



General Order

Department of Fire & EMS

G.O. 6-4-26

Subject: 2026 Captains Promotional Process

Date: June 17, 2026

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The department is preparing to initiate the promotional process for the rank of Station Captain.

The application period will open from June 22 – June 29, 2026. Candidates are reminded that all paperwork, including certifications, must be uploaded through the Carroll County Career Center application portal. No hard-copy paperwork will be accepted by Human Resources.

To be eligible to participate, candidates must hold the following minimum certifications outlined in policy **2.06 Employee Advancement Requirements and Procedures**. The requirements in policy 2.06 marked with ** Required for Captain ALS position do not apply to this promotional process.

The schedule for the process is as follows:

- May 25, 2026 – General Order with notice of study material
- June 22, 2026 – Application period open
- June 29, 2026 – Application period closes at 1700 hrs.
- August 4, 2026 - Written Exam (Time & location will be sent to qualified applicants)
- August 18 & 19, 2026 – Oral Interview to include scenario-based questions
- August 20, 2026 – Written assignment issued to all candidates
- August 26, 2026 – Written assignment due at close of business

Members on B Shift (August 4, 2026) may submit leave requests from 0700-1300hrs to take the exam. Please add to the comment section in VTI “Captains Exam”.

2026 Captains examination process source material is outlined in General Order #5-5-2026