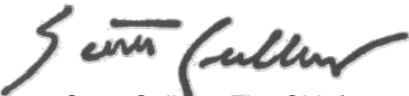




**City of Winchester
Fire & Rescue Department
STANDARD OPERATING PROCEDURE**



Section:	Personnel	SOP:	2.1
Subject:	Professional Development Program	Executed:	October 1 ,2006
		Revised:	October 13, 2006 February 3, 2010 Suspended February 18, 2011 February 22, 2011
Approved:			
 Scott Cullers, Fire Chief			

PURPOSE

The Winchester Fire and Rescue Department Professional Development Program is designed to serve as a guideline and career path for fire and rescue operational personnel to develop skills, knowledge and abilities in the areas of, but not limited to, Emergency Medical Services, Fire Suppression, Hazardous Materials Operations, Leadership and Supervision. This document is intended to assist the employee in understanding the career advancement opportunities that exist within the department.

The program of continuing education and training should encourage and assist personnel with building and maintaining a higher level of proficiency by acquiring new certifications and developing knowledge and skills which are desirable for promotional opportunities to positions with increased responsibility.

The following provides guidance to advance from a Probationary EMT/Firefighter through the rank of Captain by creating opportunity and incentive for professional growth throughout an employee’s career with Winchester Fire and Rescue Department.

PROGRAM STANDARDS

This program uses the following to set the minimum requirements for all levels of the Professional Development Program. Requirements may exceed but not fall below any of these standards:

- NFPA 472 Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents
- NFPA 1001 Standard for Firefighter Professional Qualifications
- NFPA 1002 Standard for Fire Apparatus Driver/Operator Professional Qualifications
- NFPA 1021 Standard for Fire Officer Professional Qualifications
- NFPA 1041 Standard for Fire Service Instructor Professional Qualifications
- VDFP Instructor Manual, Section SS-3 – Progression of Training

PROMOTIONAL PREPARATION

All operational fire and rescue personnel are required to maintain a minimum certification level of EMT/Firefighter. Promotion above the minimum certification level within the Professional Development Program requires that personnel demonstrate self-initiative to meet the advanced requirements.

The Professional Development Program requires new skills, knowledge, and abilities to be obtained through various certifications, college courses and work experience **prior** to advancement eligibility. The following information provides professional development requirements for advancement/promotion from Probationary EMT/Firefighter through Captain and is to assist the employee in understanding the requirements for this.

Criteria for the positions has been designed and established in such a format as to provide advancement/promotional opportunities to individuals having the desire to improve their abilities and the department. An employee who has completed the necessary criteria for advancement/promotion will need to submit the appropriate application and certifications. This applies for advancement to the rank of EMT/Firefighter and EMT/Firefighter Technician.

There will be a competitive promotional process for the positions of Sergeant, Lieutenant and Captain. The minimum requirements include length of service in the required rank; certifications; specific training and education as listed; a current resume and other projects as designed for the specific process. A promotional process will be used to screen and rank potential candidates for promotion for the officer/supervisory level positions.

ADVANCEMENT/PROMOTIONAL ELIGIBILITY

The department will follow the City of Winchester's Comprehensive Employee Management System (CEMS) for "Reinstatement" and "Re-employment" to determine eligibility of employees for promotion within the Professional Development Program.

Personnel on disciplinary probation at the time of closing date for applications are not eligible to test for advancement/promotion in the Professional Development Program.

TRAINING AND CERTIFICATIONS

The department, as budget allows, will pay for course registration and textbooks for required courses that enable an employee to be eligible for advancement and/or promotion to the next higher level of the Professional Development Program. The Department may not compensate class attendance as work time. It is the responsibility of the individual to obtain all the requirements necessary to promote to the next level.

PERFORMANCE TESTING

An annual skills and/or knowledge evaluation/test will be administered prior to the anniversary date of all operational field personnel by the subordinate's supervisor. The administration of this evaluation/test will ensure that each individual is proficient in their

current position. All non-probationary department personnel should maintain a minimum level of proficiency for their current position.

