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## **I. POLICY:**

It is the policy of Prince George Fire and EMS to provide the highest level of service to the community through efficient and effective employee job performance. To achieve this goal, the department will reward outstanding job performance to those employees who choose to participate in the Career Development Program. The CDP encourages employees to achieve outstanding job performance through education, specialized training, and participation in various duty assignments. By participating in the CDP, each employee is provided the opportunity for individual career growth.

## **II. PURPOSE:**

The purpose of this policy is to set forth the criteria for participation in the CDP and outline the procedures all eligible personnel must follow to participate, remain, or advance in the program. As a reference, this policy will also list the minimum training requirements for each rank at its minimum pay grade. Those grades will be identified as **Fire Medic 1**, **Lieutenant 1**, and **Captain 1**. These are not actual career development steps, but the minimum training requirements for the rank. Any level superseding level 1 in each rank is a career development step, such as Fire Medic 3 or Lieutenant 2.

## **III. DEFINITION:**

The Career Development Program is a program that provides financial incentives and symbols of office to employees who consistently maintain a level of job performance, physical fitness, and community participation. The CDP is voluntary and designed to enhance the proficiency, performance and professional status of all employees in the program. Prince George Fire and EMS encourages all employees to participate in the CDP, but there shall be no penalty for anyone who chooses not to participate.

## **IV. FUNDING OF CAREER DEVELOPMENT:**

Career Development involves funding levels within each rank and represented by an individual pay grade. Each has its own set of requirements for obtaining and maintaining. When levels are obtained each provides a salary increase of \$1000 or the minimum salary for that grade, whichever is more. When lost, the reduction in salary will be equal to the amount of increase at the time of award.



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## **V. ENROLLMENT:**

Voluntary enrollment in the Career Development Program will be open for a 30 day period beginning on **November 1 and ending on November 30 each year.**

## **VI. CAREER DEVELOPMENT PROGRAM COMMITTEE:**

1. The Director of Fire and EMS shall form a review committee. The committee shall be chaired by the Training Captain and consist of 1 full time fire/medic, 1 officer, 1 Fire and EMS employee at large.
2. The committee shall review and/or recommend a list of approved courses. Criteria for acceptance shall depend, in part, on the following training comes from an accredited source, training is job related, number of classroom/practical evolution hours is comparable to the class you are substituting, and subject matter is useful to the Department.
3. The CDP committee will verify the employee's eligibility to enroll in the program and sign the Career Development Verification form. This form will then be forwarded to the Director no later than December 15<sup>th</sup>.  
The Director will notify the Director of Human Resources of the employee's enrollment status by January 1<sup>st</sup>.
4. If the CDP review committee adds a class to the list it shall be added to the appropriate appendix, made public knowledge, and made available to all members participating in the CDP.
5. Progression within the CDP will require specific educational points. The required number of education points may be a combination of Fire, EMS, and/or Emergency Management based (other than college courses) and College Courses.
6. For each level, any specific course which must be completed for the level will be identified in the requirements.

## **VII. PROGRAM CRITERIA:**

1. Performance Evaluations
  - a. The employee must maintain a level of "meets expectations" or greater to proceed through the career development program. These requirements are identified in the County's performance evaluation process.
  - b. Two consecutive performance evaluations of "below expectations" (or an equivalent rating) will result in a performance demotion and will drop the employee one level in the career development program.



