



Columbia Fire Department

Standard Operating Guideline ADM-034

Promotional Requirements for Senior Firefighter

Effective: 03/01/09

Issued by Wm. Bradley Anderson, Fire Chief

Rescinds

This policy rescinds ADM-034 Promotional Requirements for Senior Firefighter dated 06/01/07

Purpose

The purpose of this policy is to establish promotional requirements for the rank of Senior Firefighter for the Columbia Fire Department.

Scope

To provide a guideline for the promotional process for the rank of Senior Firefighter.

Policy

I. Applicability and amendments of guidelines

- A. The following guidelines shall apply to the promotion to the rank of Senior Firefighter. Any changes to these guidelines shall be in writing.
- B. Any requests for amendments of this guideline may be submitted in writing to the Fire Chief and/or Assistant Chief of Professional Services (ACPS) who will be deemed the Promotional Process Manager as outlined in section L of ADM-018 "Promotional Guideline for Battalion Chief, Captain and Fire Equipment Operator". The recommendations shall be turned over to the Selection Committee for review. A written reply from the Committee shall be given to the Fire Chief by the ACPS. The Chief will review the Selection Committee's reply and approve or disapprove the recommendation. Any approved changes shall be posted at all fire stations.

II. Prerequisites for promotion to Senior Firefighter

- A. Firefighters must meet the following prerequisites to be promoted to the rank of Senior Firefighter:
1. Successful completion of "Driver Training Program for Firefighters" as outlined in most current revision of ADM-008. A firefighter must be in the program for a minimum of sixty (60) days before being eligible for promotion to Senior Firefighter.
 2. The Firefighter must possess a valid South Carolina Commercial Driver's License, Class A or B with a tank endorsement.
 3. Successful completion of SC Fire Academy 1210 – Emergency Vehicle Driver Training or Columbia Fire Department's Driver/Operator Level I program.
 4. Successful completion of SC Fire Academy 1220 – Pump Operation I or Columbia Fire Department's Driver/Operator Level II program.
 5. Successful completion of Driver/Operator III Columbia Fire Department Aerial Apparatus Program
 6. Successful completion of Driver/Operator IV Columbia Fire Department Senior Firefighter Supplemental Program
 7. Must maintain all required certifications. (Example: ARC First Responder)
 8. The applicant must have two years of continuous service as a career uniform member of Columbia Fire Department from date of Firefighter Recruit training graduation.
 - a). If an employee has been rehired after a separation from the city within a 12-month period from the separation date, and held a rank of Senior Firefighter, Fire Engineer, Fire Captain or Battalion Chief, the rehired employee must serve six-months continuous service from the date of rehire as a Firefighter, receive at least a "Competent" three - month and six-month probationary evaluation at the rank of Firefighter and meet all other requirements as listed in Section II.

9. Maintain at least a "Competent" annual evaluation for the current year.
10. Must not have any suspensions of two or more days (16 hours) within 12 months, whether consecutive or not, for a violation of the guidelines of the department or policies of the City.

III. Promotion to the Rank of Senior Firefighter

- A. The firefighter will submit a written request for promotion through their chain of command, to include the Assistant Chief of Operations, to the Assistant Chief of Professional Services, stating all requirements have been met.
- B. Upon receipt of the promotional request, the Assistant Chief of Professional Services will verify all requirements within two weeks. If verification cannot be made, a letter will be sent to the applicant requesting missing documentation.
- C. Upon verification of all the requirements, the Assistant Chief of Professional Services will submit a letter of recommendation for promotion to the Deputy Chief and Fire Chief.
- D. Promotion will be effective on the date indicated on the promotional e-mail released by the Fire Chief.

IV. Removal of Eligibility

- A. The Fire Chief shall remove the firefighter from eligibility due to any reasons listed below:
 1. Receipt of a written request from the firefighter.
 2. Refusal to accept a promotional appointment.
 3. Termination of the firefighter's employment.
 4. Suspension of two or more days (16 hours) within 12 months, whether consecutive or not, for a violation of the guidelines of the department or policies of the City.
 5. Failure to complete the probationary period, as provided in Section V.

V. Probationary Period

- A. Every promoted Senior Firefighter shall serve a six-month probationary period to be regarded as an integral non-completive part of the process.
- B. The probationary period shall be used to closely observe how well a probationary employee performs the work of the higher rank, for securing accurate judgments as to whether or not the probationary employee's performance meets required work standards. It shall be the duty of the Fire Chief to issue administrative guidelines governing the probationary evaluation process.
- C. Prior to the completion of the six-month probationary period, the Fire Chief shall decide whether or not the probationary employee will receive status in the higher rank. If the employee is deemed to have passed the probationary period and is to be given status in the rank, he or she shall be notified, in writing, of the decision.
- D. At any time during the probationary period, the Fire Chief may remove a promoted Senior Firefighter whose performance does not meet the required work standards and return that member to the rank in which the member has retained status. In such event, the Fire Chief shall notify the member in writing that the probationary evaluation part of the examination has been failed and the reason for the failure.

VI. Administration

- A. The Fire Chief, in conjunction with the Assistant Chief of Professional Services and Selection Committee, shall be responsible for the administration of this guideline. Issues that arise that are not specifically addressed by this guideline will be resolved by the Fire Chief in conjunction with the Assistant Chief of Professional Services and Selection Committee in a matter consistent with the intent of this set of guidelines.