employment as an engineer:

1. 18 years of age at date of hire.
2. High school diploma or equivalent.
3. Completion of the Firefighter Combat Challenge or other physical fitness test approved by the Commission.

4. Completion of pre-employment physical to confirm medical and physical fitness for duty, subject to any reasonable accommodation of disability required by law.
5. Completion of the testing process as detailed in Chapter 7.3 of these rules.

Engineer (1st Yr.) - Each Engineer shall serve a trial period beginning the date of hire and ending one (1) year thereafter. The trial period may be extended by the Fire Chief if all requirements have not been met by the end of the first year of employment, provided the Fire Chief must compile an employee evaluation at the time the trial period is extended. The employee shall complete the following requirements prior to promotion to Engineer I:

1. Obtain current Wyoming CDL with endorsements as required by the department. If the Engineer does not hold a CDL or a CDL with the required endorsements at the time of hire, the Engineer shall obtain a commercial learning permit and/or required endorsements as soon as practicable following federal and state CDL requirements.
2. Complete Department Field Training Orientation Program and maintain proficiency on all apparatus and equipment.
3. Demonstrate ability to operate fire department vehicles or apparatus under emergency response conditions.
4. Obtain Wyoming Firefighter I Certification.
5. Obtain Wyoming EMT-B Certification or be actively working on EMT-B based upon class availability.
6. Demonstrate ability to perform routine tests, inspections and servicing functions required to insure operational status of all fire department vehicles.
7. Be familiar with all rules and regulations governing the safe operation of all fire department equipment.
8. Be familiar with and capable of operating all types of water supplies utilized by the department

Engineer I (2nd-3rd Yr.) – An Engineer I shall be required to complete the following requirements prior to promotion to Senior Engineer:

1. Meet and maintain all qualifications of a Engineer, complete the Engineer trial period, and have a satisfactory evaluation as a Engineer.
2. Obtain Wyoming Firefighter II Certification.
3. Obtain Wyoming Fire Inspector I Certification.
4. Obtain Wyoming State Forestry Certified Red card FFT2.
5. Obtain Fire Instructor I Certification.
6. Obtain certification as an Apparatus Driver Operator Pumper.

Senior Engineer (3+ Yrs.) - A Senior Engineer shall pursue and obtain the following objectives:

1. Meet and maintain all qualifications of an Engineer I.
2. Obtain Fire Officer I Certification.
3. Obtain Fire and Life Safety Educator I.
4. Obtain Hazardous Materials Technician Certification.
5. Obtain Wyoming Apparatus Driver Operator Aerial Certification.

Captain - The following shall be minimum requirements for promotion to a Captain Position if such positions become available and at the discretion of the Commission.

1. Pass Commission-approved promotional evaluation and testing process described in Section 11.3.
2. Obtain a Wyoming Red Card Engine Boss or Operational Level Single Resource or be working on a task book for certification.
3. Three (3) years of service with the Rawlins Fire Department. If no qualified Rawlins Fire Department applicant is available other fire department service will be considered.

4. Hold rank of Senior Engineer prior to being appointed.

Battalion Chief - A candidate for promotion to a Battalion Chief position must satisfy at least three (3) of the following:

1. Two (2) years of service as a Captain in Rawlins Fire Department If no qualified Rawlins Fire Department applicant is available other fire department service will be considered.
2. Fire Officer II Certification.
3. Associates Degree in Fire Science, Emergency Management or Paramedicine or similar program. Years of experience will be considered by the Commission in lieu of degree.
4. Currently enrolled or have completed Managing Officer (lowered from EFO) course at the National Fire Academy
5. Be involved at a State Level of the Wyoming Fire Service, i.e. Wyoming Fire Certification Committee, Fire Chiefs Association, Rural Fire Chiefs Association, etc., to be verified by the Fire Chief to the Commission.

Section 5.3 Position Responsibilities.

ENGINEER

1. Engineer's primary responsibility is to perform engineer duties. Fire apparatus operation takes priority over all other responsibilities.
2. Continuing goals and objectives as established by department (community risk reduction, training, and station and apparatus maintenance).
3. Engineer's will act in the capacity and carry out the duties of an Engineer under full-time supervision.
4. Conduct daily duties for care and maintenance of facilities and apparatus.
5. Interface with volunteer staff.
6. Continue education in management skills.

ENGINEER I.

1. Engineer's I primary responsibility is to perform engineer duties. Fire apparatus operation takes priority over all other responsibilities.
2. Continuing goals and objectives as established by department (community risk reduction, training, and station and apparatus maintenance).
3. Conduct daily duties for care and maintenance of facilities and apparatus.
4. Interface with volunteer staff.
5. Continue education in management skills
6. Continue following courses:
 - a. Wyoming Firefighter II.
 - b. Fire Service Instructor I.
 - c. Apparatus Driver Operator Pumper.
 - d. ADO Aerial

SENIOR ENGINEER.

1. The Senior Engineer primary responsibility is to perform engineer duties, and to train engineers to become Senior Engineers. Fire apparatus operation takes priority over all other responsibilities.
2. Continuing goals and objectives (ISO, Inspections, training, station and apparatus maintenance).
3. Conduct daily duties for care and maintenance of facilities and apparatus.
4. Perform administration duties of the Shift Captain in his/her absence.
5. Serve as Incident Commander when necessary.

6. Interface with volunteer staff.
7. Supervise tasks of subordinate staff and supervise subordinate staff on temporary basis in the absence of a superior officer when directed to do so.
8. Continue education in management skills.
9. Train Engineers for succession.
10. Continue following courses:
 - a. Wyoming Fire Officer I.
 - b. Hazardous Materials Technician.
 - c. Engine Boss.
 - d. Wyoming State Fire Investigator FIT (Fire Investigator Technician) and CFI (Certified Fire Investigator)

CAPTAIN.

1. Captain primary responsibility is to manage day-to-day operations of their shift.
2. Continue to work toward goals & objectives.
3. Oversee daily operations (training, time sheets, budget expenditures, maintenance).
4. Perform administration duties of the Fire Chief in his/her absence and absence of the Battalion Chief.
5. Serve as Incident Commander when necessary.
6. Interface with the volunteer staff.
7. Supervision of subordinate personnel
 - a. Assign and evaluate daily job duties.
 - b. Oversee on shift projects and be responsible for the achievement of goals.
8. Continue education in management skills.
9. Continue the following are courses of study:
 - a. Wyoming Fire Officer II.
 - b. Wyoming Fire Service Instructor II.
 - c. Wyoming Fire Safety Officer.
 - d. Wyoming State Fire Investigator FIT (Fire investigator Technician) and CFI (Certified Fire Investigator)
10. Train Engineers for succession.

BATTALION CHIEF.

1. Battalion Chief's primary responsibility is to oversee Captains and ensure that the Department is operating effectively on a day-to-day basis.
2. Continuing goals and objectives (community risk reduction, training and maintenance).
3. Oversee daily operations (time sheets, budget expenditures, maintenance, work schedules, etc.).
4. Perform administration duties of the Fire Chief in his absence, and as delegated.
5. Serve as Incident Commander when necessary.
6. Interface with the volunteer staff.
7. Supervision of subordinate personnel.
 - a. Assign and evaluate job duties
 - b. Oversee special projects and be responsible for the achievement of goals.
8. Train Captains for succession.

CHAPTER 6

APPLICANT REQUIREMENTS

Section 6.1 Requirements for Application.

a. No person may be appointed or employed by the department who, (i) has been convicted of, or against whom any indictment or information is pending for any offense, the punishment for which may be confinement in any penitentiary; (ii) is a notoriously bad character; (iii) is unable to read, speak and write the English language; or, (iv) lacks ordinary physical courage. (W.S. § 15-5-114). At the time of hiring, applicants must also be at or above the age of 18, have a high school diploma or equivalent, and be a citizen of the United States.

b. Applications for positions in the classified service shall be available to all interested persons in the office of the City Manager. Applications shall be presented to the Commission in the form required by the Commission.

c. Applications shall be dated, numbered and recorded in the order of their receipt by Human Resources. An application that has been accepted and filed shall not be returned for any reason. All applications will be canceled after they have been on file for one year.

d. When positions require technical, professional or scientific knowledge and experience, or particular certifications, training or educational achievement, as established by these Rules, the Commission may require the submission of documentation to confirm applicants satisfy such requirements.

e. The Commission may exclude an applicant from examination or remove an applicant from an eligibility list upon receipt of proof at any time of, (i) the bad character or dissolute habits of an applicant; (ii) any false statement made by an applicant in the application or in the examination, (iii) any criminal or disgraceful act committed by applicant; or, (iv) prior dismissal for cause of applicant from the public service.

