

**CITY OF CHESAPEAKE, VIRGINIA**

**NUMBER: 2.27**

**ADMINISTRATIVE REGULATIONS**

**EFFECTIVE DATE: 5/31/2017**

**SUBJECT: DEPARTMENTS OF FIRE AND HUMAN  
RESOURCES – FIRE PROMOTIONAL  
POLICY**

**SUPERSEDES: 4/15/2013**

## **I. PURPOSE**

To establish consistent and objective criteria for determining the most suitable employees to be promoted within the rank structure of the Chesapeake Fire Department (CFD). Division Chief and Deputy Fire Chief are positions appointed by the Fire Chief and are not promotions within the rank structure covered by this Administrative Regulation.

## **II. DEFINITIONS**

**Fire Promotional Process** – A competitive process including a written test (Fire Lieutenant rank only), assessment center, and a review of each candidate’s professional history synopsis for the purpose of establishing promotional eligibility lists for the ranks of Fire Lieutenant, Fire Captain, and Fire Battalion Chief.

**Exam Review Committee** -A group of subject matter experts (SMEs) of the tested rank or higher who shall review challenged knowledge-based written exam test item(s) and appeals. A minimum of three SMEs may be appointed by the Fire Chief to the committee.

**Professional History Synopsis** – The candidate’s presentation of credentials in an approved format including, but not limited to, leadership skills, supervision, technical knowledge, skills and abilities, relevant training, certifications, awards, and service to the community.

**Uninterrupted Service** – Service without a break in active Chesapeake Fire Department employment except in the instance of satisfying a military obligation.

## **III. RESPONSIBILITY**

The Fire Chief and the Director of Human Resources have oversight responsibility for the administration of the Fire promotional process. The City will retain a consultant to develop and administer the Fire promotional process and establish the resulting promotional eligibility lists. For the purpose of this Policy, it shall be understood that reference to the Fire Chief or the Director of Human Resources shall include their designees.

## **IV. SCHEDULE**

The Departments of Fire and Human Resources will conduct a competitive examination process to establish promotional eligibility lists for the ranks of Fire Lieutenant, Fire Captain, and Fire Battalion Chief in the CFD. The promotional processes will be administered at such times as

deemed necessary by the Fire Chief and the Director of Human Resources on the basis of actual or projected vacancies.

## **V. ELIGIBILITY**

Promotions for Fire Department personnel shall be based upon merit, competence and fitness and shall be open to all employees who meet the eligibility requirements set forth below. Eligibility requirements must be met in accordance with the schedule established by the Fire Chief and the Director of Human Resources.

**Fire Lieutenant**                      Three years of post-probationary, uninterrupted service as a Firefighter/EMT or in any other sworn, non-rank position in the Chesapeake Fire Department and additional requirements as listed in the Appendix

**Fire Captain**                         Two years of uninterrupted service as a Chesapeake Fire Lieutenant

**Fire Battalion Chief**                Two years of uninterrupted service as a Chesapeake Fire Captain

## **VI. CONFIDENTIALITY**

- A. Promotional process candidates will be required to sign a pledge of confidentiality indicating that they will not discuss any phase of the process until all phases have been completed. Candidates found to have violated the pledge of confidentiality will be removed from the promotional process and subject to disciplinary action.
- B. City staff associated with the promotional process will be required to sign a pledge of confidentiality that they will not divulge to any other parties any information relating to the process. City staff found to have violated the pledge of confidentiality will be removed from serving in the promotional process and subject to disciplinary action.

## **VII. PROMOTIONAL PROCESS PROCEDURES**

- A. Knowledge-Based Written Examination
  - 1. The consultant will oversee the administration of a knowledge-based written examination for the rank of Fire Lieutenant only.
  - 2. A list of study materials for the written examination will be developed by the consultant and reviewed and approved by the Fire Chief. The list will be published by the Fire Department at least 180 calendar days prior to the test date.
  - 3. All eligible promotional candidates desiring to compete in the promotional process must be registered by the date and time established by the Fire Chief. In order to

ensure the integrity of the process, requests for a make-up exam will not be considered except in instances where legally required.

4. Candidates will be notified of their score on the written exam in writing by the consultant.
  5. Candidates will have the opportunity to submit appeals to questions on the written examination. Appeals must be submitted in writing to the Fire Chief in the manner and by the date and time specified. The Exam Review Committee, will review the challenged test item(s) without knowing the names of the individuals appealing the item(s). The Committee will report its findings to the Fire Chief for his/her review and approval/disapproval. The decision of the Fire Chief is final and non-grievable.
  6. The consultant will notify each candidate, in writing, of his/her official written examination score following the processing of all appeals.
- B. Performance-Based Assessment Center
1. All Fire Lieutenant candidates completing the written examination and all eligible and registered candidates for the ranks of Fire Captain and Fire Battalion Chief will qualify to participate in the performance-based assessment center phase of the promotional process.
  2. Composition of the Assessor Panel
    - a. Those serving as assessors will have at least two years of service at the tested or equivalent rank or higher and will serve for the assigned rank in reviewing and scoring the candidates' assessment center performance. The assessor panel may include internal assessors, external assessors, or a combination of both as determined by the Fire Chief with the assistance of the consultant.
    - b. If internal assessors are to be utilized, the Fire Chief will submit to all candidates registered to participate in the assessment center, a roster of names of potential assessors for the appropriate rank. Candidates will vote for a select number of assessors, thereby creating a smaller pool of assessors. The Fire Chief, with the assistance of the consultant, will identify a selected number from the smaller pool to serve as assessors for each rank.
  3. Candidates will be notified of their performance-based assessment score in writing by the consultant.
  4. All candidate assessment center exercises will be videotaped. A candidate may request to view the videotaped recording of his/her assessment center performance. A candidate who has viewed his/her recorded performance may request a second review by the assessors, if desired. A written request for a second review by the

assessors must be submitted in the manner and by the date and time specified. The score resulting from such review will be considered the candidate’s official score on this phase of the process. The consultant will notify each candidate who requested a second review, in writing, of his/her official score.

