



Fire Watch

Los Angeles Fire Department

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THE RECRUITMENT UNIT

The Recruitment Unit is within the Recruit Services Section of the Bureau of Training and Risk Management. The staff consists of a Captain I, three Firefighters (two of which work a 40-hour per week detail) and one Clerk Typist. The Unit works directly with the City Personnel Department's Police and Fire Selection Division.

The Recruitment Unit has an annual budget of \$105,000 earmarked for job fairs, multimedia advertising, banners, street signs, and promotional items. The Recruitment Unit's mission is, "...to recruit, assist, and educate potential Firefighter candidates about the process to become a Los Angeles Firefighter." It is also the aim of the Recruitment Unit, "...to establish an aggressive and effective preparation program to better equip qualified applicants to be successful in the testing process and in their firefighting careers."

The Recruitment Unit works hand-in-hand with the City Personnel Department. The Personnel Department handles the on-line application, testing, interviewing, and all pre-employment processing of candidates.

Recruitment Unit Origins

In 1973, the Federal Government questioned the hiring practices of the Los Angeles Fire Department (LAFD). According to the 1970 United States Census, 40 percent of the City of Los Angeles' population was comprised of African Americans, Hispanics, and Asians; only five percent of LAFD employees were minorities. Executive Directive No. 1, the City's Affirmative Action Plan, was issued by Mayor Tom Bradley to

resolve this diversity gap. The affirmative action plan was implemented as a long-term recruitment goal to address the underrepresentation of minorities and women.

The LAFD set forth an Affirmative Action Plan, which stated that, "Every good faith effort to achieve the goals of the program shall be consistent with the Merit Principle." The key to the Merit Principle is, "...the recruitment, selection, assignment, evaluation, training, compensation, promotion, discipline,



discharge, and other personnel actions be based on uniformly applied criteria of relative fitness to perform the duties of the position sought or held, and not upon consideration of race, religion, national origin, sex, age, physical handicap, or sexual preference."

The Department's new objective was to inform residents in the City of Los Angeles of the opportunities available within the Department and the qualifications and motivation necessary to be a Firefighter. The Recruitment Unit was established in order to achieve this objective.

**WILLIAM R. BAMATTRE
FIRE CHIEF**

Los Angeles Fire Department
200 North Main Street
Los Angeles, CA 90012
(213) 978-3845
Fax (213) 978-3815

MISSION

“To preserve life and property, promote public safety, foster economic growth through leadership, management and actions, as an all-risk fire and life safety response provider.”

CORE VALUES

**WE OWE THE RESIDENTS OF
LOS ANGELES**

the highest quality of service possible, characterized by responsiveness, integrity, and professionalism. We will continually strive for quality improvement.

**WE OWE THE LOS ANGELES
FIRE DEPARTMENT**

our full commitment and dedication. We will always look beyond the traditional scope of our individual positions to promote teamwork and organizational effectiveness.

WE OWE EACH OTHER

a working environment characterized by trust and respect for the individual, fostering open and honest communication at all levels.

WE OWE OURSELVES

personal and professional growth. We will seek new knowledge and greater challenges, and strive to remain on the leading edge of our professions.

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200 North Main Street, Rm. 1800
Los Angeles, CA 90012

Visit our website www.lafd.org

In June 1974, the United States Government and the City of Los Angeles entered into a Consent Decree; residency requirements, use of the term “Firefighter,” and a recruitment program that focused on minorities and emphasized the eligibility of women for the position of Firefighter were included in the ruling. Despite subsequent state initiatives that caused provisions of the Consent Decree to come to an end, the Department remains dedicated to maintaining and increasing diversity.

The current ethnic and gender breakdown of the Department is:

I.D. CODE	ETHNICITY	PERCENT ON DEPT.	2000 CENSUS POPULATION LOS ANGELES
1	AFRICAN AMERICAN	12%	11%
2	HISPANIC	29.6%	46.5%
3	ASIAN	4.6%	10%
4	CAUCASIAN	52.2%	30%
5	NATIVE AMERICAN	0.3%	0.2%
7	FILIPINO	1.3%	-
MALE	3,427	97.4%	
FEMALE	92	2.6 %	

Recruitment Cadre

The Recruitment Cadre is a vital component of the Department’s recruiting effort. It is through the effort of the Cadre that we accomplish our mission. The Cadre is comprised of Fire Department members who have received a four-hour training class on the policies and procedures of the Recruitment Unit, the current hiring and selection process, and CPAT orientation. This training takes place two times a year.

