



## COUNTY OF PRINCE WILLIAM

1 County Complex Court (MC470), Prince William, Virginia 22192-9201  
703-792-6800 Metro 703-631-1703, ext. 6800 FAX 703-792-7691

## FIRE & RESCUE SYSTEM

Kevin J. McGee  
System Chief

August 17, 2018

TO: All Fire and Rescue System Member Departments  
FROM: Chief Kevin J. McGee *KJM*  
SUBJECT: Fire and Rescue System Policy and Procedure Update

The Fire and Rescue System (System) is in the process of reviewing, editing, and updating all System policies and procedures, eliminating those that are no longer applicable, and establishing new policies and procedures, as warranted. This will be a continual process.

As new policies and procedures are developed and current ones are revised or eliminated, they will be presented to the Executive Committee to make recommendation to the System Chief.

Implemented policies and procedures will be electronically disseminated to each department for distribution. Electronic distribution (e-mail) is the method that will be used to inform you of revised, eliminated, and/or new System policies and procedures. You are encouraged to use e-mail to facilitate internal distribution within your department. The document also will be posted and available through the online Department of Fire and Rescue (DFR) team site in the near future.

Each department is responsible for the implementation of System policies and procedures. Department chiefs and DFR deputy chief are responsible for ensuring members are provided the link or a copy of the document and are familiar with and adhere to the requirements of the policy and procedure. Please take time to review the new and/or revised document with your chief officers and department members.


The affected policy and procedure is identified in the table and attached to this document. Specific questions should be directed to the point of contact.

<b>TITLE</b>	<b><u>Uniform Rank Structure</u></b>		
Effective Date	Number	Reason	
<b>Implementation will be phased in – Refer to timeline</b>	<b>4.5.1.</b>	<b>Revision</b>	
<b>Revisions</b>			
<ul style="list-style-type: none"> <li>• Creation of a new entry level rank of Observer to include the required certifications listed in its matrix.</li> <li>• Explicit illustration that qualifications for each position are progressive.</li> <li>• Refinement of policy language outlining weekly compliance review/notification of noncompliant members.</li> <li>• Addition of LODA Act Training, EMS Billing / HIPAA Training – these are already requirements for all operational personnel.</li> <li>• Fire – 4th, 5th, 6th requirements are identical for engines, truck/tower and rescue companies.</li> <li>• Elimination of time requirements to staff a truck/tower and rescue company.</li> <li>• Modification of certification requirements to allow an EMS only OMD endorsed BLS provider ride as the 4<sup>th</sup> person on an engine, truck/tower and rescue company.</li> <li>• Addition of Introduction to Technical Rescue Module I and II certification to truck/tower and rescue company requirements.</li> <li>• Addition of Command Competency – one module is developed and deployed to Blackboard for completion. Training will continue to add modules for personnel with the rank of captain and above to complete.</li> <li>• Moving Instructor II to Chief Officer.</li> </ul>			
POC	BC Kurt Heindrichs	(703) 792-6369	<a href="mailto:kheindrichs@pwcoqv.org">kheindrichs@pwcoqv.org</a>

**Implementation Timeline**

Change	Effective date
New entry level rank of Observer	September 30, 2018
Addition of LODA Act Training	New personnel – Immediate Current personnel – March 31, 2019; refresher training will be deployed to Blackboard during the month of March (as required)
Addition of EMS Billing / HIPAA Training	New personnel – Immediate Current personnel – April 30, 2019; refresher training will be deployed to Blackboard during the month of April
Fire – 4th, 5th, 6th requirements are identical for engines, truck/tower and rescue companies	Immediate

Elimination of time requirements to staff a truck/tower and rescue company	Immediate
Modification of certification requirements to allow an EMS only OMD endorsed BLS provider ride as the 4 <sup>th</sup> person on an engine, truck/tower and rescue company	Immediate
Addition of Introduction to Technical Rescue Module I and II certification to truck/tower and rescue company requirements	September 30, 2018
Command Competency – Module 1 (Blackboard)	Current Captains and above – September 30, 2018 Newly promoted – Immediate
Moving Instructor II to Chief Officer	September 30, 2018

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1. **Purpose:**


- 1.1. This policy establishes the minimum certification levels for fire and rescue personnel in Prince William County.
- 1.2. In any comprehensive fire and rescue system, it is necessary to develop minimum certification levels for all participants to address issues of safety, accountability, legal considerations, and peer expectations. Because service delivery demands are equal upon volunteer and career members of the system and there is a need to have a centralized approach to training efforts, these minimum certification levels are necessary.

