

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

LINCOLN FIRE PROTECTION DISTRICT 1 DUBACH

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OCCUPATIONAL INDEX OF CLASSES

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

TOWN OF DUBACH ---- LINCOLN PARISH

FIRE SERVICE

LINE CLASSES

FIREFIGHTER/OPERATOR*

FIRE CAPTAIN**

DISTRICT FIRE CHIEF**

FIRE CHIEF*

LINE SUPPORT CLASSES

SECRETARY TO THE FIRE CHIEF*

ADMINISTRATIVE ASSISTANT TO THE FIRE CHIEF*

*Competitive Class

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Original Adoption: 10-20-98

Revision Dates: 11-30-99, 06-07-01, 04-13-10, 04-03-12

FIREFIGHTER/OPERATOR

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

The class of Firefighter/Operator comprises entrance level positions in the firefighting division of fire department operations. Employees of this class receive training in and perform firefighting and fire suppression tasks such as controlling and extinguishing fires, performing rescue work, and driving, operating, and maintaining fire department vehicles. Employees of this class perform duties under the supervision of and have work reviewed by a Fire Captain. This class reports to and ranks immediately below that of Fire Captain.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Participates in assigned training drills either as an individual or as a member of a group. Reads and studies assigned material related to performance of work.

Trains for and performs firefighting and rescue tasks such as connecting, carrying, and operating hose lines and directing fire streams; forcible entry; ventilating buildings; and using ladders, lines, and other equipment to aid in fighting fires or removing fire and accident victims to safety.

Drives fire apparatus to and from fire. Positions apparatus and connects to supply source. Operates pumper to supply adequate pressure to the nozzle. Calculates required fire flow, friction loss, intake and discharge pressures necessary for fire suppression.

Communicates with dispatcher and fire vehicles using two-way radio. Notifies dispatcher to call for emergency medical help when needed.

Performs salvage tasks necessary to protect property, using covers, tarps, or other materials. Locates and extinguishes hidden fires and hot spots. Removes containers of flammable or hazardous materials at fire scene or acts to contain hazardous material spill or control spread. Shores up or tears down weak and dangerous structural components. Removes debris and charred waste.

Participates in fire investigation and fire cause determination. Informs officer in charge of suspected arson. Observes witnesses at the fire scene and questions witnesses to determine fire cause. Participates in fire inspections.

Cleans, dries, inspects, and properly secures any assigned firefighting equipment such as hoses, hand tools, portable breathing apparatus, ladders, or related equipment. Cleans fire vehicles. Performs periodic tests on apparatus and equipment as required. Maintains inventory of equipment and supplies and performs minor repairs. Inspects fire hydrants, conducts flow tests, and periodically flushes hydrants to remove rust and sediment.

Performs tasks necessary for the proper maintenance of station and grounds such as cleaning floors and windows, emptying trash cans, mowing grass, and notifying officer in charge of needed repairs.

Completes forms and records as required.

Performs public relations duties such as calming excited citizens or comforting distraught victims or relatives at a fire scene, giving lectures or demonstrations to community groups about fire prevention. Provides information and tours to the public concerning the work of the fire department.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred, or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or G.E.D. certificate.

Must not be less than eighteen (18) years of age.

Must have a valid driver's license.

Fire Fighter LN

Original Adoption: 06-04-01

Revision Dates: 04-03-12

FIRE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary duties of which involve the supervision of the operations of a fire station, including the supervision of firefighting personnel, apparatus and equipment on an assigned shift. Employees of this class respond to emergency calls, assume command at the scene of an emergency in the absence of a superior officer, participate in pre-fire planning, and assist in the training of subordinate employees. Fire Captains comprise a highly responsible class and have the authority to work independently with little supervision. Employees of this class report to and have work reviewed by the District Fire Chief. Fire Captains rank directly below the class of District Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Directs the operation of a fire company in response to a fire alarm by gathering and assessing pertinent data provided by dispatcher. Supervises subordinates driving fire apparatus, directs positioning, and assists with setting up fireground perimeter. Oversees emergency scene operations, proceeding with size-up of an emergency scene until relieved by a superior officer. Performs and supervises subordinate employees in operations involving fighting fire, forcible entry, ventilation, truck and pumper, hoses and ladders, search and rescue, salvage and overhaul. Operates self-contained breathing apparatus. Observes and responds to changes in fireground conditions. Identifies hazardous materials and handles hazardous materials incidents. Performs and supervises emergency medical services such as basic first aid, CPR, and first responder services. Provides for the needs of firefighting personnel at the scene of an emergency while maintaining communications between the fire scene and other authorized personnel.

Coordinates activities with law enforcement personnel following proper procedures. Secures the fire scene to prevent the removal or damage of evidence of suspected arson. Assists arson investigation personnel. Searches for, protects, preserves, reports, and maintains the chain of custody of any evidence of suspected arson, as directed.

