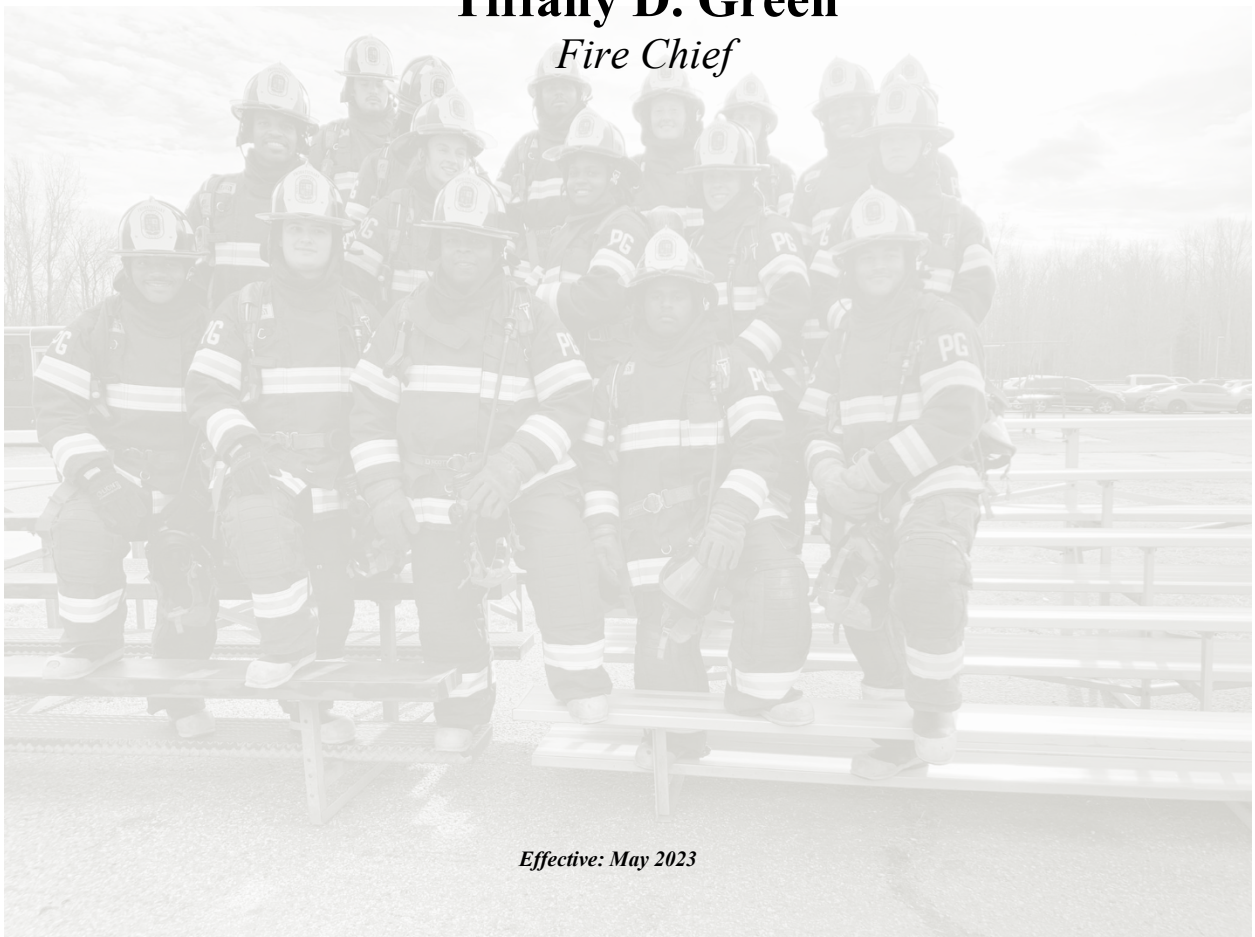




PROFESSIONAL DEVELOPMENT AND PROMOTIONAL PROCEDURES

Tiffany D. Green
Fire Chief



Effective: May 2023



THE PRINCE GEORGE'S COUNTY GOVERNMENT

Fire/EMS Department

Office of the Fire Chief

July 15, 2023

Dear Sworn Personnel,

The Prince George's County Fire/Emergency Medical Services (EMS) Department has made tremendous strides in establishing the minimum qualifications for eligibility for promotion through the publication of the *Professional Development/Promotional Procedures Handbook*. This document outlines the timeline and minimum qualifications for future promotional processes for each rank, as well as the minimum qualifications for the various specialty assignments within our department. This guide will be effective from July 2023 until the publication of the next guide which should be in 2028.

The promotional schedules will remain in the Spring and Fall of each year. This allows time for the development of registers for positions that have vacancies. This assists with the improvement of our career development process by retaining a consistent schedule. This promotion testing schedule also allows individuals to meet the requirement for the "time in grade" for each position.

I am committed to maintaining this valuable tool; but, more importantly, improving our professional development. I believe it is imperative to not only inform personnel as to what the minimum qualifications are to be eligible for promotion, but to provide training, mentoring, and support for preparing for promotional and leadership opportunities within our department.

I encourage all employees to take the initiative to improve your knowledge, skills, and abilities, whether you intend to seek promotional and/or leadership opportunities within our department or not. By improving yourself as an individual, you improve the Department as a whole.

Sincerely,

Tiffany D. Green

Fire Chief

Professional Development/Promotional Procedures

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INTRODUCTION

Prince George's County is a diverse and multicultural community bordering the eastern edges of our Nation's Capital. Located in the heart of the Baltimore/Washington corridor, the County borders Washington, D.C., and is just 37 miles south of the City of Baltimore. Encompassing 482 square miles, Prince George's County Fire/Emergency Medical Service (EMS) Department (PGFD) delivers services through a network of 45 fire stations strategically positioned throughout the County. Stations are staffed with 1,002 career and approximately 1,100 volunteer personnel, which protect an estimated population of over 967,000 residents (2020 U.S. Census).

Prince George's Fire and Emergency Medical Services provides basic life support and advanced life support emergency medical care and is responsible for all fire suppression and prevention throughout the County. The Department also provides:

- Technical rescue capability for cave-in or collapsed structures
- Hazardous materials containment and mitigation
- Water rescue including swift water and boat operations
- Fire Inspection and Investigations
- Community outreach and education programs

The annual call volume for the Department in 2021 was approximately 155,500 incidents with emergency medical responses accounting for nearly 80 percent of our services. The County has not yet achieved full build-out, and it is anticipated that the population will continue to grow, and overall call volume and support requirements will increase and become more challenging.

