

Fauquier County Fire Rescue System



Prospective Recruit Handbook

July 2024

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FAUQUIER COUNTY FIRE RESCUE SYSTEM

MISSION

To enhance the services of Fauquier County Fire Rescue System by providing highly skilled employees who constantly strive to exceed expectations for efficient delivery of emergency services.

CORE VALUES

To build and maintain public trust within our county and community, we hold ourselves accountable to these core values.

INTEGRITY

We are committed to providing integrity to the citizens and visitors of Fauquier County and to provide honest and respectful emergency care. We strive for excellence and demonstrate professionalism in our work.

UNITY

We are actively engaged with our whole community. We commit to providing the best health, safety, and mental health programs for our team. In addition, we all share in the commitment of being fully operational and ready.

TEAMWORK

We prioritize communication throughout the chain of command in both emergency and daily operations. We actively uphold a professional standard and work and train together as a system.

PERFORMANCE

We are dedicated to our specialized skills while maintaining our high standard of care and protection to our citizens. We hold our personnel to high standards in all aspects of this job. The dedication to our craft goes above the basics, and we strive for excellence.

FIRE AND RESCUE SYSTEM OVERVIEW

Fauquier County Fire Rescue System serves the citizens and visitors of Fauquier County. The county is 651 miles in total, and there are 10 strategically located Fire Rescue Stations throughout the county. These stations are equipped with specialty equipment for the areas that they serve. Fauquier County is large and diverse and has three towns: The Town of Warrenton, The Plains, and the Town of Remington. Surrounding these towns are rural and suburban areas.

Fire Rescue System field personnel work one of three 24-hour rotating shifts, including weekends and holidays. The Fire Rescue System currently has staffing in all stations. Specialty staffing is strategically located where the needs are present. There is one Tower Ladder Truck, 3 Rescues, 4 Rescue Engines, 10 Engines, 10 ALS EMS Transport Units, a Critical Care EMS Supervisor equipped with state of the art life-saving equipment, and a Battalion Chief.

All stations are staffed with career personnel 24/7/365. Fauquier County currently has designated engine staffing at 5 of the stations in the county, while the rest are operating under a first-pull model.

EXPECTATIONS OVERVIEW

While firefighting is a very gratifying job, it is also challenging. Firefighters must operate wearing PPE that can weigh up to 50 lbs. and carry additional weight of tools. They must also be physically and mentally fit to operate during emergencies.

Regardless of operational assignment, all uniformed fire and rescue personnel who are medically qualified for field duties as firefighters must maintain a level of fitness sufficient to enable them to participate in fire suppression and rescue activities when the need arises.

Before becoming a firefighter, consider all aspects as they may have a significant impact physically, psychologically, and personally. The department will offer assistance through peer fitness for any member who requests help with physical fitness.

CORE COMPETENCIES

There is more to being a firefighter or EMT than performing under pressure and having the specialized skills needed during emergencies. Personality, character, and teamwork are what makes our department thrive.

- **Time Management**

Time management is crucial in a fire rescue system. Understanding that managing your time during your daily activities and emergency responses is essential. This starts the night before when you are planning for your next shift. From setting out your uniform, planning your commute, meal prepping, and making decisions about what training you will complete to the topics you will study- YOU are in control of your time so use it wisely. Having a schedule for your day, with the expectations that emergencies will arise, is critical. When emergencies conclude it is always essential to go back and finish any interrupted tasks.

- **Organization**

Organization and attention to detail provide a healthy work environment. It is your responsibility as a technician to maintain the firehouse, lockers, and clean tools. The apparatus must be stocked and always ready for the next call for service. Keep lockers organized. The firehouse is a home away from home with daily chores and set standards. When items are organized and well maintained with attention to detail, your shift can perform their job effectively.

- **Professionalism**

Treat everyone with the same level of respect. Keep shirts tucked in, shoes clean, and follow identified grooming standards as well as uniform policy. Whether on duty or off duty, YOU are always representing the department.

- **Leadership**

Leadership must be demonstrated in every rank in the fire department. From recruit to the Fire Chief, everyone must lead by example, follow the chain of command, and always give 100 percent. Plan drills, set up workouts, complete tasks before asked, and mentor any new recruits for success.

- **Communication**

To be successful in any rank, you must be able to effectively communicate with shift mates and the public. Asking pertinent questions, learning how to speak on the radio, and how to write memos are all means of communication in which recruits should learn and feel comfortable. Successful communications allow for mistakes to be minimized.

- **Teamwork**

Teamwork is an essential skill for the role of firefighter. From the time you start your 24-hour shift to the time you get off- you will be working in a team environment. Respect teammates' strengths and help them with their weaknesses. Be open to constructive feedback and prepared to share your skill sets.

