



# *City of Winter Park Fire-Rescue*

## *Standard Operating Guideline*

# 120.02

**Title: Lieutenant and Battalion Chief  
Selection Process**

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**Purpose:** To establish procedures creating an eligible listing of employees for promotion to the positions of Lieutenant and Battalion Chief. This guideline will include promotional assessments for the position of EMS Supervisor, which falls under the rank of Lieutenant.

**Scope:** This procedure is to be followed in order to create an eligible list of employees for filling of management level positions in the Department. The positions of Lieutenant and Battalion Chief require a level of leadership that is not often found in other occupations. The testing herein listed is designed to identify those candidates possessing the qualities in a candidate that will enable this Department to meet its goals and objectives.

**General:** All vacancies in positions above the lowest grade shall be filled in accordance with Section 74-60 "Promotions", under the City of Winter Park Civil Service Code.

A notice of examination shall be distributed to all departmental personnel via email at least 2 weeks prior to the date fixed for the beginning of the examination.

It is the policy of the City of Winter Park to consider City employees for promotional opportunities before applicants from the general public are considered.  
(City of Winter Park Personnel Policy Manual Section 2.07)

Department members requesting the opportunity to be included in the promotional process shall first meet the minimum requirements as set forth for that position.

Pursuant to Civil Service Code, members requesting to participate shall submit a written memorandum of intent to the Fire Chief, through the Chain of Command and shall have said memorandum in the office of the Fire Chief no later than two days (48) hours prior to the start of the Written Examination phase of the process. The memorandum of intent shall be in written form and must carry the signature of the requesting participant. Other forms such as email, facsimile, etc. are not to be considered as written form and will not be accepted.

**120.02.01. Position Requirements:**

Lieutenant: **Critical Skills / Expertise:**

To be eligible for Lieutenant an individual must have completed all those requirements for the position of Firefighter with the City of Winter Park Fire Department, Winter Park, Florida. A thorough knowledge of the City of Winter Park, including streets and water systems. A thorough knowledge of public buildings gained through pre-fire planning and self-study. Thorough knowledge of the elements of combustion and methods of proper extinguishment. Considerable knowledge of chemistry as it applies to toxic and flammable properties of various elements. Considerable knowledge of fire service hydraulics and pumping operations. Considerable knowledge of the proper techniques to perform rescues and first aid operations. Ability to perform difficult and dangerous work under emergency hazardous conditions. Ability to be a member of and to direct a team.

Knowledge of various types of building construction and related terminology. Ability to deal tactfully and professionally with the public. Ability to gather information and other related data to be used for fire investigation purposes. Must possess and maintain current Emergency Medical Technician or Paramedic certification with the State of Florida. Must comply with the Bureau of Fire Standards and Training for the State of Florida.

**Minimum Qualifications:**

Graduation from an accredited high school, or equivalent, and the successful completion of the Florida State required Minimum Standards course for Firefighters, the Florida State Fire Officers Certification Level I, and Florida State Emergency Medical Technician or Paramedic Certification. Applicant must have completed (4) four consecutive years experience in the Fire / Rescue Division of the Winter Park Fire Department, Applicant must possess a valid Florida Driver's license applicable to operating emergency vehicles and be able to pass the State required physical examinations. Applicant must have passed the medical testing as set forth by the City of Winter Park Fire Department during the previous twelve months to the date of the scheduled ability test. Applicant must also meet all the requirements for the position of Firefighter with the City of Winter Park Fire Department, Winter Park, Florida. A combination of training and experience may qualify an applicant for consideration.

**Battalion Chief:**

**Critical Skills / Expertise:**

To be eligible for this position an individual must have completed all those requirements for Lieutenant with the City of Winter Park Fire Department, Winter Park, Florida.

A thorough knowledge of the City of Winter Park, including streets and water systems. A thorough knowledge of public buildings gained through pre-fire planning and self-study. A thorough knowledge of the elements of combustion and methods of proper extinguishment. A thorough knowledge of chemistry as it applies to toxic and flammable properties of various elements. Considerable knowledge of fire service hydraulics and pumping operations. Considerable knowledge of the proper techniques to perform rescues and first aid operations. Ability to perform difficult and dangerous work under emergency hazardous conditions. Ability to be a member of and to direct a team.

Knowledge of various types of building construction and related terminology. Ability to deal tactfully and professionally with the public. Ability to gather information and other related data to be used for fire investigation purposes. Must comply with the Bureau of Fire Standards and Training for the State of Florida. Complete knowledge of management and administration of municipal organizations. A thorough knowledge of the City of Winter Park requirements for job functions, departmental orders and procedures. Ability to evaluate and direct efforts to control fire and emergency situations. Ability to lead subordinates and to assign, instruct and review their work.

**Minimum Qualifications:**

Graduation from an accredited high school, or equivalent, and the successful completion of the Florida State required Minimum Standards course for Firefighters, the Florida State Fire Officers Certification Level I, and Florida State Emergency Medical Technician or Paramedic Certification. Prefer A.A. or A.S. degree in Fire Technology, Fire Science, Fire Administration, or other related course of study. Applicant must have completed (1) year of experience as a Lieutenant in the Fire / Rescue Division of the Winter Park Fire Department. Applicant must possess a valid Florida Class Driver's license and be able to pass the State required physical examinations. Applicant must have passed medical testing as set forth by the City of Winter Park Fire Department during the previous twelve months to the date of the ability test. Applicant must also meet all the requirements for Lieutenant with the City of Winter Park Fire Department, Winter Park, Florida. Supplemental courses in supervision, fire tactics and other related topics are desired. A combination of training and experience may qualify an applicant for consideration.

**120.02.02. Eligibility – Battalion Chief:**

To be eligible to take part in the promotional process, an applicant shall:

- Meet the minimum qualifications for the position.

**120.02.03. Reference and Study Material for Written and Practical Exam:**

**Lieutenant:**

- Winter Park Fire Department Standard Operating Guidelines
- Company Officer by Clinton Smoke 2nd Edition
- IFSTA Essentials of Firefighting 5th Edition
- National Incident Management System – IS 700 – August 2004.
- Winter Park Emergency Medical Standing Operating Procedures for EMT

**Battalion Chief:**

- Winter Park Fire Department Standard Operating Guidelines
- Company Officer by Clinton Smoke 2nd Edition
- IFSTA Essentials of Firefighting 4th Edition
- National Incident Management System – IS 700 – August 2004.
- City of Winter Park Personnel Policy Manual

**120.02.04. Assessment Center Promotional Process:**

- Pre-screening Phase
- Written Exam - 100 questions from identified sources 2-hour time limit. A score of 70% or better must be achieved to continue in the process.
- Physical Fitness – Must have successfully completed the City required annual medical physical without any restrictions or limitations, and have a favorable recommendation from their immediate supervisor as to their ability to physically perform their duties as a firefighter.

- Practical Phase for the Lieutenant’s Assessment:
  - a) Written Exam Score weight 20%
  - b) In-Basket Exercise weight 20%
  - c) Tactical Exercise weight 20%
  - d) Review Board weight 20%
  - e) Performance Review weight 20%
- The Deputy Fire Chief from Winter Park Fire Rescue and two outside Fire Service professionals will rate item “b”.
- The Battalion Chiefs will rate item “c”. The Deputy Fire Chief may fill in for one of the Battalions if they are not able to attend.
- The Deputy Fire Chief from Winter Park Fire Rescue, a Fire Officer (Lieutenant rank or above) from another fire department within what is commonly referred to as the Central Florida region, a member of the Civil Service Board and one member of the City’s senior management staff will rate item “d”.
- Battalion Chiefs will rate item “e”.
- Item (d) “Review Board” shall, at a minimum, consist of one protected class representative.
- For the purpose of this guideline, *Fire Service Professional* shall be defined as any person who holds certification as a Fire Officer with the State of Florida, Executive Fire Officer, as defined by the US Fire Administration or Chief Fire Officer, as defined by the Center for Public Safety Excellence. The individual may be currently employed or worked in the industry within the past five years. The rank of service shall have been at the Company Officer (Lieutenant) or above with their organization. They may also have never worked for or be related to anyone who is or who has ever been employed by the City of Winter Park in any capacity.
- Practical Phase for the Battalion Chief’s Assessment:
  - a) Written Exam Score weight 20%
  - b) Oral Presentation weight 20%
  - c) Tactical Exercise weight 20%
  - d) Review Board weight 20%
  - e) Performance Review weight 20%
- Three Fire Service professionals will rate item “b”
- The remaining Battalion Chiefs and the Deputy Fire Chief will rate item “c”. The Deputy Fire Chief will replace any missing member of this particular selection group. The total number of members of this group may not exceed three. The Deputy Fire Chief from Winter Park Fire Rescue, a Fire Officer from another fire department within what is

commonly referred to as the Central Florida region, a member of the Civil Service Board and one member of the City's senior management staff will rate item "d".

- A group of three people consisting of any remaining Battalion Chiefs from Winter Park Fire Rescue and the Deputy Fire Chief will rate item "e".
- Item (d) "Review Board" shall, at a minimum, consist of one protected class representative.
- For the purpose of this guideline, *Fire Service Professional* shall be defined as any person who is or was a Chief Fire Officer and holds certification as a Fire Officer with the State of Florida, Executive Fire Officer, as defined by the US Fire Administration or Chief Fire Officer, as defined by the Center for Public Safety Excellence. The individual may be currently employed or worked in the industry within the past five years. The rank of service shall have been at the Chief Officer level or above with their organization. They may also have never worked for or be related to anyone who is or who has ever been employed by the City of Winter Park in any capacity.
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**120.02.05. Other Information & Final Selection:**

- Dress for all parts of the examination process will be the issued Fire Department Class "B" uniform.
- All applicants must be on time for all testing procedures. Anyone arriving late for the written exam will be allowed to sit for the test but will forfeit the time lost. The test will end at the designated time.
- The Chief Examiner of the Civil Service Board will submit the scores to the board at the next regular session for making the scores official. The qualified list shall be in effect for a period of six (6) months from the date of the Civil Service Meeting where the list is approved.
- Applicants will be advised of their scores on an individual basis.
- Factors that may be considered for the final selection are: past evaluations, staff input, physical fitness, time in grade, officer certification and training received.
- The Fire Chief will promote from the top three- (3) candidates for Battalion Chief and from the top five (5) candidates for Lieutenant



James E. White  
Chief of Department