

PURPOSE

While not a substitute for training provided by the Department or professional development pursued independently by Department members, our promotional process will be used for the multiple purposes of developing, reinforcing, and evaluating the skills and qualities necessary to succeed as a leader in the Arlington Fire Department and meet our customers' needs.

SCOPE

The goal of the Fire Department's promotional procedure is to provide an equitable and competitive process for members of the Department based on job qualifications, personal development, skills and demonstrated performance. The promotional process will provide encouragement to all members who wish to achieve their potential and, therefore, provide the Fire Department with the best leadership and service possible.

ANNOUNCEMENT OF AND PETITIONING FOR PROMOTIONAL EXAMINATIONS: APPARATUS OPERATOR THROUGH CAPTAIN

A notice of at least ninety (90) calendar days will be given for scheduled promotional examinations. Interested employees who meet the qualification criteria for the announced rank examinations must petition, per instructions indicated on the announcement, to participate in the promotional examination process.

Petitioners will be required to sign a non-disclosure and security statement upon petitioning. The non-disclosure statement will cover the written exam material, as well as any and all testing venues, and their associated structures or instruments. At no time will petitioners visit or be present at a testing site until instructed to do so by written or verbal means for their assigned assessment. This restriction will be in effect from the time of the written exam until the assessment centers are complete.

ELIGIBILITY REQUIREMENTS FOR PROMOTIONAL EXAM: APPARATUS OPERATOR THROUGH BATTALION CHIEF

To be eligible to participate in the promotional examination process, an applicant must:

1. Meet the following criteria with the Arlington Fire Department:
 - A. Apparatus Operator: Must currently hold the rank of Firefighter and have a minimum of two years continuous active service by the effective date of the new Apparatus Operator promotional list. Beginning January 1, 2022, applicants must have 25 hours of college to participate in the promotional process for the rank of Apparatus Operator. If the applicant has an Intermediate Structural Fire Protection Certification, 20 college hours will be required for test participation.
 - B. Lieutenant: Must currently hold the rank of Apparatus Operator and have a minimum of two years continuous active service from the date of promotion to the rank of Apparatus Operator to the effective date of the new Lieutenant promotional list. Beginning January 1, 2022, applicants must have 50 hours of college to participate in the promotional process for the rank of Lieutenant. If the applicant has an Advanced Structure Fire Protection Certification, 40 college hours will be required for test participation.
 - C. Captain: Must currently hold the rank of Lieutenant and have a minimum of two years continuous active service from the date of promotion to the rank of Lieutenant to the effective date of the new Captain promotional list. Beginning January 1, 2022, applicants must have 75 hours of college to participate in the promotional process for the rank of Captain. If the applicant has a Master Structure Fire Protection Certification, 60 college hours will be required for test participation.

- D. Battalion Chief: Applicants must currently hold the rank of Lieutenant and have attained a passing total score during the most recent Captain's promotional process or currently hold the rank of Captain. Beginning January 1, 2022, applicants must have a Bachelor's Degree to participate in the promotional process for the rank Battalion Chief.
- E. Assistant Chief: Applicants must currently hold the rank of Battalion Chief or Captain. Beginning January 1, 2017, applicants must have a Bachelor's Degree to participate in the promotional process for the rank of Assistant Chief.
- 2. Have a minimum overall rating of "(3) Fully Achieved Expectations" on those performance evaluations conducted through the twelve months prior to the effective date of the new respective promotional list, and not be in a performance improvement program or have a disciplinary suspension within the twelve months prior to the effective date of the new respective promotional list.
- 3. Undergo and pass a promotional background check to comply with Criminal Justice Information System (CJIS) standards. (101.11 Attachment A)
- 4. Meet the following applicable State certification criteria:

Apparatus Operator	Basic Certification
Lieutenant	Intermediate Certification
Captain	Advanced Certification
Battalion Chief	Advanced Certification (Masters required January 1, 2022)
- 5. For the rank of Apparatus Operator, the individual must have successfully completed the Second Driver Training Program and currently hold Second Driver status prior to the start of the petitioning process. Beginning January 1, 2022, the individual must hold their Second Driver status for one year prior to the start of the petitioning process.
- 6. For the rank of Lieutenant, the individual will be required to hold Fire Officer I Certification as well as have successfully completed the Officer Development "Emergency Operations" course or Company Officer I course, prior to the start of the petitioning process.
- 7. For the rank of Captain, the individual will be required to hold Fire Officer II Certification as well as have successfully completed the officer Development "Emergency Operations" course, prior to the start of the petitioning process.
- 8. Since the promotional process is competitive, a minimum of three personnel who meet all promotional criteria making him or her eligible to apply for the examination for each anticipated vacancy in the ranks of Captain and below is desired. Should less than this number of eligible applicants petition for the examination, the Fire Chief shall have the discretion to make further changes as necessary.

