



# POLICY MANUAL

## Personnel - Standards

### Time In Grade

Revised: 12-06-04

Code: 1 – 6 – 8

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8.0 Purpose: To identify the Time in Grade, which shall mean a combination of time spent within a specific rank of the Fire Department and experience at specific levels within that rank that is needed to qualify for promotion to a higher rank.

8.01 Scope: All Fire Department Personnel

#### 8.02 **GENERAL**

Personnel hired after 16 September, 1995, shall meet the following Time in Grade requirements for promotion within the Clovis Fire Department. (Letter of Understanding between City of Clovis and Clovis Firefighters Local 1695, dated 28 May, 1996)

Firefighters on entry level probation will not be permitted to take any Fire Department promotional examination.

An individual can not test until he/she has completed the Time in Grade required to be promoted to the position by the filing deadline date.

The Time in Grade requirements specified are subject to review based upon the needs of the City, as determined by the Fire Chief and Personnel Manager.

#### 8.03 **TIME IN GRADE AND EDUCATIONAL REQUIREMENTS FOR PROMOTIONAL OPPORTUNITY TO THE RANKS OF FIRE ENGINEER, FIRE CAPTAIN, AND BATTALION CHIEF**

##### **FIRE ENGINEER:**

Experience required - two (2) years of full-time firefighting experience with the Clovis Fire Department.

##### **FIRE CAPTAIN:**

Experience required - five (5) years of full-time municipal firefighting experience at the Firefighter/Fire Engineer level, of which four (4) years must be with the Clovis Fire Department.

Education required - Associate in Science or Associate of Arts degree.



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8.03 TIME IN GRADE AND EDUCATIONAL REQUIREMENTS FOR PROMOTIONAL OPPORTUNITY TO THE RANK OF FIRE ENGINEER, FIRE CAPTAIN AND BATTALION CHIEF - (Cont.)

BATTALION CHIEF:

Experience required - eight (8) years of full-time municipal firefighting experience with three (3) years at the rank of Fire Captain.

Education required – Bachelor of Science or Bachelor of Arts degree and California State Chief Officer Certification or equivalent certification.