

Martinsburg Fire Dept. Employment Application



City of Martinsburg Fire Department
Attn: City Recorder
232 N. Queen Street Martinsburg, WV 25401

The City of Martinsburg is an equal opportunity employer and considers all applications for employment without regard to race, color, religion, creed, gender, national origin, disability, marital or veteran status, sexual orientation or any other legally protected status. **Per WV State law, all applicants must be between 18-35 years of age.**

How did you hear about us? advertisement? employment agency? friend or relative?
 inquiry? Other? _____

Date of Application: _____ Position: _____

Date of Birth:

Last Name	First Name	Middle Name
_____	_____	_____

Physical Address (address requirements must be met, see attached)

Mailing Address (if different)

Home number	Cell number	Email address
_____	_____	_____

Have you applied with us before? If yes, give date. _____

Have you been employed with us before? If yes, give dates. _____

Reason for leaving? _____

Do any of your friends or relatives work for the City? _____ If so, what department? _____

Are you currently employed? _____ If yes, may we contact your employer? _____

Are you prevented from lawfully becoming employed in this country for any reason? _____

Proof of citizenship will be required upon employment.

On what date will you be available for work? _____ Subject to any lay-off recall? _____

Desired salary range? _____

Can you travel if the position requires it? _____

Have you ever been convicted of a felony? _____

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Beginning with your current or most recent employment, please complete the following. Be sure to list any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status if you wish.

Employer: _____ Dates employed: _____ to _____
Work performed _____

Address: _____

Phone: _____ Rate of pay, starting: _____ final _____

Job Title _____ Supervisor _____

Reason for leaving _____

Employer: _____ Dates employed: _____ to _____
Work performed _____

Address: _____

Phone: _____ Rate of pay, starting: _____ final _____

Job Title _____ Supervisor _____

Reason for leaving _____

Employer: _____ Dates employed: _____ to _____
Work performed _____

Address: _____

Phone: _____ Rate of pay, starting: _____ final _____

Job Title _____ Supervisor _____

Reason for leaving _____

Employer: _____ Dates employed: _____ to _____
Work performed _____

Address: _____

Phone: _____ Rate of pay, starting: _____ final _____

Job Title _____ Supervisor _____

Reason for leaving _____

Please list additional experience on separate page.

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Education

	Name and Address	Course of Study	Diploma/degree
High School			
Undergraduate College			
Graduate/Professional			
Other (specify)			
Other (specify)			

Foreign Languages

	Fluent	Well	Fair
Speak			
Read			
Write			

Describe any specialized training, apprenticeship, skills and extra-curricular activities

Describe any job-related training received in the U.S. Military

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Summarize special job-related skills and qualifications acquired from employment or other experience.

List Professional, trade, business or civic activities and offices held.
You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.

Computer Skills

___ Microsoft Word

___ Excel

___ Other _____

Equipment Used (Please List)

List any additional information, skills, or equipment used that you may feel would be helpful in considering your application. Please include any certifications earned

References

You must list at least four (4) references. **Do NOT include family members or past supervisors.**

Name	Address	Phone	Relationship

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Applicants MUST provide copies of the following. Failure to provide any of the highlighted documents will invalidate the application and it will NOT be reviewed.

- Birth Certificate
- Driver's License
- High School Diploma or Equivalent
- WV EMT-Basic or EMT Paramedic Certification (if certified)
- National Registry EMT-Basic or EMT Paramedic Certification (if certified)
- EMT-Basic or EMT-Paramedic Certification in another state (if certified)
- Copy of DD-214 (if applicable)

I, _____ certify that I have reviewed the attached residency requirements and I understand that, if hired, maintain my permanent physical residence within twenty (20) air miles of the City Square (intersection of King and Queen Streets) for the entire period of my active employment. I understand that I am responsible for any and all relocation costs.