CHAPTER 7

EXAMINATION OF APPLICANTS

Section 7.1 Examination Requirements.

The Commission shall examine the qualifications of all applicants for eligible ratings. The Commission shall control all examinations. Whenever an examination is to be given, the Commission shall designate a suitable number of persons to be examiners or assistants at said examinations. Commissioners may serve as examiners. If examiners or assistants are employed by the City, it shall be a part of their official duty to conduct such examination as the Commission may direct, and to report the results of the examination to the Commission. The Commission may at any time substitute any other person to serve as examiners or assistants, whether or not employed by the city. Officers of the City shall assist the Commissioners in every proper way in carrying out the rules of the Commission.

Section 7.2 Permitted Matter.

All examinations shall be impartial and relate only to matter which test the fitness of the persons examined to perform the services required.

Section 7.3 Examinations.

The subjects to be covered by the examination and the weight to be attached to each subject shall be determined by the Commission. Written and oral examinations may be given, with the minimum passing score of 75%. All applicants must also pass each of the items on the agility test authorized by the Commission.

Each entrance examination shall consist of the following subjects:

- a. Written Test.
- b. Physical - Firefighter Combat Challenge/Agility Test.
- c. Scenario-Based Report Writing Examination
- d. Oral interviews.
- e. Preference Points.
- f. Criminal history check of successful applicants by state or local law enforcement.
- g. Background check by the City or the City's agent.
- h. Pre-employment drug and alcohol test.
- i. Physical examination and mental health evaluation by qualified health care professionals selected by the Commission.

Examination Dates

The Rawlins Fire Civil Service Commission will conduct examinations for the purpose of developing and maintaining an eligibility list. Examinations will be performed as necessary when the need for a list of candidates to fill job openings arise. Each applicant shall receive a written notice from the Human Resources Department or

designee of the time, date and place of the examination. All original examinations will be advertised at least ten (10) days prior to the closing date for the receipt of applications. Notice of examination will be posted at such places as the Commission deems necessary.

Compliance with Americans With Disabilities Act

The Commission will comply with the Americans With Disabilities Act throughout the examination process. Candidates with a disability may request reasonable accommodation for the examination process by contacting the City of Rawlins Human Resources Director. The Human Resources Director may request documentation of the candidate's disability and the limitations resulting from the disability and may request that the candidate authorize his or her health care providers to respond to such inquiries.

Written Examination

Each applicant shall be marked independently as pass or fail on the written examination. The minimum passing score shall be 75%. (W.S. §15-5-107). Only those applicants with a score of 75% or higher shall be eligible to take the physical agility test as determined by the Civil Service Commission. Written re-examination may be allowed in accordance with Section 7.6.

Combat Challenge /Physical Agility Test

The combat challenge/physical agility tests are a pass / fail examination of the candidate's ability to perform job related tasks in a controlled and timed environment. The candidates that successfully pass the written examination with a minimum score of 75% are eligible to take the combat challenge/physical agility examination. Candidates that successfully complete the combat challenge /physical agility test (as described in the City of Rawlins Fire Department Physical Testing Procedures) will then advance to the scenario-based report writing examination.

Scenario-Based Report Writing Examination

Candidates that successfully pass the physical agility test will proceed to the scenario-based report writing examination. The examination is a pass / fail evaluation of the candidate's ability to process a video presentation of an incident and provide a written report that accurately depicts the scenario. All candidates that successfully pass the scenario-based report writing examination will proceed to the oral interview process.

Oral Interview

The oral interview will be conducted by the Civil Service Commission or their designee(s). The Civil Service Commission is aware of the subjective nature that an oral interview environment can produce, and at their discretion may request an additional interview by the Fire Chief or his designee.

Value or Weight of Examination

The Civil Service Commission has set the value and weight to be given to each portion of the examination as follows. The written examination is a pass / fail with a passing point of 75%; Physical Agility Test is a pass / fail; Scenario Based report writing examination is pass / fail. A candidate must successfully complete all sections of the examination process to be eligible for an oral interview. Upon completion of the oral interviews, the Commission will rank the candidates. Ranking shall be determined by evaluating the results of the oral interview, the addition of any eligible preference points and the overall performance of the candidates. Candidates may be required to submit paperwork for the following preference points:

Preference points

- Red Card FFTII Certification = .5 points
- Honorary discharge from Military Service = .5 points
- Firefighter I = 1 point
- Hazardous Materials Technician certification = 1.5 points
- Two (2) year Fire Science Degree = 2.5 points
- Wyoming Emergency Medical Technician Basic = 1.5 points
- Volunteer Firefighter Rawlins Fire Department = 1.5 points
- Volunteer Firefighter other department = .5 point
- Firefighter II = 2 points
- Apparatus Driver Operator = 3 points
- Bachelor Degree in Fire related field = 4 points

To receive credit for Firefighter I, Firefighter II, or ADO, certification must be issued in the last five (5) years by the Wyoming State Fire Marshall's Office, Pro Board, IFSAC, or DOD.

Candidates will receive points for the highest level achieved in each area with a maximum of 10 points credit.

Section 7.4 Applicant to Receive Notice.

Upon the completion of the marking, each candidate shall receive notice of his rating and shall, upon application, be permitted to inspect his papers under proper supervision.

Section 7.5 Review.

No request for a review of the marking shall be entertained by the Commission unless made and filed with the Commission in writing within ten (10) working days of the date upon which the notice as to the standing of the competitors is sent out, and no change in rating shall be made unless there is some manifest error on the face of the papers as determined by the Commission.

Section 7.6 Re-examination.

The Commission shall have the power, whenever in its judgment the interest of the public service requires it, to order a re-examination of applicants and shall have power to correct any error or amend or revoke any schedule, list or other paper or record where it appears that an error has been made or injustice has been done. After an eligible list has been so corrected, amended or revoked, notice shall be given to all persons whose standing upon such list may be affected by the alterations. The reason for every such action shall be recorded in full in the minutes of the Commission.

Section 7.7 Re-taking Examination.

No applicant who has taken an examination or withdrawn therefrom shall be admitted to a new examination for the same position within one (1) year of the date of the previous such examination (for new applicants only); however, for good cause shown and set forth in its minutes, the Commission may waive this provision.

Section 7.8 Commission to Retain Papers.

All examination papers shall be retained by the Commission. These papers shall be physically maintained by City Clerk for a period of two years from the date of the creation of the eligible list.

Section 7.9 Physical Examination and Mental Health Evaluation.

After a conditional offer of employment has been made, applicants will be subject to a physical examination by and a mental health evaluation by qualified health care providers designated by the Fire Chief or his designee, and the results of such examinations shall be certified to the Commission on forms furnished by the Rawlins Fire Department.

Section 7.10 Second Physical Examination.

Any application for a second physical examination must be accompanied by a physician's statement setting forth facts substantiating the application. The Commission may grant a second physical examination for good cause upon receipt of such statement, or upon the Commission's independent discretion.

CHAPTER 8

ELIGIBILITY LIST

Section 8.1 Eligibility List.

The names of candidates who receive a rating of 75% or over in the examinations shall be placed on the proper eligibility list in the order of their standing in the examination, along with the candidate's date of the examination, the date on which the name was entered on the list, and the average rating of the candidate

Section 8.2 Priority of Candidates.

When two or more candidates have received the same average rating, the name of the person first filing an application shall have priority, except in cases of persons honorably discharged from the military service of the United States who shall be given preference. (W.S. §15-5-107).

Section 8.3 Removal of Names.

