



# General Order

## Department of Fire & EMS

G.O. 7-5-25

**Subject:** 2025 Lieutenants Promotional Process

**Date:** July 24, 2025

**Authority:** Chief Michael Robinson/*MCUR*

The department is preparing to initiate the promotional process to fill twelve (12) Paramedic Lieutenant positions. The application period will open on August 6, 2025.

Please note: The 2025 promotional process will be limited to the Lieutenant/Paramedic position.

To be eligible to participate, candidates must hold the following minimum certifications:

- Fire Officer I Certification
- Incident Safety Officer Certification (Fire Suppression/Technical Rescue)
- Maryland Paramedic/ALS Licensure
- Quality Assurance & Quality Improvement Officer Training course. Available through Maryland EMS Online Training Center ([www.emsonlinetraining.org](http://www.emsonlinetraining.org))

The department acknowledges that several members have recently completed the required training classes for the position. While those members may not have a Pro Board certificate in hand, they are required to submit proof of certification application by August 20, 2025. The proof of application will be a photocopy of the Certification Application and an accompanying letter from the Assistant Chief of Training, Chief Brothers, stating that "The application has been received, meets the required criteria and has been submitted to the MFSPQB."

The schedule for the process is as follows:

- June 9, 2025 – Notice of study material sent to all members
- August 6, 2025 – Application period open
- August 20, 2025 – Application period closes at 1700 hrs.
- August 27, 2025 - Written Exam (Time & location will be sent to qualified applicants)
- September 15-18<sup>th</sup> – Oral Interview, Fire Simulation Lab, EMS Scenario and Written Assignment

Members on D Shift (August 27, 2025) may submit leave requests from 0700-1300hrs to take the exam. Please add to the comment section in VTI "Lieutenants Exam".

## **2025 Lieutenants Examination Process: Source Material**

### **1. Fire and Emergency Services Company Officer-IFSTA, 6th edition.**

- Chapters 1-11 Only

### **2. MD Medical Protocols for EMS, July 1, 2025, edition**

- All Sections

### **3. DFEMS Standard Operating Procedures (SOP Manual-All Chapters)**

- Source material for the exam is located on the County DFEMS website under Standard Operating Practices.

<https://www.carrollcountymd.gov/government/directory/fire-and-emergency-services/standard-operating-procedures-for-carroll-county-fire-and-ems/>

The following recently published policies will not be used as study materials

- Carbon monoxide Response
- Inaccessible Person Rescue

### **4. Carroll County Code of Regulations, Chapter 37 (Entire Document)**

- Source material for the exam is located on the County DFEMS website under Fire and Emergency Services CH37 Amendments.

<https://www.carrollcountymd.gov/government/directory/fire-and-emergency-services/fire-emergency-services-ch-37-amendments/>