



Carroll County Department of Fire & EMS Standard Operating Procedure

DOCUMENT DETAILS

Standard Operating Procedure: 2.06	Effective Date: June 8, 2023
Subject: Employee Advancement Requirements and Procedures	Section: Human Resources
Authorized: Chief Michael Robinson	Revision Date: May 20, 2026 <i>PJS</i>

Applicability: Volunteer Career

I. PURPOSE

The purpose of this policy is to clearly define the eligibility requirements, application process, and procedures governing uniformed employee advancement within the department.

II. DEFINITIONS

Current Satisfactory Performance Evaluation: Evaluation of performance consists of a review by staff of all personnel documents including those over the previous 365 calendar days as well as satisfactory annual performance evaluations as defined in Carroll County Personnel Code, Chapter 37.

Certification: Document granted by the Maryland Fire Service Professional Qualifications Board (MFSPQB), the National Fire Service Professional Qualifications Board (NFSPQB), the International Fire Service Accreditation Congress (IFSAC), the Department of War (DOW), the Maryland Institute for Emergency Medical Services Systems (MIEMSS), or other agencies as determined by the Department. Those with pending certification that has been verified through the local Accredited Training Review Agency (ATRA) representative shall be considered to possess the certification.

Equivalent (Equivalency): as it applies to driver's licenses shall be defined as the applicant's possession of a state issued driver's license that permits them to drive motor vehicles of the same class as the Maryland Driver's License listed. Class C License equates to motor vehicles with a gross vehicle weight of less than 26,001 pounds and Class B License equates to motor vehicles with a gross vehicle weight of 26,001 pounds and greater.

III. PROCEDURES

A. General

1. An advancement process is administered by DFEMS/HR. The services of an outside consultant may be used to assist with the preparation and administration of an examination or selection process for positions if deemed appropriate by the Director/Chief.
2. Individuals participating in the processes are specifically prohibited from sharing specific test questions, materials or content.
3. DFEMS is not responsible for offering classes to fulfill the requirements in this policy but shall make efforts to do so.
4. Processes may vary by position and will be determined and announced by the Director/Chief.

B. Eligibility

1. Employees who are interested in advancement must meet the training and educational requirements for the position they are applying, as well as those for all preceding positions held.
2. All requirements and certifications must be completed prior to the candidate applying except as defined in II, Certification.
3. Eligible employees must successfully complete the process identified by the Department.
4. To be eligible to apply for an advancement, employees must have a current annual physical on file with DFEMS, completed by the department's medical vendor within 365 days prior to the application date.
5. Employees must be able to perform the essential functions of the position, with or without reasonable accommodation, at the time the advancement becomes effective. If a conditional offer is made, the County may require medical documentation to confirm the employee's ability to perform those essential functions.

C. Positions

1. Fire Apparatus Driver/Operator (FADO) - A Firefighter/EMT or a Firefighter/Paramedic shall be eligible to apply for Fire Apparatus Driver/Operator when all of the following requirements are met:
 - a. Possess current State of Maryland EMT or higher.
 - b. Possess all required certifications for their current position.
 - c. Successful completion of the DFEMS annual Compliance Training.
 - d. Class B Driver's License non-commercial or higher
 - e. Certification as a Fire Apparatus Driver Operator – Pumper, Aerial
 1. Mobile supply water certification required within one (1) year
 - f. A current satisfactory performance evaluation.
2. Lieutenant - A candidate shall be eligible to apply for Lieutenant when all the following are met:
 - a. Currently a Carroll County FADO, Firefighter/EMT or Firefighter/Paramedic, with one (1) year time in title by the closing date of the application process.
 - b. Possess current State of Maryland EMT or higher

- c. Possess current State of Maryland Paramedic licensure**
- d. Successful completion of the DFEMS annual Compliance Training.
- e. Valid Class C Driver's license or equivalent
- f. Certification as a Fire Officer I.
- g. Certification as an Incident Safety Officer – Suppression.
- h. Certification as an Incident Safety Officer – Technical Rescue.
- i. Certification as a Fire Officer II within one (1) year
- j. A current satisfactory performance evaluation.
- k. ICS 300 within one (1) year *
- l. Certification as a MIEMSS QA Officer. **

* Required for Lieutenants promoted after September 2025

** Required for Lieutenant Paramedic position

3. Captain - A Lieutenant shall be eligible to apply for Captain when all the following are met:
 - a. Currently a Carroll County Lieutenant with one (1) year time in title by the closing date of the application process.
 - b. Meets the training and education requirements for the position of Lieutenant;
 - c. Possess current State of Maryland licensure as an EMT or higher.
 - d. Possess current State of Maryland Paramedic licensure **
 - e. Successful completion of the DFEMS annual Compliance Training;
 - f. Valid Class C Driver's license or equivalent.
 - g. Certification as a Fire Officer II
 - h. Certification as an Incident Safety Officer – Suppression.
 - g. Certification as an Incident Safety Officer – Technical Rescue.
 - h. Certification as a Fire Officer III within one (1) year
 - i. ICS 300 & 400 within one (1) year
 - i. A current satisfactory performance evaluation.

** Required for Captain ALS position

4. Battalion Chief - A Lieutenant or Captain shall be eligible to apply for Battalion Chief when all the following are met:
 - a. Meets the training and education requirements for the position of Captain;
 - b. Possess current State of Maryland licensure as an EMT or higher.
 - c. Successful completion of the DFEMS annual Compliance Training;
 - d. Valid Class C Driver's license or equivalent.
 - e. Certification as a Fire Officer III
 - f. Certification as a MIEMSS QA Officer. **

- g. Successful completion of National Incident Management System (NIMS) ICS 300 & 400.
- h. A current satisfactory performance evaluation.

**** Required for Battalion Chief ALS position**

D. Application for Advancement Opportunities

- 1. Candidates must submit an application and provide copies of any documents required to support the application in order to participate in an advancement process identified by Human Resources, by the deadline date. No applications will be accepted after the deadline date.

E. Eligibility List

- 1. The list of eligible candidates will expire one year (12 months) from the date the list is established, or the date of the next examination, whichever comes first. The eligibility lists may be extended by the Director/Chief for up to one additional year (12 months) in six-month (6- month) increments or may be expired at any time. The decision to extend the effective date of the eligibility list must be made prior to the expiration of the list.
- 2. In the event an eligibility list for a particular position becomes exhausted prior to the next regularly scheduled examination, the Director/Chief shall determine the procedures to fill any vacant positions. A special examination may be held, or vacant positions may be filled via acting capacity until the next regularly scheduled process is held. Acting capacity is described in the Carroll County Personnel Code, Chapter 37.

IV. RECISSION

This Standard Operating Procedure rescinds all directives regarding Employee Advancement Requirements and Procedures Policy, or similar content previously issued for personnel of the Carroll County Department of Fire & EMS.

V. RELATED STANDARD OPERATING PROCEDURES / DOCUMENTS

VI. ATTACHMENTS