Those eligible shall remain on the registers for two (2) years without reexamination and certification. (W.S. §15-5-107). A name will be removed from the eligibility list at the expiration of two (2) years. At any time during the two-year period, and at a minimum of annually the Commission or designee may update the eligibility list to determine if those listed are still interested in remaining on the list. The updating shall be done by notifying all those on the list by personal contact by phone or certified mail, sent to their last known address, that it is the Commission's intent to update the eligibility list, and that if the applicant is interested in remaining on the list, he or she must reply by mail using a postage paid reply card included with the notice. In the event no such reply from the applicant is received within a reasonable time, the Commission may remove the applicant's name from the eligibility list.

Section 8.4 Filling Positions.

When a position is to be filled, the Fire Chief shall request that the Commission provide the names of five (5) eligible persons. Upon such request, the Commission shall conduct a public meeting in compliance with the Public Meeting law to certify the names of the five qualified applicants having the highest percentage of proficiency. If all persons certified are unsuitable for the position, the Commission may certify additional names and shall state the reason for certification of the additional names in the certificate. If there are no registered eligible applicants, the Commission may allow provisional employment, or it may authorize the Fire Chief or City Manager to select a suitable person for examination, and if after examination, such person is qualified, he or she may be certified for employment. (W.S. §15-5-108)

In the event the Chief cannot reach an applicant by phone for the purpose of making a conditional offer of employment for the open position within 24 hours of the Commission's certification of the applicant, the Chief shall send a certified

letter to the applicant stating the intention to make a conditional offer of employment. If the Chief does not receive the signed return receipt for the certified letter within seven (7) calendar days from the date it was posted, the Chief may hire the next applicant on the eligibility list.

The Chief may request the Civil Service Commission to establish a second eligibility list according to these rules and regulations, if the Chief deems it necessary. The Commission shall initiate the procedures to administer the entrance exam pursuant to these rules and regulations and applicable state laws within fifteen (15) days.

Once the Commission has established a second list, the second list shall not be activated until, (i) all applicants on the first list have been hired, declined employment, or failed to respond to the Chief's certified letter; (ii) the two (2) year time limit applicable to the list has expired; or, the Commission, at its discretion, authorizes a new list.

Any person on the first list shall be notified by the City Managers' Office of the intent to establish a new list and they shall be entitled to take the exam and have their name placed on the second list in order of their relative marking on that exam.

In no event shall any list be valid for longer than two (2) years. (W.S. §15-5-108).

Section 8.5 Physical Examination and Mental Health Evaluation

An applicant offered conditional employment shall submit to a medical examination by a health care provider designated by the Rawlins Fire Department. These examinations shall be paid for by the City of Rawlins and will be conducted to determine if the candidate meets the minimum medical requirements for fire department candidate identified in the current Edition of the National Fire Protection Association's Medical Requirements for Firefighters, NFPA 1582.

An applicant offered conditional employment shall submit to a mental health evaluation by a mental health care provider designated by the Rawlins Fire Department if requested by the department.

The applicant shall also submit to a criminal background check.

CHAPTER 9

TRIAL EMPLOYMENT

Section 9.1 Trial Employment Term.

The first year of employment is on a trial basis and a firefighter may be terminated at any point with or without cause and dropped from the eligibility register with no right of hearing or appeal. At the end of that time, if the conduct of the person employed has been satisfactory and the employee has met the requirements set for promotion, he / she may be promoted to Engineer I.

CHAPTER 10

REDUCTION IN FORCE

Section 10.1 Reduction in Force.

Employees laid off because of a reduction in force are eligible for re-employment within two (2) years following the date of their discharge without further examination. (W.S. §15-5-109 (c)).

CHAPTER 11

PROMOTIONS

Section 11.1 Filling Vacancy in Grade.

When any vacancy occurs in the classification of Captain, it shall be filled by a competent employee from the next lowest classification. In the event there is no qualified employee, the Commission may receive candidates from the next lower classification or may seek candidates from outside the department. The Commission shall determine the competency of the person to fill the vacancy. (W.S. §15-5-110).

Section 11.2 Notice.

Notice of examination for promotion shall be posted in the fire department facilities at least thirty (30) days in advance of such examination and shall state the character of the examination, positions eligible to take the examination, date for receiving applications for the exam, and date of the examination.

- A minimum of two (2) study sessions of 2 hours each shall be conducted by the Fire Chief or designee during the notification period prior to the admission of an exam. Instructors shall be at or above the level being tested. Attendance by candidates is not required but encouraged. Anyone interested in officer development may attend the training including Volunteers.

Section 11.3 Promotional Examination.

- a. Written practical and oral examinations supervised by the Commission shall be administered to all eligible candidates who have applied for promotion. All testing materials shall be reviewed by the Fire Chief to insure the relevance of the material.
- b. Upon the completion of the marking, each candidate shall receive notice of his rating and shall, upon application, be permitted to inspect his papers under proper supervision. A score of 70% or higher on examination is required.
- c. No request for a review of the marking shall be entertained by the Commission unless made and filed with the Commission in writing within ten (10) weekdays of the date upon which the notice as to the standing of the competitors is sent out, and no change in rating shall be made unless there is some manifest error on the face of the papers. Any change to rating shall be determined by the Commission and the reasons for such action recorded in Commission meeting minutes.
- d. The Commission shall have the power, whenever in its judgment the interest of the public service requires it, to order a reexamination of candidates and shall have power to correct any error or amend or revoke any schedule, list or other paper or record where it appears that an error has been made or injustice has been done, and after an eligible list has been so corrected, amended or revoked, notice shall be given to all persons whose standing upon such list may be affected by the alterations. The reason for every such action shall be recorded in full in the minutes of the Commission.
- e. All examination papers shall be retained by the Commission. These papers shall be physically maintained by the City Manager or designee for a period of two (2) years from the date of the creation of the eligible list.
- f. All promotional candidates will proceed through the entire testing process. Each section of the exam will be scored individually. The three sections will be averaged for a final score. (Example written test 81%, Practical 91% and Oral Interview 78% for an average score of 83.33)

Promotional examination testing for Captain shall consist of the following:

Written Portion: The written portion of the promotional examination will consist of written questions. The written portion shall be based upon the duties of the position for which the promotional examination is being conducted. All questions shall be generated by a professional testing company from reference manuals, books or other material approved by the Fire Chief. Applicants shall not be permitted to use books, notes calculators, computers, phone or other aids while taking the written portion, unless the use of such devices or aid is approved by the Fire Chief prior to the administration of the written portion.

Practical Portion: The practical portions of the promotional examination shall consist of psychomotor and or cognitive exercises designed to test the ability of the applicant to perform the job functions of the position for which the promotional examination is being conducted. Practical portions may consist of any or all the following. In basket exercise, incident command exercises.

Oral Portion: The oral portion of the promotional examination shall be conducted by an Oral Skills Test Panel. This portion will include an oral resume and interview questions.

1. Written examination
2. Practical Examination to include the following
 - a. In basket exercise
 - b. Incident Command scenarios
3. Oral interview.
 - a. Resume
 - b. Interview questions
 - c. Research project presentation (15 - 20 minutes)
4. Review of personnel file.

Promotional examination of Battalion Chief shall consist of the following:

1. Interview questions based on Battalion Chief level.
2. Oral Interview conducted by a panel of not less than three examiners to be recommended by the Fire Chief and approved by the Commission.
3. Review of Personnel File

Section 11.4 Filling Positions.

When a Captain or Battalion Chief position is to be filled, the City Manager or Fire Chief shall request that the Commission provide the names of three (3) eligible persons. Upon such request, the Commission shall certify the names of the three qualified applicants having the highest percentage of proficiency. The Fire Chief shall recommend one of the three persons to the City Manager who shall make the ultimate promotional decision. When all persons certified are unsuitable for the promotion, the Commission may certify additional names and shall state the reason for certification of the additional names in the certificate. All eligibility lists for promotional positions will be good for two (2) years. When a list has less than three names remaining on it, the Fire Chief may choose to hire from the remaining eligible candidates or call for a new list. When a new list is called for, no candidate will be allowed to stand on previous test scores.

CHAPTER 12

DISCHARGE OR REDUCTION IN GRADE

Section 12.1 Cause.

Discharge from the fire department, or reduction in grade or compensation, or both, may be made for cause that is not political or religious, which will promote the efficiency of the service. The Fire Chief or City Manager shall file written notice and specifications describing the charges and proposed disciplinary action with the Commission and provide it to the department employee, either by hand delivery to the employee or the employee's residence, or by certified mail sent to the employee's most recent address as reflected in the City's personnel file for the employee. (W.S. § 15-5-112(b)).

