



City of Perry, GA
Fire & Emergency Services Dept.
1207 Washington Street, Post Office Box 2030
Perry, Georgia 31069



*"Protecting the Crossroads of Georgia
since 1910"*

(478) 988-2850
Fax (478) 988-2853

June 22, 2015

Dear Firefighter Applicant:

In an effort to provide the best possible service and quality fire protection for the citizens of Perry, all applicants for the Fire Department are required to participate in a structured evaluation process. **In order to participate in the upcoming evaluation process, which is scheduled for July and August, 2015 the documents listed below must be completed and returned to the City of Perry Personnel Office no later than the close of business on Monday, July 06, 2015.** Your application can be returned in person or mailed to the City of Perry, Attn: Personnel, P.O. Box 2030, Perry, GA 31069.

- Pre-Application For Firefighter / City of Perry Waiver and Release of Claim (must be notarized)
- City of Perry Notice to Firefighter Applicants
- Essay Form
- Application for Employment to include a copy of your;
 1. **High School Diploma or GED certificate.**
 2. **Pre-Employment Criminal History Consent Form (must be notarized)**

The following documents provide the testing information and should be kept for your reference:

Schedule for;

- Practice Firefighter Physical Agility Test
- Firefighter Physical Agility Test
- Entrance Assessment Center
- Interview
- Polygraph Examination
- Physical Medical Examination

Please feel free to contact Karen Bycenski in the Personnel Office at (478) 988-2713 if you have any further questions.



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PRE-APPLICATION FOR FIRE FIGHTER

Name _____
 First Middle Last

Present Address _____

 City State Zip

Phone: Home _____ Cell _____ Email _____

If we are unable to reach you at home or business location, list name, address, phone number or person who can reach you.

Are you a certified Firefighter? Yes _____ No _____.

**CITY OF PERRY
WAIVER AND RELEASE OF CLAIM**

GEORGIA, HOUSTON COUNTY

I, the undersigned applicant for employment in the City of Perry GA Fire & Emergency Services Department, do hereby certify that my taking the agility test for such employment will be a free and voluntary act on my part and, in consideration of the City of Perry, considering me for employment in said Department, I hereby waive and renounce any and all claims, losses, damages, actions and causes of action against the City of Perry, its agents, servants and employees for any injury or injuries which I might sustain in the taking of said agility test or in any manner growing out of or resulting there from and I hereby forever release and discharge the City of Perry, its agents, servants and employees from any and all such claims, losses, damages, actions and causes of action.

IN WITNESS THEREOF, I have hereunto set my hand and seal this _____ day of _____, 20_____.

Applicant

Notary

**CITY OF PERRY GA Fire & Emergency Services Department
NOTICE TO FIRE FIGHTER APPLICANTS**

Fire Fighters are selected under the Classified Service System of the City of Perry.

Applicants will be subject to actions of the Personnel Director and Hiring Board who will:

- A. Test, interview, examine and pass on the qualifications of all persons who desire employment with the Fire Department;
- B. Satisfactory completion of a voice stress or polygraph examination;
- C. Cause a thorough investigation to be made of the character, experience, background, physical fitness including a physical readiness test of the applicant;
- D. Investigate all police records, all previous employment, past places of residence, personal habits, military records, educational background and other areas deemed pertinent;
- E. Require a complete physical examination at City expense, including a drug screening.

MINIMUM REQUIREMENT FOR APPLICANTS WHEN APPLICATION IS MADE:

- A. A high school education or its equivalent as recognized by the Georgia Department of Education. (Minimum GED score of 45 per section – total 225). A copy of which must be included with the application when submitted.
- B. Minimum age limit for Fire Fighter Certification is eighteen (18) years old at the time of application. This is necessary so that you are certifiable by the Georgia Fire Standards and Training Council to satisfy our hiring requirements.
- C. Pass the required Physical Readiness Test and Physical Examination.
- D. Willing to work in harmony and on any shift assigned.
- E. Must be a U.S. citizen.
- F. Must have a valid Georgia Driver's License.
- G. Must live or be able to relocate to within 27.5 miles of city limits prior to the end of the twelve (12) month probationary period.
- H. All Fire Safety Personnel hired from City of Perry eligibility lists after January 1, 2013, shall be required to remain a nonsmoker and refrain from the use of any tobacco product throughout their employment as a member of the Perry GA Fire & Emergency Services Department.

