



POLICIES AND PROCEDURES

NO. 512

MONTGOMERY COUNTY

Page 1 of 4

DIVISION OF FIRE AND RESCUE SERVICES

DATE
12/05/2002

TITLE

PROMOTION PROCEDURE

DFRS CHIEF APPROVAL



PURPOSE

- 1.0 To establish a fair and equitable policy and procedure to promote personnel from one job classification to another.

APPLICABILITY

- 2.0 All personnel in the Fire and Rescue Occupational Series.

2.1



This policy was developed in cooperation with the International Association of Fire Fighters Local 1664.

DEFINITIONS

- 3.0 Active: Career or volunteer personnel serving in positions directly involved in mitigating emergency incidents and performing services that may include response to fire, rescue, and medical emergencies. (FRC Executive Regulation No. 2-98AMII Sec. 2.)
- 3.1 Closing Date: Normally 1700 hours, two weeks after the posted date.
- 3.2 Equivalency: Training acquired inside or outside of Montgomery County, and/or experience from jurisdictions or agencies outside Montgomery County, which has been certified by the Training Officer as meeting Montgomery County requirements in accordance with FRC Executive Regulation No. 2-98AMII, Certification Standards for Training/Experience Requirements, Sec. 4.e. Equivalency Process.
- 3.3 Non-competitive Promotion: Promotion authorized by the Chief Administrative Officer as defined by the applicable Montgomery County Personnel Regulations.
- 3.4 Promotion: The advancement of a DFRS employee from one job classification to another with a higher grade level.
- 3.5 Promotion Board: A group appointed by the Chief, DFRS to evaluate and recommend candidates to fill a vacancy in the ranks of District Chief, Captain, Lieutenant and Master Firefighter, in accordance with the Montgomery County Personnel Regulations.



POLICIES AND PROCEDURES

NO. 512

MONTGOMERY COUNTY

Page 2 of 4

DIVISION OF FIRE AND RESCUE SERVICES

DATE
12/05/2002

TITLE

PROMOTION PROCEDURE

DFRS CHIEF APPROVAL



- 3.6 Vacancy Announcement: A written notice generated by the Bureau of Program Support Services, advising all DFRS personnel of position vacancies available within the DFRS.

POLICY

- 4.0 The goal of the Division is to fill all vacancies in a timely manner according to its needs.
- 4.1 DFRS will promote personnel according to the provisions of the applicable Personnel Regulations, and any other applicable policies. (See Attachment 6.0, Promotion Requirements for Fire and Rescue Class Positions.)

PROCEDURE

- 5.0 The Bureau of Program Support Services will issue Vacancy Announcements to all DFRS work sites.
- 5.1 The Station Officer must post the Vacancy Announcement in a conspicuous location at the work site on the day it is received. Removal of the vacancy announcement is permitted only after the position is filled.
- 5.2 Position vacancies will be open for the submission of requests for a period of at least two weeks from the date of announcement.
- 5.3 Personnel on the Eligibility List who wish to be considered for promotion, must submit a "Request for Promotion" Form (AD88006) along with any other required documents to the Deputy Chief, Bureau of Program Support Services by the closing date listed.
- 5.4 The Promotion Board must convene as soon as possible, after the closing date, to review all applications and forward a recommendation(s) to the Chief, DFRS.
- 5.5 The Chief, DFRS will select the appropriate number of personnel to fill the advertised vacancies as appropriate for the needs of the Division.
- 5.6 The Bureau of Program Support Services will issue a Personnel Action naming the employees selected for promotion.



POLICIES AND PROCEDURES

NO. 512

MONTGOMERY COUNTY

Page 3 of 4

DIVISION OF FIRE AND RESCUE SERVICES

DATE
12/05/2002

TITLE

PROMOTION PROCEDURE

DFRS CHIEF APPROVAL



- 5.7 All candidates must be notified of the results of the promotion process in a timely manner.
- 5.8 Employees desiring equivalency for courses received from jurisdictions or agencies outside of Montgomery County must refer to the most current version of the Montgomery County Fire and Rescue Commission Policy No. 23-06.
- a. For competitive promotions, the Training Officer must grant equivalency in writing prior to the closing date for receipt of application for the promotion examination for the specific rank.
 - b. For non-competitive promotions, the Training Officer must grant equivalency in writing prior to the employee submitting a Request for Promotion Form (AD88006) via the Chain-of-Command.
- 5.9 For non-competitive promotion (Firefighter/Rescuer II and III), the employee is responsible for advising the Shift Chief via the chain-of-command when all applicable requirements have been met. In addition:
- a. The employee must complete a Request for Promotion Form (AD88006) and attach documentation demonstrating successful completion and maintenance of all DFRS required courses, certifications, licenses, service time, education, and physical requirements.
 - b. The employee's District Chief must verify completion of all appropriate documents by completing forms AD95061, AD95061a, AD95061b, AD95061c, AD95062 or AD95063 and forwarding the same to the Shift Chief for review.
 - c. The Shift Chief must transmit the verified documents to the Human Resource Section, Bureau of Program Support Services via the appropriate Bureau Chief.
 - d. The Bureau of Program Support Services will ensure that the employee meets the requirements and that the necessary forms are processed for the promotion. The promotion shall become effective at the beginning of the first pay period after the requirements were met.



POLICIES AND PROCEDURES

MONTGOMERY COUNTY DIVISION OF FIRE AND RESCUE SERVICES

NO. 512

Page 4 of 4

DATE
12/05/2002

TITLE

PROMOTION PROCEDURE

DFRS CHIEF APPROVAL



ATTACHMENTS

- 6.0 Promotion Requirements for Fire and Rescue Class Positions.
- 6.1 Request for Promotion (AD88006)
- 6.2 Vacancy Announcement (AD88007)
- 6.3 Promotion to Firefighter/Rescuer III Memorandum (AD95061)
- 6.4 Certification to Drive a BLS unit (AD95061a)
- 6.5 Certification of Driver's Qualification (AD95061b)
- 6.6 Certification to be an aide on a BLS unit (AD95061c)
- 6.7 Certification in CPR, AED, BBP, SCBA, and HAZMAT (AD95063)
- 6.8 Promotion to Fire Fighter/Rescuer II Memorandum (AD95062)

CANCELLATION

- 7.0 This policy cancels and replaces DFRS Policy and Procedure No. 512 entitled Promotion Procedure, dated August 6, 1996.