If the Fire Chief and City Manager determine that there may be cause for discharge or reduction in grade or compensation, the individual may be placed on paid administrative leave from the department, at the City Manager's discretion, until the Commission decides the matter.

The employee subject to discharge or reduction in grade or compensation shall have ten (10) calendar days from the employee's receipt of written notice and specifications to answer the charges in writing and demand a hearing. The employee's answer and hearing demand should be delivered to the City Manager and the Commission chair. If the employee does not deliver a written answer and demand for a hearing within ten (10) calendar days, the disciplinary action may be implemented.

Section 12.2 Hearing.

The Commission will not investigate a reduction in grade or compensation or discharge unless a written answer and hearing demand is filed by the employee whose discharge or reduction in grade or compensation is sought. The Commission shall establish a time and place for a hearing or investigation and shall notify in writing the employee who is the subject of the recommended discharge or reduction and the City Manager and Fire Chief of the hearing or investigation and of their right to be heard at such hearing or investigation and that they may submit evidence. The Commission may retain an attorney licensed to practice law in the State of Wyoming to conduct the hearing or investigation. No such hearing or investigation shall be held less than ten (10) days after serving a mailing notice of the time and place of said hearing and investigation. The Commission, after hearing or investigation, shall determine whether the reason for discharge or reduction is sufficient and established. The decision of the Commission shall be certified to the City Manager who shall enforce said decision.

Section 12.3 Review.

The decision of the Commission to discharge or reduce any person in grade or pay may be reviewed by the District Court, Second Judicial District, Carbon County, Wyoming, pursuant to Rule 12 of the Wyoming Rules of Appellate Procedure. (W.S. §15-5-113).

CHAPTER 13

SUSPENSION AND DISCIPLINARY ACTION

Section 13.1 Power of Suspension and Disciplinary Action.

Nothing in these rules shall limit the power of the Fire Chief to suspend a department employee for disciplinary purposes for any period and on any terms not to exceed ninety-six (96) hours or two (2) weeks in time. No suspension without pay shall be for a longer period than ninety-six (96) hours or two (2) weeks without the written consent of the Commission following a hearing as set forth in Sections 12.1-12.2. Successive suspensions of the same person shall not be allowed except for separate and distinct causes for such suspension. In addition, the Fire Chief may place a department employee on administrative leave with pay while the Fire Chief (or his designee) investigates circumstances which might give rise to disciplinary action.

Prior to a disciplinary suspension by the Fire Chief, the Fire Chief or his designee shall investigate the circumstances giving rise to the possible need for disciplinary action, and such an investigation shall include a discussion with the

employee(s) who may be subject to disciplinary action relating to those circumstances. Following investigation, the Fire Chief shall give the employee written notice of the events on which the Fire Chief's proposed suspension is based and identify the rules or policies which the Fire Chief believes have been violated by the employee's actions. The Fire Chief shall schedule a meeting with the employee no sooner than three (3) calendar days from the date of notice. The purpose of the meeting is to provide the employee the opportunity to respond to the information contained in the Fire Chief's notice, and for the employee to provide any other information the employee believes is relevant to the Fire Chief's consideration of that information. If the employee does not disagree with or object to the Fire Chief's proposed disciplinary suspension, the employee may waive the meeting by notifying the Fire Chief in writing. Otherwise, the employee must attend the meeting, and may be represented by an attorney at that meeting.

Following the meeting, the Fire Chief may proceed with suspension, take other disciplinary action, or decide not to take disciplinary action, as the Fire Chief concludes is appropriate under the circumstances.

An employee suspended without pay for more than eight (8) scheduled working hours but less than ninety-six (96) hours or two (2) weeks may appeal the suspension to the Commission through the contested case process set forth in Chapter 19 of these rules. The Commission, after a hearing, may affirm, reduce or reverse the suspension, or change all or part of the suspension to a suspension with pay.

Section 13.2 Suspensions By Battalion Chief and Captains

The Battalion Chief and Captains have the authority to suspend an employee for a shift or partial shift when circumstances exist that require immediate removal of the employee from duty. Supervisors shall make every attempt to notify the Fire Chief or his designee prior to the suspension. Such a suspension shall be for remainder of shift, or for a following shift, but shall not exceed 24 hours without the Fire Chief's written consent. Suspensions by the Battalion Chief or Captains are with pay, pending further disciplinary action by the Fire Chief through the process identified in Section 13.1.

CHAPTER 14

VIOLATIONS OF RULES

Section 14.1 Procedure for Investigation.

Whenever the Commission receives information of a possible breach by any department employee (other than the Fire Chief) of these Rules or other applicable City policy, it shall cause an internal investigation to be conducted and shall issue a written finding as to any violations. All employees who are the subjects of the investigation shall be notified of the circumstances of the potential breach and have the opportunity to be interviewed during the investigation. Once a finding has been issued by the Commission, the employee(s) will be given the opportunity to submit a written response to the finding to be reviewed by the commission and included in the investigative report. Based on the outcome of this process, the Commission may determine whether a reason for discharge or reduction in grade or compensation is sufficient and established through the investigation.

CHAPTER 15

RETIREMENT

Section 15.1 Retirement.

If any person in the fire department becomes sixty (60) years of age, the Commission shall order that person retired from further service. However, if the person can pass annual mental and physical qualifications tests set by a physician chosen by the Commission and City Manager and given at no cost to the employee, the employee may be retained. If any person in the fire department becomes sixty-five (65) years of age, the Commission shall order that person retired from further service. (W.S. §15-5-112 (d)).

CHAPTER 16

FORCE REDUCTION

Section 16.1 Order of Lay Off.

If it becomes necessary to reduce the employees of the fire department, at any time, the City Manager may abolish any position other than those appointed by the City Council. Selection of employees to be laid off shall be based on seniority. The last employee to be laid off within a position classified herein shall be the first to be considered for rehiring for that, or a comparable position. (W.S. §15-5-115 (a)).

Section 16.2 Re-employment.

Employees laid off because of a reduction in force are eligible for re-employment within two (2) years following the date of their discharge without further examination. (W.S. §15-5-115 (a))

CHAPTER 17

RE-EMPLOYMENT OF FIREFIGHTERS

Section 17.1 Disabled Firefighters.

If a disabled, paid member, drawing a disability pension, becomes fit for active duty and his disability pension is discontinued within eighteen (18) months from the date of disability, he shall be returned to service in the department without any loss of rank, seniority or other privileges, provided he has not been discharged or reduced in classification for cause. (W.S. §15-5-115 (b)). The Department will comply with the Americans With Disabilities Act when a member of the department with a disability reports as fit for active duty. Department members with a disability may request reasonable accommodation by contacting the City of Rawlins Human Resources Director. The Human Resources Director may request documentation of the member's disability and the limitations resulting from the disability and may request that the employee authorize his or her health care providers to respond to such inquiries.

Section 17.2 Priority.

Former firefighters who have been laid off within two (2) years because of reduction in force, and firefighters who have been on a disability pension for more than eighteen (18) months but who have thereafter become fit for active duty, shall be given priority, in the order of their original employment date, upon application, for any vacancy which cannot be filled by personnel then within the department, provided that the former fire fighter and formerly disabled fire fighters are then persons of good standing and qualified for the vacancy. (W.S. §15-5-115 (c))

CHAPTER 18

DUTIES OF COMMISSION

Section 18.1 Employee Roster.

The Commission shall keep a roster showing the name, residence, position, date employed, compensation and duties of each employee in the service. (W.S. §15-5-117)

Section 18.2 Employee Certification.

The Commission shall certify to the City Clerk the names of employees in the service, stating in each case the character and date of commencement of service and any change in service. (W.S. §15-5-118)

CHAPTER 19

CONTESTED CASES

Section 19.1 Contested Case Defined: Application of Wyoming Administrative Procedure Act.

Contested case means a proceeding in which legal rights, duties or privileges of a party are required by law to be determined by the Commission after an opportunity for a hearing. The provisions of this Chapter shall apply to all contested cases arising under these Rules. This Chapter is intended to comply with W.S. §§ 16-3-107 through 16-3-112 of the Wyoming Administrative Procedure Act. If any Rule in this Chapter is inconsistent with those statutes, the statutes shall control.

