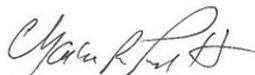
	County of Accomack	
	Department of Public Safety	
	Subject:	Promotional Process for Captain & Battalion Chief
	Section:	Administration
	Guideline Number:	222
	Effective Date:	January 26, 2009
	Revised Date:	October 1, 2024
Signature of Approval:	Charles R. Pruitt Director of Public Safety 	

PURPOSE

To establish procedures leading to a list of candidates eligible for promotion to the position of Captain or Battalion Chief.

SCOPE

This procedure shall be followed in the creation of a list of employees eligible for promotion to the position of Captain or Battalion Chief within the Department of Public Safety. The assessment described within this policy is designed to identify candidates who possess the qualities that will allow this Department to meet its mission, goals and objectives. All information and scores related to this process will become a part of the candidate’s personnel folder and subject to review by the candidate. Results, which reside in the candidate’s personnel folder, are not subject to Freedom of Information requests. The most suitable candidate for the position will be promoted. The process shall utilize job dimensional elements as derived from the job description under performance indicator and aptitudes.

ELIGIBILITY

All candidates must meet the requirements listed below prior to the first day of testing. Certifications must be current.

Captain

- Fire Medic II with 3 years of full-time service with the Department

Battalion Chief

- Fire Medic II, Captain or Acting Captain with 5 years of full-time service with the Department
- Paramedic

All candidates promoted must work toward completion of job requirements as identified in the job description prior to taking any other courses. Availability of courses, economic status of the Department, specific needs of the Department and other extraneous factors may influence the ability of personnel to meet these requirements. Successful candidates shall seek to achieve all required coursework and certifications within an (18) month period from promotion start date.

PROCESS

Notification of Process

The Department will post its intent to conduct a promotional testing a minimum of 30 days prior to the proposed written exam through advertisement via the Department website and County email.

All candidates shall submit a written memorandum of intent in the form of a cover letter and resume. The cover letter must carry the signature of the candidate. Both documents must be in typed form and shall be original documents (no faxes, copies, emails, etc.). Please attach to your packet at least (3) written recommendations from your peers within the Department.

Candidate Evaluation

The following components will be included in the evaluation process and weights applied in the final tabulation of scores for determination of placement on the eligibility list. The components may be administered in any order as determined by the Director. As soon as practical, the score will be disclosed to the applicant. A ranking list shall be used to identify candidate's position in the process. Neither the component area scores nor the final total score shall be published. The ranking list will be placed in order of highest to lowest score.

Component	Maximum Points	Percentage Weight
Written Exam	100	20%
Performance Evaluation	100	20%
Director's Interview	100	40%
Assessment Center	100	20%

Written Exams

The first written exam shall consist of 100 questions. The knowledge areas measured are: Tactical Operations, Building Construction, Tools, Equipment, & Apparatus, Supervisory Principles, Incident Management Procedures, and EMS Operations. Test questions shall come from the following reading materials based on the position. Copies of these publications are available at the DPS Administrative office for loan on a sign-out basis.

The second exam will measure the knowledge of Department Standard Operating Guidelines (SOG's).

Reading Materials for the Position of Captain

- Accomack County Department of Public Safety Standard Operating Guidelines

Textbook	Author(s)	Print ISBN	eBook ISBN	Chapters to Study
Emergency Care, 14th ed.	D. Limmer & M. O'Keefe	9780136681168	9780136873242	Chapter 2 Chapter 4 Chapter 9 Chapter 10 Chapter 13 Chapter 15 Chapter 18 Chapter 22 Chapter 29 Chapter 31 Chapter 33 Chapter 37
Brannigan's Building Construction for the Fire Service, 6th ed.	G. Corbett & F. Brannigan	9781284177312	9781284204834	Chapter 1 Chapter 3 Chapter 5 Chapter 6 Chapter 7 Chapter 8 Chapter 10 Chapter 14
Fire and Emergency Services Company Officer, 6th ed.	IFSTA	9780879396503	9780879396565	Chapter 12 Chapter 13 Chapter 14 Chapter 15 Chapter 16
Fire Officer's Handbook of Tactics, 5th ed.	J. Norman	9781593704186	9781593704186E	Chapter 3 Chapter 5 Chapter 7 Chapter 9 Chapter 10

Reading Materials for the position of Battalion Chief

- Accomack County Department of Public Safety Standard Operating Guidelines

Textbook	Author(s)	Print ISBN	eBook ISBN	Chapters to Study
Emergency Care, 14th ed.	D. Limmer & M. O'Keefe	9780136681168	9780136873242	Chapter 2 Chapter 4 Chapter 9 Chapter 10 Chapter 12 Chapter 13 Chapter 14 Chapter 18 Chapter 22 Chapter 31 Chapter 33 Chapter 37
Brannigan's Building Construction for the Fire Service, 6th ed.	G. Corbett & F. Brannigan	9781284177312	9781284204834	Chapter 1 Chapter 3 Chapter 5 Chapter 6 Chapter 7 Chapter 8 Chapter 10 Chapter 11 Chapter 12 Chapter 14
Management in the Fire Service, 5th ed.	H. Carter & E. Rausch	9781449690786	9781284158816	Chapter 2 Chapter 3 Chapter 6 Chapter 11 Chapter 12 Appendix A1 Appendix A2 Appendix A3 Appendix A4
Fire Officer's Handbook of Tactics, 5th ed.	J. Norman	9781593704186	9781593704186E	Chapter 3 Chapter 5 Chapter 7 Chapter 9 Chapter 10 Chapter 11

Performance Evaluations

The five most recent performance evaluation scores will be used during the candidate evaluation.