2. **Authority:**

- 2.1. This policy and procedure is issued by the System Chief of the Prince William County Fire and Rescue System pursuant to the Code of Prince William County, §9.2-4(a)(5)b.

3. **Definitions:**

- 3.1. **Administrative Member** A member who serves in an administrative (staff support) capacity. This member does not respond on emergency apparatus nor perform emergency mitigation duties at incident scenes.
- 3.2. **Extraordinary Circumstance** Any out of the ordinary circumstance in which a rare event occurs that affects the viability of a Fire and Rescue System (FRS) member department.
- 3.3. **Incumbent** A person who holds a particular rank or position
- 3.4. **Observer** A Non-operational member undergoing initial entry level qualification training where the individual is not required to initially possess all required certifications; when staffing a unit they do not engage in any fire and rescue operations. This qualification can staff a position beyond minimum staffing for EMS and Fire units as listed below:
  - 3.4.1. Ambulance – a driver and an attendant-in-charge.
  - 3.4.2. Medic Unit – a driver, attendant, and an attendant-in-charge (see paragraph 3.6.5.2.).

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3.4.3. Fire Suppression Unit – an officer in charge, a driver and a lead firefighter.

3.5. **Operational Member** A member who serves in an operational (line) capacity. This member responds on emergency apparatus and/or performs emergency mitigation duties on incident scenes.

3.6. **Position** An assigned riding seat or assigned rank.

3.6.1. **Position 3 and 4 (EMS)** An Operational Member undergoing basic qualification training and performs basic tasks on an ALS or BLS unit under direct supervision of a crew leader or higher.

3.6.2. **Position 4, 5, and 6 (Fire)** An Operational Member undergoing basic qualification training and performs basic tasks on a suppression unit under direct supervision of a crew leader or higher.


3.6.3. **Crew Leader (EMS)** An Operational Member qualified to act as a tactical unit officer-in-charge or lead technician on a BLS/ALS unit.

3.6.4. **Position 3 / Lead Firefighter (Fire)** An Operational Member who rides as the minimum staffing firefighter who performs basic tasks under direct supervision of an officer-in-charge.


3.6.5. **Driver/Operator (EMS)** An Operational Member qualified to drive and operate an EMS transport unit and satisfies the additional qualifications as described below:

3.6.5.1. Ambulance Shall consist of a qualified driver and an attendant-in-charge. If the other ambulance crew members satisfy the unit's EMS certification staffing requirements, the driver does not need to be an active EMS provider.

3.6.5.2. Medic Unit Shall consist of a qualified driver, attendant, and an attendant-in-charge. The qualified driver can dually serve as the attendant if qualified as an active EMS provider (active BLS or ALS provider). If the other ambulance crew members satisfy the unit's EMS certification staffing requirements, the driver does not need to be an active EMS provider.


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- 3.6.6. **Driver/Operator (Fire)** An Operational Member qualified to drive and operate fire response apparatus.
- 3.6.7. **Aerial Driver/Operator** An Operational Member qualified to drive and operate an aerial apparatus.
- 3.6.8. **Crew Leader (Fire)** An Operational Member qualified to act as a tactical unit officer-in-charge or lead technician.
- 3.6.9. **Lieutenant (EMS and Fire)** An Operational Member who holds the rank of lieutenant; a company grade officer.
- 3.6.10. **Captain (EMS and Fire)** An Operational Member who holds the rank of captain; a company grade officer above the rank of lieutenant capable to act as a battalion chief.
- 3.6.11. **Chief Officer (EMS and Fire)** An Operational Member who holds the rank of a chief officer (i.e. battalion chief, deputy chief, assistant chief); a supervisory line officer above the rank of captain capable to act as a battalion chief.
- 3.6.12. **Chief (EMS and Fire)** An Operational Member who holds the rank of chief (company officer) capable to act as a battalion chief.
- 3.7. **Professional Development Plan (PDP)** A document outlining a person's training goals to assist them in planning future upward career progression within the Fire and Rescue System.
- 3.8. **Progressive** Moving forward, advancing incrementally.
- 3.9. **Qualified Personnel** An individual member of a FRS department who minimally meets the FRS URS requirements and, if applicable, is an appropriate level of active OMD endorsed EMS provider for the riding position they are staffing on a tactical unit.

