

Texas Fire Chiefs Association  
**DOCUMENT SUBMISSION FORM**

Candidate Department: **Irving Fire Department**

Best Practice Standard: 1.15 Administrative Tactical Worksheets

**Proofs of Compliance Submitted:**

1. New Hire Check List
2. Promotion Check List
3. Resignation/Retirement Check List

Submitted By: **Scott Johnson, Program Manager**

Date:

**Evaluator's Review**

**Evaluator:**

**Date Accepted:**

IRVING FIRE DEPARTMENT

New Hire Check List

NAME: \_\_\_\_\_

DATE INITIATED: \_\_\_\_\_ DATE OF HIRE: \_\_\_\_\_

- 1. Request from H.R., Budget, and C. Manager to fill position along w/Personnel Req.: Yes \_\_\_\_\_
- 2. Physical Agility Pre-Test date and time: \_\_\_\_\_
- 3. Physical Agility Test date and time: \_\_\_\_\_  
Appeared: \_\_\_\_\_ Passed? \_\_\_\_\_
- 4. Polygram test date: \_\_\_\_\_ Appeared? \_\_\_\_\_
- 5. Request Background Checks: \_\_\_\_\_ Rcvd from H.R. & FP: \_\_\_\_\_
- 6. Oral Interview date: \_\_\_\_\_ Passed? \_\_\_\_\_
- 7. Physical examination scheduled: \_\_\_\_\_ Passed? \_\_\_\_\_
- 8. Psychological exam scheduled: \_\_\_\_\_ Passed? \_\_\_\_\_
- 9. Date of email from H.R. Confirming Pass/Fail? 2/6/13 \_\_\_\_\_
- 10. Contact Association and Pension Board? \_\_\_\_\_
- 11. Prepare P-2 (Send Copy of Conditional Offer): 02/15/13 \_\_\_\_\_
- 12. Received Certification from Civil Service and Mayor: Yes \_\_\_\_\_
- 13. Email IT to set up Computer/Outlook Acct. Yes \_\_\_\_\_
- 14. Add to IFD Employee Member Number List \_\_\_\_\_
- 15. Make changes to call list: \_\_\_\_\_
- 16. Add employee in Access file: \_\_\_\_\_
- 17. Prepare Emergency Notification Data Form: \_\_\_\_\_
- 18. Prepare Confidential Information Release Form: \_\_\_\_\_
- 19. Prepare Pension Form: \_\_\_\_\_
- 20. Prepare Training Check List (employee keeps for documentation) \_\_\_\_\_
- 21. Prepare Fire Academy Paperwork, if needed (Sponsorship, Employment Verification): \_\_\_\_\_
- 22. Add to Mass Notification System (Emergency Management System) \_\_\_\_\_
- 23. Update Irving University LMS System \_\_\_\_\_
- 24. Set up Fire Department Email Account: \_\_\_\_\_

Signed: \_\_\_\_\_

IRVING FIRE DEPARTMENT  
PROMOTION CHECK LIST

NAME: \_\_\_\_\_

PROMOTED TO: \_\_\_\_\_ DATE: \_\_\_\_\_

1. Receive certification from Civil Service \_\_\_\_\_
2. Arrange for physical examination \_\_\_\_\_
3. Get with Asst. Chief Operations, to assign promotion date and  
new assignment orders/transfer list. \_\_\_\_\_
4. Prepare Personnel Action Form and send to Personnel \_\_\_\_\_
5. Note promotion to Personnel Action file
6. Update Access and Call List \_\_\_\_\_

Signed:

IRVING FIRE DEPARTMENT  
RESIGNATION CHECK LIST

NAME: \_\_\_\_\_

DATE OF RESIGNATION: \_\_\_\_\_

Receive letter of resignation/Copy to Pension: \_\_\_\_\_

Prepare Personnel Action Form (P-4) and send to Human Resources: \_\_\_\_\_

Prepare Request to Hire Memo and Personnel Requisition for that classification and all lower classifications & send to Budget Administrator and City Mgr. Office for approval to fill. \_\_\_\_\_

Note resignation to Personnel file in Access: \_\_\_\_\_

Complete Departing Personnel form & send to Human Resources after all equipment has been turned in to Property Manager: **Make sure to get ID Card** \_\_\_\_\_

On date of resignation, print last Employee Record Form then, remove from Access file: \_\_\_\_\_

Add to Retired Employee File List \_\_\_\_\_

Remove from Mass Notification System (Emergency Management On-line System): \_\_\_\_\_

Remove from TCFP (FIDO-TCFP On-line System): \_\_\_\_\_

Remove from all Outlook email groups and call lists: \_\_\_\_\_

Signed: \_\_\_\_\_