The typical recruitment event lasts between five and twelve hours. Cadre members make presentations and staff booths at colleges, military bases, and private job fairs as well as middle and



high school career days, fire academies, community events, and sports venues. Cadre members also assist with CPAT training and mock interview preparation. Every effort is made to send two members to events

with a potential for large crowds. Career days occurring at elementary schools are referred to individual fire stations to attend.

Most job fairs require a substantial fee; therefore, when Cadre members sign up for the various events (by calling or stopping by the Recruitment Unit office), they are responsible for working that event or finding a replacement. Members are paid from variable staffing hours on an hour-for-hour basis, including pick up and drop off of recruitment equipment.

Members interested in joining the Recruitment Cadre can contact Captain Darnell Wade at (213) 485-8025 to obtain information and the next training dates.

Recruitment Expos

Each year, the Department delivers a Recruitment Expo showcasing Department apparatus and equipment. Innovative seminars include, "How to Prepare for the Written Exam," "Preparing and Entering the Fire Service," "Wellness in the Fire Service," "CPAT Review," and "The Background Interview Process." Attendees will have the



opportunity to ask questions and view live demonstrations. As many as 5,000 attendees have been in attendance at Recruitment Expos in past years.

Candidate Physical Abilities Test (CPAT)

Beginning January 2005, the City of Los Angeles began requiring candidates to present proof that they passed the Candidate Physical Ability Test (CPAT), no

longer administering its own physical abilities test. The CPAT is independently administered by the California Firefighter Joint Apprenticeship Committee (CFFJAC) and cost \$150.00.

The certification is good for one (1) year. Included in the



fee is an orientation to the test parts and printed material. If a candidate desires to practice before taking the test, they must pay an additional \$25. In the event the candidate is unsuccessful the first time, they must pay a \$100 fee to retake the test.

The LAFD's Recruitment Unit administers a free practice CPAT to all candidates, allowing candidates to evaluate themselves before paying to take the official test. The course is set up on the drill deck of the Frank Hotchkin Memorial Training Center. CPAT practice is on the first and third Saturdays of each month from 8:00 a.m. until noon. Candidates may schedule an appointment by calling the Recruitment Unit.

Oral Interview Seminars/Mock Interviews

At the annual Recruitment Expo, the Recruitment Unit delivers an Oral Interview Seminar. The Seminar is designed to introduce candidates to behavior based interviewing techniques and give basic information on the Firefighter job process. Candidates can also take advantage of mock interviews. Mock interviews are provided on the first and third Saturdays of each month and candidates are given the opportunity to go through a simulated interview with a member of the Recruitment Cadre. Candidates receive feedback and instruction on



improvement needed. Any fire station may refer candidates to the Recruitment Unit to schedule mock interviews.

Fire Instruction Recruitment And Education (F.I.R.E.)

The Recruitment Unit supports the Fire Instruction Recruitment and Education (F.I.R.E.) program at four local community colleges. This is a seven (7) week program for high school students interested in a career in the fire service. This program is in collaboration with the Community Colleges, LAFD, and the Los Angeles Unified School District. It is offered at East Los Angeles College, West Los Angeles College, Valley College, and Harbor College. Additionally, cadets excelling in this program have attended a F.I.R.E. Drill Tower Academy.



New Programs

The Recruitment Unit is currently developing a pre-academy program aimed at increasing the retention rate of candidates entering and graduating from the Department's Drill Tower. It is the aim of the pre-academy to expose potential recruits to the demands of the Drill Tower and duties of Firefighters. The more informed a candidate is prior to taking a highly sought-after position with the LAFD, the better the chances for success.

Information

The Recruitment Unit maintains all the current information and flyers on the qualifications for becoming a Firefighter as well as the hiring process. Any member may request job information from the fire station. Promotional materials are primarily used for job fairs and recruitment events. Limited quantities of these promotional materials may be requested through the Recruitment Unit if a need exists.

Any questions regarding the status of a candidate during the hiring process can be referred to the Personnel Department at (213) 847-9060. Suggestions are always welcomed and can be referred to the Recruitment Unit at (213) 485-8032.



Special thanks to Captain Darnell Wade and all members who have contributed to making the Recruitment Unit what it is today. Captain Wade is a 17-year veteran of the Los Angeles Fire Department and is currently assigned as the Commander of the Recruitment Unit.