Section 19.2 Notice to be given; Service of Notice.

In any contested case, all parties shall be afforded an opportunity for hearing after reasonable notice served personally or by mail.

Section 19.3 Statement in Notice.

The notice shall include a statement of the time, place and nature of the hearing; the legal authority and jurisdiction under which the hearing is to be held; the particular sections of Wyoming Statutes and Civil Service Commission rules involved; a short and plain statement of the matters asserted. If the Commission or other party is unable to state the matters in detail at the time the notice is served, the initial notice may be limited to a statement of the issues involved, and thereafter, upon application a more definite and detailed statement shall be furnished.

Section 19.4 Oaths, Subpoenaing Witnesses, etc.: Contempt.

In all contested cases, depositions and discovery relating thereto, the Commission has the authority to administer oaths and affirmations, subpoena witnesses and require the production of any books, papers or other documents relevant or material to the inquiry. Upon application of any party, the Commission shall issue a subpoena requiring the appearance of witnesses for the purpose of gathering evidence relevant to the inquiry.

In case of contumacy or refusal to obey a subpoena issued by the Commission in a contested case, deposition or discovery relating thereto, to any person, the District Court for the Second Judicial District, Carbon County will, upon application by the Commission, issue to the person an order to appear before the Commission or to produce documentary evidence or otherwise give evidence touching on the matter in question; and any failure to obey such order of court may be punished by the court as a contempt.

Section 19.6 Modification, etc., of Subpoena.

The Commission upon motion made promptly and in any event at or before the time specified in the subpoena for compliance, may quash or modify the subpoena, if it is unreasonable and oppressive.

Section 19.7 Application to District Court by Party.

In the event a subpoena issued pursuant to this section is disobeyed and in the event the Commission fails to apply for enforcement, any party may apply to the District Court for the Second Judicial District, Carbon County for an order requiring compliance with the subpoena.

Section 19.8 Application of Civil Rules.

In all contested cases, the taking of depositions and discovery shall be available to the parties in accordance with the provisions of Rules 26, 28 through 37 (excepting Rule 37 (b) (1) and 37 (b) (2) (A)(vii)) of the Wyoming Rules of Civil Procedure and any subsequent rule amendments thereto. All references to the court shall be deemed to refer to the Commission; all references to the use of the subpoena power shall be deemed references to Section 19.4 of Chapter 19 of these rules; all references to trial shall be deemed references to hearing; all references to plaintiff or defendant shall be deemed references to a party. If a party or other witness refuses to be sworn or refuses to answer any question after being directed to do so by the Commission, the refusal to obey such Commission order shall be enforced in the same manner as is provided in Section 19.4 of Chapter 19 of these rules.

Section 19.9 Discovery Provisions.

The Commission in a contested case shall be subject to the discovery provision of this Chapter. However, neither the Commission, nor any member, firefighter or employee shall be required to disclose information which is confidential or privileged under the law and no member of the Commission shall be compelled to testify or give a deposition in a contested case. A party who seeks evidence and discovery from the Commission shall do so through written application. In the event the Commission refuses to furnish requested discovery, in whole or in part, the aggrieved party may apply to the District Court for the Second Judicial District, Carbon County for an order directed to the Commission to compel discovery. The court shall enter such order as may be appropriate. The procedure provided for in this subsection for obtaining discovery from the Commission shall be exclusive.

Section 19.10 Presentation of Evidence and Argument; Right to Counsel.

Opportunity shall be afforded all parties to respond and present evidence and argument on all issues involved. Any person compelled to appear in person before the Commission or shall be accorded the right to be accompanied, represented, and advised by counsel or, if permitted by the Commission, by other qualified representative.

Section 19.11 Right to Appear.

Every party shall be accorded the right to appear in person or by or with counsel in any Commission proceeding in accordance with these rules and the pertinent rules of the Supreme Court of Wyoming. So far as the orderly conduct of public business permits, any interested person may appear before the Commission or its responsible officers or employees for the presentation, adjustment, or determination of any issue, request, or controversy in any proceeding (interlocutory, summary, or otherwise) or in connection with any Commission function. The Commission shall proceed with reasonable dispatch to conclude any matter presented to it except that due regard shall be had for the convenience and necessity of the parties or their representatives.

Section 19.12 Transcript.

No process, requirement of a report, inspection, or other investigative act or demand shall be issued, made, or enforced in any manner or for any purpose except as authorized by law. Every person compelled to submit data or evidence shall be entitled to retain or, on payment of lawfully prescribed costs, procure a copy of a transcript thereof, except that in a nonpublic investigatory proceeding the witness may for good cause be limited to inspection of the official transcript of his or her testimony.

Section 19.13 Informal Disposition.

Unless precluded by law, informal disposition may be made of any contested case by stipulation, agreed settlement, consent order, or default.

Section 19.14 Record.

The record in a contested case must include: All formal or informal notices, pleadings, motions, intermediate rulings; evidence received or considered including matters officially noticed; questions and offers of proof, objections, and rulings thereon; any proposed findings and exceptions thereto; any opinion, findings, decision or order of the Commission and any report by the officer presiding at the hearing.

Section 19.15 Reporting Proceeding.

In all contested cases, the proceeding, including all testimony, shall be reported verbatim stenographical or by any other appropriate means determined by the Commission or the officer presiding at the hearing.

Section 19.16 Transcription of Proceedings.

Oral proceedings or any part thereof shall be transcribed on request of any party upon payment of the cost thereof.

Section 19.17 Findings of Fact.

Findings of fact shall be based exclusively on the evidence and matters officially noticed.

Section 19.18 Exclusion of Evidence, Etc.

In contested cases irrelevant, immaterial or unduly repetitious evidence shall be excluded and no sanction shall be imposed, or order be issued except upon consideration of the whole record or such portion thereof as may be cited by any party and unless supported by the type of evidence commonly relied upon by reasonably prudent men in the conduct of their serious affairs. The Commission will give effect to the rules of privilege recognized by law. Subject to these requirements, if the interests of the parties will not be prejudiced substantially, testimony may be received in written form subject to the right of cross-examination as provided below.

Section 19.19 Documentary Evidence.

Documentary evidence may be received in the form of copies or excerpts if the original is not readily available. Upon request, parties shall be given opportunity to compare the copy with the original.

Section 19.20 Cross-examination.

A party can conduct cross-examinations required for a full and true disclosure of the facts and a party is entitled to confront all opposing witnesses.

Section 19.21 Judicial Notice.

Notice may be taken of judicially cognizable facts. In addition, notice may be taken of technical or scientific facts within the Commission's specialized knowledge or of information, data and material included within the Commission's files. The parties shall be notified either before or during the hearing or after the hearing, but before the Commission decision of material facts noticed, and they shall be afforded an opportunity to contest the facts noticed.

Section 19.22 Consideration of Record; Opportunity to File Exceptions and Brief; Oral Argument.

The Commission shall consider the whole record, or any portion stipulated to by the parties. In the event a recommended decision is rendered, all parties shall be afforded a reasonable opportunity to file exceptions thereto which shall be deemed a part of the record. All parties as a matter of right shall be permitted to file a brief with the Commission and oral argument shall be allowed in the discretion of the Commission.

Section 19.23 Final Decision; Notification.

A final decision or order adverse to a party in a contested case shall be in writing or dictated into the record. The final decision shall include findings of fact and conclusions of law separately stated. Findings of fact, if set forth in statutory language, shall be accompanied by a concise and explicit statement of the underlying facts supporting the findings. Parties shall be notified either personally or by mail of any decision or order. A copy of the decision and order shall be delivered or mailed forthwith to each party or to his or her attorney of record.

Section 19.24 Limitation of Inquiry; Consultations.

