

# Fauquier County Department of Fire Rescue

## **OPERATING PROCEDURE**

No. 134



## **Promotional Selection Process**

Effective Date: November 1, 2015  
Revision Date: February 5, 2018

Page 1 of 10  
Forms:

Approved By: Darren L. Stevens, Fire Rescue Chief

A handwritten signature in black ink, appearing to read "Darren L. Stevens".

### **PURPOSE**

To establish promotional procedures for the Fauquier County Department of Fire, Rescue, and Emergency Management ("Department").

### **SCOPE**

This procedure pertains to all Fauquier County Department of Fire, Rescue, and Emergency Management uniform service personnel.

### **I. GENERAL**

- A. Promotional examinations/processes for the positions of lieutenant and captain shall be administered every two years, unless postponed by the chief of the department.
- B. A promotional process for technician II shall be administered as needed determined by the chief of the department.
- C. Promotion to master technician, when implemented, is a career ladder advancement for those who become eligible and are approved by the Chief of the Department.
- D. All department personnel who satisfy the minimum requirements set forth in Section III of this operating procedure shall be eligible to participate in the promotional process(es) for captain and lieutenant administered prior to January 1, 2019.
- E. Only department personnel who satisfy the minimum requirements set forth in Section II of this operating procedure shall be eligible to participate in the promotional process(es) administered after January 1, 2019.
- F. All department personnel who satisfy the minimum requirements set forth in Section II of this operating procedure, the official job descriptions maintained by the Department of Human Resources, the applicable Officer Development Program (ODP) and successfully meet the eligibility requirements established in section VI, shall be eligible for promotion.

**Desire to Serve**

**Ability to Perform**

**Courage to Act**

<b>Promotional Selection Process</b>		No. 134
Effective Date: November 1, 2015	Revision Date: February 5, 2018	Page 2 of 10

- G. All elements of the applicable ODP must be successfully completed 30 days prior to the promotional process(es).
- H. The assistant chief is responsible for coordinating the promotional process(es) within the department in conjunction with the Department of Human Resources. The services of an outside consultant may be used to assist with the preparation and administration of the promotional examination process, if deemed appropriate by the chief of the department.
- I. Years of service as criteria for promotion shall be defined as follows:
  - 1. Uniform Service - the time begins on the effective date of employment with the Department.
  - 2. Time in rank - the time begins on the effective date of a promotion.

## II. ELIGIBILITY FOR PROMOTION

A candidate for promotion, or appointment, must meet the following **minimum** requirements for the specific positions.

- A. Technician I
  - 1. Open to career personnel of the department who successfully complete the designated recruit training and are certified as a Virginia EMT-B or higher and Firefighter 1 and 2.
- B. Technician II
  - 1. Open to career personnel of the department who successfully complete one year as a Technician I. The chief of the department may consider applicants from outside the department or county work force and he/she will determine their eligibility based on a review of their job-related training and experience.
  - 2. Certification as a Virginia EMT-B or higher and current CPR certification.

<b>Promotional Selection Process</b>		No. 134
Effective Date: November 1, 2015	Revision Date: February 5, 2018	Page 3 of 10

3. Qualified to drive and operate all types of fire and rescue apparatus within the County (except aerial devices and boats) by 30 days prior to the process.
4. Successful completion of the Technician II task book.

C. Master Technician

1. Open to career personnel of the department at the rank of Technician II who successfully complete eight years of service as a Technician II or higher with the department.
2. Qualified to drive and operate all fire and rescue apparatus within the County (except aerial devices and boats) by 30 days prior to the process.
3. Certified as Driver Pump Operator, Driver Aerial Operator, Instructor I and either Advanced EMT (or higher) or a certified and qualified Boat Operator.

D. Lieutenant

1. Open to career personnel of the department at the rank of Technician II or higher who successfully complete three years of uniformed service with the department. Members hired as Technician II who successfully complete two years of uniform service shall be considered eligible. The fire chief of the department may consider applicants from outside the department or county work force and he/she will determine their eligibility based on a review of their job-related training and experience.
1. NFPA Fire Officer I (Virginia) certification or equivalent knowledge, skills, and abilities as determined by the chief of the department.
2. Certification as a Virginia EMT-B or higher and current CPR certification.
3. Successful completion of a college level English course from an accredited institution, VDFP HTR module 1, Firefighter Mayday Down, and NIMS 100, 200, 700, 800.

<b>Promotional Selection Process</b>		No. 134
Effective Date: November 1, 2015	Revision Date: February 5, 2018	Page 4 of 10

4. Successful completion of the Department’s company officer development program (ODP) or previous version thereof.
5. Other job-specific eligibility requirements, if any, are specified in the official Fauquier County job descriptions of each position and related Department policies. Job descriptions and requirements are maintained by the department of Human Resources and are updated periodically. Those in effect at the time the department distributes promotional announcements and/or information will be adhered to. Any other special requirements will be listed in the promotional announcement.

