

HALIFAX FIRE DEPARTMENT R&R ARTICLE 10	PROMOTIONAL PROCESS FOR FULL TIME CAPTAIN AND LIEUTENANT
PAGE 1 OF 4	ISSUED: SEPTEMBER 25, 2009 REVISED: December 11, 2017 Jason Viveiros, Fire Chief

PROCESS

A Notice of Promotional Examination will be posted at least 60 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 have a minimum of 3 years of fire service experience and current Paramedic certification from the Massachusetts Department of Emergency Medical Services at the time of the application deadline are eligible to take the Lieutenants exam.

All full time Lieutenants with a minimum of 1 year of experience in the position at the time of the application deadline are eligible to take the Captains 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. Resume should include all documentation for all extra credit that you wish to have considered as a part of your final score. 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 numbers of two resumes are not received by the application deadline, the Fire Chief reserves the right to open the examination to members of the fire service not affiliated with the Halifax Fire Department that the minimum requirements of this promotional process.

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. A passing grade of 70% on the written examination is required in order 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 60 days prior to 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 30 percent of the final grade prior to extra credit being calculated.

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. Questions will be designed to determine the candidate's familiarity with pertinent subject matter based on the reading list. The oral review portion will provide the candidate an opportunity to demonstrate to the evaluators his/her ability to command emergency incidents, to manage personnel issues, and to prove leadership abilities. A passing grade of 70% on the Oral Review Board is required.

SCORING

The Written Examination and the Oral Review Board 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, and any extra credit. The applicant's final score cannot exceed 100 points.

The Written Examination will be worth 70 per cent and the Oral Review Board will be worth 30 per cent. Extra credit will be allowed based on the formula outlined below.

EXTRA CREDIT

After successfully passing the Written Examination and Oral Review Board, applicants will be allowed to receive extra credit. The extra credit will be based on points applied to specific criteria. The points are accumulated and points are applied. The extra credit will be applied directly to the final grade.

EDUCATION AND EXPERIENCE CREDIT

	<u>Points</u>
Associate Degree in Fire Science	50
Associate Degree (non-Fire Science degree)	25
Bachelors Degree in Fire Science	100
Bachelors Degree (non-Fire science degree)	50
College Courses – (no degree received) per 3 credit class	1.5
Fire Officer I Certification	25
Fire Officer II Certification	25
Fire Officer III Certification	25
Fire Officer IV Certification	25
Fire Instructor I Certification	15
Fire Instructor II Certification	15
Firefighter I/II or Firefighter II Certification	10
Fire Inspector I Certification	10
Fire Inspector II Certification	10
Fire Safety Officer I Certification	10
Years of service completed with Halifax Fire Department (maximum of 100 points, no partial credit)	10 per year

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, and Extra Credit. That list will remain in effect until another Promotional List is established.

EXAMPLE OF SCORING

Example: a candidate receives an 80 on the Written Exam and a 70 on the Oral Review.

Written Examination = $88\% \text{ times } 70\% = 61.6$

Oral Review Board = $77\% \text{ times } 30\% = 23.1$

Final grade before extra credit is applied would be $61.6 + 23.1 = 84.7$.

Candidate has an Associate's Degree in Fire Science	50 points
Candidate has Fire Officer I Certification	25 points
Candidate has Firefighter I/II Certification	10 points
Candidate documents 200 hours of training	20 points
Candidate has completed 12 years of service	<u>100 points</u>
Total Points	205 points

205 Extra Credit Points divided by 25 = 8.2 points

The 8.20 Extra Credit Points would be added to the score of 84.7 to give a final score of 92.90.

APPOINTMENT

When an Officer position becomes available, the Fire Chief will consider the top three candidates with the highest score for the position. 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 one year of probation.

All officers are required to complete and pass the Massachusetts Firefighting Academy Fire Officer I program and achieve Fire Officer I certification within two years as a condition of maintaining the position.