



Lieutenant & Captain 2024 Promotional Process Information Booklet

ELITE Public Safety Consulting, Inc., will be constructing, administering, and validating the written examination, structured oral interview, and assessment center exercises for the 2024 promotional process to create an eligibility list for the ranks of Lieutenant and Captain. Our goal is to create a fair, equitable, and relevant promotional process for all. We wish all participants the best of luck and it is our hope that when candidates are promoted, they leave the department and the fire service better than they found it. Please email any questions you may have about this promotional process to promotion@brownsburgfire.org. All candidates will be made aware to answers of general interest.

The Brownsburg Fire Territory is seeking candidates to create a promotional list for the positions of Lieutenant and Captain. Below you will find information regarding the promotional process.

Minimum Requirements

To hold the position of **Lieutenant** with the Brownsburg Fire Territory you must have a minimum of the following qualifications on or before **your day of promotion**:

1. Must have completed five (5) full years of service with the Brownsburg Fire Territory or; you laterally transferred to Brownsburg Fire Territory from another department then you must have 5 years in the fire service and the 3 years of service with the Brownsburg Fire Territory.
2. Must have IDHS Firefighter I and II certification.
3. Must have IDHS Technical Rescue Awareness certification.
4. Must have IDHS Hazardous Materials Operations certification
5. Must have IDHS Fire Officer Strategy and Tactics certification.
6. Must have IDHS Incident Safety Officer certification.
7. Must have IDHS Instructor I certification.
8. Must have IDHS Fire Officer I certification.
9. Must be a cleared chauffeur/engineer on the departments pumpers and remain in good standing as such or possess IDHS driver operator pumper and aerial certification. If you do not meet this, you must complete it during your probationary period as a Lieutenant.
10. Maintain EMT certification throughout employment.
11. Maintain EMT affiliation with sponsoring hospital throughout employment.

To hold the position of **Captain** with the Brownsburg Fire Territory you must have a minimum of the following qualifications on or before **your day of promotion**:

1. Must have completed two (2) full years of service at the rank of Lieutenant with the Brownsburg Fire Territory.
2. Must have IDHS Firefighter I and II certification.
3. Must have IDHS Technical Rescue Awareness certification.
4. Must have IDHS Hazardous Materials Operations certification.
5. Must have IDHS Fire Officer Strategy and Tactics certification.
6. Must have IDHS Incident Safety Officer certification.
7. Must have IDHS Instructor I certification.
8. Must have IDHS Fire Officer II certification .
9. Maintain EMT certification throughout employment.
10. Maintain EMT affiliation with sponsoring hospital throughout employment.

How to participate in the promotional process

Candidates who are interested in applying for the position of Lieutenant or Captain must email a letter of intent to promotion@brownsburgfire.org during the sign-up period starting April 8th at 8:00am and ending April 19th at 2:00pm. The letter of intent instructions are below and will be worth 5% of a candidate's overall grade. Each candidate is responsible to update his/her training file.

Important Dates

Sign Up Period – April 8th through April 19th

Written Exam June 25th 9:00am-11:00am

Accomplishment Assignment – July 9th

Assessments – Week of July 15th

Final Results – On or before August 8th

Testing Location

The written test will be on June 25th at 9:00am and will take place in the training room at the Brownsburg Fire Territory Headquarters. This will be an online examination and you will need to bring a computer that connects to the internet. If you do not have a computer, please notify Chief Alcorn by the end of the sign-up period on April 19th and one will be provided for you. You will be given two (2) hours to complete the online written exam.

The assessment exercises will take place the week of July 15, 2024 at Brownsburg Fire Territory Headquarters. Times will vary for each candidate based on the number of participants for each rank. Once we have a finalized roster for each rank, each candidate will be notified of the date and time of the assessment center exercises.

The weights for each component of the promotion process are as follows:

	<u>Points</u>
Letter of Interest	5%
Written Examination	20%
Accomplishment Written Assignment	20%
Assessment Center Exercises	35%
Training/Education	15%
<u>Discipline History</u>	5%
100% Total	

1) **Letter of Interest (5 percent of process).** Candidate must submit letter of interest for the position they are seeking by the end of the sign-up period at 2:00 pm on April 19, 2024. The letter must contain your name, the rank you are applying for, the reason for wanting to be promoted, the value you can bring to the organization, and your goals for the promoted rank you seek. Letter must meet the following requirements: Be an attached word document, no more than one page in length, single-spaced, Times New Roman font, font size eleven.

2) **Written examination (20 percent of the process).** The written examination measures the candidate's knowledge of the reading material. The written examination for each rank will consist of 100 multiple choice questions taken directly from the reading materials and source will be specified on examination. The written exam will have a two (2) hour time limit and is NOT pass/fail. All candidates will receive a weighted score depending on their individual results, for instance:

If a candidate scores 90% he/she will receive $90 \times .20 = 18\%$ for the written exam component.

If a candidate scores 60% he/she will receive $60 \times .20 = 12\%$ for the written exam component.

Each candidate will have the opportunity, immediately following the written exam on June 25th for up to (1) one hour, to challenge any question(s) on the written examination, he/she personally views as misleading or incorrect. During the challenge session one copy of the reading material and challenge form(s) will be provided. After the candidates finish the exam, he/she will be able to see their individual score and a copy of their test with the correct answers during the challenge session.