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#### 4. Policy:

- 4.1. Operational Members are responsible to ensure they are compliant for their URS rank or role and only staff a position allowed by URS based on their certifications.
- 4.2. Supervisors / chief officers / company officers / duty crew officers are responsible to ensure their subordinate Operational Members are compliant for their URS rank or role and only staff a position allowed by URS based on their certifications.
- 4.3. Department Chiefs are responsible to ensure the overall compliance of their department with URS.
- 4.4. The Uniform Rank Training Certification Matrix (Appendices A, B, C, D and E) identifies the minimum training and certifications for Operational Members.
  - 4.4.1. The matrix identifies training and certification for Operational Members. Administrative-only members are exempt from the provisions of this policy.
  - 4.4.2. Operational Members shall refer to the matrix when seeking training for a specific position as it identifies the minimum training elements and certification requirements for each level of increased operational responsibility.
  - 4.4.3. Departments may exceed any of these minimum training and/or certification requirements.
- 4.5. Qualifications for each position are progressive. The intent is a person must have all the certifications of the previous rank.
  - 4.5.1. EMS Track – Observer → 3<sup>rd</sup>, 4<sup>th</sup> → Driver → Crew Leader → Lieutenant → Captain → Chief Officer → Chief
  - 4.5.2. Fire Track – Observer → 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> → Lead Firefighter → Driver/Operator (DPO) → Crew Leader (OIC) → Lieutenant → Captain → Chief Officer → Chief


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- 4.6. Any individual who wishes to participate as an Operational Member in the fire and rescue system must fulfill the requirements for Positions 3 and 4 in the EMS track or Positions 4, 5, and 6 in the Fire track prior to riding on emergency apparatus.
- 4.7. The matrix provides separate paths for EMS (Appendices B and D) and fire suppression (Appendices C and E) and allows members to focus exclusively on EMS or fire suppression activities. EMS officers who wish to provide command coverage must also obtain certifications in the fire track for the corresponding position.
- 4.8. Operational Members advancing from one position to another must first have the requisite certifications.
- 4.9. Extraordinary Circumstances – In the event a chief officer or chief is faced with an extraordinary circumstance, the Department of Fire and Rescue or volunteer chief shall contact the FRS Chief or designee to provide the circumstances and recommended course of action(s). The FRS Chief or designee will review the provided information and make a decision.
- 4.10. Members who are not URS compliant for their rank or role upon initial policy implementation on June 25, 2018, will be operationally recognized at the next highest rank or role they are qualified to fill.
- 4.11. Missing Certification Variance Request Process – In cases where an Operational Member is unable to locate a copy of a required certification, the following alternative documentation can be submitted for consideration to the DFR Training Battalion Chief:
- 4.11.1. A copy of the Operational Member’s certification transcript showing the missing course and
- 4.11.2. A copy of a course syllabus and roster showing the Operational Member attended the certification class. The class date, location, length, and instructor name must be included.
- 4.11.3. If the Operational Member is unable to obtain the above documentation for any certifications below Officer I, then such other documentation as can be obtained by the Operational Member to establish that such course was taken, including, but not limited to an affidavit signed and attested to by the Operational Member.




