



Carroll County Department of Fire & EMS

Standard Operating Procedure: 2.06	Effective Date: June 8, 2023
Subject: Employee Competitive Promotional Requirements and Procedures	Section: Human Resources
Authorized: Chief Michael Robinson	Revision Date: N/A

I. PURPOSE

The purpose of this policy is to outline the requirements and procedures for uniformed employee competitive promotions.

II. DEFINITIONS

- A. Competitive Promotion - When an employee is promoted to a vacant or new position in a higher grade following the successful completion of a competitive promotional process.
- B. Designated - When an employee is appointed or selected by the Director/Chief to fill a position or perform the functions identified for a position or assignment.
- C. Current Satisfactory Evaluation of Performance - Evaluation of performance consists of a review by staff of all personnel documents including those over the previous 365 calendar days as well as satisfactory annual performance evaluations as defined in Carroll County Personnel Code, Chapter 37.
- D. Certification - Document granted by the Maryland Fire Service Professional Qualifications Board (MFSPQB), the National Fire Service Professional Qualifications Board (NFSPQB), the International Fire Service Accreditation Congress (IFSAC), the Department of Defense (DOD), the Maryland Institute for Emergency Medical Services Systems (MIEMSS), or other agencies as determined by the Department. Those with pending certification that has been verified through the local Accredited Training Review Agency (ATRA) representative shall be considered to possess the certification.
- E. Equivalent (Equivalency) - as it applies to driver's licenses shall be defined as the applicant's possession of a state issued driver's license that permits them to drive motor vehicles of the same class as the Maryland Driver's License listed. Class C License equates to motor vehicles with a gross vehicle weight of less than 26,001 pounds and Class B License equates to motor vehicles with a gross vehicle weight of 26,001 pounds and greater.

III. PROCEDURES

A. General

1. A competitive promotional process is administered by DFEMS/HR. The services of an outside consultant may be used to assist with the preparation and administration of a promotional examination or selection process for positions if deemed appropriate by the Director/Chief.
2. Individuals participating in the competitive promotional processes are specifically prohibited from discussing the nature of the examination until the eligibility list is posted.
3. DFEMS is not responsible for offering classes to fulfill the requirements in this policy but shall make efforts to do so.
4. Competitive promotional processes may vary by position and will be determined and announced by the Director/Chief.

B. Eligibility

1. Employees who are interested in promotion must meet the training and educational requirements for the position they are applying for and all ranks under that position.
2. All requirements and certifications must be completed prior to the candidate applying except as defined in II.D.
3. Employees eligible for a Competitive Promotion must successfully complete the process identified by the Department.
4. A medically qualified annual physical completed by the DFEMS medical vendor must be on file with DFEMS. The physical is required to have taken place within the 365 days prior to the date of application to apply for a promotion.
5. Employees who have a modified duty assignment due to either a non-service-connected injury or illness, will be required to obtain medical clearance for full duty before being qualified for a promotion.

C. Promotional Positions - The following positions within the Department of Fire and EMS are considered competitive

1. Fire Apparatus Driver/Operator - A Firefighter/EMT or a Firefighter/Paramedic shall be eligible to apply for promotion to Fire Apparatus Driver/Operator when all of the following requirements are met:
 - a. Currently a Carroll County Firefighter/EMT or Firefighter/Paramedic, with one (1) year time in title by the closing date of the application process.
 - b. Possess current State of Maryland EMT or higher.
 - c. Successful completion of the DFEMS annual Compliance Training.
 - d. Valid Class C Driver's license or equivalent
 - e. Certification as a Fire Apparatus Driver Operator – Pumper, Aerial, Mobile Water Supply
 - f. A current satisfactory performance evaluation.
2. Lieutenant - A candidate shall be eligible to apply for promotion to Lieutenant when all the following are met:
 - a. Meets the training and education requirements for Firefighter/EMT or Firefighter/Paramedic.
 - b. Possess current State of Maryland EMT or higher.
 - c. Successful completion of the DFEMS annual Compliance Training.
 - d. Valid Class C Driver's license or equivalent
 - e. Certification as a Fire Officer I.
 - f. Certification as an Incident Safety Officer – Suppression.

- g. Certification as an Incident Safety Officer – Technical Rescue.
 - h. Certification as a Fire Officer II *
 - i. A current satisfactory performance evaluation.
- *Within a specified period of time following promotion
3. Shift Commander Lieutenant - A Lieutenant shall be eligible to apply for promotion to Shift Commander Lieutenant when all of the following are met:
 - a. Meets the training and education requirements for the rank of Lieutenant;
 - b. Possess current State of Maryland licensure as a Paramedic.
 - c. Successful completion of the DFEMS annual Compliance Training;
 - d. Valid Class C Driver's license or equivalent.
 - e. Certification as a MIEMSS QA Officer.
 - f. Successful completion of National Incident Management System (NIMS) ICS 300 & 400.
 - g. A current satisfactory performance evaluation.
- D. Application for Competitive Promotional Opportunities
1. Candidates must submit an application and provide copies of any documents required to support the application in order to participate in a promotional process via the electronic system identified by Human Resources, by the deadline date. No applications will be accepted after the deadline date.
 2. Candidates who successfully complete a promotional examination/process and are placed on the Eligibility List for a specific rank, must submit an application through the electronic system identified by Human Resources, for the open position when the vacancy is advertised. Candidates must follow application procedures as noted in the Department's Vacancy Announcement to apply.
- E. Eligibility List
1. The list of eligible candidates established will either expire one year (12 months) from the date of release unless previously exhausted, or it shall remain in effect from its effective date until the date of the next examination. The eligibility lists may be extended by the Director/Chief for up to one additional year (12 months) in six-month (6- month) increments or may be expired at any time. The decision to extend the effective date of the eligibility list must be made prior to the expiration of the list.
 2. In the event an eligibility list for a particular rank becomes depleted prior to the next regularly scheduled examination, the Director/Chief shall determine the procedures to fill any vacant positions. A special examination may be held, or vacant positions may be filled via acting capacity until the next regularly scheduled promotional process is held. Acting capacity is described in the Carroll County Personnel Code, Chapter 37.
 3. Selection for promotion will be made by choosing one candidate from the five highest ranking qualified applicants. Under this Rule of Five, the top five candidates, including ties, will be considered for a single vacancy, and will be considered equal. If there are two vacancies, the top six candidates, four more than the number of vacancies, will be considered. The Department will announce the selection process to be used well in advance of the Eligibility List being issued and may re-evaluate the Rule to be used based on the promotional process being conducted.

IV. RECISION

This Standard Operating Procedure rescinds all directives regarding Employee Competitive Promotional Requirements and Procedures Policy or similar content previously issued for personnel of the Carroll County Department of Fire & EMS.