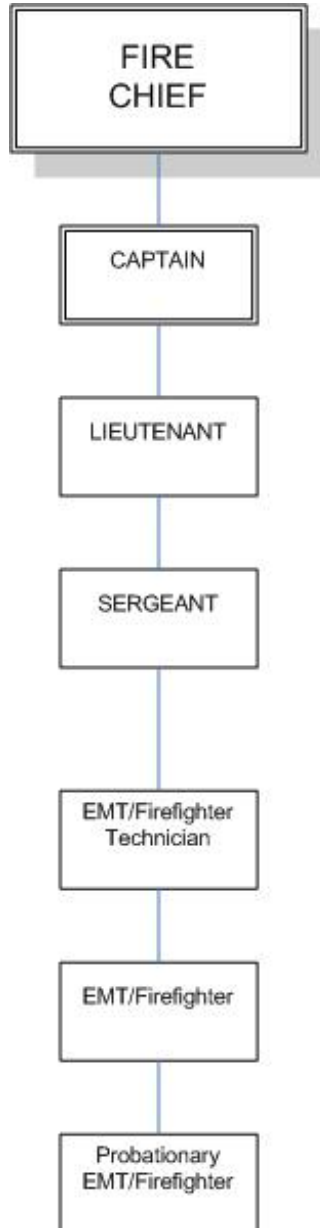
Should the individual **NOT** successfully complete their evaluation/test for their current position, the following procedures will be followed:

1. Personnel cannot retest on the same date the initial test was administered.
2. It is the responsibility of the individual that did not successfully complete their test/evaluation to schedule a retest date within thirty (30) days.
3. A maximum of two retests within a thirty-day (30) period of the initial test will be allowed.
4. If an individual is not able to successfully maintain their current position, disciplinary action may be pursued. Discipline will be guided by the provisions of the City of Winchester Comprehensive Employee Management System (CEMS).
5. Results of only the initial evaluation/test will be reflected and considered on the annual employee performance evaluation.

CAREER PROGRESSION

The Winchester Fire and Rescue Department's Professional Development Program will provide employees with opportunities for upward mobility through progressive job classification dispersed among different pay grades within the City of Winchester Personnel Classification System. Each classification level will be defined by an eligibility criteria related to, but not limited to, elements such as time in service, training, education, certification and performance ratings.

All training requirements shall be completed prior to the closing date provided in any promotional announcement unless stated otherwise.



PROGRESSION MATRIX

Requirements	Probationary EMT Firefighter	EMT Firefighter	EMT Firefighter Technician	Sergeant	Lieutenant	Captain
Minimum years to promote	0-1 Year	2 Years	2 Years	2 Years	2 Years	2 Years
Firefighter Level I		X	X	X	X	X
EMT Basic		X	X	X	X	X
EVOG III		X	X	X	X	X
Mayday! FF Down		X	X	X	X	X
Firefighter Level II			X	X	X	X
Driver Ops Pump and Aerial			OR	X	X	X
Fire Instructor Level I				X	X	X
Fire Officer Level I				X	X	X
NFA Leadership I **				X	X	X
Fire Officer Level II					X	X
NFA Leadership II **					X	X
NFA Leadership III **					X	X
Fire Instructor Level II						X
Fire Officer Level III						X

** Required after promotion to the position

CLASSIFICATION DEFINITIONS

Probationary EMT/Firefighter

Entry-level employees are designated as Probationary EMT/Firefighters and are assigned to a station at the conclusion of the first week of employment. The department reserves the right to forgo making station assignments if it is more cost effective and productive to keep a group of Probationary EMT/Firefighters together for training purposes. A Probationary EMT/Firefighter Training Manual shall be used to guide the progression of the Probationary EMT/Firefighter in gaining the skills, knowledge, and abilities needed to become “Operational.”

The Fire and Rescue Department has an administrative probationary period that is a minimum of twelve (12) months. A Probationary EMT/Firefighter may be released to full “Operational” status, with recommendation from their immediate supervisor and approval by the Fire and Rescue Chief, after six (6) months, if they have completed all requirements established in the Probationary EMT/Firefighter Training Manual, meet the certification requirements for the EMT/Firefighter level and have successfully passed the practical and/or written evaluation(s)/test established for the EMT/Firefighter level. The Probationary EMT/Firefighter will still remain on “Administrative Probation” for a minimum of twelve (12) months from hire date.

