

HALIFAX FIRE DEPARTMENT R&R ARTICLE 10	PROMOTIONAL PROCESS FOR FULL TIME CAPTAIN
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PROCESS

A Notice of Promotional Examination will be posted at least 75- 90 days prior to the date of the Written Examination outlining the time and date of the Written Examination and the required reading material list. The Notice of Promotional Examination will indicate the deadline for filing resumes with the Fire Chief.

ELIGIBILITY

All full-time Halifax firefighters who currently hold a Paramedic certification from the Massachusetts Department of Emergency Medical Services at the time of the application deadline are eligible to take the exam.

APPLICATION PROCESS

A typed letter of intent and resume must be submitted to the Fire Chief no later than the established deadline. No letters of recommendation will be accepted. Your resume should include all documentation for all extra credit you wish to have considered as a part of your final score (If applicable). All documentation shall be submitted with your application. The deadline for consideration of extra credit is the application deadline date.

A minimum of two in-house resumes must be received if the minimum requirement of two in-house resumes is not met by the application deadline. In that case, the Fire Chief reserves the right to open the examination to fire service members not affiliated with the Halifax Fire Department.

The Fire Chief may complete background checks of all applicants through the Criminal History Systems Board as a part of the application process.

WRITTEN EXAMINATION

The Written Examination will be worth 70 percent of the final grade prior to extra credit being calculated (If applicable). A passing grade of 70% on the written examination is required to proceed to the Oral Review Board portion of the process.

The Written Examination will consist of questions taken from recognized textbooks and reference materials as determined by the Fire Chief. The reference material reading list will be indicated on the Notice of Promotional Examination. The Notice of Promotional Examination will be posted at least 75-90 days before the written examination.

An independent agency will write the written examination. The independent agency will determine and oversee any appeal process for the Written Examination.

APPEALS PROCESS

The third-party agency that writes the exam will determine the appeal process. If appeals are allowed, decisions rendered by the agency shall be final.

REFERENCE MATERIALS

Reference materials that are required for the Written Examination and the Oral Review Board will be listed on the Notice of Promotional Examination.

ORAL REVIEW BOARD

The Oral Review Board will be worth 20 percent of the final grade prior to extra credit being calculated (If applicable).

The Oral Review Board will consist of a panel of examiners chosen by the Fire Chief, who will ask a predetermined number of questions and/or present different problems or situations to each candidate. The Oral Review Board portion will be similar to an assessment center. Based on the reading list, And Rules and Regulations of the Halifax Fire Department, questions will be designed to determine the candidate's familiarity with the pertinent subject matter. The oral review portion will allow the candidate to demonstrate to the evaluators his/her ability to command emergency incidents, manage personnel issues, and prove leadership abilities. A passing grade of 70% on the Oral Review Board is required.

Resume/Documentation

Resumes and pertinent documentation, as determined by the Fire chief, will be worth 10 percent of the candidate's final grade.

SCORING

The Written Examination, Oral Review Board, and the Resume /documentation portion will each have a potential score of 100 points. The applicant's final score will be based on the Written Examination, the Oral Review Board, resume /documentation, and any extra credit (If applicable).

The Written Examination will be worth 70 percent, the Oral Review Board will be 20 percent, and Resume/documentation will be 10 percent. Extra credit (if applicable) will be allowed based on the formula outlined below.

EXTRA CREDIT

The Fire Chief has the sole authority to use, add, change, or modify this section as he/she may desire.

Applicants can receive extra credit after successfully passing the Written Examination and Oral Review Board. The extra credit will be based on points applied to specific criteria. The points will be accumulated and applied. The extra credit will be applied directly to the final grade.

EDUCATION AND EXPERIENCE CREDIT

	<u>Points</u>
Associate degree in Fire Science	25
Bachelor's Degree in Fire Science	50
Fire Officer I Certification	15
Fire Officer II Certification	20
Fire Officer III Certification	25
Fire Officer IV Certification	25
Fire Instructor I Certification	15
Fire Instructor II Certification	25
Fire Inspector I Certification	10
Fire Inspector II Certification	15
Fire Safety Officer I Certification	10

Years of service completed with Halifax Fire Department (Maximum of 10 points, no partial credit)	1 per year.
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For each 25 points of extra credit received, the candidate will receive one (1) extra point applied directly to the final grade. It is the applicant's responsibility to provide documentation for all extra credit.

PROMOTIONAL LIST

A Promotional List will be established based on the final score for the Written Examination, the Oral Review Board, Resume/documentation, and Extra Credit (If applicable). That list will remain in effect for 6 Months. The Fire Chief shall have the ability to extend the time if needed.

EXAMPLE OF SCORING

For example, a candidate receives an 80 on the Written Exam, a 70 on the Oral Review, and a 65 for Resume /documentation.

Written Examination = 80 times 70 % = 56
Oral Review Board = 70 times 20 % = 14
Resume/Doc. = 65 times 10 % = 6.5

The final grade before applying for extra credit would be $56 + 14 + 6.5 = 76.5$

The Candidate has an associate degree in Fire Science	25 points.
The candidate has Fire Officer II Certification	20 points.
The Candidate has an Instructor I Certification	15 points.
The candidate has completed 12 years of service	10 <u>points</u>
Total Points	70 points

70 Extra Credit Points divided by 25 = 2.8 points

The 2.8 Extra Credit Points would be added to the score of 76.5 to giving a final score of 79.3

APPOINTMENT

When an Officer position becomes available, the Fire Chief will consider the top three candidates with the highest score. In the event of a tie score, four candidates will be interviewed.

The Fire Chief will have final authority on the appointment.

AFTER APPOINTMENT

All appointments will be subject to two years of probation.

All officers must complete and pass the Massachusetts Firefighting Academy Fire Officer I program and achieve Fire Officer I certification within two years to maintain the position.