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- 4.12. Certification Course Name Change Variance Request Process – If a member attended a certification class which has evolved with a new certification name, the following documentation can be submitted for consideration to the DFR Training Battalion Chief. A matrix showing the certification title equivalences shall be maintained by DFR Training.
- 4.12.1. A copy of the course certification from the previously named course; or
  - 4.12.2. A certified copy of the Operational Member’s Department of Fire Programs’ certification transcript showing the previously named course; or
  - 4.12.3. A certified copy of a course syllabus and roster showing the Operational Member attended the previously named course.
- 4.13. Provisional Certification for Non-Delegated Courses – DFR Training will provide 90 day provisional certification for all non-delegated courses taught within the County where successful completion can be verified.
- 4.13.1. At the completion of any non-delegated course taught within the County, DFR Training will issue 90 day Provisional Certification for personnel who have successfully completed all requirements of the class.
    - 4.13.1.1. All course daily attendance rosters and any other required documentation must be submitted to DFR Training to receive provisional certification for a course not administered by DFR Training.
  - 4.13.2. The student must submit a certificate for the completed class within the 90 day period.
  - 4.13.3. DFR Training will update the provisional certification status to certification upon receiving the appropriate certification.
  - 4.13.4. If the student does not submit the certification within 90 days, the provisional certification status is removed.
- 4.14. FRS Compliance Officer will review all departments to ensure compliance with this policy.

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- 4.14.1. A monthly compliance review will be completed of all Operational Members. Noncompliance issues will be forwarded to the affected Department Chief for action.
- 4.14.2. A weekly compliance review will be completed for all Operational Members staffing fire and rescue units. The following notifications will be made to noncompliant members informing them to not staff a position they are not qualified to fill and/or provide the proper certification for the position they were staffing.
- 4.14.2.1. A member not in URS compliance will initially receive email notification from the Compliance Officer. The member's chain of command will be notified of the member's noncompliance.
- 4.14.2.2. A member not in URS compliance twice for the same recurring issue will receive a written warning from the Compliance Officer. The member's chain of command will be notified of the member's noncompliance.
- 4.14.2.3. A member not in URS compliance three times for the same recurring issue will be operationally suspended by the FRS Chief. The member's chain of command will be notified of a member's suspension.
- 4.15. The FRS Chief has the authority to address any violation of this policy to include immediate suspension.
- 4.16. When an Operational Member's URS rank or role is changed for any reason, the member's department must notify the FRS Compliance Officer to allow a review of their certifications on file before the member in question can operate at their new rank or role.
- 4.16.1. The FRS Compliance Officer will provide correspondence of the certification review results to their Department.
- 4.17. This policy will be implemented within the constraints of Virginia Department of Fire Programs' funding.

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4.18. All operational personnel need to complete yearly and keep current a PDP to guide their education and training efforts for progressive upward movement within the Fire and Rescue System. See Appendix F for a PDP.

5. **Responsibilities:**

5.1. **Fire and Rescue System Chief**

Enforce and provide oversight for the uniform rank structure program.

Consider submitted extraordinary circumstances.

5.2. **Department Chief**

Ensure the overall compliance of their department with URS.

Ensure that personnel maintain minimum certification levels consistent with position as defined in this policy.

Ensure that training is documented and reported.

Ensure URS rank and role changes are reported to FRS Compliance Officer.

5.3. **Department of Fire and Rescue Training Battalion Chief**

Consider submitted alternative documentation for missing certification variances.

Consider submitted certification course name change variances.


5.4. **Department of Fire and Rescue Training**

Maintain training certifications.

Maintain a list of certification and/or class title equivalencies.

Implement training schedule and coordinate future training needs to enable the FRS to meet URS.

Review training records for an individual from outside the system and/or State with the individual's department training officer.

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**5.5. Fire and Rescue System Compliance Officer**

Conduct a monthly audit as outlined in 4.14.1.

Conduct a weekly compliance review as outlined in 4.14.2.

Complete a certification review for personnel whose rank or role has changed and submit the results to their Department.

**5.6. Supervisors / chief officers / company officers / duty crew officers**

Ensure the accuracy of their subordinate members' training records.

Ensure their subordinate members only operate at the appropriate level allowed by URS.

Ensure their subordinate members complete a PDP to guide their education and training efforts for progressive upward movement within the fire and rescue system.