Probationary EMT/Firefighters that have been cleared for “Operational” status can be counted towards minimum staffing requirements and are eligible for overtime when working in their assigned station. They **cannot** be utilized to fill vacancies in other stations until one year after being cleared to “Operational” status. Probationary EMT/Firefighters may be eligible for partial or full advanced training incentive compensation upon hire date for Emergency Medical Service Advanced Life Support certifications. Probationary EMT/Firefighters are eligible for full advanced training incentive compensation that they qualify for after obtaining “Operational” status.

During the administrative probationary period, the Probationary EMT/Firefighter will receive a formal City performance evaluation every six (6) months. Successful completion of the administrative probationary period requires receiving a performance evaluation rating that meets or exceeds the current performance evaluation acceptable level of performance and being cleared for “Operational” status by their immediate supervisor and approved by the Fire and Rescue Chief. If at the conclusion of 12 months the employee does not receive an acceptable performance evaluation a determination will be made as to the employee’s continual employment with the department.

To advance to the EMT/Firefighter level the Probationary EMT/Firefighter must:

- Have one (1) year of continuous service with the department.
- Have successfully passed the most recent department annual work performance evaluation.
- Have National Incident Management System (NIMS) training as outlined in the City NIMS Compliance Program.
- Possess a valid and appropriate driver’s license for their state of residency.
- Successfully pass the practical and/or written evaluation(s)/test established for the EMT/Firefighter level within three attempts.

- Have the following certificates issued by or recognized by the Commonwealth of Virginia:
 - Firefighter Level I
 - Emergency Medical Technician
 - Emergency Vehicle Operations Course III
 - Hazardous Materials Awareness
 - Mayday! Firefighter Down

EMT/Firefighter

All uniformed operational fire and rescue personnel successfully completing guidelines set forth for Probationary EMT/Firefighter must apply for, advance to, and maintain the minimum level of EMT/Firefighter. When the employee advances to this level they will receive an increase in pay consistent with the provisions of the City of Winchester's Comprehensive Employee Management System (CEMS) and the applicable pay grade for their position. The EMT/Firefighter has the skills, knowledge, and abilities needed to assist the department with providing a productive service delivery system to the citizens of the City of Winchester. An employee must remain at the EMT/Firefighter level for a minimum of (2) two consecutive years after they successfully complete their administrative probationary period.

The EMT/Firefighter must receive scores on their annual written test and performance evaluation that meets or exceeds the current acceptable level of performance. A score less than the current acceptable level of performance may result in enacting policies from the City of Winchester's Comprehensive Employee Management System (CEMS).

To advance to the EMT/Firefighter Technician level the EMT/Firefighter must:

- Maintain all requirements set forth for the EMT/Firefighter position.
- Have two (2) consecutive years as a non-probationary EMT/Firefighter.
- Not be on disciplinary probation at time of application.
- Have National Incident Management System (NIMS) training as outlined in the City NIMS Compliance Program.
- Have successfully passed the department's most recent annual work performance evaluation.
- Successfully pass the practical and/or written evaluation(s)/test established for the EMT/Firefighter Technician level.
- Have the following certificates issued or recognized by the Commonwealth of Virginia:
 - Firefighter Level II
 - Hazardous Materials Operations
 - Driver/Operator Pumper "or" Driver/Operator Aerial

EMT/Firefighter Technician

Application for and advancement to the level of EMT/Firefighter Technician is an individual choice. After successful completion of requirements for EMT/Firefighter Technician and a minimum of two (2) consecutive years as a non-probationary EMT/Firefighter he/she can submit an application for the EMT/Firefighter Technician position.

When an employee advances to this level they will receive an increase in pay consistent with the provisions of the City of Winchester's Comprehensive Employee Management System (CEMS) and the applicable pay grade for their position. The advancement from EMT/Firefighter to the rank of EMT/Firefighter Technician recognizes an individual's enhanced skills, knowledge, and ability needed to assist the department with providing a productive service delivery system to the citizens of the City of Winchester. An employee must remain at the EMT/Firefighter Technician level for a minimum of two (2) consecutive years before being eligible to advance to the next level.