County Board of Supervisors

County Administrator

System Chief

Deputy Chief - Operations

Deputy Chief - Volunteer and Support Services

Emergency Manager

Fire Marshal - Captain

Accounting Manager

Volunteer Chiefs

Technical Systems Manager

Executive Assistant to the Chiefs

Administrative Specialist

Assistant Fire Marshals

Volunteer Accounts Manager

Volunteer Members

Battalion Chiefs

Training Captain

Logistics Lieutenant

Pharmacy

Captains

Training Lieutenants

Logistics Manager

EMS Medication Program Administrator

Lieutenants

Training Assistant Instructors

Part Time Logistics

Fire Rescue Courier

Technicians

MINIMUM REQUIREMENTS

- Any combination of education, experience, and training equivalent to high school graduation or possession of a GED issued by a state department of education
- Eighteen years or older at the time of application
- Possess a valid motor vehicle driver's license at the time of application and always during employment in the uniformed service
- No DUI convictions in the past 36 months or suspension of driver's license in the past 12 months
- Eligible to hold a VA EMS certification
- Must successfully pass a polygraph exam

Note: *Illegal drug use during the last 12 months and/or a DUI in the last 36 months will disqualify applicants from further consideration.*

PAY AND BENEFITS

Firefighters begin at the adopted Fire Rescue Technician I pay scale step 0, or up to step 5 on the Technician II pay scale for eligible applicants. ALS incentives will take effect after the successful completion of precepting. For more information on the Fire Rescue pay scale, reference the adopted FY25 Pay scale on [Pay Scales | Fauquier County, VA](#)

Benefits include:

- 20 Year Retirement
- 15 Days Military Leave
- 12 Paid Holidays
- Annual Leave
- Sick Leave
- Deferred Compensation Program
- Employee Assistance Program
- College Tuition Assistance
- 48 Hour work weeks (416 less hours a year than most Northern Va departments)
- Optional Disability, Dental, and Life Insurance
- Flexible Spending Accounts
- Free Uniforms and Equipment
- Group Health Benefits
- Free Training

SHIFT SCHEDULE DESCRIPTION

There are three rotating operational shifts (A, B, and C) working:

- 24 hours from 0600 hours to 0600 hours
- 48 hours off
- Kelly shift comes after every 7th worked shift
- A Kelly Shift is a guaranteed day off - giving you a 5 day break

Red – A Green – B Black – C						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22 KELLY
23 KELLY	24 KELLY	25	26	27	28	29
30	31					

ONLINE HIRING PROCESS

There are several steps to the hiring process, which may take several weeks to several months. Applicants are notified by email to schedule each step, which must be passed before moving on to the next step. Completing each portion of the application process on time, allows you to move on to the next step.

Application Submission

Applications will be accepted online through the Fauquier County Eportal. First-time applicants must set up an account and an email address before applying. All other applicants can use their existing username and password.

- A confirmation email is sent to the applicant upon receipt of the application.
- All supplemental questions must be answered completely. If a question does not apply, "N/A" must be entered in the appropriate field.
- Any incomplete, inaccurate, untruthful, or misleading responses will be cause for disqualification from the application process.

There are many steps incorporated in the application process. The steps are as follows:

- Apply for the position via <https://fauquiercountyva.munisselfservice.com/ess>
- Attend and successfully pass the written exam during your prescribed appointment
- Attend and successfully pass the physical agility test; applicants with a current accredited CPAT can skip that portion.
- Medical physical will be done by an approved Fauquier County Doctor, and applicants must pass an NFPA physical
- Successfully take and pass a polygraph examination
- Fire chief interviews
- Gear fitting and acceptance of employment

All steps are subject to change, and time between steps will vary.

Written Exam

The test consists of 100 multiple-choice questions. **Participants will have one opportunity to obtain a score of at least 70 percent or greater to proceed to the next step.** Fauquier County offers a study guide for the written test, and a link will be sent to your email.

Candidate Physical Abilities Test

The candidate physical abilities test (CPAT) is a sequence of physical challenges designed to determine a candidate's physical fitness. Upon completing this test, applicants will receive an appointment for the next step in the process. Fauquier County Physical Agility test is similar to the accredited CPAT, with a few modifications.

The CPAT consists of a stair climb, followed by a two-handed tool carry, tube crawl, weighted hand over hand rope raise, ladder raise and lower, hose line pull and drag, and a victim drag down and back. Prior to performing the exam, candidates will be taken through the course and shown all the steps and the order in which to complete them. Candidates will be allowed to ask questions pertaining to the test.