C. Review of Professional History Synopsis

1. The candidate will submit a professional history synopsis to the Fire Chief by the specified deadline and in the format provided.
2. Members of the Fire Chief’s command staff will serve as assessors in reviewing and scoring each candidate’s professional history synopsis.
3. Candidates will be notified of their professional history synopsis score in writing by the consultant.
4. A written request for a second review by the assessors must be submitted in the manner and by the date and time specified. The score resulting from such review will be considered the candidate’s official score on this phase of the process. The consultant will notify each candidate who requested for a second review, in writing, of his/her official score.

**VIII. MAXIMUM POINT ASSIGNMENTS BY RANK**

- A. For the rank of Fire Lieutenant, the following maximum points will apply to the established criteria for placement on the promotional eligibility list.

Knowledge-Based Written Examination	30 points
Performance-Based Assessment Center	50 points
Review of Professional History Synopsis	20 points

- B. For the ranks of Fire Captain and Fire Battalion Chief, the following maximum points will apply to the established criteria for placement on the promotional eligibility list.

Performance-Based Assessment Center	70 points
Review of Professional History Synopsis	30 points

**IX. SENIORITY CREDIT**

Years of service in rank will be calculated by determining the number of full post- probationary years an employee has served in their current rank as of June 30<sup>th</sup> of the year the promotional process is administered. For the rank of Fire Lieutenant, one-half point will be awarded for each year of post-probationary, uninterrupted service as a Chesapeake Firefighter/EMT or in any other sworn, non-rank position within the Chesapeake Fire Department. In such case, the reference to “probationary period” shall be considered to be the probationary period which was applicable on the employee’s date of hire. For the ranks of Fire Captain and Fire Battalion Chief, one-half point

will be awarded for each year of service with the City of Chesapeake in the current rank. There is a five point maximum for seniority credit. Seniority points are added to the candidates' final cumulative scores.

## **X. ELIGIBILITY LIST**

- A. The promotional eligibility lists (ranked listing from the highest to lowest scores) for the ranks of Fire Lieutenant, Fire Captain, and Fire Battalion Chief will be developed by the consultant and made available to the Fire Chief and the Director of Human Resources by the date specified. The consultant shall be responsible for notifying each candidate in writing accordingly. The promotional eligibility list for each rank will be in effect for 24 months from date of issue or until the list is exhausted, whichever occurs first. Candidates failing to complete all phases of the process will not be placed on the promotional eligibility list and, therefore, will not be eligible for promotion.
- B. In the case of tie scores on the overall process, the candidate with the longest consecutive service in a sworn position with the CF D will be placed above those with whom he/she is tied. If necessary, a secondary tie shall be determined by the average score of the last three annual performance evaluations for each candidate so situated.
- C. Individuals will be selected for promotion on the basis of their ranking on the list, except in those instances where the Fire Chief, in his/her discretion, determines that another individual ranked in the top twenty-five percent (25%) of the eligibility list is better suited for the position. In such case, in advance of making the promotion, the Fire Chief shall provide to the Director of Human Resources written documentation outlining his/her reasons for selecting such person other than those who earned a higher score.

## **XI. EXTENUATING CIRCUMSTANCES**

In situations where extenuating circumstances exist that impact the time line prescribed by this Policy, the Fire Chief and the Director of Human Resources, in their discretion, may approve exceptions to the time line to include revising the date of issue and/or expiration of the eligibility lists.

## **XII. POLICY INTERPRETATION**

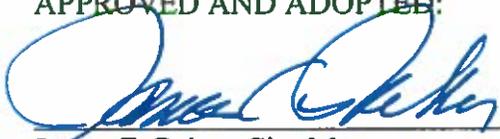
The Director of Human Resources is responsible for rendering official interpretations of this Policy.

APPROVED AS TO FORM AND CONTENT:

  
\_\_\_\_\_  
Dana E. Sanford, Deputy City Attorney

4.27.2017  
Date

APPROVED AND ADOPTED:

  
\_\_\_\_\_  
James E. Baker, City Manager

5/31/17  
Date

## **APPENDIX TO THE FIRE PROMOTIONAL POLICY**

The City of Chesapeake, in conjunction with Tidewater Community College, has developed the Career Studies Certificate in Fire Science Supervision. This certificate program is designed to develop and enhance the leadership skills of Fire Department personnel.

The Chesapeake Fire Department Training Division has instituted an Officer Development Class (ODC) that is designed to further enhance a promotional candidate's supervisory and leadership skills. It is also designed to expose promotional candidates to different divisions and program areas within the Chesapeake Fire Department.

The following eligibility requirements shall apply to candidates participating in the Fire Lieutenant promotional process.

Eligibility Requirements for Promotion:

### 2017 Process

- Three (3) years of post-probationary, uninterrupted service as a Firefighter/EMT or in any other sworn, non-rank position
- Completion of Instructor I course
- Completion of Incident Safety Officer course
- Released as an Acting Officer
- Completion of the City of Chesapeake's Supervisory Certificate Program
- Completion of Officer I course
- Completion of the ODC
- Completion of the Fire Science Supervision Career Studies Certificate Program or 48 credits towards an associate's degree or higher degree

### 2019 Process and Beyond

- Completion of the first seven (7) bulleted eligibility requirements listed above for the 2017 process
- Completion of the Fire Science Supervision Career Studies Certificate Program or an associate's degree or higher degree