



Informational Bulletin

Promotional Selection Process

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Approved By: Darren L. Stevens, Fire Rescue Chief

In accordance with the Department of Fire, Rescue, and Emergency Management (Department) Operating Procedure 134, *Promotional Selection Process*, this informational bulletin is providing the 6-month advanced notice of the 2022 promotional assessment process for the positions of lieutenant and captain. Only those members of the Department who satisfy the minimum requirements set forth in Operating Procedure 134, section III, prior to the first day of the examination shall be eligible to participate in the promotional assessment process.

Elements of the Assessment Process:

Both the lieutenant and captain processes 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 in effect as of June 2, 2022:

- 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
 - HRP 3 Code of Conduct
- Fire and Rescue Departments of Northern Virginia Firefighting And Emergency Operations Manuals:
 - Single Family Dwellings
 - Residential and Commercial Townhouses and Rowhouses
 - Strip Shopping Centers
 - Roadway Incidents
 - Water Supply for Suburban and Rural Firefighting
 - Command Officer Operations
 - Engine Company Operations

- Truck Company Operations Books 1, 2, 3, and 4
- Rapid Intervention Team
- Utility Emergencies
- Garden Apartment

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.

Specific scoring requirements will be disseminated at the candidate orientation session to be announced.

The advertised dates of the promotional process are **September 12, 2022 through September 23, 2022**. The exact dates will be announced at a later date 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 Michael Gillam by 1700 hours on July 29, 2022. If you do not receive email confirmation of the receipt of your form within 24 hours, contact Assistant Chief Gillam through email or in person.

The Department is scheduling a Company Officer Development Program to be concluded prior to the beginning of the process. Candidates who need this program or who intend to acquire additional prerequisites to satisfy the requirements established in OP 134 to be eligible to participate should submit FRF 919 as directed above.

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