Signature

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Applicant Statement

- I certify that answers given herein are true and complete to the best of my knowledge.
- I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.
- This application for employment shall be considered for a period of time not to exceed **2 years**. Any applicant wishing to be reconsidered for employment after this time should file a new application.
- I hereby understand that, unless otherwise defined by applicable law, any employment relationship with this organization is of an at will nature, which means that the employee may resign at any time and the employer may discharge employee at any time with or without cause. It is further understood that this at will employment relationship may not be changed by any written document or by conduct unless change is specifically acknowledged in writing by an authorized executive of this organization.
- In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature

Date of Application

Martinsburg Fire Department

Physical Agility Test

Release of Liability and Hold-Harmless Agreement

I, _____, am over the age of eighteen (18) years, am able to read, write and understand the English language, have been provided the opportunity to seek review of this legal document by a licensed attorney (at my own expense), understand that my execution of this document forfeits various legal rights to which I might otherwise be entitled, have read and understood this document and agree to the conditions set forth in this document, as evidenced by my signature below, said signature being freely and voluntarily provided.

I understand that the physical agility test which I am required to perform is a demanding exercise which requires a certain level of physical fitness to accomplish safely. I understand that the risk to my physical health and welfare is substantially increased if I have a medical history of heart trouble, heart or chest pain, dizzy spells or fainting spells, high blood pressure, arthritis or other bone or joint abnormality or any other medical condition.

My execution of this document evidences my understanding of the risks associated with the physical agility test, my willingness to personally assume said risks, and release and hold-harmless the City of Martinsburg, Martinsburg Fire Department and the Civil Service Commission from any and all administrative or civil liability resulting from any illness, injury, or other harmful outcome of my participation in the physical agility test.

Applicant Signature

Date

Witness Signature

Date

Equal Employment Survey Questionnaire

The Equal Employment Opportunity Commission (EEOC) requires organizations with 100 or more employees to complete an EEO-1 report each year. Completion of this data is voluntary and will not affect your opportunity for employment or terms and conditions of employment. This form will be used for EEO-1 reporting purposes only and will be kept separate from all other personnel records only accessed by Human Resources Department.

Position applied for:

Today's Date:

Birth Date:

Gender:

Racial or Ethnic Background

Please check only one (1) which best describes your primary racial/ethnic background.

- Black/African American (non-Hispanic)** A person having origins in any of the black racial groups of Africa.
- White (non-Hispanic)** A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
- American Indian or Alaskan Native (non-Hispanic)** a person having origins in any of the peoples of the original peoples of North or South America (including Central America) and who maintain tribal affiliation or community attachment
- Asian(non-Hispanic)**-A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- Native Hawaiian or Other Pacific Islander (non-Hispanic)** a person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.
- Hispanic or Latino** A person of Cuban, Mexican, Puerto Rican, South of Central American, or other Spanish culture or origin regardless of race.

Disability of Veteran Status

Check any that applicable:

Disabled Individual

Disabled Veteran

Date of Discharge _____

Vietnam Era Veteran

Date of Discharge _____

Military service in a campaign for which a campaign badge was authorized and received

Campaign _____

Date of Discharge _____

Office Use Only

Department receiving application _____

Return to: City of Martinsburg 232 N. Queen Street Martinsburg, WV 25401

Rule III: Application for Employment

Section 1.

The Commission shall require persons applying for employment with the Martinsburg Fire Department to file with the City of Martinsburg a formal application in which the applicant shall complete in his/her own handwriting. The Commission shall at its own discretion announce a cut off time for accepting applications. A date and time will be announced by the Commission for the last date the application will be accepted.

Section 2.

The Commission may refuse to examine or, after examination, to certify as eligible, applicants found to lack any of the established preliminary requirements for the examination for which they apply; or any applicant found to be addicted to the use of drugs, excessive use of intoxicating beverages; or who has been convicted of a felony; or who have intentionally made a false statement of any material fact; or who has made any deception or fraud in their application; in the opinion of the Commission, is unsatisfactory. Any of the foregoing disqualifications shall be sufficient cause for removal of any appointee from the service pursuant to the laws and regulations provided.

Section 3.

Applications must be filed in the Office of the City Recorder during regular office hours, but not later than the date established by the Commission as the deadline, and shall be completed at that time. Any applicant who does not fill out the application in its entirety, including photocopies, shall not be admitted to the examination for the advertised position within the Martinsburg Fire Department.

Section 4.