CATEGORIES CONTRIBUTING TO THE PROMOTIONAL PROCESS: APPARATUS OPERATOR THROUGH CAPTAIN

The promotional process is intended to identify those individuals who possess the knowledge and skills necessary to perform in positions of higher rank in the organization. For the ranks of both Lieutenant and Captain, the process will examine for technical, supervisory/managerial, and tactical knowledge and skills. Candidates for Apparatus Operator will be assessed on technical knowledge, practical driving, equipment operation skills, and other Apparatus Operator related policies and procedures. The process will consist of the following categories with the indicated contributive weights:

	<u>Apparatus Operator</u>	<u>Lieutenant</u>	<u>Captain</u>
Written Test	50	50	50
Apparatus/Equipment Operation	50	0	0
Tactical/Mgmt. Assessment	0	50	50

The Fire Chief reserves the authority to add or delete promotional process categories as necessary. Such changes will be coordinated with the Director of Human Resources and then announced by written communication to potential examination applicants at least ninety (90) calendar days prior to implementation.

THE PROMOTIONAL PROCESS: APPARATUS OPERATOR THROUGH CAPTAIN

1. Written Examination

A. The Fire Chief will establish Task Forces consisting of the following:

- For the Captain's and Lieutenant's exam, the Task Force will consist of a minimum of; three (3) Battalion Chiefs and three (3) Captains
- For the Apparatus Operators exam, the Task Force will consist of a minimum of; three (3) Lieutenants and three (3) Apparatus Operators

Task Forces will consist of a minimum of six members holding ranks equal to or higher of those listed above. The Fire Chief reserves the right to substitute or add members of equal or higher ranks.

The Task Forces will confidentially review reference sources proposed for the written examination and recommend changes to the source materials as new or updated references are identified. Selection of Task Force members will be based on their promoted position. No member serving on the Promotional Source Material Task Force will be allowed to participate as a candidate in the particular promotional process for which the reference materials are being selected.

B. Reference sources used in a particular examination will be published at least ninety (90) calendar days prior to the examination in the formal promotional process announcement. The Fire Chief will approve reference materials for all tests.

C. Human Resources will assist Fire Administration in the management of promotional processes. The final examination scores will also be validated by Human Resources.

D. The Fire Chief will establish a Review Board consisting of three (3) chief officers. The Review Board will confidentially review proposed written examination questions before the examination. The Review Board will have the further responsibility of evaluating properly submitted protests following the administration of the written exam. Only questions that have been graded in error or questions that are identified as having more than one answer or no correct answer, will change the scores on the present examination. To clarify further:

- Questions that have been graded in error will be corrected and the score will be changed to reflect the correction.
- Questions identified as having more than one correct answer will receive credit as long as one of the correct answers was chosen.

- If there is no correct answer, all candidates will receive credit for the question.

Decisions of the Review Board are final.

The Review Board will also review Assessment Center instructional information to ensure the validity of the material and to ensure that it is clear and concise.

- E. The scores for the Captain, Lieutenant, and Apparatus Operator written examinations will be computed based on the selected number of questions determined by the Assistant Chief of Fire Administration and approved by the Fire Chief. A passing score of 70% must be obtained on the written exam to continue to the assessment portion, reference the information listed in paragraph (D) above. No questions will be eliminated from the exam. At no time will the score be based on the minimum number of questions; 199 for Captain's, 149 for Lieutenant's, and 99 for Apparatus Operator's.
- F. The number of passing individuals who proceed from the written examination to the assessment portion of the examination may be limited. The number of individuals who proceed to the assessment portion of the examination will be pre-determined and communicated with the final examination announcement.
2. **Assessment Center (Apparatus/Equipment Operation, Tactical Assessment and Management Assessment)**
- A. Although every effort will be made to accommodate those candidates who pass the written examination, the number of candidates who can reasonably be included in the assessment center(s) may be limited by available testing resources. In such cases, the Fire Chief shall have the authority to establish the maximum number of candidates who may proceed to the assessment center(s). Candidates will be notified of any such limitation in the examination announcement.
- B. Candidates will be scheduled for assessment center times through a random draw process.
- C. Candidates will dress in the Class B Uniform (Nomex) for the assessment center exercises. Candidates' names will be taped over with an assigned candidate number.
- D. Candidates' scores for the Captain, Lieutenant and Apparatus Operator assessment centers will be computed by averaging the grades of the assessments administered to produce one score, with the passing score being 70%.

