



General Order

Department of Fire & EMS

G.O. 11-3-2024

Subject: 2024 Lieutenants Promotional Process

Date: November 20, 2024

Authority: Deputy Chief Paul Supko/*PJS*

The department will conduct the promotional process for Station Lieutenant in December. The position has been posted by personnel along with an accompanying email sent to all DFEMS employees on 11/18/2024.

The application period for Lieutenant is now open and will close on December 2, 2024. The schedule for the process is as follows:

- August 20, 2024 – Notice of study material sent to all members
- November 18, 2024 – Application period open
- December 2, 2024 – Application period closes at 1700 hrs.
- December 9, 2024- Written Exam (Time & location will be sent to qualified applicants)
- Week of December 16th – Oral Interviews, Simulation Lab and Written Assignment

Members who are currently completing the Fire Officer I program will be permitted to take the written exam if they submit their passing course completion report to Chief Brothers for verification by December 2, 2024. Those members must be able to meet and will be required to hold Pro-Board certification prior to promotion.

Members on C Shift (December 9, 2024) may submit leave requests from 0700-1300hrs to take the exam. Please add to the note section in VTI "Lieutenants Exam".

2024 Lieutenants Examination Process: Source Material

1. Fire and Emergency Services Company Officer-IFSTA, 6th edition.
 - Chapters 1-11 Only
2. MD Medical Protocols for EMS, July 1, 2024, edition
 - General and BLS Section (No AIs protocols will be used on the written exam)
3. DFEMS Standard Operating Procedures (SOP Manual-All Chapters)

- Source material for the exam is located on the County DFEMS website under Standard Operating Practices.

<https://www.carrollcountymd.gov/government/directory/fire-and-emergency-services/standard-operating-procedures-for-carroll-county-fire-and-ems/>

4. Carroll County Code of Regulations, Chapter 37 (Entire Document)

- Source material for the exam is located on the County DFEMS website under Fire and Emergency Services CH37 Amendments.

<https://www.carrollcountymd.gov/government/directory/fire-and-emergency-services/fire-emergency-services-ch-37-amendments/>

Applicants for the position will need to acquire the study material on their own. Station printers shall not be used to make copies of applicable documents. The IFSTA text is available via multiple online sources that sell textbooks as well as the IFSTA site. Please contact the office of the Chief with any questions.