Supervises the operations of one fire station on an assigned shift, reviewing activity records of previous shift. Directs fire department personnel by assigning work and duty areas and inspecting the appearance of assigned equipment and subordinates. Assists subordinates in technical areas of work. Oversees and evaluates the work performance of subordinates and conducts employee performance evaluations. Recommends disciplinary action through the proper change of command. Briefs incoming Fire Captain on all pertinent activities that occurred or those that will occur on the upcoming shift.

Participates in training fire department personnel by conducting drills and evolutions, or training in the classroom. Provides informal or on-the-job training for new employees. Serves as a consultant for volunteers within the department or for departments in surrounding areas, providing technical expertise, assistance, and cooperation in training and/or firefighting efforts when required.

Provides for the maintenance of department records, such as records of activity, inventory records, or any other records that may be required. Completes and supervises subordinate employees when completing any forms, records, or reports required, including NFIRS reports. Reviews reports written by subordinates.

Conducts tests or directs the testing of fire department apparatus and equipment. Inspects fire apparatus, station house, buildings, and facilities to ensure compliance with departmental standards. Reports and receives reports about any problems with fire department property and equipment for the purposes of repair and maintenance. Makes recommendations on major purchases for the department. Maintains inventory of supplies and equipment. Orders and distributes supplies and equipment to personnel as required.

Makes presentations and demonstrations related to fire prevention and fire safety. Conducts tours of department facilities for school or civic groups.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Firefighter/Operator.

Fire Captain LN

Original Adoption: 04-03-12

Revision Dates:

DISTRICT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses highly responsible positions in fire department operations, the primary duty of which is managing the fire department personnel and equipment on an assigned shift. An employee of this class may be assigned to perform the duties of the Fire Chief in the Chief's absence. District Chiefs respond to fire and emergency calls and direct emergency scene activities on their assigned shift. Employees of this class assist with budgetary functions, training fire department personnel, and the organization and management of department equipment and supplies. District Chiefs have the authority to work independently and have their work reviewed by the Fire Chief. This class ranks directly below that of the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists the Fire Chief in the operations of the fire department on an assigned shift. Personally, conducts inspections of various divisions of the department, evaluates the effectiveness of the divisions, and takes appropriate action to correct or improve problem areas. Recommends policies, goals and objectives for consideration by the Fire Chief and assists the Fire Chief with setting management policies for the department. Recommends changes in department operations that will help the city to obtain favorable ISO ratings. Investigates all accidents involving department equipment or personnel. Plans and organizes departmental operations having to do with personnel, equipment, and apparatus as directed. Keeps informed on modern firefighting methods and administrative practices.

Participates in developing a personnel recruitment and selection program. Directs fire department personnel by assigning work or duty areas and work schedules. Approves leave. Inspects the appearance of assigned equipment and personnel. Holds meetings with fire personnel for the purpose of receiving reports, disseminating information and delegating authority for efficient operations. Resolves employee complaints and grievances. Oversees and evaluates the work performance of subordinates, writing employee evaluation reports following departmental procedures. Discusses such evaluations of work performance with subordinates and the Fire Chief. Maintains discipline by counseling employees and recommending disciplinary action. Provides assistance to subordinates in technical areas of work and counsels employees who are experiencing work problems.

Responds to all fire and emergency calls on an assigned shift for which the department is answerable, either in person or through a designated subordinate. Performs size-up and directs subordinate personnel at the scene of an emergency in rescue, forcible entry, ventilation, nozzle

and hose handling, protection of exposures, pump operations, water supplies, and salvage and overhaul. Supervises and personally acts as part of the fire attack team when necessary. Takes charge of all safety procedures at the scene of a fire or emergency. Participates in the handling of emergencies involving hazardous materials. Provides for the needs of the emergency personnel at the scene of a fire. Acts as coordinator between firefighting personnel and law enforcement personnel at the scene of an emergency, maintaining communications between the fire scene and other authorized personnel.

Investigates the causes, origins, and circumstances of fires occurring within the jurisdiction, especially those suspected to be the result of carelessness or the act of an arsonist. Assists arson investigation personnel who take charge of evidence of suspected arson and investigation of arson fires. Secures the fire scene and collects and labels evidence of suspected arson.

Directs departmental training of basic firefighting and fire attack, including forcible entry, firefighting apparatus, tools and equipment, driving fire equipment, salvage and overhaul, and rescue operations. Conducts training in related areas of first aid, hazardous materials, pre-fire planning, fire inspection and investigation, safety, and supervision of fire teams.

Assists in the preparation of the departmental operating budget by gathering information, compiling and organizing the data needed to prepare the budget. Prepares expenditure estimates and authorizes expenditure of funds. Writes reports and completes any forms and records required. Prepares LFIRS reports. Compiles and organizes data needed for reports. Prepares payroll records.