An EMT/Firefighter Technician must maintain all required certifications for their position and receive scores on their annual written test and performance evaluation that meets or exceeds the current acceptable level of performance. A score less than the current acceptable level of performance may result in enacting policies from the City of Winchester's Comprehensive Employee Management System (CEMS).

To be eligible to test for promotion to the Sergeant level the EMT/Firefighter Technician must:

- Maintain all requirements set forth for the EMT/Firefighter Technician position.
- Have two (2) consecutive years of service as an EMT/Firefighter Technician.
- Not be on disciplinary probation at time of closing for application.
- Have successfully passed the department's most recent annual work performance evaluation.
- Have the following certificates issued or recognized by the Commonwealth of Virginia:
 - Fire Officer Level I
 - Fire Instructor I or EMS Educator
 - Driver/Operator Pumper **and** Driver/Operator Aerial

Sergeant

A Sergeant is recognized as an officer/supervisory level within the department. Therefore, a competitive process will be initiated to fill vacancies at the Sergeant level. After successful completion of requirements for Sergeant and a minimum of two (2) consecutive years as an EMT/Firefighter/Technician personnel are eligible to compete for promotion to the Sergeant position when a process for promotion to Sergeant is announced.

When an employee is promoted to this level they will receive an increase in pay consistent with the provisions of the City of Winchester's Comprehensive Employee Management System (CEMS) and the applicable pay grade for their position. The promotion from EMT/Firefighter Technician to the rank of Sergeant recognizes an individual's longevity with the department, as well as enhanced experience, knowledge, and skills necessary to be a leader.

A Sergeant must maintain all required certifications for their position and receive scores on their annual written test and performance evaluation that meets or exceeds the current acceptable level of performance. A score less than the current acceptable level of performance may result in enacting policies from the City of Winchester's Comprehensive Employee Management System (CEMS).

Sergeants are the first level of supervision in the chain of command and may be assigned as a shift supervisor within a station. A Sergeant will not be allowed to act as a Battalion Officer during their first six months. A Sergeant must obtain 24 hours of training/observation with a cleared Battalion Officer prior to serving as a Battalion Officer. Sergeants with ALS certification must maintain the requirements for ALS incentive and perform as an ALS provider.

Required training within one (1) year of promotion to the position of Sergeant

- **NFA-Leadership I Strategies for Company Success**
- **NIMS 300**
- **NIMS 400**
- **NIMS 800**

To be eligible to test for promotion to the Lieutenant level the Sergeant must:

- Maintain all requirements set forth for the Sergeant position.
- Have two (2) consecutive years of service as a Sergeant.
- Not be on disciplinary probation at time of closing for application.
- Have successfully passed the department's most recent annual work performance evaluation.
- National Incident Management System (NIMS) training as outlined in the City NIMS Compliance Program.
- Have the following certificate(s) issued or recognized by the Commonwealth of Virginia:
 - Fire Officer Level II

Lieutenant

A Lieutenant can be recognized as a Battalion Officer, shift supervisor and station commander within the department. Therefore, a competitive process will be initiated to fill vacancies at the Lieutenant level. After successful completion of requirements for Lieutenant and a minimum of two (2) consecutive years as a Sergeant personnel are eligible to compete for promotion to the Lieutenant position when a process for promotion to Lieutenant is announced.

When an employee is promoted to this level they will receive an increase in pay consistent with the provisions of the City of Winchester's Comprehensive Employee Management System (CEMS) and the applicable pay grade for their position. The advancement from Sergeant to the rank of Lieutenant recognizes an individual's longevity with the department, as well as enhanced experience, knowledge, and skills necessary to be a leader.

A Lieutenant must maintain all required certifications for their position and receive scores on their annual written test and performance evaluation that meets or exceeds the current acceptable level of performance. A score less than the current acceptable level of performance may result in enacting policies from the City of Winchester's Comprehensive Employee Management System (CEMS)

Lieutenants are the second level of supervision in the chain of command and may be assigned a station to supervise. Lieutenants with ALS certification must maintain the requirements for ALS incentive and perform as an ALS provider when needed.

They are recognized for their abilities to perform as a leader along with the expertise in the practical skills, knowledge, and experience.

