



Informational Bulletin

Promotional Selection Process

Date: January 22, 2024

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Expiration Date: N/A

Approved By: Kalvyn W. Smith, Fire Rescue Chief

In accordance with Fauquier County Fire Rescue Operating Procedure 134, *Promotional Selection Process*, this informational bulletin is providing the required advanced three months' notice for the 2024 promotional assessment process for the positions of lieutenant and captain. Only those members of the Department who satisfy the minimum requirements set forth in OP 134, Section II and 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. Fauquier County Fire Rescue has contracted with an outside vendor to develop the multiple choice and assessment center per OP 134 Sec I Para. F.

Promotional Process Source Materials:

The multiple-choice exam will be based upon information taken solely from the following sources in effect as of January 20th, 2024:

- FCFR Operating Procedures/Rules and Regulations
- Fauquier County Fire Rescue Medical Treatment Guidelines - 2022
- 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 **May 6th through May 10th, 2024**. 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 Deputy Chief of Operations Chief Natasha Lorenzen by 1700 hours on February 9th, 2024. If you do not receive email confirmation of the receipt of your form within 24 hours, contact Deputy Chief Lorenzen through email.

The Department has scheduled a Company Officer Development Program (see IB 24.006 and TA 24.001) to be concluded on April 10th, 2024, prior to the beginning of the testing 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 the FRF 919 as directed above.

Questions regarding this bulletin should be directed to Deputy Chief Lorenzen.