The City of Perry welcomes you as an applicant for a position with the Fire & Emergency Services Department, but if you cannot meet or abide by the above stated conditions and/or requirements, we suggest you do not complete a formal application, as exceptions cannot be made for you.

I have read the above conditions/requirements and desire to apply for the position with the Perry GA Fire & Emergency Services Department.

Applicant's Full Signature _____

Date _____

CITY OF PERRY

P.O. Box 2030
Perry, Georgia 31069

APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

Please Print

Position applied for: _____ Date: _____

I. PERSONAL

Name _____ Social Security No. _____

Present address _____

Telephone _____

If you are under 18 years of age, can you provide required proof of your eligibility to work?

Yes No

Have you ever filed an application with us before?

Yes No

If Yes, give date _____

Have you ever been employed with us before?

Yes No

If Yes, give date _____

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?

Yes No

Proof of citizenship or immigration status will be required upon employment.

Have you been convicted of a felony within the last 7 years?

Yes No

Conviction will not necessarily disqualify an applicant from employment.

If Yes, please explain _____

Do You have a valid Georgia Driver's License?

Yes No

II. MILITARY

Have you ever had any job-related training in the United States military?

Yes No

If Yes, please describe _____

List professional, trade, business or civic activities and offices held.

You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status: _____

III. EDUCATION:

	Elementary School	High School	Undergraduate College/University	Graduate / Professional
School Name and Location				
Years Completed Diploma/Degree				
Describe Course of Study				
Describe any specialized training, apprenticeship, skills and extra-curricular activities				
Describe any honors you have received				

IV. EMPLOYMENT HISTORY—BEGIN WITH YOUR PRESENT OR MOST RECENT EMPLOYMENT

1. Name of Employer _____ Address _____

From _____ To _____ Name, Title and Phone # of Immediate Supervisor _____

Position held or Title _____ Starting Salary _____ Ending Salary _____
\$ _____ Year _____ \$ _____ Year _____

Type of Work or Major Duties/Responsibilities: _____

Major Accomplishments: _____

Reason for Leaving: _____

2. Name of Employer _____ Address _____

From _____ To _____ Name, Title and Phone # of Immediate Supervisor _____

Position held or Title _____ Starting Salary _____ Ending Salary _____
\$ _____ Year _____ \$ _____ Year _____

Type of Work or Major Duties/Responsibilities: _____

Major Accomplishments: _____

Reason for Leaving: _____

3. Name of Employer _____ Address _____

From _____ To _____ Name, Title and Phone # of Immediate Supervisor _____

Position held or Title _____ Starting Salary _____ Ending Salary _____
\$ _____ Year _____ \$ _____ Year _____

Type of Work or Major Duties/Responsibilities: _____

Major Accomplishments: _____

Reason for Leaving: _____

4. Name of Employer		Address	
From	To	Name, Title and Phone # of Immediate Supervisor	
Position held or Title		Starting Salary	Ending Salary
		\$ Year	\$ Year
Type of Work or Major Duties/Responsibilities:			
Major Accomplishments:			
Reason for Leaving:			

GENERAL INFORMATION: LIST OFFICE MACHINES WHICH YOU CAN OPERATE

Typing Speed _____ WPM
 Shorthand Speed _____ WPM

V. REFERENCES:

If presently employed, have you given formal termination? _____ Yes _____ No
 May we make inquiries of your present employer? _____ Yes _____ No

PERSONAL REFERENCES: Give names of three citizens personally acquainted with your reputation. Do not give names of relatives or former employers.

Name	Address	Years Known	Occupation	Phone
1.				
2.				
3.				

