



SPECIAL ORDER

SPECIAL ORDER 2018.17

2018 Lieutenant and Captain Promotional Examination Final List of Study Materials

ADMINISTRATIVE SERVICES BUREAU

Issue Date: March 28, 2018 (Revised April 13, 2018)

Expiration Date: November 01, 2018

1 OVERVIEW

2 Promotional exams for the ranks of Lieutenant and Captain are being developed for administration
3 during the months of September and October 2018.

- 4 • Dates for the Written Examination and Assessment Centers will be published at a later date.
- 5 • Eligibility lists are expected to be published on or about November 01, 2018.

6 DEFINITIONS

- 7 ➤ None

8 TOPIC DETAILS

9 The list of study materials for the 2018 Lieutenant and Captain Promotional Processes is:

- 10 • The Howard County Department of Fire and Rescue Services (Department) General Orders as of
11 May 01, 2018. Any new General Orders or revisions to existing General Orders after this date will
12 not be considered as examination material for the 2018 Promotional Processes.
- 13 • The International Association of Firefighters, Howard County Local 2000 "Memorandum of
14 Agreement" Effective July 01, 2017 – July 01, 2019.
- 15 • The Maryland Medical Protocols for Emergency Medical Service Providers, effective July 01, 2017,
16 available online at: <http://miemss.org/home/ems-providers/protocols>
- 17 • Fire and Emergency Services Company Officer, 5th Edition, International Fire Service Training
18 Association.
- 19 • Building Construction Related to the Fire Service, 3rd Edition, International Fire Service Training
20 Association.
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- Howard County, MD – Code of Ordinances, Title 1 – Human Resources; subtitle 1 – Human Resources Administration; Part I, II, III available online at:
https://library.municode.com/md/howard_county/codes/code_of_ordinances?nodeId=HOCOCO_TIT1HURE
- Howard County, Maryland Employee Manual, Revised 07/01/2016
Important Note: It has been brought to the attention of the Department that, dependent upon in which browser the original employee manual link is opened, viewers could locate either the current (last revised 07/01/2016) or an outdated locally-cached version of the Employee Manual. To ensure that the most current version is utilized as a preparatory tool for the upcoming examination, the correct version should be accessed using one of the following options:
 - A copy has been placed in each station’s T drive folder (T:\Fire\Station X).
 - A copy has been placed in the Department Dropbox “Everyone” folder.
 - An email shall be sent to all career fire personnel with the manual as a .pdf attachment.

Questions regarding this promotional process should be addressed to Ms. Sarah Campbell at scampbell@howardcountymd.gov or 410.313.5915.

FORMS/ATTACHMENTS/REFERENCES

04/13/2018 Revision: Updated with a correction for a problem with the Employee Manual link

Approved:

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