No application for original appointment shall be received if the individual applying is less than eighteen (18) years of age or more than thirty-five (35) years of age at the date of his/her application. Applications will only be accepted at the time the position is advertised.

Section 5.

Any applicant who fails to appear for examination when notified by the City Recorder by mail to the last address given shall be disqualified from further examinations for one year, unless a reasonable excuse for such absence has been given to the Commission.

**Rule IV: Qualifications for Positions as Firefighter/EMT-Basic,
Firefighter/EMSA-Intermediate And Firefighter/EMT-Paramedic**

Section 1.

All applicants for the position of Firefighter/EMT-Basic shall, in addition to the general requirements of Rule III, comply with the following qualifications:

1. Prior to submission of application, the applicant shall not be less than eighteen (18) years of age or more than thirty-five (35) years of age. The applicant is required to submit proof of birth.
2. Prior to submission of application, the applicant shall hold a high school diploma or GED certificate. The applicant is required to submit proof of education.
3. Prior to the submission of application, the applicant must possess a valid vehicle operator's license. The applicant shall be required to possess a valid vehicle operator's license throughout employment with the City of Martinsburg Fire Department. The applicant is required to submit proof of license.
4. The applicant shall obtain certification as an EMT-Basic by the West Virginia Office of Emergency Medical Services within ninety (90) days of employment with the City of Martinsburg Fire Department. (Failure to obtain certification as an EMT-Basic by the West Virginia Office of Emergency Services within the time frame shall result in dismissal from employment).

All probationary members hired after the adoption date of these Rules and Regulations shall maintain EMT-Basic certification by the West Virginia Office of Emergency Medical Services throughout their employment with the City of Martinsburg Fire Department.

5. The applicant shall meet the residence requirements as outlined in Section VII of these Rules and Regulations.
6. Any applicant meeting the requirements of West Virginia Code 6-13-1. Preference Rating of Veterans on Written Examinations for Positions in State Departments Filled Under Non-partisan Merit System; shall be awarded five (5) points in addition to the regular numerical score received on examination.

* Each applicant shall be furnished with Rule IV at the time he/she is given an application form.

Section 2.

All applicants for the position of Firefighter/EMT-Paramedic¹ shall, in addition to the general requirements of Rule III, comply with the following qualifications:

1. Prior to submission of application, the applicant shall not be less than eighteen (18) years of age or more than thirty-five (35) years of age. The applicant is required to submit proof of birth.
2. Prior to submission of application, the applicant shall hold a high school diploma or GED certificate. The applicant is required to submit proof of education.
3. Prior to the submission of application, the applicant must possess a valid vehicle operator's license. The applicant shall be required to possess a valid vehicle operator's license throughout employment with the City of Martinsburg Fire Department.
4. The applicant shall be certified as an EMT-Paramedic by the West Virginia Office of Emergency Medical Services; or, certified elsewhere as an EMT-Paramedic and able to obtain Legal Recognition as an EMT-Paramedic by the West Virginia Office of Emergency Medical Services within ninety (90) days of employment with the City of Martinsburg Fire Department. (Failure to obtain Legal Recognition as an EMT-Paramedic within the time frame shall result in dismissal from employment). Obtaining Legal Recognition shall be the responsibility of the applicant.

All probationary members hired after the adoption date of these Rules and Regulations shall maintain EMT-Paramedic certification by the West Virginia Office of Emergency Medical Services throughout their employment with the City of Martinsburg Fire Department as required by West Virginia Code, 8-15-20a.

5. The applicant shall meet the residence requirements as outlined in Rule VII of these Rules and Regulations.
6. Any applicant meeting the requirements of West Virginia Code 6-13-1. Preference Rating of Veterans on Written Examinations for Positions in State Departments Filled Under Non-partisan Merit System; shall be awarded five (5) points in addition to the regular numerical score received on examination.

*Each applicant shall be furnished with Rule IV at the time he/she is given an application form.

¹ WV Code Section 8-15-20a allows for special examination for firefighter paramedic; effective June 6, 2003

Section 3.