VI. POSITION YOU ARE APPLYING FOR: _____

REASON (Include your own personal reasons why you feel you can do this job.) _____

If employed, how soon could you start work? _____

OTHER COMMENTS: _____

I UNDERSTAND that as part of your procedure for processing my application, an investigative report may be made whereby information is obtained through personal interviews with third parties, such as family members, business associates, financial sources, friends, neighbors, or others with whom I am acquainted. This inquiry includes information as to my character, general reputation, personal characteristics, and mode of living, whichever may be applicable. I have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of additional information concerning the nature and scope of the investigation. I understand that the CITY will notify me if my application is turned down due to any credit information obtained by the CITY. At this time, the CITY will supply me with the name and address of the person or agency giving the adverse information.

I HEREBY CERTIFY that the answers given by me to the foregoing questions and the statements made by me are full and true to the best of my knowledge and belief. I understand that any false information, omissions, or misrepresentation of facts called for in this application, or any supplements thereto, are cause for rejection of my application or discharge at any time during my employment. I voluntarily authorize my former employers, schools, and persons named herein to give information regarding me, whether or not such information is a part of their records. I hereby release said organizations or persons from any liability or damages whatsoever for issuing this information.

I UNDERSTAND that as a condition of employment, I may be required to pass an employment physical and any future physical examination required by the CITY. I understand that such employment is subject to the policies of the CITY and the passing of any required written, physical ability or skill examination. It is understood that the use of this form does not indicate that there are any position openings and does not in any way obligate the CITY.

Furthermore, I understand that this application will remain active for 60 days from date of signature. After that time, I must request by person, mail, or phone continued activation of this application or file a new one.

Signed: _____ Date: _____

NOTE: This application will be retained on file for 60 days.

THE CITY OF PERRY IS AN EQUAL OPPORTUNITY EMPLOYER.

FOR OFFICE USE ONLY:

Date Hired: _____ Department _____

Job Title: _____ Salary: _____ Position: _____

VII. INTERVIEWER'S COMMENTS:

**City of Perry
Perry Police Department
Criminal History Consent Form**

Criminal History Record

I hereby authorize _____ representing _____
(Name of person to receive report) (Name of business or organization)

to receive any and all criminal history record information pertaining to me, which may be in the files of any state or local criminal justice agency.

_____		_____	
Print Full Name		Social Security Number	

Street Address	City	State	Zip

Sex	Race	Date of Birth	
_____		_____	

Signature	Date
Reason for this report:	
<input type="radio"/> Apartment Rental	(Purpose Code E)
<input type="radio"/> Employment with mentally disabled	(Purpose Code M)
<input type="radio"/> Employment with elder care	(Purpose Code N)
<input type="radio"/> Employment with children	(Purpose Code W)
<input type="radio"/> Employment with Criminal Justice agency (non-sworn)	(Purpose code J)
<input type="radio"/> Other Employment	(Purpose code Z)

Notary

_____	_____
Signature	Date

My Commission Expires: _____

PLEASE ATTACH COPY OF PHOTO I.D.

PERRY POLICE DEPARTMENT

_____ I certify that I have conducted a criminal history check in accordance with GCIC regulations on the person named above and the results were that, as of this date, this individual has no record on file.

_____ A record on the person named above is attached,

Name: _____ **Date:** _____

SID Number _____



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Job Announcement Posting Dates – June 22 to July 06, 2015

As part of the hiring process for the Perry GA Fire & Emergency Services Department, applicants are **required to pass** a Physical Agility Test (PAT) to advance to the Assessment Lab Process.

Practice for the **Firefighter PAT** has been scheduled for the following date and at the following location:

July 11, 2015 **Practice PAT** will begin at 8:30 am
Guardian Centers Georgia
600 Perry Parkway, Perry, GA 31069

The **Firefighter PAT** will be held on the following date at the location indicated, **rain or shine**:

July 18 & 19, 2015 **PAT** will begin at 9:00 am at the
Guardian Centers Georgia
600 Perry Parkway, Perry, GA 31069

{Multiple days are set aside and will be used based upon the number of applicants you will notified on **July 08 by Email** of the day you are to attend the PAT.}

The gates are closed at the 09:00 (9:00 am) start time, and no one else is admitted!