**5.7. Department Training Officers**

Provide copies of all documentation related to their members' training and certifications to DFR Training

Provide their members' URS rank and role changes to DFR Training.

Provide DFR Training Battalion Chief their department's training needs.

**5.8. Operational Member**


Ensure the accuracy of their individual training record.

Only operate at the appropriate level allowed by URS.


Submit copies of all documentation related to their training and certifications to the department chief and/or training officer.

Maintain and/or obtain necessary training and/or certifications to maintain current position or for advancement.

Do not operate in a changed rank or role until the FRS Compliance Officer has completed a certification review.

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Complete a PDP to guide their education and training efforts for progressive upward movement within the fire and rescue system.

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## UNIFORM RANK STRUCTURE

### OBSERVER Track Minimum Position Requirements

<b>EMS &amp; Fire Tracks</b>	
<b>Position<sup>1,2</sup></b>	<b>Requirements</b>
<b>Observer</b>	<b>LODA Act Training EMS Billing / HIPAA Training Infection Control Stress First Aid NIMS IS 100.b/700.a</b>

<sup>1</sup> Qualifications for each position are progressive

<sup>2</sup> An Observer can staff an EMS Transport Unit or Fire Suppression Unit as a non-operational member


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## UNIFORM RANK STRUCTURE

### EMS Track Minimum Position Requirements

		Basic Life Support Ambulance	Advanced Life Support Ambulance <sup>3</sup>
		Requirements	Requirements
Position <sup>4</sup>	3 <sup>rd</sup> , 4 <sup>th</sup>	CPR (Healthcare Provider) Hazmat Awareness	CPR (Healthcare Provider) Hazmat Awareness
Driver		EVOC II	EVOC II
Crew Leader <sup>5 6</sup>		NIMS ICS 200.b OMD Endorsed BLS Provider	NIMS ICS 200.b OMD Endorsed ALS Provider

<sup>3</sup> ALS ambulance staffing requires the Driver, 3rd, OR 4th be certified as an active BLS provider or higher  
<sup>4</sup> Qualifications for each position are progressive: Observer→3<sup>rd</sup>, 4<sup>th</sup>→Driver→Crew Leader  
<sup>5</sup> Crew Leader includes Tech II and Sergeant  
<sup>6</sup> EVOC II Driver Operator not required for Crew Leader

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## UNIFORM RANK STRUCTURE

### Fire Track Minimum Position Requirements

		Engine Company	Tower/Truck Company	Rescue Company
Position <sup>7</sup>	Requirements	Requirements	Requirements	Requirements
4 <sup>th</sup> , 5 <sup>th</sup> , 6 <sup>th</sup>	CPR (Healthcare Provider) Hazmat Awareness	CPR (Healthcare Provider) Hazmat Awareness	CPR (Healthcare Provider) Hazmat Awareness	CPR (Healthcare Provider) Hazmat Awareness
3 <sup>rd</sup> Lead Firefighter (LFF)	Firefighter II Mayday Firefighter Down Mayday Tech - RITCO Hazmat Operations	ITR Modules I & II Vehicle Rescue Level I Rope Level I <sup>8</sup> Confined Space Level I <sup>8</sup> Trench Ops Level I <sup>8</sup>	ITR Modules I & II Vehicle Rescue Level I Rope Level I <sup>8</sup> Confined Space Level I <sup>8</sup> Trench Ops Level I <sup>8</sup>	ITR Modules I & II Vehicle Rescue Level I Rope Level I <sup>8</sup> Confined Space Level I <sup>8</sup> Trench Ops Level I <sup>8</sup>
Driver/Operator (DPO)	EVOC III Driver Pumper Operator Rural Water Supply	Engine Driver/Operator Aerial/Operator	Engine/Operator	Engine/Operator
Crew Leader <sup>9</sup> 10 (OIC)	Incident Officer NIMS ICS 200.b	Engine Officer	Engine Officer	Engine Officer