Unless required for the disposition of ex parte matters authorized by law, members of the Commission, employees presiding at a hearing in a contested case, and employees assisting the foregoing persons in compiling, evaluation and analyzing the record in a contested case or in writing a decision in a contested case shall not directly or indirectly

in connection with any issue in the case consult with any person other than a Commission member, officer, contract consultant or employee, any party other than the Commission or with any Commission employee, contract consultant or other employee who was engaged in the investigation, preparation, presentation or prosecution of the case except upon notice and opportunity for all parties to participate. Nothing precludes any Commission member from consulting with other members of the Commission. No firefighter, employee or contract consultant who has participated in the investigation, preparation, presentation or prosecution of a contested case shall, in that or a factually related case, participate or advise in the decision, recommend decision or agency review of the decision, or be consulted in connection therewith except as witness or counsel in public proceedings. However, a staff member shall not be disqualified from participating or advising in the decision or recommended decision, because he/she has participated in the presentation of the case in the event such staff members does not assert or have an adversary position.

Section 19.25 Presiding Officers.

There shall preside at the taking of evidence in all contested cases one (1) or more members of the Commission, or an employee or hearing officer retained by the Commission or an employee of the City designated by the Commission to act as presiding officer. The functions of those presiding in contested cases shall be conducted in an impartial manner. Any such officer shall at any time withdraw if he deems himself disqualified, provided there are other qualified presiding officers available to act. Officers presiding at hearings shall have authority, subject to the published rules of the Commission to: administer oaths and affirmations; issue subpoenas; rule upon offers of proof and receive relevant evidence; take or cause depositions to be taken in accordance with the provisions of these rules; regulate the course of the hearing; hold conferences for the settlement or simplification of the issues; dispose of procedural requests or similar matters; make recommended decisions when directed to do so by the Commission; and take any other action authorized by Commission rules consistent with law.

CHAPTER 20

GENERAL RULES AND REGULATIONS

Section 20.1 Introduction.

The following rules and regulations are adopted for the government of the fire department and for the direction and guidance of its firefighters. Personnel guidelines are a necessity in any organization if it is to effectively achieve the purposes for which it is established. This is particularly true in a fire agency where the reputation of the organization is fundamentally dependent upon the personal conduct and professional competence of its individual firefighters. Although this manual is especially directed to the firefighters of the fire department, it is expected that all civilian employees will adhere to, and be guided by, all rules, regulations and procedures consistent with the positions they hold and with their duties and functions in the department.

1. The delivery of fire services to a community is a unique and complex undertaking. It requires firefighters who possess a high degree of stability, sound judgment, physical and moral courage, fidelity and personal integrity. It requires that firefighters conduct themselves at all times within the limitations of their fire authority. They cannot act outside of, above or beyond their lawful authority and any abuse of their powers violates the authority entrusted to them.
2. It cannot be expected that the contents of this manual of rules and regulations will cover all situations or emergencies that may arise. By the very nature of fire service work, firefighters in the field must perform their duties independently and with a minimum of direct supervision. Their own intelligence, practical experience, prudent discretion and common sense will often be their only available guidelines in carrying out their responsibilities.
3. All firefighters are expected to be thoroughly familiar with the contents of this document and all revisions and amendments thereto. To serve its intended purpose, this document will be periodically reviewed and updated to meet current needs and requirements. All firefighters and employees are invited and encouraged to forward suggestions for the improvement of department operations, practices and procedures, in writing through department channels for the attention of the Fire Chief.
4. These rules and regulations shall become effective on date of issuance and shall remain in full force and effect until amended or rescinded.
5. All previous rules, regulations, orders, directives, policies or procedures inconsistent herewith are hereby revoked. If any part of these rules and regulations are rendered inoperable or declared illegal by any court or governmental agency of competent jurisdiction, the balance of the entire manual will remain in full force and effect.

Section 20.2 Definitions.

1. **Assignment** - A specifically established or prescribed fire service duty, requiring the person so directed to perform a certain fire task or tasks.

2. **Chain of Command** - The unbroken line of authority extending from the Fire Chief through the Officer in Command at each level of department operations.
3. **Commanding Officer** - A firefighter assigned to command and direct any functional unit or subdivision of the department and responsible for its efficient operation.
4. **Commission** - City of Rawlins Fire Department Civil Service Commission.
5. **Department** - The fire department as organized and staffed to achieve its purpose and objectives.
6. **Detail** - A fire assignment composed of one or more firefighters, for a specific purpose.
7. **Duty** - The obligation to perform fire action or service.
8. **Employee** - A civilian employee of the department who is not sworn to perform the duties of a firefighter.
9. **Fire Chief** - The executive head of the fire department.
10. **Force** - The membership of the department possessing firefighter powers.
11. **Grammatical Construction** - Whenever the context of this manual requires the use of the masculine gender will include the feminine, and when applicable, the use of the singular will include the plural.
12. **Incompetence** - Being incapable of the satisfactory performance of fire duties, which may include a lack of initiative, diligence, sound judgment, or the ability to take decisive action or any other trait which demonstrates incapacity or ineptness in the performance of assigned tasks.
13. **Manual** - The department's standard operating procedures, including any amendments and additions thereto, as promulgated by the Fire Chief.
14. **Member** - An employee duly appointed to perform firefighter duties requiring firefighter powers.
15. **Memorandum** - Written communications issued by the Fire Chief or other authorized command officers for the following purposes:
 - a. To issue information or instructions which do not warrant a formal order.
 - b. To direct the actions of subordinates in specific situations.
 - c. To explain or emphasize portions of previously issued orders.
 - d. To inform firefighters of actions or policies of other agencies.
16. **Neglect of Duty** - Being absent from assigned duty without leave; leaving post or assignment without being properly relieved; or failing to take suitable and appropriate action when any fire, hazardous material incident or other incident requires firefighter attention or service; failure to report for duty at the expiration of a leave of absence, or absence without leave after three (3) shifts unless subsequently shown that such failure to report or absence was unavoidable.
17. **Officer-In-Charge** - The officer in command of any functional unit or subdivision of the department at any given time; or the officer in charge and responsible for any fire action or operation.
18. **Official Channels** - The department chain of command.
19. **Organization** - The organizational structure of the department consisting of major functional units and subdivisions grouped according to similarity of purpose and operational responsibilities.
20. **Post** - A fixed point or location to which a member or employee is assigned to duty.
21. **Rank** - The relative position of each member of the fire department classified by grade and title.
22. **Ranking Officer** - The member having the highest rank or grade on duty at a particular time and place.
23. **Relieved from Duty** - The official act of temporarily removing a member from street or field duty, with pay, for a specific purpose.
24. **Superior Officer** - A member of the fire department who has been promoted to administrative or supervisory responsibilities.
25. **Suspension** - The official act of temporarily removing a member from all fire duties without pay for a specified period of time, for violation of department rules, regulations, orders or directives or applicable City policies.
26. **Tour of Duty** - A regularly established work period to which individual members are assigned.

27. **Uniform of the Day** - The fire department uniform specifically designated by the Fire Chief to be worn by all uniformed members at particular times and occasions.

Section 20.3 Professional Responsibilities.

All members of the department are a visible and readily accessible representative of local government. They respond to calls for assistance of a diversified nature and are expected to resolve a wide variety of community problems, as they occur.

1. To accomplish these purposes, the professional responsibilities of the fire department, within their area of jurisdiction, include the following functions:
 - a. The protection of life and the safeguarding of property and the implementation of Community Risk Reduction.
 - b. The prevention and control of fires, hazardous materials and other incidents.
 - c. The investigation of fire scenes and hazardous material spills and the apprehension of the offending party.
 - d. The enforcement of statutes, ordinances and Standard Operating Guidelines within the fire management area of responsibility.
 - e. The immediate response to public emergencies.
 - f. The performance of such other related services as required by the community.
 - g. The advancement of a cooperative relationship with the general public.
 - h. The creation of a sense of safety and security for the entire community through Community Risk Reduction programs.
 - i. The accomplishment of all fire management objectives within the law and the constitutional guarantees of all citizens.

Section 20.4 Residency Requirement.

All members of the Rawlins Fire Department shall have a primary residence, located within a 10- mile radius of Fire Station #1 320 W Walnut Street, Rawlins, Wyoming, and shall reside within Carbon County, Wyoming. No member shall be excused from training, standby, duty shift, or any other department responsibility due to weather, traffic or any other reason concerning location of their residency. All staff that are on standby shall be within a seven (7) minute response for calls.

Section 20.5 Conflict of Interest.

Since the position of a firefighter is a public trust, it is imperative to avoid any situation involving a conflict of interest whether in fact or in appearance.