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- c. Three non-consecutive performance evaluations of “below expectations” will result in a performance demotion and the employee will be removed from the CDP.
  - d. Reduction of a firefighter’s career development level would require processing through the performance demotion process – Personnel Policy 2.9.
  - e. Additionally, each employee enrolled in the CDP must successfully complete the annual physical agility testing process in order to maintain their level and/or advance to the next level.
2. Educational Level
- a. Fire, EMS, and Emergency Management Course  
These courses incorporate tested training courses which teach specialized skills in the field of Fire, Emergency Medical Services, and Emergency Management. Courses must meet State or National Standards and be approved by the Director of Fire and EMS. Sixteen (16) hours = One (1) educational point. Recertification or Continuing Educational Units (CEU’s) will not be counted toward educational points.
  - b. College Courses  
Only classes that are offered through an accredited college/university will be granted one (1) educational point per semester credit hour. Prior approval by the Director of Fire and EMS is required of any newly found on-line courses that have not been previously approved. The Director of Fire and EMS will maintain a published list of accredited courses that would not require prior approval and add to it as new approvals are granted.
  - c. Seminars  
Credit will be given for non-tested seminars which members may attend if approval is obtained from the Director of Fire and EMS in advance. These seminars will be credited at the rate of 30 non-tested seminar hours for one educational point.
3. Time in Grade
- a. This is based upon uninterrupted full time employment as a Department of Fire and EMS member. There is a time requirement in each level of the career development program before one becomes eligible for advancement to the next level.



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- b. Members who fall under any of the categories listed below shall default to zero time in grade at the appropriate level of the career development program.
    - i. Demotion in Rank
    - ii. Reduction in Pay
    - iii. Reduction in Career Development Level
    - iv. Separation from County Service (past the 30 day grace period)
  - c. Members who receive a reduction in the career development program due to the loss of a certification, driving infractions, or any other reason shall default to zero time in grade.
4. Disciplinary Report
- a. For each level, time frames have been established that require personnel to be without any disciplinary action.
5. Driving Record
- a. Members must maintain a safe traffic record (for driving performed on the job) that meets the requirements specified for each level of the CDP.



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## **VIII. ADVANCEMENT LEVELS:**

### **FIRE MEDIC 1**

Grade – F101

#### A. Minimum Education Requirements

- Pro Board or IFSAC, Firefighter II
- Hazardous Materials Operations
- Emergency Medical Technician (Advanced)
- ICS 100
- ICS 200
- ICS 700
- VAVRS or VDFP EVOC class 3
- Approved CPR (Healthcare Provider or equivalent)

Approval by the Director or his/her designee.



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## FIRE MEDIC 2

Grade – F102

### A. Prerequisites

1. Time in Grade: 12 months as Fire Medic 1
2. Driving Record: Meets current department standards as an acceptable driver.
3. Job Performance:
  - Successfully complete probationary requirements.
  - Meets Expectations or above rating on latest annual performance evaluation.
  - Successfully completes the annual physical agility test.

### B. Minimum Education Requirements

1. Must remain current on all Fire Medic 1 minimum requirements (VAVRS EVOC expiration date is not recognized)
2. Fire (5) additional education points (80 hrs.)
3. Certification requirements:
  - Completed driver release on all normal cross staffed apparatus
  - ICS 800
  - Stress First Aid
  - TCCC or TECC
  - Mayday Firefighter Down (16 hour program)
  - Approval by the Director of his/her designee.



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## **FIRE MEDIC 3**

Grade – F103

### **A. Prerequisites**

1. Time in Grade 12 months as Fire Medic 2
2. Driving Record: Meets current department standards as an acceptable driver.
3. Job Performance:
  - Successfully complete probationary requirements.
  - Meets Expectations or above rating on latest annual performance evaluation.
  - Successfully completes the annual physical agility test.

### **B. Minimum Education Requirements**

1. Must remain current on all Fire Medic 2 minimum requirements
2. Five (5) additional education points (80 hrs.)
3. Certification requirements:
  - Pro Board or IFSAC, Driver Pump Operator certification course
  - Pro Board or IFSAC, Driver Aerial Operator certification course
  - Emergency Medical Technician – Intermediate or Paramedic
  - Approval by the Director or his/her designee.



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## **FIRE MEDIC 4**

Grade – F104

### **A. Prerequisites**

1. Time in Grade 12 months as Fire Medic 3
2. Driving Record: Meets current department standards as an acceptable driver.
3. Job Performance
  - Successfully complete probationary requirements
  - Meets Expectations or above rating on latest annual performance evaluation.
  - Successfully completes the annual physical agility test.

