

- Access to the following documents from candidate's fire department:
 - Department's staffing policy and procedures (including number of assigned members and training/certification requirements for each position)
 - List of pay scales, job education/training, and certification requirements for each position
 - Department's hiring policy
 - Department's promotional policy
 - Department's professional development model
 - Department's training policy (including local, state/provincial, and federal mandates)
 - Americans with Disabilities Act (ADA) policy
 - Statistical call data for non-traditional request for service (e.g., lock-outs)
 - Data showing call volume and types of calls for service area
 - Department's Human Resources (HR) Record Management System (RMS) policy
 - Department's budget program/policy
 - Department's policy/procedure regarding the bid process
 - List of current resources and stations
 - Local community's demographics and diversity data (including population, ethnicity, age, household income levels, education levels, and average household size)
 - Department's inspection program including statistical data for previous year
 - List of employee benefits
 - Response time benchmarks
 - Projected growth of the community (census data)
 - Policy, procedures, and/or applicable forms (e.g., a completed National Fire Incident Reporting System [NFIRS] form) from a recent multi-agency incident
 - Time loss due to injury data in the last year
 - List of contractual and/or mutual aid agreements
 - City and/or department's emergency management plan
 - City and/or department's Member Assistance Program (MAP)
 - Policy, procedure, and/or forms for an accident and injury statistics prevention program
 - Department's demographic and diversity data (including ethnicity, age, and gender)
 - Labor management policies and procedures (labor contracts)
 - City and/or department's incentive program
 - Department's media policy/procedure
 - Department's Public Information Officer (PIO) policy
 - List of events and incidents at facilities and potential targets within the jurisdiction
 - History of large hazard emergencies within the jurisdiction
 - Department's succession planning/human capital plan