Supervises the general care and maintenance of firefighting apparatus and equipment, vehicles, stations, communications equipment, and fire department property. Researches the best methods of handling specific fire department tasks and sees that jobs are either contracted for or assigned to qualified personnel. Tests or directs the testing of equipment. Arranges for needed repairs and maintenance or assigns such to qualified departmental personnel. Inspects equipment and fire department property to ensure that repairs were properly accomplished. Maintains inventory of supplies and equipment. Makes recommendations on major purchases for the department. Meets with sales representatives to review products. Approves orders and the distribution of equipment and supplies.

Answers questions for the public about the operation of the fire department or any related areas of emergency services. Coordinates the work of the department with related federal, state and local agencies, releasing information and giving assistance when needed. Acts as a consultant for volunteer fire departments in surrounding areas, providing technical expertise, assistance and cooperation in related areas of the fire service.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver’s license.

Must be a regular and permanent employee in the class of Fire Captain immediately preceding closing date for application to the board.

District Fire Chief LE	
Original Adoption:	04-03-12
Revision Dates:	

FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the highly responsible position of chief officer in charge of all fire department operations. The Fire Chief is directly responsible for the organization and administration of the department, financial planning and budgeting of funds, public relations, and supervising and training for both paid and volunteer fire employees. The incumbent of this class is also responsible for procuring proper supplies and maintenance for department equipment and vehicles. The Fire Chief works independently, reporting to the Lincoln Parish Fire Protection District Number 1 Board of Commissioners.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Develops management policies, goals, and objectives for the fire department. Organizes the structure and personnel management functions of the department. Interviews prospective employees and makes recommendations for hiring. Holds formal meetings, outlines responsibilities, and sets task priorities for subordinates and supplies them with the resources necessary to achieve goals. Investigates complaints, provides for employee grievance resolution procedures, and counsels employees who are experiencing work problems. Maintains discipline by conducting corrective interviews and notifying employees of disciplinary action taken. Conducts inspections of personnel and equipment to assure compliance with department standards.

Supervises purchases of fire department equipment and supplies, ensuring such purchases are within the established budget. Inspects equipment or property after repairs to see that repairs were properly accomplished. Prepares specifications on new fire department equipment for public bids. Authorizes expenditure of funds allocated for departmental operations. Oversees and utilizes a system of information management for use in the administration of the department.

Evaluates training needs and establishes and maintains the training program. Sees that the training program is properly staffed and supplied with necessary resources. Attends training courses to maintain certifications in firefighting and emergency medical operations. Attends conferences and educational meetings to keep informed on firefighting methods and administrative practices. Supervises a program of fire investigations to determine if fires were the result of arson; provides materials and equipment for the program, ensures that assigned department members have requisite training, and oversees and reviews the work of personnel

engaged in investigations. Acts as a liaison with law enforcement or other arson investigation agencies.

Promotes a positive image of the department in the daily performance of duties. Receives and handles complaints from the public, records all pertinent information, and processes the complaint following departmental procedures. Delivers talks, lectures, or demonstrations on fire prevention or related fire protection topics to schools and civic organizations. Writes public service announcements, news releases, newspaper articles, or any other type of official department position paper for publication. Serves as official department representative at meetings and to news media and coordinates the work of the department with related federal, state, and local agencies. Works with board agencies (such as retirement boards, supplemental pay boards, or law enforcement training agencies) whose rules affect fire department employees; provides these boards and agencies with information and assistance which may benefit the department. Coordinates with other fire departments or agencies operating at mutual aid incidents, giving or receiving aid.

Reviews incoming communications, writes comments and notes as needed, and routes work to appropriate staff. Writes letters in answer to requests addressed to the fire department. Compiles and organizes data needed to effectively communicate information. Completes any necessary forms or records.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

MUST MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS

EITHER

Must have a bachelor's degree in fire science, fire administration, business administration, public administration, or a related curriculum and at least five (5) years of experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department, or documented equivalent volunteer fire service, or a combination of the two, in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

OR

Must have an associate degree in fire science, fire administration, or a bachelor's degree in an unrelated curriculum and at least seven (7) years of experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department, or documented equivalent volunteer fire service, or a combination of the two, in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

OR

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred, or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate and must have at least nine (9) years of experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department, or documented equivalent volunteer fire service, or a combination of the two, in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