### **B. Minimum Education Requirements**

1. Must remain current on all Fire Medic 3 minimum requirements
2. Five (5) additional education points (80 hrs.)
3. Certification requirements:
  - NFA STICO or current equivalent
  - NFA PICA or current equivalent
  - NFA leadership 1-3 or current equivalent
  - NFA Shaping the Future or current equivalent
  - Approval by the Director or his/her designee





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## **FIRE LIEUTENANT 1**

Grade – F112

### **A. Prerequisites**

1. Time in Grade 12 months as Fire Medic 4
2. Driving Record: Meets current department standards as an acceptable driver.
3. Job Performance:
  - Successfully complete probationary requirements
  - Meets Expectations or above rating on latest annual performance evaluation.
  - Successfully completes the annual physical agility test.

### **B. Minimum Education Requirements**

- Pro Board or IFSAC, Instructor I
- Pro Board or IFSAC, Officer I
- Emergency Medical Technician – Advanced
- ICS 100
- ICS 200
- ICS 700
- ICS 800



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## **FIRE LIEUTENANT 2**

Grade – F113

### **A. Prerequisites**

1. Time in Grade 12 months as Lieutenant 1
2. Driving Record: Meets current department standards as an acceptable driver.
3. Job Performance:
  - Successfully complete probationary requirements
  - Meets Expectations or above rating on latest annual performance evaluation.
  - Successfully completes the annual physical agility test.

### **B. Minimum Education Requirements**

1. Must remain current on all Lieutenant 1 minimum requirements
2. Six (6) additional education points (96 hrs.)
3. Certification requirements:
  - Completed all career development requirements of Fire Medic 1-4
  - Pro Board or IFSAC, Instructor II
  - Pro Board or IFSAC, Officer II
  - ICS 300
  - Emergency Medical Technician, Intermediate or Paramedic
  - English 101 or approved equivalent
  - Approval by the Director or his/her designee



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## **FIRE CAPTAIN 1**

Grade – F114

### **A. Prerequisites**

1. Time in Grade 12 months as Lieutenant 2
2. Driving Record: Meets current department standards as an acceptable driver.
3. Job Performance:
  - Successfully complete probationary requirements
  - Meets Expectations or above rating on latest annual performance evaluation.
  - Successfully completes the annual physical agility test.

### **B. Minimum Education Requirements**

- Pro Board or IFSAC, Instructor II
- Pro Board or IFSAC, Officer II
- Emergency Medical Technician – Advanced
- ICS 300
- English 101 or approved equivalent



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## FIRE CAPTAIN 2

Grade – F115

### A. Prerequisites

1. Time in Grade 12 months as Captain 1
2. Driving Record: Meets current department standards as an acceptable driver.
3. Job Performance:
  - Successfully complete probationary requirements
  - Meets Expectations or above rating on latest annual performance evaluation.
  - Successfully completes the annual physical agility test.

### B. Minimum Education Requirements

1. Must remain current on all Captain 1 minimum requirements
2. Six (6) additional education points (96 hrs.)
3. Certification requirements:
  - Completed all career development requirements of Fire Lieutenant 2
  - Pro Board or IFSAC, Instructor III
  - Pro Board or IFSAC, Officer III
  - ICS 400
  - Emergency Medical Technician, Intermediate or Paramedic
  - Approved human resources management training
  - Approval by the Director or his/her designee.



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## IX. MAINTENANCE OF THE CAREER DEVELOPMENT PROGRAM

1. In order to progress and remain in the program, participants must meet the eligibility criteria set forth in this policy.
2. If an employee fails to meet any of the requirements set forth in this policy while participating in the CDP, the supporting documentation will be forwarded to the CDP Committee.
3. The CDP will make recommendation based on its findings to the Director of Fire and EMS.

The Director of Fire and EMS will determine whether to accept or decline the recommendation and will make the final decision on the employee's program status. This decision shall be placed in the employee's personnel file.