

ALBUQUERQUE FIRE DEPARTMENT Standard Operating Guidelines	Promotional Procedures for Military Deployed Personnel Directive 25
FIRE CHIEF'S EXECUTIVE DIRECTIVES	January 27, 2004 Page 1 of 2

PURPOSE: To provide all personnel the process by which promotional tests will be administered for Military deployed personnel.

The following procedures will be followed to allow a fair and equitable process for all candidates taking the promotional tests. This process will be limited to the promotional tests for drivers, lieutenants and captains.

- Personnel being deployed will express their interest in testing for promotion, in writing to the Fire Chief or his designee prior to being deployed **and prior to the test.** (The only exception will be the January 2004 driver's examinations).
- Prior to the test, the deployed personnel will sign a security agreement, similar to that as an SME and the test candidate stating that they agree not to **solicit or accept** any type of communication, discussion or help from any candidate (passing or failing), SME, test monitor, or anyone with ties to the promotional process. Reasonable accommodations will be attempted to get the updated CD to the personnel. Hard copy books are already announced.
- All candidates will be notified at the beginning of the written test the (#) of candidates which will be taking the test after their return from active duty. Further, the promotional list may change due to the insertion of active duty personnel.
- All candidates will sign a test candidate security agreement the day of the test. This security agreement will contain language stating that they **will not assist** the absent candidates in anyway, shape or form. Additional language expressing the time frame of the delay will be identified if available.

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FIRE CHIEF'S EXECUTIVE DIRECTIVES	January 27, 2004 Page 2 of 2

5. 90 days after return to AFD duty, the deployed candidate will be scheduled to take the written exam. Depending on the number of candidates needing to take the exam and their return date, more than one delayed test may be needed.

The candidate will be placed into the appropriate place on the list should they pass. If the candidate's original place has been previously by-passed, that candidate will be placed as #1 on the list for the next available promotion. They will receive the promotional date that they are actually promoted on. (Personnel must be in an on-duty status to receive a promotional date).

6. The same post-test follow-thru will take place as stated in the personnel rules and regulations section 204.

Attached: COA / Local #244 MOU
Security Agreements



Albuquerque Area Fire Fighters Local 244
International Association of Fire Fighters
P.O. BOX 25602
ALBUQUERQUE, NEW MEXICO 87125-0602



Memorandum of Understanding

The purpose of this memorandum of Understanding is to clarify the position of the International Association of Firefighters Local 244 regarding the promotional testing process for drivers, lieutenants, and captains (suppression and paramedic) when on military deployment. Fire Chief's directive #25, dated January 23, 2004 is supported by membership of local 244. This agreement expires and is without effect if the Chief Administrative Officer approves and implements any changes to Section 204 of the Personnel Rules and Regulations concerning testing format and procedures.

Joan Garcia, President
Albuquerque Area Firefighters

Robert E. Ortega, Fire Chief

Patricia Miller, Director
Human Resources Department



CITY OF ALBUQUERQUE
Human Resources Department

TEST SECURITY AGREEMENT FOR CANDIDATES

Attested by my signature below, I, _____, agree to maintain the confidentiality of the 2004 AFD _____ Promotional Process **until after all candidates** have officially completed the 2004 AFD _____ test.

I understand that I am responsible for maintaining this confidentiality throughout the entire 2004 AFD _____ Promotional Process. I agree not to share or discuss any question, answer, or topic of the multiple-choice examination. I further understand and acknowledge that intentionally or unintentionally providing any person with information regarding any components of this promotional process could result in disciplinary action for myself and others. **This security agreement includes the possibility of delayed testing for military deployed personnel.** Please refer to Fire Chief's Directive #25 for a detailed explanation. The length of delay is expected to be approximately _____.

Therefore, I agree to take every possible precaution to maintain the security confidentiality, and integrity of all components of the 2004 AFD _____ Promotional Process.

I understand and agree to the terms set forth in this test security agreement.

Candidate's Signature

Date

Testing Analyst's Signature

Date