

September 16, 2014

LOS ANGELES FIRE DEPARTMENT



RALPH M. TERRAZAS
FIRE CHIEF

September 8, 2014

BOARD OF FIRE COMMISSIONERS
FILE NO. 14-098

TO: Board of Fire Commissioners

FROM: Ralph M. Terrazas, Fire Chief

RMT

SUBJECT: FIREFIGHTER SELECTION PROCESS CONFLICT OF INTEREST
PROTOCOL

FINAL ACTION: ☐ Approved
☐ Denied

☐ Approved w/Corrections
☐ Received & Filed

☐ Withdrawn
☐ Other

SUMMARY

Attached for the Board of Fire Commissioners review is the Training and Support Bureau's Firefighter Selection Process Conflict of Interest Protocol. The Conflict of Interest Protocol was prepared as recommended in the report entitled *Review of the Recruitment, Selection and Hiring Process for Training Academy Class 13-1, Section VII. Summary of Recommendations*, prepared by the Independent Assessor Sue Stengel. This report was prepared for the Fire Commission Meeting on September 16, 2014.

RECOMMENDATION

That the Board:

Receive and file the Firefighter Selection Process Conflict of Interest Protocol.

Board report prepared by Daren M. Palacios, Deputy Chief, Training and Support Bureau.

Attachment



Los Angeles Fire Department

FIREFIGHTER SELECTION PROCESS

CONFLICT OF INTEREST PROTOCOL



The Los Angeles Fire Department strives to maintain the highest ethical standards in all policies, procedures, and practices to avoid any potential bias, favoritism, and conflict of interest. As part of this Department commitment, uniform members who are selected to participate in the Firefighter Selection Process must be able to perform their duties in a fair and impartial manner, maintain objectivity at all times in regard to the assessment of Firefighter applicants, and familiarize themselves and adhere to the following rules.

1. Department members who are related to or acquainted with a Firefighter I applicant, who have or may be perceived to have a vested interest in selecting or not selecting a particular applicant, or who are unable to maintain objectivity regarding an applicant for any reason shall disqualify themselves from any involvement in the Firefighter Selection Process.
2. In every case, Department members who are related to or acquainted with a Firefighter I applicant, who have or may be perceived to have a vested interest in selecting or not selecting a particular applicant, or who are unable to maintain objectivity regarding an applicant for any reason shall disclose relevant information to the Deputy Chief of the Training and Support Bureau.

The Firefighter Selection Process includes the Civil Service Interview Board, Background Appointment, and Review of Qualifications. Family member is defined as a parent, child, spouse, domestic partner, sibling, aunt, uncle, cousin, grandparent, and any relationship created by law within the preceding categories, e.g., son-in-law, stepfather, adoptive sibling, relatives of domestic partner, foster child, etc. This definition extends to relationships that occurred in the past, e.g., a former spouse. A friend or acquaintance can be anyone with whom you have had personal interaction.

Department members assigned or detailed to a position in the Firefighter Selection Process shall review the candidate roster prior to performing duties related to the Civil Service Interview, Review of Qualifications or Background Appointment. Rosters will be provided by the Personnel Department or the Los Angeles Fire Department to Department members serving in a selection role. The member shall immediately notify the Battalion Chief of the Recruit Services Section and the appropriate representative from the Personnel Department of any name(s) he or she recognizes on the roster as well as the nature and extent of the member's familiarity and/or relationship with that candidate.

In addition to the obligation for Department members to disqualify themselves, the Department shall furthermore remove or restrict a member from his/her position if his/her continued presence would, or could, reasonably be perceived to constitute a conflict of interest.

As a Los Angeles Fire Department Representative for the Firefighter Selection Process (i.e., Civil Service Interview Board, Background Appointment or Review of Qualification),

I, _____, acknowledge that I have received, read, and understand the "Firefighter Selection Process Conflict of Interest Protocol."

Signature _____

Date _____

Approved: RALPH M. TERRAZAS, Fire Chief
Los Angeles Fire Department

By: _____ Date: _____
DAREN M. PALACIOS, Deputy Chief
Training and Support Bureau