Based upon your successful completion of the PAT, You will be notified on July 20 by Email of the day you are to attend the Assessment Lab:

August 3, 4, 5, 2015 **Assessment Lab is Single Day Classroom Event**
8:00 am – until (Approximately 5:00 PM) at the
Guardian Centers Georgia
600 Perry Parkway, Perry, GA 31069

{Multiple days are set aside and will be used based upon the number of applicants.}

The Classroom door is locked at the 08:00 (8:00 am) start time, and no one else is admitted!

You must achieve a **minimum score of 28** in the Assessment Lab to qualify for your application file to be reviewed by the Hiring Board. Based on the review by the Hiring Board all application files will receive a ranking and the top 14 persons will be offered an opportunity to interview. Should you be selected for an interview you will be notified on **August 7 by Email** of the time of your Interview Appointment;

August 10 & 11, 2015 **Interviews**
Guardian Centers Georgia
600 Perry Parkway, Perry, GA

We will be scheduling the interviews starting at 09:00 and then to start the next one every 45 minutes thereafter at 09:45, 10:30, 11:15 with a 12:00 (Noon) to 13:30 Lunch Break. We will be scheduling the afternoon interviews to start at 13:45 and then one every 45 minutes thereafter at 14:30, 15:15, and 16:00.

Should you be selected for Polygraph Examination you will be notified the evening of **August 11 by Email** of the time for your Polygraph Examination;

Polygraph Examination on:

It is important to understand the purpose of the Polygraph is not so much about what you may or may not have done in the past, but are you honest, forthright and not deceptive about what you may or may not have done in the past.

The Polygraph Examination is significant in candidate selection since an affidavit of GOOD MORAL CHARACTER signed by the Fire Chief is required for you to become a Certified Firefighter by the Georgia Firefighter Training and Standards Council.

August 14, 2015 Polygraph Examination Start Time of 08:30 scheduled every 45 minutes thereafter
Georgia State Patrol Post 15
450 Larry Walker Parkway
Perry, GA 31069

Upon satisfactory completion of the Polygraph Examination if you are selected to receive a Letter of Conditional Offer you will be notified the evening of **August 17 by Email** of the time for your;

Physical Examination & Drug Screening on:

August 21, 2015 Physical Medical Examination & Drug Screen
AppleCare
1365D Sam Nunn Boulevard
Perry, GA 31069
Phone: (478) 287-6276

Once the entire Assessment Process is completed the Hiring Eligibility List will be completed by the Review Panel, and Emailed to all persons who have made the list.

Please contact Karen Bycenski at (478) 988-2713 in our Personnel Department if you should have any further questions.



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EXPLANATION OF –

FIREFIGHTER HIRING ASSESSMENT SCORING SHEET

APPLICANT _____ DATE _____

- STEP 1: CRIMINAL BACKGROUND CHECK Pass or Fail
- STEP 2: PHYSICAL AGILITY TEST Pass or Fail
- STEP 3: ASSESSMENT CENTER Max Points 42 = possible 6 pts in each of the 7 dimensions a minimum score of 28 is passing.

STEP 4: REVIEW OF APPLICATION & RESUME –

FORMAL EDUCATION Max Points 10 = GED – 1 pt, High School Diploma 3 pts., AS / AA Degree - 5 pts, BS / BA Degree – 10 pts.

MILITARY SERVICE Max of 10 Points = 1 pt. for each year of service.

FIRE SERVICE EXPERIENCE Max of Points 10 = 1 pt for each year of Career Fire Service Experience or, 0.5 pt for each year of Volunteer Experience.

CITY of PERRY EMPLOYEE 10 Points

SELECTED FOR INTERVIEW BY THE HIRING BOARD - Yes or No

STEP 5: INTERVIEW Max Points 160 = Possible 5 pts per question, 8 questions, 4 interviewers

REFERENCES Pass / Fail

CONDITIONAL OFFER:

- STEP 6: POLYGRAPH EXAM Pass or Fail
- FIT FOR DUTY PHYSICAL Pass or Fail
- DRUG SCREEN Pass or Fail

NOTE: Failure in any of the Pass / Fail Steps results in immediate elimination of the applicant from the hiring process. The scoring sheet is a TOOL used by the hiring board to evaluate the entire applicant pool. Scores achieved during the process are not the sole factor in hiring. The hiring board uses the scoring sheet as a reference in determining which applicants to select to interview. The selection of an applicant as a candidate for hiring is based on the applicant's overall performance throughout the hiring process, and the consensus of the members of hiring board.