The range and scope of services for which the Department is responsible requires a highly trained, knowledgeable, and diverse workforce. New uniformed personnel undertake an intensive career recruit school and continue their education and skills enhancement through a comprehensive program of in-service training and established career development requirements. The Department promotes its personnel internally through a competitive process designed to ensure that those who advance through the rank structure has the appropriate knowledge, skills, and abilities to perform successfully. All these factors contribute to the need to review the current professional development requirements and their impact on the promotional procedural process.

DEFINITIONS

Accredited College or University – acknowledged by the U.S. Department of Education's Office of Postsecondary Education upon approval by a state agency recognized by the U.S. Secretary of Education as a "reliable authority as to the quality of postsecondary education."

Aerial Apparatus Operator – NFPA 1002. *Standard for Fire Apparatus Driver/Operator Professional Qualifications*. Provides the knowledge and skills to operate a fire department aerial ladder truck and associated equipment.

Anniversary Date – The Director of Human Resources Management shall assign an anniversary date to each employee upon said employee's initial appointment, promotion, demotion, reemployment, and reappointment to a vacant position in the classified service, or such other date established in the Salary Plan.

An employee's anniversary date shall be utilized by the Director of Human Resources Management for purposes of determining the date for the initiation of official performance evaluations, consideration of subsequent merit step rate increases, and for application of credit for years served at the maximum rate for employees who are promoted, demoted, reallocated, displaced, reclassified, or transferred to a vacant position in the classified service.

Career Recruit School – Structured training provided by the Fire/EMS Training Academy for new employees, which includes: Emergency Medical Technician – Basic, Firefighter I & II, Hazardous Materials – Operations, Emergency Vehicle Operator, Rescue Technician Site Operations, Rescue Technician – Vehicle and Machinery, FEMA IS-700, FEMA ICS-100, Fire Fighter Safety and Survival, and Infectious Control

Cross-Trained – An employee that was hired in a single role (Suppression or Paramedic) class of work and has since completed a structured internship and development process to become competent in both classes, or equivalent to dual role employees hired as such.

College Credit – College credits described as requirements must count towards a college degree and be on a transcript from an accredited college/university. Developmental courses will not be accepted. All courses must be listed under the specified program of study.

Declaration of Intent and Eligibility – A formal electronic notice via NEOGOV by an employee declaring their intention to participate in the next promotional process and expressing a commitment to having all requisite qualifications prior to the effective date of the eligibility register.

Emergency Medical Service Officer I – *Skills include:* Incident Pre-Planning, Emergency Communication; Conducting Size-up Activities, Establishing an EMS Incident Command System, EMS Incident Tactical Considerations. *Certification requirements:* NFPA 1021, Standard for Fire Officer Professional; NFPA 1582 Standard for Medical Requirements for Firefighters; OSHA 29 CFR 1910.1030 Bloodborne Pathogens; OSHA 29 CFR 1910.146 Permit Required Confined Spaces; OSHA 1910.120 Hazardous Materials Regulations; OSHA 1910.1200 Hazardous Materials – Right-to-Know Laws; NFPA 472/473 Professional Competence of Responders to Hazardous Material Incidents; Firefighter I Program

Fire Fighter I – NFPA 1001. *Standard for Fire Fighter Professional Qualifications*. The person in the first level of progression who has demonstrated the knowledge and skills to function as an integral member of a firefighting team under direct supervision in hazardous conditions.

Fire Fighter II – NFPA 1001. *Standard for Fire Fighter Professional Qualifications*. The person at the second level of progression who has demonstrated the skills and depth of knowledge to function under general supervision.

Fire Inspector I - III - NFPA 1031. *Standard for Professional Qualifications for Fire Inspector and Plan Examiner*. Identifies the professional levels of performance required for fire inspectors and plan examiners, specifically identifying the job performance requirements necessary to perform as a fire inspector or a plan examiner.

Fire Investigator – NFPA 1033. *Standard for Professional Qualifications for Fire Investigator*. An individual who has demonstrated the skills and knowledge necessary to conduct, coordinate, and complete an investigation.

Fire Officer I – IV – NFPA 1021. *Standard for Fire Officer Professional Qualifications*. Identifies the performance requirements necessary to perform the duties of a fire officer and specifically identifies four levels of progression.

Fire Service Instructor I - III – NFPA 1041. *Standard for Fire Service Instructor Professional Qualifications*. Identifies the performance requirements necessary to teach, to develop teaching material, to supervise the teaching staff and program, and to manage, budget, and implement the program.

Hazardous Materials Technician – NFPA 472. *Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents*. An individual who has demonstrated the skills and knowledge necessary to respond to emergencies involving hazardous material.

Incident Command System (ICS) – A management system designed to enable effective and efficient on-scene incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure.

[ICS-100 - Introduction to the Incident Command System](#) - This independent study course introduces ICS and provides the foundation for higher level ICS training. It describes the history, features and principles, and organizational structure of the system. This course also explains the relationship between ICS and NIMS.

[ICS-200 - ICS for Single Resources and Initial Action Incidents](#) - This independent study course is designed to enable personnel to operate efficiently during an incident or event within the ICS. ICS-200 provides training and resources for personnel who are likely to assume a supervisory position within the ICS.

[ICS-300 - Intermediate ICS for Expanding Incidents](#) - ICS-300 provides training and resources for personnel who require advanced knowledge and application of the ICS. This course expands upon information covered in the ICS-100 and ICS-200 courses.

[ICS-400 - Advanced ICS](#) - This course provides training and resources for personnel who require advanced application of ICS. This course expands upon information covered in ICS-100 through ICS-300.

[IS-700 - NIMS, an Introduction](#) - This independent study course introduces the NIMS concept. NIMS provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents.

[IS-800 - National Response Framework \(NRF\), an Introduction](#) - The course introduces participants to the concepts and principles of the NRF.

International Association of Fire Fighters (IAFF) – A national recognized union representing fire fighters in more than 3,500 communities in the U.S. and Canada.

Joint Apprenticeship Training Committee (JATC) – 6,552 hours of journey person training having completed training under standards approved by and registered with the Maryland Apprenticeship and Training Council for a firefighter/medic.

Knowledge, Skills, and Abilities (KSAs) – The development of performance assessment techniques essential to a job analysis.

Maryland Fire Rescue Institute (MFRI) – The Maryland Fire and Rescue Institute (MFRI) of the University of Maryland is the State's comprehensive training and education system for emergency services. The Institute plans, researches, develop, and delivers quality programs to enhance the ability of emergency services providers to protect life, the environment, and property. MFRI is the State's fire and emergency service training agency.

Maryland Fire Service Personnel Qualifications Board (MFSPQB), Inc. – Nationally accredited by the National Board on Fire Service Professional Qualifications (NBSPFQ), the MFSPQB reviews and certifies fire service training.

