

Grand Forks Fire Department

Standard Operating Procedures

SOP# 100.10	Section Rules and Regulations	Title Promotions
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1. Promotional exams shall be competitive and open to all persons who have met the job description requirements for that position.
2. When an insufficient number of employees qualify to take the exam, the Civil Service Commission may extend the exam to employees with less than the required job description requirements. The Civil Service Commission also may open the exam to external applicants.
3. At least 30 days before any promotional exam, notice shall be posted on bulletin boards in the fire stations. The notice shall indicate the position for which the exam is to be held, the minimum qualifications established for the position and the deadline for receiving applications.
4. A listing of the source materials for the exam shall be made available to all employees on request. The Training Officer maintains this listing.
5. All applicants shall be given an identical written exam.
6. Each applicant may have an opportunity to examine his exam paper, refer to Grand Forks City Code, 6-0511.
7. His scores on the written exam, his seniority, his education and his interview scores shall determine an applicant's position on the final eligibility list. Unless exhausted, an eligibility list shall remain in effect for one year from the date that the Civil Service Commission certifies the list. At the end of one year, the list shall expire.
8. When a vacancy occurs, the highest ranked individual on the eligibility list shall be selected for the position. Anyone not selected shall retain his position on the list until the list expires or until the member is promoted.

9. All promoted persons who accept the promotion may be required to pass an appropriate medical exam, a psychological exam, and/or a controlled substance screening prior to appointment.
10. All promoted persons who accept the promotion will serve a probationary period of at least one-year.
11. All information contained in this SOP is derived from the Civil Service System section of the Grand Forks City Code. In all cases, the Code shall take precedence.