Required training within one (1) year of promotion to the position of Lieutenant:

- **NFA-Leadership II Strategies for Personal Success**
- **NFA-Leadership III Strategies for Supervisory Success**

To be eligible to test for promotion to the Captain, the Lieutenant must:

- Maintain all requirements set forth for the Lieutenant position.
- Have two (2) consecutive years of service as a Lieutenant.
- Not be on disciplinary probation at time of closing for application.
- National Incident Management System (NIMS) training as outlined in the City NIMS Compliance Program
- Has successfully passed the most recent department annual work performance evaluation
- The following certificate(s) must be issued or recognized by Virginia Department of Fire Programs:
 - Fire Instructor II
 - Fire Officer Level III

Captain

The Captains are recognized as administrative officers within the department. Therefore, a competitive process will be initiated to fill vacancies at the Captain level. After successful completion of requirements for Captain and a minimum of two (2) consecutive years as a Lieutenant personnel are eligible to compete for promotion to the Captain position when a process for promotion to Captain is announced.

The Captains will oversee a division within the Department with their assigned division being set forth by the Fire and Rescue Chief. The divisions can be divided into two categories. They are Emergency Medical Services and Operations. Captains may serve as supervisors for Lieutenants.

When the employee enters this level they will receive an increase in pay consistent with the provisions of the City of Winchester's Comprehensive Employee Management System (CEMS) and the applicable pay grade for their position. The promotion from Lieutenant to the rank of Captain recognizes an individual's longevity with the department, as well as enhanced experience, knowledge, and skills necessary to be a leader.

A Captain must maintain all required certifications for their position and a performance evaluation that meets or exceeds the current acceptable level of performance. A score less than the current acceptable level of performance may result in enacting policies from the City of Winchester's Comprehensive Employee Management System (CEMS)

Captains are the third level of supervision in the chain of command and report directly to the Fire and Rescue Chief. In the absence of the Fire and Rescue Chief a Captain will serve as Acting Chief.

Captain rank and pay grade as identified by the City of Winchester's Comprehensive Employee Management System (CEMS) are exempt employees. This means they are not compensated for overtime and receive compensatory time at straight time. Job assignments are usually day work with scheduled city holidays off.

Fire Chief

The Fire and Rescue Chief with the City of Winchester is an appointed position by the City Manager. Reference shall be made to chapter 10 of the Code of the City of Winchester, Virginia for additional information regarding this position.

ADVANCED TRAINING INCENTIVE PROGRAM

Incentive Program Introduction

Winchester Fire and Rescue Department contributes to the health, safety and welfare of the City of Winchester and the surrounding areas by providing quality service delivery during emergency incidents. In order to provide this high standard of service, personnel within the department, who wish to participate in the incentive program, are required to comply with educational standards of the Virginia Office of Emergency Medical Services (VOEMS) Division of Educational Development for Emergency Medical Technician-Intermediate, and Emergency Medical Technician-Paramedic. These programs provide for a gradual increase in the complexity and comprehensive level of knowledge of personnel.

Incentive Program Objective

The Advanced Training Incentive Program is designed to reward Winchester Fire and Rescue Department personnel that have obtained certifications that expand the department's ability to provide a more comprehensive response to Emergency Medical Service incidents. The extensive program requirements and additional responsibilities placed on these individuals are above that of a basic EMT/Firefighter. It is the objective of the incentive program to provide personnel with additional compensation for these certifications. It will also provide an incentive for personnel to expand beyond the basic EMT/Firefighter to increase their level of training, which will in turn greatly benefit the community we serve.

Initial Certification

The training requirements set forth by VOEMS are well above and beyond basic EMT/Firefighter duties. Personnel spend many hours on both classroom and clinical applications in order to obtain these specialized certifications.

Continuing Education

Once the EMT/Firefighter meets requirements for certification, a required continuing education program must be followed. This program allows the provider to show continued competency in their skills as well as keeping the provider informed with new changes to current procedures and technology.

Requirements and Compensation

Personnel will be compensated based on their level of certification. The following requirements will be enacted for personnel to receive compensation:

EMT-Intermediate = \$6,000

- Be released as an Attendant-in-Charge to provide care at the EMT-Intermediate level by the Winchester Fire and Rescue Department's Operational Medical Director.
- Obtain and maintain certification in other approved adjunct courses as required by the Winchester Fire and Rescue Department.