Maryland Institute for Emergency Medical Services System (MIEMSS) - Coordinated statewide network that includes volunteer and career EMS providers, medical and nursing personnel, communications, transportation systems, trauma and specialty care centers and emergency departments.

Mutual Aid Agreement – Prearranged plan or contract whereby separate fire protection agencies assist each other on a reciprocal basis.

National Fire Protection Association (NFPA) – Nonprofit educational and technical association devoted to protecting life and property from fire by developing fire protection standards and educating the public.

NEOGOV – A Prince George's County Office of Human Resource Management (OHRM) computerized on-line system used by external and internal applicants. It is the leading technology partner dedicated to the development and delivery of products and solutions focused exclusively for public sector recruitment, selection, testing, applicant tracking, certification, and hiring.

Past Performance Appraisal (PPA) – Evaluation of an individual's job performance as measured against one or more objective performance criteria.

Probationary Period – Period of time extending up to, but not to exceed, twelve (12) calendar months from the effective date of initial appointment and reappointment of a person to a vacant position in the classified service which is intended to constitute the final stage in the examining process of an initially appointed and reappointed employee; provided, however, that the probationary period for all uniformed employees occupying positions allocated to public safety classes of work within the County Police, Sheriff and Fire/EMS Departments shall be that period of time extending from the effective date of any such employee's initial appointment and reappointment through that date twelve (12) calendar months after the date any such employee completes any required basic training course or courses in an academy or school; and provided further, that the "probationary period," as defined herein, shall not apply to any employee occupying any position in the classified service under the terms of temporary/provisional, temporary/emergency or limited-term appointment.

Promotion - The human resource action by which an employee's position is changed, while continuously employed, to a vacant position in a class with a higher grade.

Promotional Examination - A type of competitive examination for promotion to a vacant position or positions in a given class of work within the classified service, admission to which shall be limited to eligible employees occupying positions in certain lower grade classes in the classified service.

Public Safety Diver Certification – Combines the fundamentals taught in an open-water class with an emphasis on the exacting skills required to successfully dive in a rescue/recovery operation.

Pump Operator – NFPA 1002. *Standard for Fire Apparatus Driver/Operator Professional Qualifications.* Provides the knowledge and skills to operate a fire department engine/pumper and associated equipment.

Safety Officer – NFPA 1521. *Standard for Fire Department Safety Officer.* This standard contains minimum requirements for the assignment, duties, and responsibilities of a health and safety officer (HSO) and an incident safety officer (ISO) for a fire department.

Special Hazards Inspector – NFPA 1031. *Standard for Professional Qualifications for Fire Inspector and Plan Examiner.*

Surface Water Rescue – NFPA 1006. *Standard for Technical Rescuer Professional Qualifications.* Rescue of a victim who is afloat on the surface of a body of water.

Technical Rescue – NFPA 1006. *Standard for Technical Rescuer Professional Qualifications.* The application of special knowledge, skills, and equipment to safely resolve unique and/or complex rescue situations.

Technical Rescuer – A person who is trained to perform or direct the technical rescue.

Level I Technical Rescuer. This level applies to individuals who identify hazards, use equipment, and apply limited techniques specified in this standard to perform technical rescue operations.

Level II Technical Rescuer. This level applies to individuals who identify hazards, use equipment, and apply advanced techniques specified in this standard to perform technical rescue operations.

FIRE FIGHTER AND FIRE FIGHTER/MEDIC

Fire Fighter (Y01)

Position Description

Fire Fighter (Y01) is an entry-level position engaged in the initial technical training, development, orientation, and probationary requirements to perform emergency and non-emergency tasks in the areas of fire suppression, emergency medical services, hazardous materials, technical rescue, and community risk reduction. Under general supervision, incumbents respond to a variety of emergency and non-emergency situations to perform necessary actions to mitigate such incidents safely to protect and preserve life, property, and the environment. Incumbents provide basic and/or advanced life support emergency medical care and transportation to sick, injured, or vulnerable patients. This work may expose incumbents to hazardous conditions/situations and includes the operation of emergency vehicles, apparatus, and equipment. Incumbents exercise some degree of independent judgment and action in the performance of their duties and responsibilities within the scope of departmental policies and procedures. Work is evaluated based on the knowledge, skills, abilities, and performance of duties and responsibilities associated with this position, as well as adherence to established policies, procedures, protocols, and regulations.

Entry Date	Eligibility Period	Minimum Qualifications
Varies	Varies	<ul style="list-style-type: none">• Must be at least eighteen (18) years old.• High school diploma or equivalent (GED).• Must receive a passing score on required entry level written examination.• Must pass Candidate Physical Ability Test (CPAT).• Must pass an oral interview.• Must pass background investigation or other required examinations.• Must pass medical and psychological examination.• Must possess a valid driver's license.

Fire Fighter (Y02)

Position Description

Fire Fighter (Y02) is a full performance level position engaged in the performance of emergency and non-emergency tasks in the areas of fire suppression, emergency medical services, hazardous materials, technical rescue, and community risk reduction. Under general supervision, incumbents respond to a variety of emergency and non-emergency situations to perform necessary actions to mitigate such incidents safely to protect and preserve life, property, and the environment. Incumbents provide basic and/or advanced life support emergency medical care and transportation to sick, injured, or vulnerable patients. This work may expose incumbents to hazardous conditions/situations and includes the operation of emergency vehicles, apparatus, and equipment. Incumbents maintain competency and proficiency in all knowledge, skills, and abilities required for the position and learn new equipment and techniques through participation in training activities and programs. Incumbents exercise a considerable degree of independent judgment and action in the performance of their duties and responsibilities within the scope of departmental policies and procedures. Work is evaluated based on the knowledge, skills, abilities, and performance of duties and responsibilities associated with this position, as well as adherence to established policies, procedures, protocols, and regulations.