1. Members shall not affiliate with or become a member of any organization, if such affiliation or membership would in any way impede or prevent their effective duty performance.
2. Members may engage in off-duty employment subject to the following limitations:
 - a. Such employment shall not interfere with the member's employment with the department.
 - b. Members shall submit a written request for off-duty employment to the Fire Chief, whose approval must be granted prior to engaging in such employment.
 - c. Members shall not engage in any employment or business involving investigative work for insurance agencies, collection agencies or attorneys that involves fire related activity within our jurisdiction.
3. Approval may be denied where it appears that the outside employment might:
 - a. Render the member unavailable during an emergency.
 - b. Physically or mentally exhaust the member to the point that their performance may be affected.
 - c. Require that any special consideration be given to scheduling of the member's regular duty hours.
 - d. Bring the department into disrepute or impair the operations or efficiency of the department or member.
4. All personnel engaging in outside employment should clearly understand that their primary obligation is to the Fire Department and the community they serve.
5. Participation in political activities while in uniform or on duty is prohibited. All actions which could give the impression that members are using their official positions to influence the electoral process are to be avoided. No member or employee may discharge or change the amount of compensation of any other employee or promise or threaten to do so, for giving, withholding or neglecting to make contributions from any civil service employee.
 - a. Political activity on the national, state or county level is unrestricted, except that any employee desiring to hold such office shall refrain from any campaign activity while on duty. The state level includes any governmental subdivision of the state.

- b. No employee shall use or attempt to use, directly or indirectly, any official authority or influence, whether possessed or anticipated, to secure or attempt to secure for any person an appointment or advantage in employment, for the purpose of influencing the vote or political action of any person.
6. Members and employees shall not under any circumstances seek, solicit or accept any gift, gratuity, loan, reward or fee where there is any direct or indirect connection between the solicitation or acceptance and their departmental membership or employment.
 - a. Members and employees must be especially guarded in their official relationship with persons holding or seeking to hold licenses issued by local licensing authorities, who might expect or seek preferential fire department treatment. All department personnel must offer and are expected to make payment for their meals and beverages.
7. Members and employees are prohibited from entering into any transactions of material value at substantially lower than fair market value; or the value at which such goods or services are being offered to the general public, when such transaction takes place between themselves, and any person involved in any matter or case which arose out of their employment with the department. This rule shall not preclude members and employees from taking advantage of standard firefighter discounts available, without obligation, to all departmental personnel.
8. Members and employees shall not use their official position, department identification cards or badge:
 - a. For personal or financial gain.
 - b. For obtaining privileges not otherwise available to them except in the performance of duty.
 - c. For avoiding consequences of illegal acts.
 - d. Members shall not lend to another person their identification cards or badges or permit them to be photographed or reproduced without the approval of the Fire Chief. Members shall not authorize the use of their names, photographs, or official titles, which identify them as firefighters, in connection with commercial enterprise, unless specifically approved by the Fire Chief and authorized by the City Manager.
9. All messages transmitted over the fire department radio system by any member or employee shall be direct and concise and shall conform to all departmental radio procedures and the rules and regulations of the Federal Communications Commission. No member shall fail to obey or refuse to take cognizance of any communication transmitted by the radio dispatcher, unless directed to do so by a superior officer.
10. All general orders, special orders, directives, memoranda or other orders in writing that have been approved or authorized by the Fire Chief, shall have the force and effect of a departmental regulation and shall be obeyed as such.

Section 20.6 Orders.

An order is a special command or instruction, written or oral, given or issued by a superior officer. All lawful orders, written or oral, shall be carried out fully and in the manner prescribed.

1. **General Orders** - General orders are permanent written orders issued by the Fire Chief outlining policy matters which affect the entire department. A general order is the most authoritative written order the Fire Chief issues, and may be used to amend, supersede or cancel any previous order. General orders remain in full effect until amended, superseded or canceled by the Fire Chief. Arrangements shall be made to include general orders in the fire department manual.
2. **Special Orders** - Special orders are temporary written orders issued by the Fire Chief outlining instructions covering particular situations. Special orders are automatically canceled when their objective is achieved.
3. **Unlawful Orders** - No superior officer shall knowingly issue any order, which is a violation of any law, ordinance or departmental rule. Obedience to an unlawful order is never a defense for an unlawful action; therefore, no member or employee is required to obey an order, which is contrary to federal or state law or local ordinance. Responsibility for refusal to obey an unlawful order rests with the member or employee to whom such order was given. He or she shall be strictly required to justify such action.
4. **Unjust or Improper Orders** - When lawful orders which appear to be unjust or improper are given, the member to whom the order is given shall respectfully notify the superior officer issuing such order of its impropriety. If the order is not corrected, then the firefighter to whom the order was given may file a grievance.
5. **Conflicting Orders** - Should any order given by a superior officer conflict with any previous department order, the member to whom such order is given will call attention to the conflict. If the superior officer does not change his or her order to avoid such conflict, his or her order will be obeyed, but the member obeying such order will not be held responsible for disobedience of the previous order. It should later be reported to the Fire Chief in writing for clarification.
6. **Personnel Orders** - Orders pertaining to assignments, change of duty assignments, administrative matters relating to conditions of employment.

Section 20.7 Required Conduct.

In addition to the specific duties of each individual rank and assignment, the following provisions are applicable to all members and employees of the department insofar as they are pertinent to their particular functions and responsibilities.

1. Members shall furnish fire assistance to all persons making such request, consistent with their fire management duties and assignments. They shall assist and cooperate with all other agencies, provide them with any authorized information they are entitled to receive, and submit a report on all such action taken.
2. Upon returning to duty from any period of absence, all members shall inform themselves about all new orders, regulations, memoranda and all other important matters governing their assignments. Every member of the force shall familiarize themselves with all the laws, statutes, ordinances and regulations necessary for the proficient execution of his or her duty as a member of the department.
3. Members shall take a neutral position in any dispute of a civil nature acting only to prevent or control any incident that may arise.
4. Any claims for damage to clothing or other personal property belonging to a member caused by the performance of duty shall be made in accordance with current departmental objectives. Members shall not seek in any way, nor accept from any persons, money or compensation for damages sustained or expenses incurred by them in the line of duty without first notifying the Fire Chief in writing. Members who have sustained illnesses or personal injuries off duty shall notify the Fire Chief in writing of any intent to seek, sue, solicit, or accept compensation as damages for such illness or injury.
 - a. Notices shall be filed before the action is taken which shall include the facts of the claim and the name of the defendant. The Fire Chief shall be kept informed of the status of the case and the final court determination.
 - b. This provision shall not apply to private insurance policies held by members for which premiums are not paid in part or in whole by the municipality.
5. Members shall transmit all official communications promptly, accurately and completely to other members of the department as required and shall immediately inform their commanding officer of any matter of fire department importance coming to their attention during their tour of duty, or otherwise. They shall call to the attention of their relieving members any information regarding unresolved problems or problems that may arise during the next tour of duty.
6. Members shall be courteous and considerate to the public, to their superior fire fighters and to their fellow members of the department. All members shall at all times refrain from sarcasm and making derogatory remarks concerning each other. Subordinates shall be courteous and respectful to all commanding members, and obey all orders and instructions issued to them in a prompt, cheerful and obedient manner. They shall be tactful in the performance of their duties and are expected to exercise the utmost patience and discretion even under the most trying circumstances.
7. Members shall observe and forthwith report in writing to the Fire Chief any defect, obstruction, or nuisance in the streets, sidewalks or other public areas which may cause a hazard to the general public or create a civil liability upon the community. Appropriate notification shall be made to the radio dispatcher for more immediate remedial action where necessary.
8. Members shall at all times be alert and vigilant in the performance of their duties and respond prudently but decisively when fire management action is required.
9. While on duty, all members shall devote their full time and attention to the service of the Department and to the citizens of the community.
10. Members shall report for duty promptly at the time and place required by their assignments or as otherwise directed by the Fire Chief or their commanding officer. They shall be properly uniformed and suitably equipped, ready to immediately assume their duties. While on duty they shall avoid any activities not directly related to their fire management responsibilities and shall not absent themselves from duty without leave.
 - a. Members unable to report for duty because of sickness or injury shall notify, or cause to be notified, their station as soon as possible.
11. Although members of the department are assigned specific hours of regular duty, they shall be considered on call if summoned for the preservation of the public safety and the protection of life and property and shall be prepared to take all reasonable fire management action to accomplish this purpose. All serious matters of public concern shall receive appropriate attention, even though a member is not on duty at the time.
12. Members and employees shall have a telephone number where they can be reached and shall report any change of telephone number or home address to their commanding officer within twenty-four (24) hours of such change. The telephone numbers or home addresses of members shall not be given out to anyone outside

of the Department, without authorization of a superior officer, except that any member can release his or her personal telephone numbers or home addresses at his or her discretion. In the event of an emergency request, the telephone number will be called with a notification to call the person making the emergency request.

