

Standard Operating Procedures Manual
City of Poquoson Fire and Rescue



**City of Poquoson
Fire and Rescue**

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GENERAL ADMINISTRATION

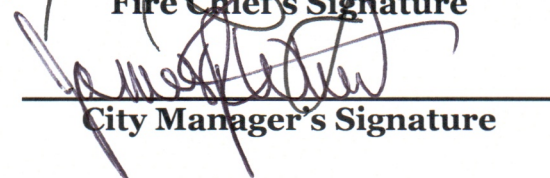
SOP#: GA 19.10

Title: Promotional Process for
Master Firefighter

Effective Date: 01/11/2016

Revised Date: 07/03/2024


Fire Chief's Signature


City Manager's Signature

**PROMOTIONAL PROCESS FOR
MASTER FIREFIGHTER**

I. PURPOSE

The promotional process for Master Firefighter is a tool used by the Fire Chief to narrow the number of candidates and assist them in making their final selection. The promotional process is a complex system designed to be fair and equitable. Candidates are evaluated on a combination of experience, training, education, knowledge, work performance, and an assessment process.

This SOP is not all-inclusive and cannot encompass all situations that may be encountered.

II. PROCEDURES

The Deputy Chief is responsible for administering the promotional process and is responsible for insuring that all elements used in the promotional process are job related.

When a vacancy exists for the position of Master Firefighter, the Fire Chief shall post an internal advertisement of the position for a minimum of one week. During that time qualified personnel may submit the required paperwork outlined in the announcement to be considered for the advertised position.

The Fire Chief, or their designee, shall arrange and schedule the appropriate segments of the promotional process which may include an application, submission of resume, submitting letters of recommendation, applicant testing, applicant assessment boards, written exercises, computer skills exercises, interviews, background investigation, etc. The following criteria shall be used in the promotional process:

1. Experience

The minimum required time to be eligible to apply for the position of Master Firefighter is first 24 consecutive months with the City of Poquoson Fire/Rescue Department which includes successful completion of the one (1) year probationary period plus an additional three (3) years of full time employment with a career Fire/Rescue Department for a total of sixty (60) months of experience.

2. Education

The minimum educational requirements to qualify as a candidate for promotion to Master Firefighter are listed in the Master Firefighter Job Description (see attached).

3. Special Requirements

The minimum special requirements to qualify as a candidate for promotion to Master Firefighter are listed in the Master Firefighter Job Description (see attached).

4. Evaluations, Conduct, Disciplinary Actions

- Applicants for promotion shall have +2 points on their DMV driving record. This driving record will be provided by the applicant in their application package.
- Applicants for promotion shall have no evidence of excessive or abuse of sick leave or incidents of unexcused absences during the eighteen (18) months prior to the application deadline.
- An applicant for promotion must have received ratings of satisfactory or above on their last two performance evaluations at the time their applications are submitted.
- Applicants for promotion shall not have received any disciplinary action resulting in a written reprimand or more serious disciplinary action within the previous eighteen (18) months from application deadline.

5. Application

To be considered as a candidate for promotion, the applicant shall submit a letter of application in addition to any requirements stated in the promotional job announcement. The entire completed application package must be submitted by the date and time specified in the promotional job announcement.

6. Promotional Process Outline

- Application Package
 1. Letter of Application
 2. Applicant Resume
 3. Driving Record
- Written Examination and/or Oral Presentation
- Written/Computer Skills Exercise
- Interview w/Assessment Board
- Interview with Chief/Deputy Chief

The results of testing, performance, and evaluation in each element of the promotional process will be reviewed by the Fire Chief to help determine each candidate's overall qualifications for promotion.

An eligibility list will be created by the Deputy Chief which will classify each candidate as either highly qualified, qualified, or not qualified for promotion. The Fire Chief will consider for promotion a number of candidates equal to or greater than the number of vacant positions to be filled plus two (2). If the highly qualified category has less than the required number for consideration, the Fire Chief will consider all candidates in the highly qualified and qualified categories regardless of the number of available candidates.

- The eligibility list will normally be valid for twelve (12) months.
- A list may be extended for up to twelve (12) additional months at the discretion of the Fire Chief.
- The list may be terminated at any time in order to conduct a new promotional process when such a process would, in the opinion of the Fire Chief, be strengthened by the addition of newly qualified candidates.

- Employees receiving a promotion will serve a probation period in accordance with the applicable City Personnel Policy.