E. Captain

1. Open to career personnel with one year as a lieutenant in the Department. Members hired as a Technician II who successfully complete one year of uniform service shall be considered eligible with five years of experience in a career department with at least two years of experience as a career Lieutenant or higher and approved by the chief of the department. The chief of the department may consider applicants from outside the department or county work force and he/she will determine their eligibility based on a review of their job-related training and experience.
2. NFPA Fire Officer II (Virginia) certification or equivalent knowledge, skills, and abilities as determined by the chief of the department.
3. Certification as a Virginia EMT-B or higher and current CPR certification.
4. Successful completion of a college level English course from an accredited institution, VDFP HTR module 1, Firefighter Mayday Down, one advanced HTR course, and NIMS 100, 200,300, 400, 700, 800.
5. Other job-specific eligibility requirements, if any, are specified in the official Fauquier County job descriptions of each position and related Department policies. Job descriptions and requirements are maintained by the department of Human Resources and are updated periodically. Those in effect at the time the department distributes promotional announcements and/or information will be adhered to. Any other special requirements will be listed in the promotional announcement.

<b>Promotional Selection Process</b>		No. 134
Effective Date: November 1, 2015	Revision Date: February 5, 2018	Page 5 of 10

F. Battalion Fire Chief

1. Promotion to the rank of battalion chief is open to career personnel and shall be an appointment made by the chief of the department. Eligible candidates consist of captains and lieutenants certified to the command level by the applicable ODP with five years as a uniformed member of the Fauquier County Department of Fire, Rescue, and Emergency Management and two years at the rank of captain or lieutenant. The fire chief of the department may consider applicants from outside the department or county work force and he/she will determine their eligibility based on a review of their job-related training and experience.
2. NFPA Fire Officer II (Virginia) certification or equivalent knowledge, skills, and abilities as determined by the chief of the department.
3. Certification as a Virginia EMT-B or higher.
4. Successful completion of the Department's Officer Development Program for command officers.
5. Any combination of education and experience equivalent to graduation from an accredited college with an Associate's Degree, in Fire Science Administration, Fire Protection, EMS Management or applicable field.
6. Other job-specific eligibility requirements, if any, are specified in the official Fauquier County job descriptions of each position and related Department policies. Job descriptions and requirements are maintained by the department of Human Resources and are updated periodically. Those in effect at the time the department distributes promotional announcements and/or information will be adhered to. Any other special requirements will be listed in the promotional announcement. All elements of the applicable level ODP must be completed 30 days prior to selection/promotional process(es).

G. Assistant Fire Chief / Deputy Fire Chief

1. Promotion to the rank of assistant fire chief and deputy fire chief shall be an appointment made by the chief of the department. Eligible candidates consist of battalion chiefs and captains certified to the command level by the applicable ODP with eight years as a career,

<b>Promotional Selection Process</b>		No. 134
Effective Date: November 1, 2015	Revision Date: February 5, 2018	Page 6 of 10

uniform employee of the Fauquier County Department of Fire, Rescue, and Emergency Management and two years at the rank of captain or lieutenant. The chief of the department may consider applicants from outside the department or county work force and he/she will determine their eligibility based on a review of their job-related training and experience.

2. NFPA Fire Officer III (Virginia) certification or equivalent knowledge, skills, and abilities.
3. Certification as a Virginia EMT-B or higher.
4. Any combination of education and experience equivalent to graduation from an accredited college with a Bachelor's Degree, in Fire Science Administration, Fire Protection, EMS Management or applicable field
5. Other job-specific eligibility requirements, if any, are specified in the official Fauquier County job descriptions of each position and related Department policies. Job descriptions and requirements are maintained by the department of Human Resources and are updated periodically. Those in effect at the time the office of personnel distributes promotional announcements and/or information will be adhered to. Any other special requirements will be listed in the promotional announcement. All elements of the applicable level ODP must be completed 30 days prior to selection/promotional process(es).

### **III. ELIGIBILITY TO PARTICIPATE IN PROMOTIONAL TESTING FOR CAPTAIN AND LIEUTENANT PRIOR TO JANUARY 1, 2019**

#### **A. Lieutenant**

1. Technician II's who meet the uniform service requirements in section II.
2. VDFP Crew Leader certification. Successful completion of NFPA Fire Officer I supersedes this requirement.
3. Certification as a Virginia EMT-B or higher and current CPR certification.
4. Successful completion of the Department's company officer development program (ODP) or previous version thereof.

<b>Promotional Selection Process</b>		No. 134
Effective Date: November 1, 2015	Revision Date: February 5, 2018	Page 7 of 10

**B. Captain**

1. Candidates may participate in the Captain's promotional process who will meet the time in rank requirements established in section II of this policy within six months of the process start date. Candidates will not be considered eligible for promotion until time in rank requirements are met. This does not apply to time in department requirements.
2. NFPA Fire Officer I (Virginia) certification.
3. Certification as a Virginia EMT-B or higher and current CPR certification.
4. Successful completion of the Department's company officer development program (ODP) or previous version thereof.
5. Successful completion of a college level English course, VDFP HTR module 1, Firefighter Mayday Down, and NIMS 100, 200, 700, 800.