Fire Chief LE

Original Adoption: 10-20-98

Revision Dates: 10-30-14

SECRETARY TO THE FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible clerical position, the primary duty of which is assisting the Fire Chief by providing administrative support and performing clerical duties and office functions. The Secretary to the Fire Chief prepares correspondence for the chief, receives and processes records and reports, maintains the chief's scheduled appointments, and acts as receptionist for the Fire Chief's office. The employee of this class prepares the department payroll records and assists the Fire Chief with the preparation of the departmental budget. The Secretary to the Fire Chief performs routine duties independently with some supervision, reporting to and having work reviewed by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Acts as receptionist to visitors to the Fire Chief's office, including answering the telephone, and directing visitors and calls to the appropriate individuals or offices. Answers questions for the public about the operation of the department. Schedules appointments and maintains calendar of events for the department and the Fire Chief. Places phone calls for the Fire Chief and handles routine questions and requests from callers and visitors following department procedures. Opens, sorts, and distributes mail for the department in accordance with departmental procedures. Processes outgoing mail and interdepartmental correspondence. Types letters, forms, memos, statements, formal reports, or any other documents as assigned by the Fire Chief. Attends meetings, conferences and seminars to take minutes or notes.

Writes reports and letters in answer to written or oral requests as directed. Receives and processes departmental records and reports for completeness, accuracy and conformity to established procedures. Enters routine information in department records, such as accounting records, personnel records, information files, or other related files and maintains a roster of department personnel. Reads graphs, charts, manuals, records, or related department documents to compile and organize data needed to write reports. Completes all records and reports required or assigned. Operates a computer terminal to enter or remove information from files. Locates and retrieves information or documents from hard copy files and the computer database. Performs appropriate back-up function in computer files. Operates office equipment such as a calculator, facsimile machine, copy machine or computer scanning equipment.

Sets up and maintains a filing system. Files correspondence, forms, records, or reports alphabetically or by subject matter. Maintains records on the location of materials removed from files and traces missing files. Extracts information or summarizes contents of files for use by

department personnel. Disposes of obsolete files and records in accordance with established retirement schedules or legal requirements. Maintains a library or archives of materials for future use or reference by department personnel.

Assists the Fire Chief in accounting for the money and assets of the fire department. Prepares purchase requisitions according to department procedures. Makes mathematical computations necessary to compute payroll records, including pay raises and other related changes. Handles complaints from employees concerning payroll errors or changes. Assists in the preparation of the total departmental operating budget by compiling information and computing salaries, hours, overtime and related data.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must present documentation indicating, at a minimum, that the applicant has met the minimum high school graduation requirements necessary to receive a high school diploma as established by the state of Louisiana Board of Elementary and Secondary Education. Such documentation shall include at least one of the following: high school diploma, high school transcript, certificate of equivalency, affidavit from the issuing high school, college diploma, or college transcript, any one of which must indicate that graduation has occurred, or a degree awarded. A certification of completion shall not be sufficient to substitute for certification of graduation.

Must not be less than eighteen (18) years of age.

Secretary to the Fire Chief LE Original Adoption: 04-13-10 Revision Dates:
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ADMINISTRATIVE ASSISTANT TO THE FIRE CHIEF

(Promotional)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible administrative position, the primary duties of which include assisting the Fire Chief in directing, planning, and coordinating fire department administrative functions in such areas as payroll, purchasing, budgeting, and maintaining departmental records. Special assignments are received from and work is reviewed directly by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists the Fire Chief in performing the administrative functions of the fire department. Gives reports, offers advice, makes recommendations, and keeps informed on local trends that may affect the fire service when attending all meetings required by the local governing authority. Recommends changes in department operations that will help the district obtain favorable ISO ratings. Works with boards and agencies whose rules and operations affect the careers of fire department employees or the work of the fire department. Studies new laws, regulations, ordinances, and court rulings relating to fire department operations to determine if changes in department policies and procedures are needed.

Assists the Fire Chief in accounting for the money and assets of the fire department. Gathers information for and assists in the preparation of the departmental operating budget. Writes requests for grants or other special funds to aid in the operation of the fire service. Purchases equipment and supplies, keeping such purchases within the established budget. Maintains inventory of supplies and equipment. Arranges for repairs and maintenance of all department facilities, equipment, or operating systems.

Assists the Fire Chief in making decisions about what information should be included in all records of the department and in determining in what form this information should be kept. Personally, completes any forms, records, or reports required, including LFIRS reports, payroll records, and revenue and expenditure estimates, and provides for the maintenance of such records. Writes letters in answer to written or oral requests addressed to the fire department or as required to handle problems or other needs of the fire department. Prepares news releases or other official department statement for publication.

Answers questions for the public about the operation of the department or any related areas of emergency services. Coordinates special projects related to public relations or the image of the

fire department. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and being a qualified elector of the State of Louisiana.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without reasonable accommodation.

Must have a high school diploma, or a valid certificate of equivalency issued by a state department of education.

Must have not less than five (5) years of experience in fire department work as a member of a fire department. Work experience should include the performance of administrative duties for a fire department or include background in fire suppression, fire prevention, or fire department training.

Administrative Assistant to the Fire Chief LE

Original Adoption: 10-20-98

Revision Dates: