

## Promotions and Transfers

### 1002.1 PURPOSE AND SCOPE

The purpose of this policy is to establish required and desirable qualifications for promotion and transfer within the ranks of the Blue Ridge Fire District.

### 1002.2 POLICY

The Blue Ridge Fire District determines promotions and transfers in a nondiscriminatory manner. It is the policy of the Blue Ridge Fire District to utilize the promotional testing criteria, study materials, and testing instruments available from authenticated and validated local, regional, and nationally recognized best practices in the fire service. This policy will establish the required and desirable qualifications for promotion and transfer within the ranks of the District based on these criteria.

### 1002.3 GENERAL REQUIREMENTS

The following conditions will be used in evaluating members for promotion and transfer:

- (a) Presents a professional, neat appearance
- (b) Maintains a physical condition which aids in their performance
- (c) Demonstrates the following traits:
  1. Emotional stability and maturity
  2. Stress tolerance
  3. Sound judgment and decision-making ability
  4. Personal integrity and ethical conduct
  5. Leadership
  6. Initiative
  7. Adaptability and flexibility
  8. Ability to conform to organizational goals and objectives in a positive manner

### 1002.4 TRANSFERS

The following position is defined as a transfer and is not considered a promotion:

- Training Coordinator
- EMS Coordinator

#### 1002.4.1 DESIRABLE TRANSFER QUALIFICATIONS

The following qualifications are considered for transfer:

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- Three years of experience
- Completion of the probationary period with the Blue Ridge Fire District
- Expressed interest in the transfer position
- Education, training, and demonstrated abilities in areas related to the transfer position
- Completion of any local, regional, or national training or certification for the transfer position

### 1002.4.2 TRANSFER CRITERIA

Administrative evaluations and transfers will be determined by the Fire Chief.

The policy and procedures for all positions may be waived for temporary assignments, for emergency situations or for training.

### **1002.5 PROMOTIONS**

Specifications for promotional opportunities are on file with the Blue Ridge Fire District.

### **1002.6 TRAINING COORDINATOR RESPONSIBILITIES**

It is the responsibility of the Training Coordinator to maintain a training file on each member of the District. Any relevant training certificate or certification document submitted to the District by a member should be permanently retained in the member's training file.

### **1002.7 EMS COORDINATOR RESPONSIBILITIES**

It is the responsibility of the EMS Coordinator to ensure current EMS certifications for each member of the District. Any relevant EMS certification document submitted to the District by a member should be retained in the member's EMS certification file until replaced with a more current document.