- The employee must receive scores on their annual written test and performance evaluation that meets or exceeds the current acceptable level of performance.

EMT-Paramedic = \$7,000

- Be released as an Attendant-in-Charge to provide care at the EMT-Paramedic level by the Winchester Fire and Rescue Department's Operational Medical Director.
- Obtain and maintain certification in other approved adjunct courses as required by the Winchester Fire and Rescue Department.
- The employee must receive scores on their annual written test and performance evaluation that meets or exceeds the current acceptable level of performance.

Qualified employees seeking incentive pay must complete the Professional Development Program Application for Advanced Training Incentive. This application must be approved by the applicant's immediate supervisor and be supported with a copy of the required certifications. The incentive compensation is subject to all requirements provided within this document. Compensation will be added to the employee's current base salary.

Failure to comply with these requirements will result in a loss of incentive compensation. If an individual wishes to drop to a lower level of certification, a written request must be submitted to the Fire and Rescue Chief for approval. If approved, the incentive pay will decrease accordingly.

Note: If department service delivery responsibilities are amended any and/or all portions of the incentive program may be rescinded.

ADVANCEMENT/PROMOTIONAL GUIDELINES

Advancement/Promotion above the rank of EMT/Firefighter is a voluntary action on behalf of the individual. All personnel are encouraged to participate in the Professional Development Program. In order for an employee to advance in this program, they must be a full-time employee and receive scores on their annual written test and performance evaluation that meets or exceeds the current acceptable level of performance. There are two types of career advancements/promotions within the Winchester Fire and Rescue Department; non-supervisory and officer/supervisory promotions.

An employee may choose to apply for an advancement/promotion, which will have varying certification/educational requirements based on the position applied for. An application is required for all positions. A competitive process will be initiated for all officer/supervisory level promotions of Sergeant, Lieutenant and Captain.

Non-Supervisory Advancement

Employees eligible for advancement to non-supervisory positions are responsible for submitting an application for advancement to the next level thirty (30) days prior to eligibility date. Example: If your anniversary date is August 1, you are encouraged to apply by July 2. However, employees eligible for advancement can submit an application anytime after they become eligible for advancement. The employee will then be scheduled to take a written test for the desired advancement level. The employee must earn a score of 70% or higher to advance to the next non-supervisory level. After all elements of the application have been satisfied, the application will be forwarded to the Fire Chief for approval. Compensation for the position will be received after required years of service have been obtained and according to the City of Winchester's Comprehensive Employee Management Program (CEMS).

Should the individual **NOT** successfully earn the required score for the written test, the following procedures will be followed:

1. Personnel cannot retest on the same date the initial test was administered.
2. It is the responsibility of the individual that did not successfully complete their written test to schedule a retest date within thirty (30) days.
3. A maximum of two retests within a thirty-day (30) period of the initial test will be allowed.
4. If an employee is still not able to successfully pass the written test, the application to promote will be denied.
5. The employee will be allowed to reapply for advancement after a required six (6) month waiting period from the date of the last failed written test attempt. The employee will be allowed one attempt to successfully pass the written test for advancement every six (s) months.
6. Personnel must be able to successfully complete EMT/Firefighter test at all times. Failure to do so will be handled according to the City of Winchester's Comprehensive Employee Management Program (CEMS).

Officer/Supervisory Promotion

Officer/Supervisory level vacancies will be advertised by the Winchester Fire and Rescue Department in coordination with the City of Winchester Administration Department. The requirements listed in this program are to assist in identifying qualifications needed for promotion.

All personnel that meet the established requirements for the advertised promotion are encouraged to submit an application by the established deadline. If it is determined by the Fire Chief that the needs of the department necessitate proceeding with the promotional process, where there is not a competitive pool of qualified internal candidates for the vacant position, the vacancy may be advertised externally.

The Department/City of Winchester is not obligated to hire or promote from any established eligibility list. If a qualifying candidate is promoted, they will receive an increase in pay consistent with the provisions of the City of Winchester's Comprehensive Employee Management System (CEMS) and the applicable pay grade for their position. There is no guarantee that a supervisor will be compensated at a higher level than subordinates.