All challenges to test questions must be in writing on the forms provided. Each written challenge will be reviewed by ELITE Public Safety personnel and administrative personnel from the Brownsburg Fire Territory, who are not themselves candidates in the promotion process. On the basis of their review, if the committee decides the challenge is approved, they will determine whether credit will be granted for additional answers to a question or to remove the question entirely from the exam. After the committee makes their determination, scores for the promotion process will be rescored to reflect any changes which result from the approved challenges. This method will either have no impact on a candidate's score, or it will give credit to all candidates who marked an acceptable alternative response for the successfully challenged question.

3) **Accomplishment Record (20 percent of the process)**

The Accomplishment Record is a written document that details your accomplishments throughout your career. Instructions will be distributed at the written test.

4) **Assessment center exercises (35 percent of the process)**

The assessment center exercises will be in front of a live panel of evaluators that will be made up of three supervisory firefighters outside Hendricks County and consist of two parts:

- a) **Tactical Exercises:** Candidates will be shown a video file, using simulation software, of one or two tactical exercises and asked to respond to structured questions that cover pre-incident to post-incident within an allotted timeframe. The tactical exercises are structured, meaning all candidates see the same video and respond to the same stimuli. Drastic changes may occur on a scene, from one screen to the next, but will not change on the same screen based on the candidate's response.

- b) **Presentation:** In this exercise, candidates are asked to give a 3 minute presentation on training and development of your personnel. The purpose of this exercise is to evaluate a candidate’s ability to express and organize ideas and facts in writing. The presentation will be evaluated by a panel of evaluators made up of three supervisory firefighters outside Hendricks County.

5) Education and Training (15 percent of the process)

Credit will be awarded for college degrees and paramedic certification, and military service completed as of the date of the written exam on June 25, 2024. Points will be awarded according to the criteria that appear in the chart below. The maximum available points for this component are fifteen (15) points.

<u>POINTS</u>	<u>DESCRIPTION</u>
1 pt	Completion of an Associate’s degree (1 degree maximum)
2 pts	Completion of a Bachelor’s degree or higher (1 degree maximum)
3 pts	Completion of a Master’s degree or higher (1 degree maximum)
1 pt	EMT-Paramedic Certification
1 pt	Military Service with Honorable Discharge
1 pt	Military Officer
1/10 pt	Each hour of training that is documented in Vector Solutions for the past 5 years as of the date of the written exam.

Candidates who have received an associate’s degree, bachelor’s, and a master’s degree in the same area of study will only receive credit for the highest degree. Any degree submitted must be from an accredited university.

Candidates who wish to receive credit for college education must submit appropriate documentation to promotion@brownsburgfire.org no later than the date of the written exam, June 25, 2024. This documentation may include copies of transcripts, certificates, or degrees to indicate which coursework, certificate or degree was completed. Do not assume that your training file is complete, instead, it is each candidate’s responsibility to provide documentation he/she wants counted toward the education/training component.

6) Disciplinary Record (5 percent of the process)

Candidates will receive a maximum of five (5) points for a satisfactory disciplinary record during the two years prior to the written exam on June 25, 2024. One-half (1/2) point will be deducted for each written reprimand, and one (1) point will be deducted for each 8 -hours of suspension. All deductions are cumulative in determining points assigned to candidates; however, deductions will not exceed five (5) points.

Reading Materials for Written Examination

Please note: Candidates must obtain their own copy of the required reading materials.

Lieutenant

- [Principles of Building Construction \(fema.gov\)](https://www.fema.gov)
- [Q0891 - Foundations of Leadership and Operations for the Company Officer \(fema.gov\)](https://www.fema.gov)
- [Introduction to Strategic Community Risk Reduction \(fema.gov\)](https://www.fema.gov)
- Fire and Emergency Services Company Officer, 6th Edition (Part A)
- Brownsburg SOGs, Policies, and General Orders (2024)

Captain

- **Promotion Process Reading Material (Captain)**
- [ICS-100: An Introduction to the Incident Command System \(fema.gov\)](https://www.fema.gov)
- [Q0891 - Foundations of Leadership and Operations for the Company Officer \(fema.gov\)](https://www.fema.gov)
- [Introduction to Strategic Community Risk Reduction \(fema.gov\)](https://www.fema.gov)
- Fire and Emergency Services Company Officer, 6th Edition (Part B)
- Brownsburg SOGs, Policies, and General Orders (2024)

To register for NFA courses, students must obtain a FEMA Student Identification Number (SID). To obtain a FEMA SID please follow the link <https://cdp.dhs.gov/femasid/>

National Fire Academy courses are no cost. To register for these courses, please follow the link: https://www.usfa.fema.gov/training/nfa/courses/self_study.html

If you have any questions or experience problems taking NFA Online self-study courses, or to reactivate your account, please email the Self-Study Help Desk at nfaonlinehelp@fema.dhs.gov

Final Results

Candidates will receive their individual scores on each component along with the average of all candidates testing for the same rank. A final list of all results with ranking will be delivered to the Fire Chief on or before August 1, 2024.