

Texas Fire Chiefs Association  
**DOCUMENT SUBMISSION FORM**

Candidate Department: Coppel Fire Department

Best Practice Standard: 3.14  
(insert the Best Practice Standard you are working on - example "1.01")

**Proofs of Compliance Submitted:**  
Copy of policy and procedure for requirements

<b>Submitted By:</b> Gregg Loyd	<b>Date:</b> 10/1/2013
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**Evaluator's Review**

**Evaluator:**

**Date Accepted:**

## Coppell Fire Department Standard Operating Guidelines

<b>SOG# 05-19 – Qualifications</b>	<b>Effective Date:</b> 11/20/2005
<b>Fire Chief:</b> 	<b>Revised Date:</b> 10/1/2013



**Purpose:** To outline the qualifications for promoted positions

**Scope:** This policy applies to all uniformed members of the Fire Department

**Directions:**

1. An employee may not test for a position without all of the qualifications
2. Promotions must be in the following order:
  1. Firefighter
  2. Engineer
  3. Captain
  4. Battalion Chief
3. Testing must follow the same order as the promotions.
4. Firefighter Testing will be an oral interview panel and subsequent Human Resource Testing.
5. Engineer Testing will include a written test and a pass/fail field pumping evolution and an interview.
6. Captain Testing will include a written test, Human Resource Assessment, Tactical Assessment and oral interview.
7. Battalion Chief and Deputy Chief Testing will include a Human Resource Assessment, Tactical Assessment, oral interviews and other testing as required and appropriate for the position.
8. Personnel will not be able to cross over from divisions without filling the appropriate positions below the position sought. Positions are not equitable in experience from one role to the next.

Firefighter

1. Texas Commission on Fire Protection Basic Structural Certification
2. Texas Department of State Health Services Paramedic Certification
3. Texas Department of Public Safety Class C Driver's License

Field Training Paramedic

1. Texas Commission on Fire Protection Basic Structural Certification
2. Texas Department of State Health Services EMT/Paramedic Certification
3. Texas Commission on Fire Protection Fire Instructor I or Texas Department of State Health Services Emergency Medical Instructor
4. 2 yrs. with the Coppell Fire Department and in good standing.
5. AHA, Basic Life Support
6. AHA Advance Life Support, ACLS
7. AHA Pediatric Advanced Life Support, PALS
8. NAEMT, Pre Hospital Trauma Life Support, PHTLS
9. NAEMT, Advanced Medical Life Support, AMLS
10. Valid State of Texas Class B Driver's License
11. Board of Critical Care Transport Paramedic Certification BCCTPC as an FP-C or CCP-C at time of assignment.

Engineer

1. Texas Commission on Fire Protection Basic Structural Certification
2. Texas Department of State Health Services Paramedic Certification
3. Texas Commission on Fire Protection Fire Officer I
4. Texas Commission on Fire Protection Fire Instructor I
5. Texas Commission on Fire Protection Driver/Operator Certification
6. Texas Department of Public Safety Class B Driver's License
7. 30 College Hours
8. 3 yrs. with the Coppell Fire Department, in good standing.

Captain (Prevention)

1. Texas Commission on Fire Protection Basic Structural Certification
2. Texas Department of State Health Services EMT-Basic Certification
3. Texas Commission on Fire Protection Fire Instructor II
4. Texas Commission on Fire Protection Arson Investigator
5. Texas Commission on Fire Protection Fire Inspector
6. Texas Commission on Law Enforcement Officer's Standards and Education Basic Peace Officer Certification
7. Texas Department of Public Safety Class B Driver's License
8. 60 College Hours

Captain (Operations)

1. Texas Commission on Fire Protection Intermediate Structural Certification
2. Texas Department of State Health Services Paramedic Certification
3. Texas Commission on Fire Protection Fire Instructor II
4. Texas Commission on Fire Protection Fire Officer II
5. Texas Commission on Fire Protection Incident Safety Officer Certification
6. 60 College Hours
7. 5 yrs. with the Coppell Fire Department
8. 2 yrs. as an Engineer with the Coppell Fire Department

Captain (Emergency Management)

1. Bachelor Degree in Emergency Management or related field
2. 3 yrs. of professional level emergency management or related experience in municipal or state government
3. Current Amateur Radio License or be able to obtain within one year of appointment
4. Texas Certified Emergency Management Certification, preferred
5. Texas Department of Public Safety Class C Driver's License

Battalion Chief

1. Texas Commission on Fire Protection Advanced Structural Certification
2. Texas Department of State Health Services Emergency Medical Technician Certification
3. Texas Commission on Fire Protection Fire Instructor II
4. Texas Commission on Fire Protection Fire Officer II
5. Texas Commission on Fire Protection Incident Safety Officer Certification
6. Bachelor Degree
7. 8 yrs. with the Coppell Fire Department
8. 3 yrs. as an Operations Captain with the Coppell Fire Department

Deputy Chief of Support Services

1. Texas Commission on Fire Protection Advanced Structural Certification
2. Texas Department of State Health Services Paramedic Certification
3. Texas Commission on Fire Protection Fire Officer II
4. Texas Commission on Fire Protection Fire Instructor II
5. Bachelor Degree
6. 10 yrs. of Paid Fire Service Experience
7. 1 yr. as a Paid Battalion Chief or equivalent.
8. Texas Commission on Fire Protection Incident Safety Officer Certification
9. Texas Fire Chiefs Academy Graduate: Enrolled within 1<sup>st</sup> Year

Deputy Chief of Operations

1. Texas Commission on Fire Protection Advanced Structural Certification
2. Texas Department of State Health Services Paramedic Certification
3. Texas Commission on Fire Protection Fire Officer II
4. Texas Commission on Fire Protection Fire Instructor II
5. Bachelor Degree
6. 10 yrs. of Paid Fire Service Experience
7. 1 yr. as a Paid Battalion Chief or equivalent.
8. Texas Commission on Fire Protection Incident Safety Officer Certification
9. Texas Fire Chiefs Academy Graduate: Enrolled within 1<sup>st</sup> Year

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Deputy Chief of Prevention

1. Texas Commission on Law Enforcement Officer's Standards and Education Basic Peace Officer Certification
2. Texas Commission on Fire Protection Arson Investigator
3. Texas Commission on Fire Protection Fire Inspector
4. Bachelor Degree
5. 10 yrs. of Paid Fire Service Experience
6. 1 yr. as a Paid Battalion Chief or equivalent or 5 yrs minimum as a Prevention Captain or equivalent.
7. Texas Fire Chiefs Academy Graduate: Enrolled within 1<sup>st</sup> Year