Director's Interview

An oral interview with the Director shall be held with the candidate to determine promotion ability. Items to be examined but not limited to are education, rank, experience, service to the Department, physical agility scores, additional certifications, education, performance evaluations, and demonstrated dimensional elements from the job description.

Assessment Center

A series of practical exercises will be conducted and is designed to measure supervisory and administrative, as well as tactical skills, knowledge and abilities. A host of different methodologies such as role playing, radio communication, phone conversation, computer usage, and face-to-face interaction may be utilized during the assessment center. A more detailed description of the actual Assessment Center will be provided at the time of the notification process. The components chosen will best reflect the open position.

Knowledge from these publications may be helpful throughout the assessment process although no direct questions will be derived from the textbook & sources:

- Fire Instructor (IFSTA)
- Fire Department Company Officer (IFSTA)
- Effective Supervisory Practices (ICMA)
- Hazardous Materials: Managing the Incident (FFP)
- Incident Safety Officer (IFSTA)
- Mass Casualty Incident Management Module I (Virginia OEMS)
- ICS 100 & 200 (EMI/NFA)
- Propane Emergencies (www.propanesafety.com)
- Accomack County Policy (www.co.accomack.va.us)
- Department of Public Safety Guidelines (www.acdps.net)
- Employee Evaluations & Forms
- Worker's Compensation Process & Forms
- Vehicle Accident Reporting Process

Tactical Exercise

A panel of outside fire service professionals and paraprofessionals will conduct an assessment of a candidate on a simulated emergency scene. This exercise is designed to assess the candidate's ability to make sound tactical decisions, develop rational and safety strategies and perform the duties of the position under some degree of authenticity and stress. The following are examples of scenarios that may be used or a combination of incident types:

- Emergency Medical Incident
- Hazardous Materials Incident
- Commercial or Residential Fire
- Specialized Rescue Incident

Oral Presentation

Petition for Service or Funding

Candidates shall prepare a presentation to elected officials soliciting support for a Fire/EMS new program or service to be provided (topic is candidate's choice). Presentations shall be prepared ahead of the assessment and be of 10-minute duration. Computer & LCD projector shall be available. Handouts and other related materials can be used to enhance presentation.

Teaching Exercise

Provide a short training session to non-emergency service personnel on a Fire/EMS topic provided at the time of the assessment. (15 minutes preparation time & 10 minute delivery time) The following materials shall be provided: pens, markers, paper, computer, printer, LCD projector, flip chart paper, instructional props or equipment (as needed).

Written Exercises

A series of practical written exercises shall be conducted designed to measure supervisory and administrative, knowledge skill and ability. This portion of the hiring process may consist of one or more of the following exercises. These exercises will be reviewed by a panel of the Director's selections. This review shall be a blind review, in which the evaluators do not know whose written exercises are being evaluated. A bar code or similar coded system will be used to identify the written exercise materials to the candidate.

Employee Evaluation

Completing a performance evaluation on a selected employee.

EMS QA/QI

Conducting Quality Assurance and Quality Improvements on PPCR's.

Written Essay

A 500-word essay on an emergency service topic. Topic to be provided at the time of assessment.

In-Basket

The in-basket is a timed exercise in which candidates are confronted with a series of written memoranda, letters, telephone messages, and other types of correspondence in which they are expected to take some form of action.

Accident Investigation

Completing the necessary paperwork and describing in written form the necessary prescribed follow-up on an employee involved injury, accident or mishap.

Role Play

The following exercises will challenge the candidate's interpersonal skills, leadership, and problems solving skills. The candidate will be given information on a crewmember or situation with whom he or she must interact. Problems will exist but the candidate shall have limited knowledge of the symptoms or their causes. The following situational awareness scenarios may be used:

Citizen Interview

Collecting information from a member of the public with regard to employee actions.

Employee Counseling Session

Candidate shall counsel employee on situation recommending preventative action, correction action and or disciplinary action.

Conflict Resolution

Solving a conflict between career and volunteer personnel.

Unsafe Action Mitigation

The candidate shall recognize an unsafe action on the scene of an emergency(s) and make a recommendation to mitigate the situation to the Incident Commander.

Decision Making Injects

Through radio communications, phone calls, or emails, the candidate shall have to answer immediate questions from field personnel. Candidate shall be evaluated on the ability to prioritize actions, sound decision making, prescribed follow-up and continue with daily work flow.

SALARY

The salary will be per Accomack County Promotional Policy 404. Pay Grades are (F13) for Captain and (F16) for Battalion Chief.

RANKING LIST

A rank order of candidates shall be published and made available at the ACDPS Administration Office. Candidates shall be listed by first initial and last name in rank order.

ELIGIBILITY LIST

The top five candidates will be placed on the eligibility list. The Director shall promote from the top three candidates on the list for each open position. As personnel are selected, applicants below the selected candidate shall move into the next open position. For example #1 is selected, the #2 candidate now becomes the #1 candidate for the next promotion. The list will remain active for one year from the date of posting.

OTHER INFORMATION

All internal applicants shall dress in Class A uniform (if provided) otherwise Class B.

All applicants must be on time for all portions of the testing process.

The Promotional Policy contained within is not under the County policy and is not subject to the grievance policy.

All candidates, after completion of the assessment process, shall complete an evaluation form anonymously in order to improve the process for future candidates. These evaluations shall be placed in a sealed envelope and not reviewed until after the rank order has been posted.