Entry Date	Eligibility Period	Minimum Qualifications For Promotion To This Position
Varies	Continuously Open	<u>Time Requirements</u> <ul style="list-style-type: none"> • Twelve (12) calendar months after the date the employee completes any required basic training course or courses in an academy or school (Recruit School Graduation)
		<u>PGFD Career Development Requirements</u> <ul style="list-style-type: none"> • Completion of PGFD Career Recruit School • Completion of PGFD Probationary Firefighter Study Guide • Completion of PGFD EMS Internship
		<u>Specific Course Requirements</u> <ul style="list-style-type: none"> • FEMA IS-700 • FEMA ICS-100
		<u>Certification Requirements</u> <ul style="list-style-type: none"> • County Credential BLS Clinician • National Certification Fire Fighter II • National Certification Hazardous Materials - Operations
		<u>Human Resource Requirements</u> <ul style="list-style-type: none"> • Minimum Satisfactory Past Performance Appraisal (PPA)

Fire Fighter or Fire Fighter/Medic (Y03)

Position Description

Fire Fighter or Fire Fighter/Medic (Y03) is a lead-level position engaged in the advanced performance of emergency and non-emergency tasks in the areas of fire suppression, emergency medical services, hazardous materials, technical rescue, and community risk reduction. This (Y03) position may lead to lower-graded Fire Fighter positions. Incumbents respond to a variety of emergency and non-emergency situations to perform necessary actions to mitigate such incidents safely to protect and preserve life, property, and the environment. Fire Fighter/Medics (Y03) are certified/licensed and credentialed to perform advanced life support. Incumbents provide basic and/or advanced life support emergency medical care and transportation to sick, injured, or vulnerable patients. This work may expose incumbents to hazardous conditions/situations and includes the operation of emergency vehicles, apparatus, and equipment. Incumbents may be responsible for performing complex tasks or handling critical situations. Incumbents maintain competency and proficiency in all knowledge, skills, and abilities required for the position and learn new equipment and techniques through participation in training activities and programs. This position exercises a significant degree of independent judgment and action in the performance of duties and responsibilities within the scope of departmental policies and procedures. Work is evaluated based on the knowledge, skills, abilities, and performance of duties and responsibilities associated with this position, as well as adherence to established policies, procedures, protocols, and regulations.

Entry Date	Eligibility Period	Minimum Qualifications For Promotion To This Position
Varies	Continuously Open	<u>Time Requirements</u> <ul style="list-style-type: none"> • Prior classification as Fire Fighter or Fire Fighter/Medic (Y02)
		<u>PGFD Career Development</u> <ul style="list-style-type: none"> • Completion of PGFD Career Recruit School • Completion of PGFD Probationary Firefighter Study Guide • Completion of PGFD EMS Internship • Completion of Advanced Life Support Internship
		<u>Specific Course Requirements</u> <ul style="list-style-type: none"> • No additional requirements
		<u>Certification Requirements</u> <ul style="list-style-type: none"> • County Credential ALS Clinician • National Certification Fire Fighter II • National Certification Hazardous Materials - Operations
		<u>Human Resource Requirements</u> <ul style="list-style-type: none"> • Minimum Satisfactory Past Performance Appraisal (PPA)

Fire Technician (Y13)

Position Description

Fire Technician (Y13) is a specialized technical-level position engaged in the maintenance and operation of specialized fire suppression equipment, aerial ladders, technical rescue equipment, and other heavy-duty emergency equipment, vehicles, or apparatus. Typical duties may involve tasks related to preventative maintenance, repairs, scheduling service, and maintaining records for equipment, vehicles, and apparatus. Incumbents perform tasks in the areas of fire suppression, emergency medical services, hazardous materials, technical rescue, and community risk reduction and respond to a variety of emergency and non-emergency situations to perform necessary actions to mitigate such incidents safely to protect and preserve life, property, and the environment. Incumbents may also perform the work of lead-level Fire Fighter positions and may be responsible for performing complex tasks or handling critical situations. Incumbents provide basic and/or advanced life support emergency medical care and transportation to sick, injured, or vulnerable patients. This work may expose incumbents to hazardous conditions/situations. Incumbents maintain competency and proficiency in all knowledge, skills, and abilities required for the position and learn new equipment and techniques through participation in training activities and programs. This position exercises a significant degree of independent judgment and action in the performance of its duties and responsibilities within the scope of departmental policies and procedures. Work is evaluated based on the knowledge, skills, abilities, and performance of duties and responsibilities associated with this position, as well as adherence to established policies, procedures, protocols, and regulations.

Minimum Qualifications Required Prior to Effective Eligibility Register Anticipated Promotional Process : Fall 2023
<p><u>Time Requirements</u></p> <ul style="list-style-type: none"> • Years of Service – Four (4) Years of service within the Prince George’s Fire/EMS Department • Time in Grade – Cumulative of Twelve (12) Months as Y02 or Y03
<p><u>PGFD Career Development</u></p> <ul style="list-style-type: none"> • Completion of PGFD Career Recruit School • Completion of PGFD Probationary Firefighter Study Guide • Joint Apprenticeship Training Committee (JATC) program • Qualified and licensed as an Emergency Vehicle Driver/Operator for vehicles exceeding 26,001 pounds in accordance with General Order 06-05 - Departmental Driving Regulations
<p><u>Specific Course Requirements</u></p> <ul style="list-style-type: none"> • Three (3) College Credits <ul style="list-style-type: none"> ○ Mathematics (3 credits)
<p><u>Certification Requirements</u></p> <ul style="list-style-type: none"> • County Credential BLS Clinician or ALS Clinician • National Certification Fire Fighter II • National Certification Hazardous Materials – Operations • National Certification Fire Apparatus Driver Operator - Pump • National Certification Fire Apparatus Driver Operator - Aerial

Human Resource Requirements

- Minimum Satisfactory Past Performance Appraisal (PPA)
- Declaration of Intent and Eligibility
- Must be full duty

Fire Technician (Y13)

**Minimum Qualifications
Required Prior to Effective Eligibility Register
Anticipated Promotional Process: Fall 2025; Fall 2027**

Time Requirements

- Years of Service – Four (4) Years of service within the Prince George’s Fire/EMS Department
- Time in Grade – Cumulative of Twelve (12) Months as Y02 or Y03

PGFD Career Development

- Completion of PGFD Career Recruit School
- Completion of PGFD Probationary Firefighter Study Guide
- Joint Apprenticeship Training Committee (JATC) program
- Qualified and licensed as an Emergency Vehicle Driver/Operator for vehicles exceeding 26,001 pounds in accordance with General Order 06-05 - Departmental Driving Regulations

Specific Course Requirements

- Six (6) College Credits
 - Mathematics (3 credits)
 - English or Communications (3 credits)

Certification Requirements

- County Credential BLS Clinician or ALS Clinician
- National Certification Fire Fighter II
- National Certification Hazardous Materials – Operations
- National Certification Fire Apparatus Driver Operator - Pump
- National Certification Fire Apparatus Driver Operator - Aerial

Human Resource Requirements

- Minimum Satisfactory Past Performance Appraisal (PPA)
- Declaration of Intent and Eligibility
- Must be full duty

Fire Lieutenant or Fire Fighter/Medic Lieutenant (Y04)