Competing in the promotional process is voluntary and therefore no part shall be compensable to any participant.

1. The minimum requirements for promotion eligibility are as follows:

- Certifications as issued by the Commonwealth of Virginia or other governing bodies that are required for each officer/supervisory position.
- Has successfully passed the most recent department annual work performance evaluation.
- Will have successfully completed any disciplinary probation at time of closing for application.
- Meet the years of service requirements at time of closing for application.

2. Promotional Announcement

A timeline of events will be scheduled and published in the advertised promotional announcement. Candidates are required to arrive on time for each scheduled event. Failure to arrive on time will be cause for disqualification from the promotional process.

Information for the promotional process, written and practical test/evaluations, will be derived from information contained in books, websites and other materials as outlined in the promotional announcement.

3. Excused Absences

There will be no excused absences for any component of the promotional process.

4. Testing Process

The testing process will consist of three (3) steps that will be date driven and listed in the advertised promotional announcement timeline.

STEP 1 – Application, Cover Letter, Resume, Certifications and Confidentiality Agreement

The following information shall be submitted **as a package** to Administration to the attention of the **Administration** Director by the close of business **(5:00 PM)** as listed in the announcement **timeline chart**. This package must be hand-delivered to the Administration Department at Rouss City Hall and a Confidentiality Agreement **must** be signed and placed **with the package**. If a candidate is not willing to agree to the terms of the confidentiality agreement, they will be excluded from the process.

Package Contents:

The following documents shall be included in the package in the order as listed below. Exclusion or incomplete/inaccurate package items of any part will constitute elimination from the promotional process.

- Completed application found in this document for the position
- Cover letter of intent outlining your interest to apply for the promotional process
- Resume of professional qualifications and education
- Copies of all certifications (certificates) required for the position
- Signed Confidentiality Agreement attached to this document

STEP 2 – Written Test

Eligible candidates will be required to complete a written exam (multiple choice test). Written test question(s) will cite the **study material** that a specific question has been derived from to ensure there is no discrepancy in an answer.

Example: According to Ladder Company Fireground Operations (Hal Richman):
The Ladder company apparatus needs to be positioned to use the aerial at:
A. __ B. __ C. __ D. __.

The written test score will be considered **valued** as 40% of the overall total score.

STEP 3 – Practical Stations/Oral Interview

All candidates will participate in the 3-part practical test process (listed below). Each part of the testing process will be **valued as** 20%; for a cumulative total of 60% of the overall score. Candidates will be assigned a testing schedule for the practical test process.

A group of internal and external assessors/evaluators/role players will be utilized to ensure fairness and no bias to any individual. The following are the three part skills/practicals:

- Supervisory interactive/role playing session

- Candidates will interact with a role player to work through a supervisory scenario. The evaluators will be evaluating poise, communication skills, accuracy of answers and the ability to perform under pressure.
- Incident management simulation
 - The incident management simulation will assess the candidate's ability to mitigate an emergency incident. The candidates will be required to manage the scenario utilizing unit command boards and portable radio(s). The evaluators will be evaluating poise, communication skills, accuracy of supervision/direction and the ability to perform under pressure.
- Oral interview with an interview board
 - All candidates will be scheduled to participate in an oral interview. The oral interview board will ask a series of standardized questions, which can range from personal philosophies of the job classification seeking promotion to, administrative or operationally in nature. The interview board will be evaluating poise, communication skills, accuracy of answers and the ability to perform under pressure. Questions asked will be standardized to all candidates in the process. Interviewers may ask follow-up questions for clarification.

5. Scoring

When the candidate has completed Steps 2 and 3 of the testing process; (written and practicals), the assessors will score and tabulate the test results. The entire testing process will equal 100%. To be ranked on the eligibility list for the advertised position, the candidate must qualify with a minimum score of 70% or higher. In the event of a tie score at the completion of the testing process, the following sequential tie breakers shall be utilized until the tie is broken:

1. Highest written test score
2. Total length of employment service with Winchester Fire and Rescue
3. Total length of service in the current position.

6. Eligibility List

An eligibility list will be compiled and published via an Informational Bulletin and will remain in effect for a period of at least one year from the date of the Informational Bulletin.