3. **Education Contribution**

Candidates who successfully complete the written examination, apparatus/equipment operation, and/or assessment center processes will have education points added to the overall total score based upon the following criteria:

- A. Option A: 2.5 points will be given for an Associate in Applied Science Degree in Fire Protection Technology or Emergency Medical Services, or a Bachelor's Degree in any field of study (maximum points 2.5); or
- B. Option B: .025 points per semester hour will be given for each college hour successfully completed under a filed degree plan in Fire Protection Technology or Emergency Medical Services (maximum points 1.5); or

- C. Option C: .0125 points per semester hour will be given for each general college hour successfully completed (maximum points 1.5).

Candidates will declare the options they intend to use at the time of petitioning. The final education score will then be determined by multiplying the declared option points by the appropriate rank factor:

Apparatus Operator	0.4
Lieutenant	0.6
Captain	0.8

Beginning January 1, 2022 the multiplier factors will change to:

Apparatus Operator	0.6
Lieutenant	0.8
Captain	1.0

The education contribution points will be calculated based on official transcripts. Documentation must be attached to the petitioning form and submitted by the applicant at the time of petitioning.

4. **Tie-Breakers**

In the event of a tie in the overall total score, the following criteria are used for ranking candidates on the promotion eligibility list:

- A. The candidate with the longest tenure in his/her rank is listed first.
- B. If the tenure period at the rank is the same, the person with the earliest Fire Department date of hire is listed first.
- C. If the Fire Department hire date is the same, the selection is based upon the Fire Department identification number.

5. **Promotion Eligibility List**

- A. Duration

The final product of a promotion process is a list of candidates eligible for consideration for promotion to the announced rank. The duration of the list will be communicated in the examination announcement for each promotional process. The promotional eligibility list will be posted no earlier than seven (7) calendar days prior to its effective date. It will reflect the comparative ranking of the final total score of each applicant.

- B. Effective Promotional Eligibility List

Promotional lists for Captain, Lieutenant, and Apparatus Operator typically last one year. The year timeframe is a standard time period and does not account for payroll pay periods (14 days) or payroll pay cycles (28 days).

The effective "Promotional Eligibility List" is the promotional list in effect during the next full pay period after a vacancy is created. This could be the result of a newly authorized position, a member retiring or a resignation. The City's payroll system will not carry two individuals in the same position during the same pay period. This means that promotions will not occur in the middle of a pay period. The leaving employee must exit in one pay period and the pending promotion will become effective on the next pay period Monday. Promotions must

occur at the beginning of a full pay period. Therefore, the promotional list in effect at the beginning of the next full pay period is the effective promotional list.

C. Promotional List Extension

- The Fire Chief may extend the Promotion List based upon business necessity.

D. Chief's Authority

For any vacancy authorized to be filled, the Fire Chief shall promote any one of the top three candidates on the eligibility list who, in the Chief's sole discretion, is the best-qualified candidate. Factors the Fire Chief may consider may include but are not limited to: demonstrated job performance and competency, individual professional development activities, discipline history, and commitment to the Department and City's goals and objectives. Methods of evaluation may include but are not limited to: interviews with candidates, consultations with supervisors, and review of personnel, training, and Professional Standards investigations files. Candidates may be excluded if suspended within the last year or given a written reprimand within the last six months prior to the promotional date. Candidates may be subject to the interview process each time a vacancy occurs; therefore, a candidate may be asked to interview more than once. If a candidate has been interviewed previously, the Fire Chief may waive the requirement for an additional interview.

6. **Hazardous Materials Requirement**

All Captains and Battalion Chiefs must obtain and maintain State certification as Hazardous Materials Technicians within one year of promotion if not already achieved prior to promotion.

SELECTION PROCESS FOR BATTALION CHIEFS, ASSISTANT CHIEFS AND FIRE CHIEF

1. The Fire Chief will establish the processes for selection of both Battalion Chiefs and Assistant Fire Chiefs with assistance from the Director of Human Resources.
2. The City Manager's Office will establish the process for selection of the Fire Chief with assistance from the Director of Human Resources.