Position Description

Fire Lieutenant or Fire Fighter/Medic Lieutenant (Y04) is a first-line supervisory level position responsible for the overall administrative and operational functions of an assigned station, office, unit, shift, or program. Incumbents in this position are engaged in the planning, organizing, coordinating, and evaluating of all activities of their assignment and provide direction and supervision of subordinate employees. Incumbents respond to emergency and non-emergency incidents and direct the actions and activities in fire suppression, emergency medical services, hazardous materials, technical rescue, and community risk reduction to ensure incidents are safely mitigated to protect and preserve life, property, and the environment. Fire Fighter/Medic Lieutenants (Y04) are certified/licensed and credentialed to perform advanced life support and perform this advanced level of medical care and transportation to sick, injured, or vulnerable patients. Incumbents maintain competency and proficiency in all knowledge, skills, and abilities required for the position through participation in training activities and programs. This position exercises an extensive degree of independent judgment and action in the performance of its duties and responsibilities within the scope of departmental policies and procedures. Work is evaluated based on the knowledge, skills, abilities, and performance of duties and responsibilities; adherence to established policies, procedures, protocols, and regulations; and the effectiveness and efficiency of the administrative and operational activities of their assignment.

FF/Medic Lieutenant Minimum Qualifications Required Prior to Effective Eligibility Register Anticipated Promotional Process: Spring 2023; Spring 2025; Spring 2027
<u>Time Requirements</u> <ul style="list-style-type: none">• Years of Service – Five (5) Years of service within the Prince George’s Fire/EMS Department• Time in Grade –Twelve (12) Consecutive Months as Y03 or Y13
<u>PGFD Career Development</u> <ul style="list-style-type: none">• Completion of PGFD Career Recruit School• Completion of PGFD Probationary Firefighter Study Guide• Completion of Joint Apprenticeship Training Committee (JATC) program• Qualified and licensed as an Emergency Vehicle Driver/Operator for vehicles exceeding 26,001 pounds in accordance with General Order 06-05 – Departmental Driving Regulations
<u>Specific Course Requirements</u> <ul style="list-style-type: none">• FEMA ICS-200• 45 College Credits, to include:<ul style="list-style-type: none">○ English (3 credits)○ Mathematics (3 credits)○ Communications (3 credits)○ Social or Behavioral Science (3 credits)
<u>Certification Requirements</u> <ul style="list-style-type: none">• County Credential ALS Clinician (unless hired as single role suppression)• Maryland EMS License as a Cardiac Rescue Technician (CRT) or Paramedic• National Certification Fire Fighter II• National Certification Fire Officer II• National Certification Fire Inspector I• National Certification Incident Safety Officer – Fire Suppression

- National Certification Hazardous Materials – Operations
- National Certification Fire Apparatus Driver Operator - Pump
- National Certification Fire Apparatus Driver Operator - Aerial

Human Resource Requirements

- Minimum Satisfactory Past Performance Appraisal (PPA)
- Declaration of Intent and Eligibility
- Detailed Resume'
- Must be at a minimum of light duty

Fire Captain or Fire Fighter/Medic Captain (Y05)

Position Description

Fire Captain or Fire Fighter/Medic Captain (Y05) is a mid-level supervisory position responsible for the overall administrative and operational functions of an assigned station, office, unit, shift, or program. Incumbents in this position are engaged in the planning, organizing, coordinating, and evaluating of all activities of their assignment and provide direction and supervision of subordinate employees. Incumbents respond to emergency and non-emergency incidents and direct the actions and activities in fire suppression, emergency medical services, hazardous materials, technical rescue, and community risk reduction to ensure incidents are safely mitigated to protect and preserve life, property, and the environment. Fire Fighter/Medic Captains (Y05) are certified/licensed and credentialed to perform advanced life support and perform this advanced level of medical care and transportation to sick, injured, or vulnerable patients. Incumbents maintain competency and proficiency in all knowledge, skills, and abilities required for the position through participation in training activities and programs. This position exercises an extensive degree of independent judgment and action in the performance of its duties and responsibilities within the scope of departmental policies and procedures. Work is evaluated based on the knowledge, skills, abilities, and performance of duties and responsibilities; adherence to established policies, procedures, protocols, and regulations; and the effectiveness and efficiency of the administrative and operational activities of their assignment.

FF/Medic Captain Minimum Qualifications Required Prior to Effective Eligibility Register Anticipated Promotional Process: Fall 2024 and Fall 2026
<u>Time Requirements</u> <ul style="list-style-type: none">• Years of Service – Six (6) Years of service within the Prince George’s Fire/EMS Department• Time in Grade - Twelve (12) Consecutive Months as Y04
<u>PGFD Career Development</u> <ul style="list-style-type: none">• Completion of PGFD Career Recruit School• Completion of PGFD Probationary Firefighter Study Guide• Completion of Joint Apprenticeship Training Committee (JATC) program• Qualified and licensed as an Emergency Vehicle Driver/Operator for vehicles exceeding 26,001 pounds in accordance with General Order 06-05 - Departmental Driving Regulations
<u>Specific Course Requirements</u> <ul style="list-style-type: none">• FEMA IS-800• FEMA ICS-300• 60 College Credits, to include:<ul style="list-style-type: none">○ English (3 credits)○ Mathematics (3 credits)○ Communications (3 credits)○ Social or Behavioral Science (3 credits)
<u>Certification Requirements</u> <ul style="list-style-type: none">• County Credential ALS Clinician (unless hired as single role suppression)• National Certification Fire Fighter II• National Certification Fire Officer III• National Certification Fire Inspector I• National Certification Incident Safety Officer – Fire Suppression• National Certification Hazardous Materials – Operations• National Certification Fire Apparatus Driver Operator - Pump• National Certification Fire Apparatus Driver Operator - Aerial

Human Resource Requirements

- Minimum Satisfactory Past Performance Appraisal (PPA)
- Declaration of Intent and Eligibility
- Detailed Resume'
- Must be at a minimum of light duty

Fire Battalion Chief or Fire Fighter/Medic Battalion Chief (Y06)

Position Description

Fire Battalion Chief or Fire Fighter/Medic Battalion Chief (Y06) is a senior-level supervisory and management-level position. Incumbents in this position typically have overall responsibility for daily operations and management of a group of stations and employees within a geographical area to ensure operational readiness. Incumbents may also have the overall responsibility for the administrative and operational functions of an office, division, unit, shift, or program. These responsibilities include effective supervision and administration of career and volunteer staff; conducting training; planning and organizing; prioritizing and assigning work; performance management; employee relations; and other related activities. Incumbents are also responsible for the management and coordination of emergency and non-emergency incident operations in fire suppression, emergency medical services, hazardous materials, technical rescue, and community risk reduction and to ensure incidents are safely mitigated to protect and preserve life, property, and the environment. This position exercises an extensive degree of independent judgment and action in the performance of its duties and responsibilities within the scope of departmental policies and procedures. Work is evaluated based on the knowledge, skills, abilities, and performance of duties and responsibilities; adherence to established policies, procedures, protocols, and regulations; and the effectiveness and efficiency of the administrative and operational activities of their assignment.

