



Informational Bulletin

Special Lieutenant Promotional Process

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Approved By: Mark S. Ciarrocca, Acting Fire Rescue Chief

Based on the promotional opportunities advertised in Informational Bulletin 19.011, the depletion of the current Lieutenants promotional list established in General Order 18.060 is anticipated. A special Lieutenants promotional assessment process is being scheduled to establish and maintain a Lieutenants promotional list after the depletion of the current list.

In accordance with the Department of Fire, Rescue, and Emergency Management (Department) Operating Procedure 134, *Promotional Selection Process*, this informational bulletin is providing advanced notice of a special promotional assessment process for the position of lieutenant as described in section IX, B. The six month advanced notice is hereby waived. Only those members of the Department who satisfy the minimum requirements set forth in Operating Procedure 134, section II, prior to the first day of the examination shall be eligible to participate in the special promotional assessment process.

Elements of the Assessment Process:

The lieutenant process will have a multiple-choice examination and an interactive assessment center portion. The Department of Fire, Rescue and Emergency Management has contracted with an outside vendor to develop the multiple choice and assessment center.

Promotional Process Source Materials:

The multiple-choice exam will be based upon information taken solely from the following sources as of April 1, 2019:

- DFREM Operating Procedures and Rules and Regulations
- Fauquier County Fire Rescue Medical Treatment Guidelines - 2017
- Fauquier County Human Resource Policies (HRP):
 - HRP 41 Grievance Procedures
 - HRP 2-J Leave Donations
 - HRP 14 Outside Employment
 - HRP 2-M Sick Leave
 - HRP 29-A Tobacco Use DFREM
- Fire and Rescue Departments of Northern Virginia Firefighting And Emergency Operations Manuals:
 - Single Family Dwellings 3rd edition (2013)
 - Residential and Commercial Townhouses and Rowhouses 3rd edition (2013)

- Strip Shopping Centers 3rd edition (2013)
- Roadway Incidents 3rd edition (2012)
- Water Supply for Suburban and Rural Firefighting 2nd edition (2017)
- Command Officer Operations 3rd edition (2013)
- Engine Company Operations 2nd edition (2013)

There is no specific source material for the assessment center, although candidates are expected to demonstrate an understanding of all county and department manuals, adopted regional manuals, procedures, policies and documents that are applicable.

Minimum Score Requirements for Promotional Eligibility:

The lieutenant promotional process will consist of a multiple-choice test and an assessment center. Candidates must achieve a minimum passing score of 60% correct or higher score on the multiple-choice test in order to proceed to the assessment center. The assessment center may include role play scenarios, emergency incidents, and writing exercises. More specific information about the process components will be reviewed at the candidate orientation. A minimum passing score of 60% is required for each component of the assessment center. For candidates that complete all parts of the process, the multiple-choice test will be worth 25% of the candidate’s final score and the assessment center will be worth 75% of the final score. Candidates must achieve a final score of 60.00 or higher to be eligible for promotion.

Example:

A candidate received the following scores in each component of the process:

- Written Exam: 65
- Assessment Center Exercise 1: 80
- Assessment Center Exercise 2: 80
- Assessment Center Exercise 3: 55

- Assessment Center Overall Score: 71.67

- Written Exam at 25% of total score: 16.25
- Assessment Center Overall Score at 75%: 53.75

- Final Promotional Score: 70.00

Even though the Final Promotional Score is 70.00, the candidate would not be eligible for promotion because he/she did not achieve the minimum requirement for Exercise 3.

The advertised dates of the promotional process are **September 23-27, 2019**. The exact date range will be announced at a later date through a general order after the confirmed number of candidates is known.

Those who wish to be considered for participation in this promotional process shall submit a *Notice of Intent to Participate (FRF-919)* form electronically via email to Assistant Chief Mark Ciarrocca by 1700 hours on June 16, 2019. If you do not receive email confirmation of the receipt of your form within 24 hours, contact Assistant Chief Ciarrocca through email or in person.

Questions regarding this bulletin should be directed to Assistant Chief Ciarrocca.