

**STANISLAUS CONSOLIDATED FIRE PROTECTION DISTRICT  
POLICIES & PROCEDURES**

**ARTICLE:** B-14  
**SECTION:** Personnel Division  
**DATE:** September 9, 2010  
**SUPERSEDES:** New  
**TITLE:** PROMOTIONAL EXAMS - FIRE ENGINEER - FIRE CAPTAIN

**PURPOSE**

To establish a policy regarding Promotional Exams for the positions of Fire Engineer and Fire Captain

**PROMOTIONAL EXAMINATIONS**

Promotions to the positions of Fire Engineer and Fire Captain will be made in-house as long as there is a sufficient number of in-house qualified candidates who apply for the open positions. For purposes of this policy on promotions, "a sufficient number" is defined as a number equal to, or greater than, the number of open positions plus four additional qualified candidates. When, after public announcement, the number of accepted candidates is less than the number of open positions plus four additional qualified candidates, the Chief may elect to waive the requirement for the number of open positions plus four additional qualified candidates.

**ANNOUNCEMENT OF EXAMINATIONS**

The Fire Chief shall make public announcements of all examinations and will determine the extent to which the examination will be publicized, commensurate with factors such as the availability of qualified candidates, number of projected positions to be filled, examination considerations and the District Equal Employment Opportunity Policy. All examination announcements shall be posted for a minimum of five (5) working days in appropriate District work locations. Examination announcements shall include:

- (a) information concerning the time for filing applications;
- (b) a description of the duties and responsibilities of the class;
- (c) minimum, and any additional desirable qualifications;
- (d) compensation;

**COMPETITIVE SELECTION PROCEDURES** The Fire Chief shall designate selection procedures which may be written tests, oral tests, performance tests, physical agility tests, assessment centers, training and experience evaluations or other selection procedures, or any combination of these. Selection procedures shall be practical and job related, constructed to sample the knowledge, skills, abilities and/or personal attributes required for successful job performance.

**WAIVER OF EXAMINATION** When, after public announcement, the number of accepted candidates is equal to or less than the number necessary for a full certification, the Fire Chief may waive competitive testing and certify the applicants without score or rank. The certification shall indicate that the candidates are not in rank order. The Fire Chief may follow the same procedure for waiver of examination under these conditions at any step in the examination process.

Written By: Stephen Mayotte, Fire Chief

Approved By: \_\_\_\_\_  
Stephen Mayotte, Fire Chief

Date: February 6, 2012