FF/Medic Battalion Chief Minimum Qualifications Required Prior to Effective Eligibility Register Anticipated Promotional Process: Spring 2024
<u>Time Requirements</u> <ul style="list-style-type: none"> • Years of Service – Seven (7) Years of service within the Prince George’s Fire/EMS Department • Time in Grade - Twelve (12) Consecutive Months as Y05
<u>PGFD Career Development</u> <ul style="list-style-type: none"> • Completion of PGFD Career Recruit School • Completion of PGFD Probationary Firefighter Study Guide • Completion of Joint Apprenticeship Training Committee (JATC) program • Qualified and licensed as an Emergency Vehicle Driver/Operator for vehicles exceeding 26,001 pounds in accordance with General Order 06-05 – Departmental Driving Regulations
<u>Specific Course Requirements</u> <ul style="list-style-type: none"> • NIMS ICS-400 • An Associate degree (from an Accredited College or University).
<u>Certification Requirements</u> <ul style="list-style-type: none"> • County Credential ALS Clinician (unless hired as single role suppression) • National Certification Fire Fighter II • National Certification Fire Officer IV • National Certification Fire Inspector I • National Certification Incident Safety Officer – Fire Suppression • National Certification Hazardous Materials – Operations • National Certification Fire Apparatus Driver Operator - Pump • National Certification Fire Apparatus Driver Operator - Aerial

Human Resource Requirements

- Minimum Satisfactory Past Performance Appraisal (PPA)
- Declaration of Intent and Eligibility
- Detailed Resume'
- Must be at a minimum light duty

FF/Medic Battalion Chief

Minimum Qualifications Required Prior to Effective Eligibility Register

Anticipated Promotional Process: Spring 2026

Time Requirements

- Years of Service – Seven (7) Years of service within the Prince George’s Fire/EMS Department
- Time in Grade - Twelve (12) Consecutive Months as Y05

PGFD Career Development

- Completion of PGFD Career Recruit School
- Completion of PGFD Probationary Firefighter Study Guide
- Completion of Joint Apprenticeship Training Committee (JATC) program
- Qualified and licensed as an Emergency Vehicle Driver/Operator for vehicles exceeding 26,001 pounds in accordance with General Order 06-05 – Departmental Driving Regulations

Specific Course Requirements

- NIMS ICS-400
- An Associate degree (from an Accredited College or University) with an additional 30 college credits towards a bachelor’s degree.

Certification Requirements

- County Credential ALS Clinician (unless hired as single role suppression)
- National Certification Fire Fighter II
- National Certification Fire Officer IV
- National Certification Fire Inspector I
- National Certification Incident Safety Officer – Fire Suppression
- National Certification Hazardous Materials – Operations
- National Certification Fire Apparatus Driver Operator - Pump
- National Certification Fire Apparatus Driver Operator - Aerial

Human Resource Requirements

- Minimum Satisfactory Past Performance Appraisal (PPA)
- Declaration of Intent and Eligibility
- Detailed Resume'
- Must be at a minimum light duty

<p>FF/Medic Battalion Chief</p> <p>Minimum Qualifications Required Prior to Effective Eligibility Register</p> <p>Anticipated Promotional Process: Spring 2028</p>
<p><u>Time Requirements</u></p> <ul style="list-style-type: none"> • Years of Service – Seven (7) Years of service within the Prince George’s Fire/EMS Department • Time in Grade - Twelve (12) Consecutive Months as Y05
<p><u>PGFD Career Development</u></p> <ul style="list-style-type: none"> • Completion of PGFD Career Recruit School • Completion of PGFD Probationary Firefighter Study Guide • Completion of Joint Apprenticeship Training Committee (JATC) program • Qualified and licensed as an Emergency Vehicle Driver/Operator for vehicles exceeding 26,001 pounds in accordance with General Order 06-05 – Departmental Driving Regulations
<p><u>Specific Course Requirements</u></p> <ul style="list-style-type: none"> • NIMS ICS-400 • A Bachelor’s degree (from an Accredited College or University)
<p><u>Certification Requirements</u></p> <ul style="list-style-type: none"> • County Credential ALS Clinician (unless hired as single role suppression) • National Certification Fire Fighter II • National Certification Fire Officer IV • National Certification Fire Inspector I • National Certification Incident Safety Officer – Fire Suppression • National Certification Hazardous Materials – Operations • National Certification Fire Apparatus Driver Operator - Pump • National Certification Fire Apparatus Driver Operator - Aerial
<p><u>Human Resource Requirements</u></p> <ul style="list-style-type: none"> • Minimum Satisfactory Past Performance Appraisal (PPA) • Declaration of Intent and Eligibility • Detailed Resume’ • Must be at a minimum light duty

Assistant Fire Chief (Y07)

Position Description

Assistant Fire Chief (Y07) is a high-level supervisory and executive-level management position. This position provides key management, administrative, and technical level support to a Deputy Fire Chief or the Fire Chief and/or may function as the manager within a major programmatic functional area. Incumbents in this position supervise, lead, and direct the activities of one or more major operational or administrative functions, units, or programs and are responsible for strategic planning, policy development, fiscal management, and resolving complex Departmental problems, issues, or concerns. Assistant Fire Chiefs may represent the Fire Chief, Deputy Fire Chiefs, and the Department in various situations among other agencies, organizations, or stakeholders. Incumbents may be responsible for the management and coordination of complex emergency and non-emergency incident operations in fire suppression, emergency medical services, hazardous materials, and technical rescue to ensure incidents are safely mitigated to protect and preserve life, property, and the environment. This position exercises an extensive degree of independent judgment and action in the performance of its duties and responsibilities within the scope of departmental policies and procedures. Work is evaluated based on the knowledge, skills, abilities, and performance of duties and responsibilities; adherence to established policies, procedures, protocols, and regulations; and the effectiveness and efficiency of the administrative and operational activities of their assignment.