*** The hiring board consists of Officers and Firefighters of the Department. ***

FIREFIGHTER PHYSICAL AGILITY TEST INCUMBENT LEVEL

Being a firefighter is a very dangerous and physically demanding job. For this reason an incumbent level physical agility test has been developed. It will ensure each individual hired continues to meet at least a minimum level of physical conditioning needed to perform the job of firefighter.

The physical agility test consists of six exercises that are to be performed consecutively. Each of the exercises are task related and are performed on a regular basis by firefighters. While you are doing the exercises you will be wearing full protective clothing consisting of: firefighting helmet, bunker coat, bunker pants, firefighting boots, firefighting gloves, and self-contained breathing apparatus, breathing air. The time to successfully complete the test is seven (7) minutes.

1. STAIR CLIMB

Fires in multi-story units represent one of the greatest threats to life safety. The ability to move personnel and equipment to the floor of the fire for extinguishment or rescue is an essential function for structural firefighters.

CONDITIONS

A shoulder load of hose weighing approximately 40 lbs. should be picked up and carried up four flights of stairs. The hose can be carried over the shoulder or carried under the arm. (Hose will be two sections of 1 ¾" hose).

ABILITIES REQUIRED AND TRAINING RECOMMENDATIONS

The cardiovascular system is tested in this task along with strength and endurance of the leg muscles. Stair climbing exercises, particularly those performed under a load, have the most positive effects on preparation for this task. Resistance training exercises for the legs are also helpful.

2. HOISTING

There are a number of fire ground activities that necessitate repetitive motions such as pulling or hoisting. Pulling victims from a confined area or hoisting equipment and tools to upper floors or roofs are tasks that call for a combination of grip strength and endurance. The use of gloves while attempting to grasp objects has been demonstrated to reduce grip strength by 50%.

CONDITIONS

The hoist evolution will be done by hoisting a section of 3" hose up to the fourth floor of the training tower. The hoisting will be done with a hand-over-hand motion and the section of hose will be brought into the window and placed on the floor.

ABILITIES REQUIRED AND TRAINING RECOMMENDATIONS

The exercise requires upper body strength and grip strength. Any weight training that includes grasping and manipulation of heavy weights will have a beneficial effect on forearm flexors and grip strength.

3. FORCIBLE ENTRY AND VENTILATION

Gaining access to a building for the purpose of effecting rescue and extinguishment or performing ventilation is an essential function for fire suppression personnel. There are a variety of forcible entry tools that are used to perform this task. Two of the most common used tools are the axe and sledge hammer. The use of these tools is one of the most physically demanding jobs a firefighter could do.

CONDITIONS

For the purpose of testing the forcible entry/ventilation skills, the sledge hammer is the safest and least skill-dependent tool. The act of chopping is one of the most basic fire ground activities. For the exercise, the firefighter shall straddle a weight while standing on two platforms. Using an 8 lb. dead blow sledge hammer, the firefighter strikes the weight repetitively, driving it a distance of 5 ft.

ABILITIES REQUIRED AND TRAINING RECOMMENDATIONS

The explosive power and endurance of the upper body muscle groups are demonstrated in the performance of this task. Resistance training of the upper body muscle groups is recommended.

4. THE VICTIM DRAG

The most critical task of a firefighter is the rescue of a citizen or a fellow firefighter. The importance of this task is directly related to the mission of the fire service.

CONDITIONS

The use of an anatomically correct rescue prop weighing about 175 lbs. is recommended. The task is accomplished as follows: a mannequin is placed on the ground in a lying down position. The rescuer approaches the head, grasps the harness which is around the victim, lifts the victim off the ground while leaning against the weight of the victim. Then while keeping his/her back straight and walking backwards, the rescuer shall drag the victim 100 ft. The rescuer may grasp the mannequin under the arms and drag it or place the rescue strap under the arms and drag it. The legs of the mannequin must touch the ground.

