

TITLE OPERATIONS MANUAL	STANDARD INSTRUCTION 05		DEPARTMENT FIRE
SUBJECT TRAINING: FIREFIGHTER II EXAMINATION PROCEDURES	SECTION 04	PAGE 1 of 2	EFFECTIVE DATE 02/12/2013

I. PURPOSE

The Fire Fighter II Series is a three-step promotional classification. After successfully passing the Probationary Firefighter I Class Exam, personnel enter the Fire Fighter II Series at Step C and remain there for a one-year period. Employees may then be elevated to the Step D level for an additional one-year period. Members who have served a total of three years and four months of continuous satisfactory service and met all of the necessary proficiency requirements outlined in this manual are then elevated to the top level, Fire Fighter II, Step E classification position.

II. SCOPE

This policy shall apply to all SDFD Personnel.

III. AUTHORITY

The Fire Chief authorizes the information within this policy.

IV. POLICY

A. Probationary Firefighter I Class Exam Requirements

1. Probationary Firefighter I Class Exam, for promotion to Firefighter IIC, will be given on duty within a 90 day period prior to the employee's anniversary date.
2. The employee will be notified approximately 30 days prior to the examination date.
3. The Firefighter I must pass with a combined score of at least 80% and score at least 70% on each individual exam.
4. Failure of this exam is grounds for termination.

B. Date for Merit Increase

1. Merit increases for firefighter classifications will be normally approved on the employee's anniversary date.
2. The following requirements must also be met:
 - a. Complete the current wellness examination process
 - b. Serve a minimum of nine months active duty performing the full range of duties of his/her classification.
3. Exceptions
 - a. At the anniversary date, if the employee is on approved industrial leave or light duty as a result of an industrial accident, the merit increase will be granted retroactive to the normal merit increase date. This will occur when all requirements are met as stated above.

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- b. If the employee is on sick leave, annual leave, long-term disability, or light duty as a result of a non-industrial injury or sickness for more than 30 days past the anniversary date, the merit increase will be considered effective at the successful completion of all requirements and the employee has served a minimum of nine months of active duty performing the full range of duties of his/her classification.

C. Examination Portions and Relative Point Values

1. Probationary Firefighter I Class Exam consist of two (2) portions, each portion having the following relative point value to total grade:
 - a. Written portion - 60%
 - b. Manipulative - 40%

D. Firefighter IIC and IID Merit Increase Requirements

1. During the first six months of each step, Firefighter IIC and IID, the employee will be given a series of online modules and in station drills to complete related to SDFD operations. Each individual might also be rotated into the Training Station to complete these drills as assigned.
2. Within 90 days of the employee's anniversary date the employee will be mandated to attend an 8 hour class pertaining to operational requirements and needs determined by the Training Department.
3. Completion of the online and in station components along with the 8 hour class will be required in order to advance to the next merit increase.