All applicants for the position of Firefighter/EMSA-Intermediate² shall, in addition to the general requirements of Rule III, comply with the following qualifications:

1. Prior to submission of application, the applicant shall not be less than eighteen (18) years of age or more than thirty-five (35) years of age. The applicant is required to submit proof of birth.
2. Prior to submission of application, the applicant shall hold a high school diploma or GED certificate. The applicant is required to submit proof of education.
3. Prior to the submission of application, the applicant must possess a valid vehicle operator's license. The applicant shall be required to possess a valid vehicle operator's license throughout employment with the City of Martinsburg Fire Department.
4. The applicant shall be certified as an EMSA-Intermediate by the West Virginia Office of Emergency Medical Services; or, certified elsewhere as an EMSA-Intermediate and able to obtain Legal Recognition as an EMSA-Intermediate by the West Virginia Office of Emergency Medical Services within ninety (90) days of employment with the City of Martinsburg Fire Department. (Failure to obtain Legal Recognition as an EMSA-Intermediate within the time frame shall result in dismissal from employment). Obtaining Legal Recognition shall be the responsibility of the applicant.

All probationary members hired after the adoption date of these Rules and Regulations shall maintain EMSA-Intermediate certification by the West Virginia Office of Emergency Medical Services throughout their employment with the City of Martinsburg Fire Department.

5. The applicant shall meet the residence requirements as outlined in Rule VII of these Rules and Regulations.
6. Any applicant meeting the requirements of West Virginia Code 6-13-1. Preference Rating of Veterans on Written Examinations for Positions in State Departments Filled Under Non-partisan Merit System; shall be awarded five (5) points in addition to the regular numerical score received on examination.

*Each applicant shall be furnished with Rule IV at the time he/she is given an application form.

² West Virginia Office of Emergency Medical Services allows for the certification of Emergency Medical Services Attendant – Intermediate (EMSA-I); therefore, the Martinsburg City Council has approved a pay grade for Firefighter/EMSA-I (Ordinance 2006-08 adopted 1-26-06). There is no special examination for the position of Firefighter/EMSA-I.

**Rule V: Selection Process For Position As Firefighter/EMT-Basic,
Firefighter/EMSA-Intermediate And Firefighter/EMT-Paramedic**

The following selection process shall be used by the Commission to determine those candidates who are to be placed on the eligibility list for appointment as Firefighter/EMT-Basic or the eligibility list for Firefighter/EMT-Paramedic. The Commission shall govern the selection process.

Section 1.

Physical Agility Test.

The Commission shall require all applicants to undergo a physical agility test conducted by the Fire Department under the general supervision of the Commission. Such agility test shall be job related and shall be designed to measure the applicant's general fitness for a position as Firefighter/EMT-Basic, Firefighter/EMSA-Intermediate or Firefighter/EMT-Paramedic.

Section 2.

Written Examination.

Applicants for appointment must pass, with a grade set by the Commission, a general proficiency test for Firefighters. The examination shall be practical in character and shall relate to such matters and include such inquiries as will fairly test the merit and fitness of the persons examined to carryout the duties of the position sought by the applicant. The Commission shall conduct the written examination using a test obtained from an adequate, certified testing service.

Section 3.

Oral Examination.

All applicants for appointment, who successfully pass the physical agility test and the written examination, must also pass an oral examination, given by the Commission for grading the applicants on the qualities of honesty, alertness and appearance.

Rule VI: Grading Procedures:

The Commission shall grade by the following procedure:

Physical Agility Test

Pass or Fail

Any candidate who fails the agility test will not be allowed to proceed with further testing.

Written Examination

The written examination given by the Commissioners shall constitute 80% or 80 points of the total possible perfect grade of 100% or 100 points.

The applicant shall not be placed on the list of eligibility if their written score is below 70% of the possible total written score.

Oral Examination

The oral examination given by the Commissioners shall constitute one (1) to twenty (20) points for each candidate, and shall not exceed twenty (20) points.

Rule VII: Residency Requirements for Appointees to the Martinsburg Fire Department

To assure that an adequate number of personnel are available at all times and that off-duty fire personnel will be available for callback with a reasonable response time in emergency situations, the City of Martinsburg finds it necessary to require that its fire personnel reside no further than a specified distance from their work place. Consequently, the following residency requirements shall apply:

Section 1.

