



**Columbia Fire Department  
Standard Operating Guideline ADM-037  
Notification of Promotion**

**Effective: 07/07/06**

**Issued by Wm. Bradley Anderson, Chief of Department**

**RESCINDS:** No previous policy

**PURPOSE:** To establish a procedure for notifying an Employee of promotion.

**SCOPE:** All Fire Suppression personnel.

**STATEMENT:** Every effort will be made by all parties to carry out their duties in a timely manner.

**POLICY:**

Step 1: The Fire Chief notifies the Chief of Operations of the people to be promoted and to what position.

Step 2: The Chief of Operations gathers the appropriate badges and prepares a Columbia Fire Department Certificate for the person to be presented. At this time, the decision of the employees' future assignment will be decided. This decision can be a collaboration of multiple supervisors.

Step 3: The Fire Chief reviews the certificates for accuracy and then signs them.

Step 4: The Chief of Operations gives the badges, certificates and a letter of the recipient's future assignment to the Shift Commander on duty.

Step 5: The on duty Shift Commander will then contact the promoted employee's supervising Battalion Chief, (prior to promotion), telling them of his employees promotion and their future assignment.

Step 6: That Battalion Chief will take whatever steps necessary to get *face to face* with the promoted employee and their Captain, if applicable, to notify and congratulate. At this time the future assignment will be given.

Step 7: The first shift the newly promoted employee works in their new position, the Shift Commander and supervising Battalion Chief will conduct a ceremony to the scale of their discretion. At that ceremony, the badge and certificate will be presented.