**III. ACTING POSITIONS**

- A. Credit for service time shall be given for officially appointed and documented acting service time which has been designated by the chief of the department and established with the Department of Human Resources.

**IV. CHANGING SPECIALTY FIELDS**

- A. Individuals may change specialty fields by satisfying minimum eligibility requirements and successfully competing, where applicable, for positions in a different specialty field. Selections will be made in accordance with Section VII of this operating procedure.
- B. Individuals changing specialty fields shall demonstrate sufficient proficiency in the new specialty as required by the chief of the department.
- C. Newly established positions in specialty fields may be filled by selecting from an established eligibility list or by selecting applicants from outside the department or county work force. The Chief of the Department will determine their eligibility based on a review of their job-related training and experience.

<b>Promotional Selection Process</b>		No. 134
Effective Date: November 1, 2015	Revision Date: February 5, 2018	Page 8 of 10

## **V. APPLICATION FOR PROMOTIONAL OPPORTUNITIES**

- A. The notice of a promotional examination and/or process for lieutenant and captain shall be published at least six months prior to the date of the examination/process.
- B. The notice shall include the minimum score that must be achieved by a candidate in order to be placed on the promotional eligibility list, and a list of all reference sources to be used for written examination questions, if any. Reference sources may not be specified for assessment centers or practical examinations.
- C. Candidates for promotion shall apply/submit for consideration as specified in the announcement, and no later than the closing date included in the announcement.
- D. The notice of a promotional examination and/or process for technician II, master technician, battalion chief, deputy chief and assistant chief shall be published at least 30 days prior to the date of the examination/process.

## **VI. ELIGIBILITY LISTS**

- A. The eligibility list for each rank shall be posted as soon as practical after the promotion/selection process has been completed.
- B. Only those candidates who meet or exceed the minimum acceptable score, as specified in the promotional announcement, will be placed on the eligibility list for promotional consideration. Candidates who do not meet time in rank requirements will have their eligibility date printed next to their name. Candidates must satisfy all requirements for outlined in Section II to be eligible for promotion.
- C. The eligibility list shall remain in effect until it reaches its expiration date or a new examination is held.
- D. Openings for promotions which occur between the first date of a process and the effective date of the new eligibility list shall remain vacant until promotions can be made from the new list.



<b>Promotional Selection Process</b>		No. 134
Effective Date: November 1, 2015	Revision Date: February 5, 2018	Page 9 of 10

## **VII. SELECTION PROCESS**

- A. Promotional opportunities will be posted by the Department of Human Resources on the ePortal.
- B. Eligible candidates shall apply through the ePortal and provide documentation, to include certificates and transcripts, of meeting the requirements of section II of this policy.
- C. The top five individuals on the eligibility list who meet the requirements in sections II shall be considered the eligible pool for promotion. The chief of the department may select anyone in the eligible pool for promotion. The chief of the department may hold interviews to assist in the selection from the eligible pool.
- D. After each selection from the pool, the next in line candidate who meets the requirements in section II shall be added to the pool to maintain five individuals in the eligibility pool until such time only five individuals remain on the list.
- E. Individuals already holding the rank/level at which the vacancy occurs may be considered for a lateral transfer if eligible and written interest is expressed through the application process, but they shall not be given preferential consideration.
- F. Candidates for promotion must have a current medical certification.

## **VIII. DEPLETION OF ELIGIBILITY LISTS**

- A. In the event an eligibility list for a particular rank becomes exhausted prior to the next regularly scheduled examination, the chief of the department, in conjunction with the Department of Human Resources, shall make a determination of the procedures to be followed to fill any vacant positions which may occur.
- B. A special examination may be held, or vacant positions may be filled in an "acting capacity" until the next regularly scheduled promotional process is held. The six-month advance notice requirement may be waived by the chief of the department for a special examination.

<b>Promotional Selection Process</b>		No. 134
Effective Date: November 1, 2015	Revision Date: February 5, 2018	Page 10 of 10

**IX. PROMOTIONAL PROCESS**

- A. Promotional processes shall be conducted only once, except as specified in Section IX, C, of this operating procedure, at the date and time specified by the department. All individuals participating in the process shall take it at the scheduled time.
  
- B. Individuals participating in promotional processes are specifically prohibited from discussing the nature of the examination until the entire process is completed.
  
- C. Eligible candidates who are unable to participate in a promotional because of an on-duty injury, a job-related illness, or a death in the employee's immediate family shall make a written request to the chief of the department for a specific accommodation at the time the hindrance to participation occurs, but no later than the scheduled beginning of the process.