Any fire personnel employed by the City of Martinsburg with an appointment date after the effective date of these residency requirements shall establish and maintain his/her permanent physical residence within a 20 air mile radius of the Berkeley County Court House, located at Queen and King Streets, Martinsburg, West Virginia and shall continue to maintain his/her permanent physical residence within the residency area for the entire period of his/her active employment with the City of Martinsburg Fire Department.

Section 2.

Any fire personnel who does not reside within this area at the time of his/her appointment shall establish his/her physical residence within the specified area within ninety (90) calendar days of the first day of employment with the City of Martinsburg Fire Department. An extension of this period shall not exceed ninety (90) calendar days; however, an extension may be granted by the Fire Civil Service Commission upon receipt of a written request for such an extension. Any such request will be considered by the Commission only upon sufficient evidence that strict enforcement of the requirement would present a substantial hardship on the fire personnel requesting the extension. In no case shall the Commission delay the enforcement of this rule beyond the ninety (90) day extension period.

Section 3.

Any and all disputes involving the enforcement of this rule shall be decided by the Commission.

Physical Agility Test

Fire Civil Service Commission

**City Of Martinsburg
West Virginia**

Martinsburg Fire Department

Adopted By City Council On: March 27, 2007

**Firefighter/EMT-Basic And
Firefighter/EMT-Paramedic
Firefighter/EMSA-Intermediate**

Physical Agility Test

The testing of candidates for the position of probationary Firefighter/EMT-Basic, Firefighter/EMSA-Intermediate and Firefighter/EMT-Paramedic for the City of Martinsburg is a difficult task. This test has been designed to evaluate the applicant's talents and acquired talents, ability and capacity for performing the functions required to be a Martinsburg Fire Department member. Testing stations have been specifically planned to evaluate the candidate's ability to perform tasks which have been identified on basis of both importance and frequency and are considered to be critical to the profession.

Applicants are required to perform at extraordinary levels both physically and mentally. Due to the high levels of physical stressors present in modern day fire fighting, it has become necessary to evaluate the physical abilities of all those that have applied. It is the endeavor of the Fire Civil Service Commission and the City of Martinsburg to ensure all candidates are evaluated using a job applicable agility testing system.

All candidates will be evaluated at testing stations that will simulate the physical challenges that could be encountered by the candidates if they were assigned as a probationary firefighter/EMT.

CONSIDER THIS A REFERENCE COPY FOR YOUR INFORMATION, YOU ARE ONLY REQUIRED TO SUBMIT ONE SIGNED COPY OF THIS RELEASE

**Martinsburg Fire Department
Physical Agility Test
Release of Liability and Hold-Harmless Agreement**

I, _____, am over the age of eighteen (18) years, am able to read, write and understand the English language, have been provided the opportunity to seek review of this legal document by a licensed attorney (at my own expense), understand that my execution of this document forfeits various legal rights to which I might otherwise be entitled, have read and understood this document and agree to the conditions set forth in this document, as evidenced by my signature below, said signature being freely and voluntarily provided.

I understand that the physical agility test which I am required to perform is a demanding exercise which requires a certain level of physical fitness to accomplish safely. I understand that the risk to my physical health and welfare is substantially increased if I have a medical history of heart trouble, heart or chest pain, dizzy spells or fainting spells, high blood pressure, arthritis or other bone or joint abnormality, or other medical conditions.

My execution of this document evidences my understanding of the risks associated with the physical agility test, my willingness to personally assume said risks, and release and hold-harmless the City of Martinsburg, Martinsburg Fire Department, and the Civil Service Commission from any and all administrative or civil liability resulting from any illness, injury, or other harmful outcome of my participation in the physical agility test.