ABILITIES REQUIRED AND TRAINING RECOMMENDATIONS

Muscular strength and endurance are necessary for the victim drag. Resistance training with weights on the various muscle groups will provide the basic foundation for the performance of this task.

5. HOSE ADVANCE

Large and small diameter hose are routinely used in the job of firefighter. Carrying, dragging, and advancing charged hose lines are an essential function of firefighters. The weight of water is 8.33 lbs. per gallon. The weight of a charged hose line can easily reach weights in excess of 400 lbs., depending on the size and length of the hose lay.

CONDITIONS

The lead end of a charged 100 ft. 1 3/4" hose line should be placed over the shoulder. While walking at a rapid pace without stopping, the line should be stretched by pulling it from a pre-connected water source a total distance of 75 ft.

ABILITIES REQUIRED AND TRAINING RECOMMENDATIONS

Pulling hose demands muscular strength and endurance of the large muscles of the legs. There is some need for torso strength so stabilize the upper body. Resistive training such as squats, knee flexing, and extensions are recommended.

6. CARRY EVOLUTION

Firefighters need to carry tools and equipment at a fire. Completion of this task demonstrates that the candidate has adequate strength to pick up and then carry an object an appropriate distance.

CONDITIONS

The firefighter shall pick up an exhaust fan and carry it a distance of 150 ft. The fan shall be carried continuously without being dropped or set down. This task may also be completed by carrying the fan a distance of 75 ft., then returning to the starting point without stopping or dropping the fan.

ABILITIES REQUIRED AND TRAINING RECOMMENDATIONS

Muscular strength and isometric endurance are required for this task. Resistance training for the arms and legs are most effective for this task.

Rehab Sector EMS Guidelines:

When working crews arrive at the rehab sector, each member's vital signs shall be taken and recorded. The following criteria are used in the evaluation of fireground personnel during the incident.

- Transportation to the hospital is required when the diastolic blood pressure is **≤ 160**.
- Transportation to the hospital is also required when the diastolic blood pressure is **≤ 100** and the individual is symptomatic.
- An individual may be transported to the hospital for further evaluation when the diastolic blood pressure is **≤ 80** and the individual is symptomatic.
- The individual may be transported to the hospital when the systolic blood pressure is **≥ 200** and after further evaluation and rest the systolic BP is still **≥ 200**.
- When the pulse rate of **≤ 140 (100)** is found, administer oxygen and fluids, rest for a minimum of 10 minutes, and reassess the individual. If the pulse is less than **140 (100)**, the individual may return to work.
- **Any individual with a sustained heart rate about 100 beats per minute after 20 minutes of rest should not be released from rehab and should receive further monitoring with medical evaluation**
- If after 10 minutes the pulse remains above 140, the individual must rest an additional 30 minutes. Administer oxygen, EKG with pulse ox, and fluids. Record EKG results. Consider treatment and transport with any abnormal EKG results.
- If after 30 minutes the pulses rate remains above 140, transport the member to the hospital for further evaluation.
- **When COHb levels between 10% and 15% should be assessed for signs and symptoms of CO poisoning or hypoxia and treated with high concentration if warranted**
- **When the COHb level above 15%, should be placed on high-flow oxygen immediately and receive further evaluation**
- Follow all Houston County EMS Protocols.

NOTE: If the Firefighter falls outside of the Rehab Sector Guidelines after an adequate rest period, (A rest period may be negated if the Firefighter is symptomatic.) the Rehab Sector Officer will recommend that the Firefighter is transported to the hospital for further evaluation. The City of Perry's Workman's Compensation rules will apply and will be adhered to by the applicable personnel.

If the Firefighter refuses to be transported, the Firefighter will be asked to sign an EMS refusal and sent home to follow up with his/ her physician. The Firefighter will be required to utilize paid leave for any such time off. In order to be permitted to return to work, the Firefighter must have a doctor's note stating that the Firefighter is fit for duty. It will be the responsibility of the Firefighter to follow up with the Personnel Department to determine whether the situation will be considered a valid Workman's Compensation related claim.