
**Ocean City Fire Department
Standard Operating Guidelines**

General Policies

Subject: Promotional Process for the Rank of Lieutenant
Revised: 10.4.2022
Effective: 3.6.2023
Approved: 2.7.2023
Section: 210.00

210.01 Purpose

The purpose of the policy is to establish guidelines and standards for the promotional process for the rank of Lieutenant. The goal of the process is to produce a list of personnel eligible for promotion to the rank of Lieutenant.

210.02 Definitions

- A. **Assessment Center:** A variety of testing techniques designed to allow candidates to demonstrate, under standardized conditions, the knowledge, skills and abilities that are essential for success at the rank of Lieutenant.
- B. **Candidate:** An applicant who meets all of the eligibility requirements required for the rank of Lieutenant.
- C. **Promotional Process Administrator:** The Fire Chief shall designate a member of the Career Division's Command Staff as the "Promotional Process Administrator" for each promotion process.

210.03 Policy

It is the policy of the Department to hold a promotional process for the rank of Lieutenant in odd numbered years during the month of March.

The scheduled promotional process dates will be published at least 120 days in advance by way of a Fire Chief's General Order, and in compliance with the Collective Bargaining Agreement, shall be posted on designated IAFF bulletin boards in the Fire/EMS Office, Fire Marshal's Office and by email to all employees.

Promotion to the rank of Lieutenant shall be on a competitive basis. An eligibility list shall be established and remain in effect until the end of February two years after the year of the test.

The Fire Chief shall consider those employees on the eligibility list in descending order, beginning with the highest score, and in accordance

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with the Collective Bargaining Agreement, the Employer's selection shall be made from any of the top five personnel on the list.

At the conclusion of each promotion process, the Promotional Process Administrator shall provide an analysis of the promotion process to the Fire Chief detailing its' successes and shortcomings for future reference.

210.04 Eligibility

- A. The following are the minimum course work requirements for promotion to the rank of Lieutenant:
1. Maryland Paramedic
 2. Firefighter I
 3. Hazardous Materials Operations
 4. FEMA Independent Study IS-700 and IS-800
 5. Incident Command System 100 and 200
 6. Firefighter II
 7. Rescue Technician, Site Operations
 8. Rescue Technician, Vehicle and Machinery Rescue
 9. Emergency Vehicle Operations
 10. Pump Operator
 11. Aerial Apparatus Operator
 12. Instructor I
 13. Fire Officer I
- B. Personnel meeting the above requirements must also have been a full-time employee of the Ocean City Fire Department for three (3) consecutive years at the time of application.
- C. Letter of Verification
A letter of verification is a confirmation from the OCFD that all documentation has been received and processed for promotional candidates.

Requests for Letters of Verification should be sent to Promotional Process Administrator, this individual will be identified in the job posting, who will confirm that all requirements have been met. The promotional candidate's request should include all required documentation with the packet being constructed as follows:

- Memo requesting a Letter of Verification
- Proof of course completion can be obtained as follows:
 - ProBoard certified courses –
<http://certificationsearch.theproboard.org>

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- MFRI courses –
<https://zone.mfri.org/izone/student/transcript/>
- FEMA courses -
<https://training.fema.gov/student/sssp.aspx>

210.05 Study Materials

Study materials will include the following items:

- A. Building Construction and its Impact on Fireground Operations – located in the Career Fire Public (L:) drive, Lieutenant’s Study Materials
- B. Collective Bargaining Agreement – located in the Career Fire Public (L:) drive, Lieutenant’s Study Materials
- C. Fire Chief’s General Orders – located in the Career Fire Public (L:) drive, Lieutenant’s Study Materials
- D. Standard Operating Guidelines – located in the Career Fire Public (L:) drive, Lieutenant’s Study Materials
- E. Ocean City Fire Department Strategic Plan – located in the Career Fire Public (L:) drive, Lieutenant’s Study Materials
- F. OCFD Response Guidelines – located in the Career Fire Public (L:) drive, Lieutenant’s Study Materials
- G. Town of Ocean City Employee Handbook – located on the Town of Ocean City Employee website under “Policy/Manuals” in the “Documents” section of the website

210.06 Promotional Process Components

Throughout the promotional process, if a candidate is scheduled to work on any of the testing dates, the candidate must submit a request to be detailed to the Promotional Process Administrator no later than 30 days in advance of the date in question.

- A. Written Exam
 1. The written examination shall consist of at least 50 questions that cover information found in the study materials list. Candidates must attain a minimum post-appeal score of 70% in order to continue in the promotion process.
 2. Candidates will be provided a “Testing Schedule” that will indicate the dates, times and locations of each segment of the

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promotional process. This schedule shall be distributed with the job posting.

3. At the conclusion of the exam each candidate will be provided with their score and a copy of the exam with answer key.

B. Written Assessment Center

Candidates will complete a written exercise or exercises to assess their writing abilities. Candidates will be graded on the following:

1. How they addressed the required topic;
2. Spelling, punctuation, and grammar;
3. Concept or factual errors;
4. Length of the completed assignment;
5. Formatting errors; and
6. Decision making.

C. Operational Assessment Center

Candidates will complete multiple operational exercises to assess their abilities to function as an officer on emergency incident scenes. Candidates will be graded on the following:

1. Response considerations. An example would be upgrading a call based on the initial information received from the dispatch update.
2. Scene Size-up/Brief Initial Report
3. Tactical Priorities
4. Depth of Knowledge/Decision Making

D. Initial Interview Panel

Candidates will complete an initial interview with a panel that is composed of the following personnel:

1. Battalion Chief, OCFD
2. Command Officer from an outside department (i.e., Captain or AC from Salisbury or other department)
3. Command Officer from the OCPD

E. Fire Chief's Interview

Candidates will complete an interview with a panel that is composed of the following personnel:

1. Fire Chief
2. Deputy Chief, Career Division
3. Deputy Chief, Office of the Fire Marshal
4. Town of Ocean City Human Resources

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210.07 Appeal Process

Candidates may appeal questions from the written examination for seven (7) calendar days from the date of the examination. Instructions regarding the appeals process will be provided at the conclusion of the written exam. Appeals shall be submitted via email to the Promotional Process Administrator. The Promotional Process Administrator shall notify candidates with appeal resolutions and final written test scores.

210.08 Eligibility List

Employees completing all phases of the promotion process will be placed on an eligibility list for a period of two years. An eligibility list will be published listing personnel in alphabetical order within ten (10) days of the conclusion of the promotion process.

210.09 Acting Appointment

In the event that an acting appointment is required to fulfill the needs of the Department, the Fire Chief must utilize candidates from the established eligibility list. If the eligibility list has been exhausted, the Fire Chief may only select personnel who meet the eligibility requirements outlined in this policy.

210.10 Promotional Process Review

Upon request, employees will be given the opportunity to review their performance on all aspects of the promotional process. This review must be arranged with the Promotional Process Administration upon the conclusion of the process.