DESIRABLE Qualifications for Appointment
<p><u>Time Requirements</u></p> <ul style="list-style-type: none"> • Years of Service – Ten (10) Years of service within the Prince George’s Fire/EMS Department • Time in Grade - Twelve (12) Months as Y06
<p><u>PGFD Career Development</u></p> <ul style="list-style-type: none"> • Completion of PGFD Career Recruit School • Completion of PGFD Probationary Firefighter Study Guide • Completion of Joint Apprenticeship Training Committee (JATC) program • Qualified and licensed as an Emergency Vehicle Driver/Operator for vehicles exceeding 26,001 pounds in accordance with General Order 06-05 - Departmental Driving Regulations
<p><u>Specific Course Requirements</u></p> <ul style="list-style-type: none"> • NIMS ICS-400 • A Master’s Degree from an accredited College or University in Fire Science and Emergency Services, Organizational Development, Business/Public Management, or closely related field; or an equivalent combination of relevant education and experience.
<p><u>Certification Requirements</u></p> <ul style="list-style-type: none"> • National Certification Fire Fighter II • National Certification Fire Officer IV • National Certification Fire Inspector I • National Certification Incident Safety Officer – Fire Suppression • National Certification Hazardous Materials – Operations • National Certification Fire Apparatus Driver Operator - Pump • National Certification Fire Apparatus Driver Operator - Aerial

Human Resource Requirements

- Minimum Satisfactory Past Performance Appraisal (PPA)
- Declaration of Intent and Eligibility
- Detailed Resume'

PARAMEDIC

Paramedic (Y03)

Position Description

Paramedic (Y03) is a lead-level position engaged in the advanced performance of emergency and non-emergency tasks in emergency medical services and community paramedicine. Paramedics (Y03) are certified/licensed and credentialed to perform advanced life support and practice in accordance with Maryland Medical Protocols and clinical guidance of the Department's medical director. Incumbents respond to a variety of emergency and non-emergency situations to perform basic and/or advanced life support emergency medical care and transportation to sick, injured, or vulnerable patients. This work may expose incumbents to hazardous conditions/situations and includes the operation of emergency vehicles and equipment. Incumbents may be responsible for performing complex tasks or handling critical situations. Incumbents maintain competency and proficiency in all knowledge, skills, and abilities required for the position and learn new equipment and techniques through participation in training activities and programs. This position exercises a significant degree of independent judgment and action in the performance of its duties and responsibilities within the scope of departmental policies and procedures. Work is evaluated based on the knowledge, skills, abilities, and performance of duties and responsibilities associated with this position, as well as adherence to established policies, procedures, protocols, and regulations.

Promotion to Paramedic is only available to employees classified as paramedics, completed paramedic recruit school, and have not since successfully cross-trained.

Paramedic Minimum Qualifications For Promotion To This Position
<u>Time Requirements</u> <ul style="list-style-type: none">• Prior classification as Paramedic Trainee II (Y02)
<u>PGFD Career Development</u> <ul style="list-style-type: none">• Completion of PGFD Paramedic Recruit School• Completion of Advanced Life Support Internship
<u>Specific Course Requirements</u> <ul style="list-style-type: none">• FEMA IS-700• FEMA ICS-100
<u>Certification Requirements</u> <ul style="list-style-type: none">• County Credential ALS Clinician• Maryland EMS License as a Paramedic• National Certification Hazardous Materials - Operations
<u>Human Resource Requirements</u> <ul style="list-style-type: none">• Minimum Satisfactory Past Performance Appraisal (PPA)

Paramedic Lieutenant (Y04)

Position Description

Paramedic Lieutenant (Y04) is a first-line supervisory level position responsible for the overall administrative and operational functions of an assigned station, office, unit, shift, or program. Incumbents in this position are engaged in the planning, organizing, coordinating, and evaluating of all activities of their assignment and provide direction and supervision of subordinate employees. Incumbents respond to a variety of emergency and non-emergency situations to perform basic and/or advanced life support emergency medical care and transportation to sick, injured, or vulnerable patients. This work may expose incumbents to hazardous conditions/situations and includes the operation of emergency vehicles and equipment. Incumbents may be responsible for performing complex tasks or handling critical situations. Paramedic Lieutenants (Y04) are certified/licensed and credentialed to perform advanced life support and practice in accordance with Maryland Medical Protocols and clinical guidance of the Department’s medical director. Incumbents maintain competency and proficiency in all knowledge, skills, and abilities required for the position through participation in training activities and programs. This position exercises an extensive degree of independent judgment and action in the performance of its duties and responsibilities within the scope of departmental policies and procedures. Work is evaluated based on the knowledge, skills, abilities, and performance of duties and responsibilities; adherence to established policies, procedures, protocols, and regulations; and the effectiveness and efficiency of the administrative and operational activities of their assignment.

Future Paramedic Lieutenant promotional processes will be available for only those employees classified as paramedics, completed paramedic recruit school, and have not since successfully cross-trained.

Paramedic Lieutenant Minimum Qualifications Required Prior to Effective Eligibility Register Anticipated Promotional Process: Spring 2023; Spring 2025; Spring 2027
<u>Time Requirements</u> <ul style="list-style-type: none">• Years of Service – Five (5) Years of service within the Prince George’s Fire/EMS Department• Time in Grade - Twelve (12) Consecutive Months as Paramedic Y03
<u>PGFD Career Development</u> <ul style="list-style-type: none">• Completion of PGFD Paramedic Recruit School• Completion of Advanced Life Support Internship
<u>Specific Course Requirements</u> <ul style="list-style-type: none">• FEMA ICS-200• MFRI Fire Department Safety Officer (30 Hours)• MIEMSS Quality Assurance Officer Course• 45 College Credits, to include:<ul style="list-style-type: none">○ English (3 credits)○ Mathematics (3 credits)○ Communications (3 credits)○ Social or Behavioral Science (3 credits)

Certification Requirements

- County Credential ALS Clinician
- Maryland EMS License as a Paramedic
- County ALS Field Training Officer (FTO)
- National Certification Emergency Medical Services Officer I
- National Certification Instructor I
- National Certification Hazardous Materials – Operations

Human Resource Requirements

- Minimum Satisfactory Past Performance Appraisal (PPA)
- Declaration of Intent and Eligibility
- Detailed Resume'
- Must be at a minimum of light duty

Paramedic Captain (Y05)

Position Description

Paramedic Captain (Y05) is a mid-level supervisory level position responsible for the overall administrative and operational functions of an assigned station, office, unit, shift, or program. Incumbents in this position are engaged in the planning, organizing, coordinating, and evaluating of all activities of their assignment and provide direction and supervision of subordinate employees. Incumbents respond to a variety of emergency and non-emergency situations to perform basic and/or advanced life support emergency medical care and transportation to sick, injured, or vulnerable patients. This work may expose incumbents to hazardous conditions/situations and includes the operation of emergency vehicles and equipment. Incumbents may be responsible for performing complex tasks or handling critical situations. Paramedic Captains (Y05) are certified/licensed and credentialed to perform advanced life support and practice in accordance with Maryland Medical Protocols and clinical guidance of the Department's medical director. Incumbents maintain competency and proficiency in all knowledge, skills, and abilities required for the position through participation in training activities and programs. This position exercises an extensive degree of independent judgment and action in the performance of its duties and responsibilities within the scope of departmental policies and procedures. Work is evaluated based on the knowledge, skills, abilities, and performance of duties and responsibilities; adherence to established policies, procedures, protocols, and regulations; and the effectiveness and efficiency of the administrative and operational activities of their assignment.