## FIRE TRACK


<sup>7</sup> Qualifications for each position are progressive; Observer → 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> → LFF → DPO → Crew Leader; OMD endorsed BLS provider is required; one per rig but not necessarily the Crew Leader, 4<sup>th</sup> position (beyond minimum staffing) can be EMS only

<sup>8</sup> Qualifications required only if you provide the service

<sup>9</sup> Crew Leader includes Tech II and Sergeant

<sup>10</sup> EVOC III and Driver Pumper Operator not required for Crew Leader



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# UNIFORM RANK STRUCTURE

## Officer Requirements


EMTS TRACK	Crew Leader <sup>11 12 13 14</sup>	Lieutenant	Captain	Chief Officer	Chief
	<b><i>Basic Life Support</i></b> LODA Act Training EMS Billing / HIPAA Training CPR (HCP) Hazmat Awareness Infection Control Stress First Aid NIMS IS 100.b/700.a NIMS ICS 200.b OMD Endorsed BLS Provider	No additional requirements	NIMS IS 800.b NIMS ICS 300	NIMS ICS 400	No additional requirements
	<b><i>Advanced Life Support</i></b> LODA Act Training EMS Billing / HIPAA CPR (HCP) Hazmat Awareness Infection Control Stress First Aid NIMS IS 100.b/700.a NIMS ICS 200.b OMD Endorsed ALS Provider				

<sup>11</sup> Qualifications for each position are progressive; Observer → 3<sup>rd</sup>, 4<sup>th</sup> → Driver → Crew Leader → Lieutenant → Captain → Chief Officer → Chief

<sup>12</sup> Qualifications required only if you provide the service

<sup>13</sup> Crew Leader includes Tech II and Sergeant

<sup>14</sup> EVOC II not required for Crew Leader

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## UNIFORM RANK STRUCTURE

### Officer Requirements

	Crew Leader <sup>15 16 17 18</sup>	Lieutenant	Captain	Chief Officer	Chief
<b>Fire Track</b>	LODA Act Training EMS Billing / HIPAA CPR (HCP) Hazmat Awareness Infection Control Stress First Aid NIMS IS 100.b/700.a Firefighter II Mayday Firefighter Down Mayday Tech – RITCO Hazmat Operations Rural Water Supply Incident Officer NIMS ICS 200.b	Instructor I Officer I EVOC III Driver Pumper Operator	NIMS IS 800.b NIMS ICS 300 Command Competencies <sup>19</sup> Officer II	Instructor II Officer III NIMS ICS 400	No additional requirements

<sup>15</sup> Qualifications for each position are progressive; Observer → 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> → LFF → DPO → Crew Leader → Lieutenant → Captain → Chief Officer → Chief

<sup>16</sup> Crew Leader includes Tech II and Sergeant

<sup>17</sup> EVOC III, Driver Pumper Operator not required for Crew Leader

<sup>18</sup> OMD endorsed BLS provider is required; one per rig but not necessarily the Crew Leader, 4<sup>th</sup> can be EMS only

<sup>19</sup> All current / deployed modules



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**Prince William County  
Fire and Rescue System  
Professional Development Plan**

**Date:**

**Name:**

**Rank / Position:**

**Assignment:**

**Years in Service:**

**Career Goal Statement**



**PRINCE WILLIAM COUNTY  
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**Prince William County  
Fire and Rescue System  
Professional Development Plan**

**Education**

**Objective:**

Action Steps: Included Items: College level courses and National Fire Academy courses	2018	2019	2020	2021	2022



**PRINCE WILLIAM COUNTY  
FIRE AND RESCUE SYSTEM  
POLICY AND PROCEDURE**

		APPENDIX F	
		PAGE	F3 of F3
TITLE	Uniform Rank Structure		
CHAPTER	4	Personnel	EFFECTIVE DATE 06/25/18
SECTION	5	Training	SUPERSEDES 10/16/13

**Prince William County  
Fire and Rescue System  
Professional Development Plan**

**Training and Certifications**

**Objective:**

Action Steps:  Included Items: Uniform Rank Structure; Recruit manual; Officer probationary manual; ALS certification & internship; FTO, HTR certifications; Driver Operator, etc.	2018	2019	2020	2021	2022