



June 18, 2013

Fire Chief Manuel Hoskins  
Monroe Fire Department  
City of Monroe  
75 Scott Street  
Monroe, MI 48161

Dear Fire Chief Hoskins:

Jones & Bartlett Learning, L.L.C. ("JBL") is expressing written concern regarding the Public Safety department's unauthorized use of the JBL and National Fire Protection Association's (NFPA) copyrighted material, entitled, *Fundamentals of Fire Fighter Skills, Second Edition Instructor's Test Bank* ("Test Bank"). It has come to our attention that the copyrighted Test Bank items (both the questions and answers) were distributed to others for use with test preparation.

JBL is in receipt of an e-mail in which Public Safety department provided Test Bank items to the Police department. The Test Bank materials are the sole and exclusive intellectual property of JBL and NFPA and are licensed to Fire department instructors solely to administer to Fire department candidates. Any other use, such as appearing in the e-mail we received, is unauthorized by JBL and must immediately cease.

A test misconduct policy should be instituted or, if existing, reviewed to ensure the policy addresses topics such as instructor actions/requirements, candidate conduct during testing, steps to be taken upon suspicion or confirmation of cheating and more importantly the necessary updates to procedures that are deemed ineffective. Sharing of JBL test items must be prohibited.

I would ask that you please respond to this letter as soon as possible, confirming that the unauthorized disclosure of JBL test items will cease and that you explain the measures taken to rectify this problem. Should you have questions, please contact me directly at 978-579-8202.

Sincerely,

A handwritten signature in black ink, appearing to read "William Larkin", is written over a horizontal line.

William Larkin  
Executive Acquisitions Editor  
Jones & Bartlett Learning  
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Burlington, MA

Prepared for the real world.

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CC: Joseph Grutza, Office of Fire Fighter Training/FFTD