13. Members shall properly identify themselves to any person requesting this information, while they are on duty, except when the withholding of this information is necessary for physical safety of a department member, or when authorized to do so by proper authority.
14. Every Member shall familiarize himself/herself with the geography of the community, the location of street, highways, bridges, public buildings and places, commercial establishments, and such other information as may be disseminated by his/her superior members from time to time.
15. Whenever it is necessary for a member to leave the limits of the community in the performance of duty, the member shall obtain approval of the Senior Officer or Fire Chief.
16. Any injury, illness, or disability incurred in the line of duty, shall be reported in writing by the member concerned to his commanding officer, and this report will be properly investigated. Final disposition as to line-of-duty injuries, illnesses, or disabilities shall be made by the Fire Chief after a consultation with a physician. In each case of illness, injury, or disability incurred in the line of duty, no member shall be returned to duty until his ability to be placed on full duty status is certified by proper medical authority. Light duty may be approved by the Fire Chief and City Manager at their discretion with Physician Approval.
17. Members shall come to the immediate aid, assistance, or protection of fellow members who, in the performance of their duties, require such aid and assistance.
18. Members shall be neat and clean in appearance while on duty, whether in or out of uniform. Public perception is an important component of the Fire Department. facial jewelry, necklaces, bracelets, etc., that are not medical-emergency-related shall not be worn. Jewelry that is not part of the department uniform is subject to approval by the Fire Chief. Members shall maintain fire department lockers, desks, and vehicles used by them in a neat clean, orderly condition. Failure of members to equip themselves and keep themselves equipped in accordance with departmental procedures may subject them to disciplinary action.
19. Members and employees shall be considerate and polite at all times to all department personnel and maintain good relations with their superior and their fellow members in a spirit of mutual concern for their common objective. Individuals are prohibited from supervising others with whom they have an intimate or romantic relationship. Relationships of romantic or intimate nature among members or employees must be disclosed to the City Manager or Human Resources and Fire Chief. When a conflict or the potential for conflict arises because of a romantic, intimate or personnel relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment, disciplined and/or terminated.
20. Members shall submit to a physical, medical or psychological examination at the expense of the department when so ordered by the Fire Chief. The Fire Chief may order any member of the force to submit to a physical examination whenever circumstances dictate that it is in the best interest of the member and of the Department. Each year all members of the force may be required to be examined by a department physician, who will file with the Fire Chief an affidavit stating that the member does or does not meet the requirements of the service. Members with a CDL shall also possess a current DOT medical card. The Department will comply with the Americans With Disabilities Act when a member of the department with a disability requests reasonable accommodation. Members who are not cleared for duty following a physical examination due to a disability may request reasonable accommodation by contacting the City of Rawlins Human Resources Director. The Human Resources Director may request documentation of the member's disability and the limitations resulting from the disability and may request that the employee authorize his or her health care providers to respond to such inquiries.
21. Mandatory physical fitness is as determined by the Fire Chief. The Fire Chief will have the sole discretion to evaluate the fitness level of the department in relation to job duties performed by staff. The Department will comply with the Americans With Disabilities Act when a member of the department with a disability requests reasonable accommodation. Members who may need reasonable accommodation due to a disability may request reasonable accommodation by contacting the City of Rawlins Human Resources Director. The Human Resources Director may request documentation of the member's disability and the limitations resulting from the disability and may request that the employee authorize his or her health care providers to respond to such inquiries.
22. All personal property, including money, which comes into a member's custody while on duty, whether lost, stolen, confiscated, abandoned, turned in to the Department, or taken from a victim, shall be suitably tagged, recorded and turned over to the proper Department authority, or placed in the designated place of storage for safekeeping in accordance with current departmental procedures.
23. All requests for public appearances or speaking engagements by members on the subject of Departmental operations or policies shall be submitted to the Fire Chief for approval. Members who are approached directly for this purpose shall suggest that such requests be forwarded directly to the Fire Chief.

24. Members shall promptly and accurately complete and submit all reports and forms as required by departmental procedures. All reports shall be accurate and shall be truthful in representation. No member shall update or change another's report content without prior authorization from the document creator or the Fire Chief.
25. Members concerned with cases before the courts, grand jury, or hearing boards shall be punctual. Members shall have the cases in which they are concerned properly prepared; their witnesses shall be present, and their evidence suitably arranged for presentation to the court, grand jury or hearing board. They shall afford the utmost respect toward the court, officers or hearing boards, members of the jury and members of the Civil Service Commission. When presenting evidence or testimony they shall speak calmly and explicitly in a clear, distinct and audible tone so as to be easily understood. They shall give evidence with accuracy, confining themselves to the case before the court and shall neither suppress nor overstate the slightest circumstance with an intention of favoring any person or projection ill-will to either a complainant or shall answer with the same civility and readiness as when giving testimony in support of the prosecution.
26. Members shall truthfully state the facts in all reports as well as when in appearances before any judicial, departmental or other official investigation, hearing, trial or proceeding. Members shall also be truthful in dealings with fellow members, employees and officers of the Department. Members shall cooperate fully in all phases of such investigations, hearings, trials or proceedings.
27. Members and employees shall pay all due respect to the National Colors and the National anthem whether in or out of uniform.
28. When two (2) or more members of the department of equal rank are on duty together, the senior firefighter in service present shall be in command, unless otherwise ordered.
29. Members of the department, on being detailed by their commanding officer to investigate any incident coming to his or her attention, shall immediately, after ascertaining the facts of the incident, notify him or her stating full details surrounding such incident.
30. Every attempt shall be made to have a certified Fire Officer available to on shift personnel. This can be accomplished by having a standby officer, or delegation to an Engineer that is Fire Officer Certified. If no officer is available, the Senior Engineer will be responsible for those duties as referenced in the City of Rawlins position description.
31. The Rawlins Fire Department strictly adheres to the City of Rawlins Illegal Substance and Alcohol policy. Upon the order of the Fire Chief, City Manager or designee, any member that is believed to be under the influence of a controlled substance or alcohol while on duty may be required to submit to drug or alcohol testing. Failure to comply with such orders is considered insubordination and grounds for suspension or termination. Any member found to be under the influence or alcohol, or controlled substances as defined in the City Employee Manual shall be subject to suspension or termination.
32. Members shall adhere to HIPPA regulations and keep patient information confidential. Patient status and cases may be discussed inside of the station, as a teaching or learning tool. Patient identifying information should not be shared in these cases. Patient privacy is of the utmost importance.
33. The use of tobacco products of any variety is prohibited while a member or employee is on duty.

CIVIL SERVICE RULES AND REGULATIONS

**CITY OF RAWLINS
RAWLINS FIRE DEPARTMENT**

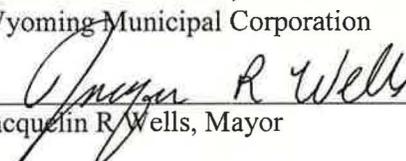
County of Carbon, Wyoming

I certify that the attached is a true and corrected copy of the Rules and Regulations of the CIVIL SERVICE COMMISSION OF THE RAWLINS FIRE DEPARTMENT adopted in accordance with Wyoming State Statute Title 15, Chapter 15, Article 1. These are new rules superseding and repealing all other rules and regulations previously adopted and filed.

The attached rules are effective immediately and upon filing with the Carbon County Clerk

PASSED, APPROVED AND ADOPTED this 20th, day of May, 2025.

CITY OF RAWLINS, a
Wyoming Municipal Corporation


Jacquelin R. Wells, Mayor

ATTEST:


Lynn M. Shearer, City Clerk