Candidate's Signature

Date

Witness's Signature

Date

Martinsburg Fire Department

Physical Agility Test

Requirements:

1. Loose fitting clothing and non-slip shoes (tennis shoes or boots) are recommended.
2. All candidates will be given a scheduled time to arrive at the test site. Candidates that arrive early will be sequestered in an area away from the test site. Those that arrive late will not be allowed to test.
3. All candidates are required to test at each of the agility testing stations. All candidates will start and finish the agility course in the same order.
4. Conversations between post-test candidates and pre-test candidates will be discouraged for obvious reasons.
5. Candidates will be introduced to the testing stations prior to the start of actual testing. Monitors will demonstrate the skill to be performed at each of the stations to all test groups.
6. No candidates will ask or expect to have answered any questions that concern the testing that cannot be heard by all those in the test group. Strict attention is required while instructions are being given. Instructions and demonstrations will only be given once to each test group.
7. Any candidate that attempts to complete a station using techniques other than those described or demonstrated by the monitors, will be stopped and required to start that station over after receiving corrective instructions. If the candidate does not or cannot complete the station successfully after two attempts, they will fail that station. Several stations will have a time limit. It is recommended not to complete each station below the minimum time. If any candidate goes over the maximum time limit, they will fail the station.
8. If any candidate fails any station, whether exceeding the allotted time or cannot correctly perform the task, the candidate will fail the agility test and will not be eligible for further testing.
9. Necessary equipment will be provided by the MFD.

Martinsburg Fire Department Physical Agility Test Stations

Note: Prior to all events, vital signs shall be taken.

One And One-Half Mile Run

Ability to run one and one-half miles under fourteen (14) minutes. (Arrive one hour prior to run to sign in and have vitals taken.) Failure to finish the run in the designated time shall result in dismissal from further testing.

Note: Fifty (50) pound weighted vest shall be worn for all of the following event stations:

Event 1: Claustrophobia Test

For this event, you must crawl through a maze. At a number of locations in the maze, you must navigate around, over, and under obstacles. Your movement will be monitored throughout the maze. This is a non-timed event, but you are expected to complete this event in a timely manner. For this event, candidates will be required to wear a weighted vest and SCBA equipment and a black-out mask.

Failure:

- Inability to start the event
- Needing assistance to finish the event.

Event 2: Ladder Climb

For this event, the candidate will be required to ascend and descend a ladder at a predetermined height in a safe and rapid manner without stopping. This is a non-timed event.

Failure:

- Inability to start the event
- Falling from the ladder

Note: The remaining events are timed. The candidate will have five (5) minutes and thirty (30) seconds to complete these events.

Event 3: Hose Drag

For this event, the candidate must grasp a hoseline nozzle attached to a two and one-half inch hoseline. You may place the nozzle over your shoulder or across your chest. Drag the hose one hundred and fifty (150) feet to the predetermined finish line and place the nozzle on the ground and proceed to the next station.

Failure:

- Dropping the hoseline
- Unable to finish the station

Event 4: Simulated Chopping

The candidate will grasp the sledgehammer and proceed to strike the tie twenty (20) times. After each strike, you must reposition the sledgehammer over your head and deliver another strike to the tie. Failure to reposition the sledgehammer over your head will result in that strike not counting. You will continue striking the tie until twenty (20) strikes are achieved. Once the sledgehammer is grasped, you can not release the sledgehammer until the event is complete.

Failure:

- Dropping the sledgehammer

Event 5: Stair Climb With Load

For this event, you must carry a high-rise pack containing one hundred (100) feet of one and one-half inch hose and necessary equipment from the ground floor to a predetermined location on the fourth floor; turn around, and return to the ground floor. You must use each step when ascending and descending during this event.

Failure:

- Dropping the high-rise pack
- Not using every step while ascending and descending

Event 6: Equipment Carry

For this event, you must carry two containers of liquid (approximately forty (40) pounds each); one in each hand, fifty (50) feet to the designated area. Place the containers in an appropriate place and return back to the starting line. Pick up two sections of two and one-half inch hose (pre-rolled); one in each hand and proceed to the designated area and place hose in appropriate place. Return and cross the finish line.

Failure:

- Running during the event
- Placing the equipment outside of designated area.

Event 7: Dummy Drag

You will grasp the victim with one or two hands, under the shoulders or by the harness, and proceed to drag the victim fifty (50) feet to the cone or barrel. You will make a one hundred and eighty (180) degree turn and proceed back across the start/finish line. The entire victim must be dragged across the start/finish line.

Failure:

- Dropping or losing contact with the dummy
- Unable to drag the victim