Application Package Received by: _____

Date: _____ Time: _____



Professional Development Program Application EMT/Firefighter

Name _____

WFRD Employee ID Number _____

Station Assignment _____ Shift _____

Supervisor Name _____

Date of Submission _____

Anniversary Date _____

Requirements	Date	Employee Signature	Supervisors Signature
Minimum of 1 Year as Probationary Firefighter			
Firefighter Level I			
EMT			
EVOC III			
Mayday! FF Down			
Haz-Mat Awareness			
Precepted Driver			
Precepted EMT			
NIMS 100			
NIMS 200			
NIMS 700			
Annual Work Performance Evaluation		Time: _____	

Applicant is responsible for attaching proof of certification

Do not write below

Written Test Score _____ 2nd attempt _____ 3rd attempt _____

Approved _____ Declined _____ Effective Date _____

Fire Chief Signature _____ Date _____

Application Package Received by: _____

Date: _____ Time: _____



Professional Development Program Application EMT/Firefighter Technician

Name _____

WFRD Employee ID Number _____

Station Assignment _____ Shift _____

Supervisor Name _____

Date of Submission _____

Anniversary Date _____

Requirements	Date	Employee Signature	Supervisors Signature
Minimum of 2 Years as EMT/Firefighter			
Firefighter Level II			
Haz-Mat Operations			
Driver/Operator Pumper OR Aerial			
Annual Work Performance Evaluation		Time: _____	

Applicant is responsible for attaching proof of certification

Do not write below

Written Test Score _____ 2nd attempt _____ 3rd attempt _____

Approved _____ Declined _____ Effective Date _____

Fire Chief Signature _____ Date _____

Application Package Received by: _____

Date: _____ Time: _____



Professional Development Program Application Sergeant

Name _____

WFRD Employee ID Number _____

Station Assignment _____ Shift _____

Supervisor Name _____

Date of Submission _____

Anniversary Date _____

Requirements	Date	Employee Signature	Supervisors Signature
Minimum of 2 Years as EMT/Firefighter Technician			
Fire Officer Level I			
Fire Instructor I or EMS Educator			
Driver/Operator – Pumper AND Aerial			
Annual Work Performance Evaluation		Time: _____	

Applicant is responsible for attaching proof of certification

Do not write below

Application Package Received by: _____

Date: _____ Time: _____



Professional Development Program Application Lieutenant

Name _____

WFRD Employee ID Number _____

Station Assignment _____ Shift _____

Supervisor Name _____

Date of Submission _____

Anniversary Date _____

Requirements	Date	Employee Signature	Supervisors Signature
Minimum of 2 Years as Sergeant			
Fire Officer Level II			
NFA Leadership I			
NIMS 300			
NIMS 400			
NIMS 800			
Annual Work Performance Evaluation		Time: _____	

Applicant is responsible for attaching proof of certification

Do not write below

Application Package Received by: _____

Date: _____ Time: _____



Professional Development Program Application Captain

Name _____

WFRD Employee ID Number _____

Station Assignment _____ Shift _____

Supervisor Name _____

Date of Submission _____

Anniversary Date _____

Requirements	Date	Employee Signature	Supervisors Signature
Minimum of 2 Years as Lieutenant			
Fire Instructor Level II			
Fire Officer Level III			
NFA Leadership II			
NFA Leadership III			
Annual Work Performance Evaluation		Time: _____	

Applicant is responsible for attaching proof of certification

Do not write below

Application Package Received by: _____

Date: _____ Time: _____



Professional Development Program Application **ADVANCED TRAINING INCENTIVE PROGRAM**

Name _____

WFRD Employee ID Number _____

Station Assignment _____ Shift _____

Supervisor Name _____

Date of Submission _____

Anniversary Date _____

Requirements	Date	Employee Signature	Supervisors Signature
Minimum Firefighter Certs./Released to full Department duty			
EMT-Intermediate (EMT-I)			
EMT-Paramedic (EMT-P)			
ACLS			
ITLS/BTLS			
PALS/PEPP			

Applicant is responsible for attaching proof of certification

Do not write below

Approved _____ Declined _____ Effective Date _____

Fire Chief Signature _____ Date _____