Future Paramedic Captain promotional processes will be available for only those employees classified as paramedics, completed paramedic recruit school, and have not since successfully cross-trained.

Paramedic Captain Minimum Qualifications Required Prior to Effective Eligibility Register Anticipated Promotional Process: Fall 2024 and Fall 2026
<u>Time Requirements</u> <ul style="list-style-type: none">• Years of Service – Six (6) Years of service within the Prince George's Fire/EMS Department• Time in Grade – Twelve (12) Consecutive Months as Y04
<u>PGFD Career Development</u> <ul style="list-style-type: none">• Completion of PGFD Paramedic Recruit School• Completion of Advanced Life Support Internship
<u>Specific Course Requirements</u> <ul style="list-style-type: none">• FEMA ICS-300• MFRI Fire Department Safety Officer (30 Hours)• MIEMSS Quality Assurance Officer Course• 60 College Credits, to include:<ul style="list-style-type: none">○ English (3 credits)○ Mathematics (3 credits)○ Communications (3 credits)○ Social or Behavioral Science (3 credits)
<u>Certification Requirements</u> <ul style="list-style-type: none">• County Credential ALS Clinician• Maryland EMS License as a Paramedic• County ALS Field Training Officer (FTO)• MFSPQB Certified Emergency Medical Services Officer I• National Certification Instructor II• National Certification Hazardous Materials – Operations

Human Resource Requirements

- Minimum Satisfactory Past Performance Appraisal (PPA)
- Declaration of Intent and Eligibility
- Detailed Resume'
- Must be at a minimum of light duty

Paramedic Battalion Chief (Y06)

Position Description

Paramedic Battalion Chief (Y06) is a senior-level supervisory and management-level position. Incumbents in this position have the overall responsibility for daily operations, administration, and management of an assigned office, division, unit, shift, or program, typically within emergency medical services or community paramedicine programs. These responsibilities include effective supervision and administration of career and volunteer staff; conducting training; planning and organizing; prioritizing and assigning work; performance management; employee relations; and other related activities. Incumbents may be responsible for the management and coordination of emergency and non-emergency incident operations in emergency medical services and to ensure incidents are safely mitigated to protect and preserve life. This position exercises an extensive degree of independent judgment and action in the performance of its duties and responsibilities within the scope of departmental policies and procedures. Work is evaluated based on the knowledge, skills, abilities, and performance of duties and responsibilities; adherence to established policies, procedures, protocols, and regulations; and the effectiveness and efficiency of the administrative and operational activities of their assignment.

Future Paramedic Battalion Chief promotional processes will be available for only those employees classified as paramedics, completed paramedic recruit school, and have not since successfully cross-trained.

Paramedic Battalion Chief Minimum Qualifications Required Prior to Effective Eligibility Register
Anticipated Promotional Process: Spring 2024
<p><u>Time Requirements</u></p> <ul style="list-style-type: none"> • Years of Service – Seven (7) Years of service within the Prince George’s Fire/EMS Department • Time in Grade - Twelve (12) Consecutive Months as Y05
<p><u>PGFD Career Development</u></p> <ul style="list-style-type: none"> • Completion of PGFD Paramedic Recruit School • Completion of Advanced Life Support Internship
<p><u>Specific Course Requirements</u></p> <ul style="list-style-type: none"> • FEMA ICS-400 • MFRI Fire Department Safety Officer (30 Hours) • MIEMSS Quality Assurance Officer Course • An Associate degree (from an Accredited College or University).
<p><u>Certification Requirements</u></p> <ul style="list-style-type: none"> • County Credential ALS Clinician • Maryland EMS License as a Paramedic • County ALS Field Training Officer (FTO) • MFSPQB Certified Emergency Medical Services Officer I • National Certification Instructor II • National Certification Hazardous Materials – Operations
<p><u>Human Resource Requirements</u></p> <ul style="list-style-type: none"> • Minimum Satisfactory Past Performance Appraisal (PPA) • Declaration of Intent and Eligibility • Detailed Resume’ • Must be at a minimum of light duty

Paramedic Battalion Chief Minimum Qualifications Required Prior to Effective Eligibility Register

Anticipated Promotional Process: Spring 2026

Time Requirements

- Years of Service – Seven (7) Years of service within the Prince George’s Fire/EMS Department
- Time in Grade - Twelve (12) Consecutive Months as Y05

PGFD Career Development

- Completion of PGFD Paramedic Recruit School
- Completion of Advanced Life Support Internship

Specific Course Requirements

- FEMA ICS-400
- MFRI Fire Department Safety Officer (30 Hours)
- MIEMSS Quality Assurance Officer Course
- An Associate degree (from an Accredited College or University) with an additional 30 college credits towards a bachelor’s degree.

Certification Requirements

- County Credential ALS Clinician
- Maryland EMS License as a Paramedic
- County ALS Field Training Officer (FTO)
- MFSPQB Certified Emergency Medical Services Officer I
- National Certification Instructor II
- National Certification Hazardous Materials – Operations

Human Resource Requirements

- Minimum Satisfactory Past Performance Appraisal (PPA)
- Declaration of Intent and Eligibility
- Detailed Resume’
- Must be at a minimum of light duty

**Paramedic Battalion Chief Minimum Qualifications Required Prior to Effective Eligibility Register
Anticipated Promotional Process: Spring 2028**

Time Requirements

- Years of Service – Seven (7) Years of service within the Prince George’s Fire/EMS Department
- Time in Grade - Twelve (12) Consecutive Months as Y05

PGFD Career Development

- Completion of PGFD Paramedic Recruit School
- Completion of Advanced Life Support Internship

Specific Course Requirements

- FEMA ICS-400
- MFRI Fire Department Safety Officer (30 Hours)
- MIEMSS Quality Assurance Officer Course
- A Bachelor’s Degree (from an Accredited College or University)

Certification Requirements

- County Credential ALS Clinician
- Maryland EMS License as a Paramedic
- County ALS Field Training Officer (FTO)
- MFSPQB Certified Emergency Medical Services Officer I
- National Certification Instructor II
- National Certification Hazardous Materials – Operations

Human Resource Requirements

- Minimum Satisfactory Past Performance Appraisal (PPA)
- Declaration of Intent and Eligibility
- Detailed Resume’