Polygraph Evaluation

A certified polygrapher conducts the exam through Fauquier County Government or another certified agency. The test is intended to measure the accuracy of information provided during the selection process and can take up to four hours to complete.

Medical Examination

The examination is conducted by the Fauquier County Employee Wellness Center (Marathon Health) and may take up to four hours to complete. Applicants must receive a PASS medical exam to continue in the selection process. They will be notified of their classification by mail.

Panel Interview

Your interview will be scheduled via email, and you will have a panel interview. You will be assessed on professionalism, respect, and integrity during this interview. You are requested to dress business formal for this interview. It consists of several questions, and you will have an opportunity to ask questions at the end. This interview can take up to an hour to complete.

SUCCESSFULLY NAVIGATING THE APPLICATION PROCESS

Firefighting requires organization, communication, and the ability to work under pressure. The following tips help navigate the process:

- **Time Management**
 - Arrive 15-30 minutes early for all appointments.
 - Plan route to appointment locations.
- **Organization**
 - Maintain copies of all correspondence and information received and submitted during the application process.
 - Read instructions and paperwork thoroughly before submitting them to Fauquier County Fire Rescue recruitment.
 - Update contact information through your Eportal account.
 - Report updates to the following:
 - Employment
 - Certification
 - Traffic Violations
 - Arrests and criminal charges
 - Fauquier County Fire Rescue communicates by email. Check emails often, including spam folders.
- **Professionalism**
 - Every interaction is part of the application process and will be noted.
 - Remove any inappropriate greetings from your phone.
 - Do not accumulate traffic citations.

NEXT STEPS

- After successful completion of the application process, applicants are placed in an eligibility pool for 12 months to be considered for forthcoming recruit schools
- Maintain conditioning to be able to:
 - Run 30 minutes continuously without rest
 - Continue CPAT preparation workouts
 - Maintain weight training exercises, including pullups, deadlifts, and bench presses, and have a strong grip strength
 - Prepare to do continuous 30-minute circuit interval-based training to perform pushups, crunches, and core strengthening exercises
- Make healthy eating a lifestyle
 - Balance energy expenditure and calorie intake
 - Understand and consume carbohydrates, proteins, and fats in relation to lifestyle goals and personal preference
 - Eat whole natural unprocessed foods containing only one ingredient, such as vegetables, lean meats, fruits, and whole grains
 - Hydrate

FREQUENTLY ASKED QUESTIONS

How many firefighters/EMTs will the Fauquier County Fire and Rescue hire annually?

Hiring depends on projected vacancies occurring over a year and board of supervisor approval.

I don't live in Fauquier County. Can I still apply?

There is no residential requirement.

What is the minimum and maximum age for applicants?

Applicants must be 18 years or older, and there is no maximum age.

Do you have to be a citizen of the United States?

If hired, you must be eligible to work in the US.

How long does it take to complete the application process?

It can take anywhere from 3 months to 12 months or longer to complete the application process.

Once I complete the application process, will I be automatically hired?

No, completing the application process does not guarantee a job offer.

Is there a penalty if I withdraw from the application process?

No, there is no penalty if you withdraw from the process.

Will I need a copy of my military discharge form (DD214)?

If applicable, it will be required from Human Resources during processing.

What if I have a police record?

Charges will determine eligibility.

Do I need to have a Virginia EMT Certification at the time of application?

No certifications are required to apply to the Firefighter position. If you are applying for a lateral position, then all required certifications will be listed in the job posting.

Will you accept a valid National Registry EMT Certification?

Yes.

What if I need to update my contact information?

Log into your Eportal account and update your profile.

Where can I get a copy of my driving record?

We only accept driving records from a state DMV; your name must appear on the driver's record.

Note: *Do not use a third-party website to request your driving record.*

Does my driving record need to be certified?

No, but it must be an original; copies are not accepted.

How recent should my driving record be?

Current and dated after you applied.

Does my driving record have to go back 10 years?

No, you need driving records from each state in which you held a license for the past 10 years.

What if I cannot remember the exact date I last used or sold a drug?

- Provide an accurate estimate for the month and year.
- Remember that all information provided in the personal history packet is used during your polygraph evaluation.
- All information disclosed in this document is investigated.
- It is imperative that questions are answered completely and truthfully.

What if I cannot remember the number of drug use instances?

- You must provide a number for the times you have used/sold. Do not put “a lot”, “a few,” “I don’t know,” etc.
- To the best of your ability, estimate the last date you used or sold. All dates must include a month and a year.

What if I have documents in another language?

Documents in a language other than English must be accompanied by a certified translation.

What if I do not want my current employer contacted?

State that clearly and legibly on your Employment Reference Tracking Sheet next to the employer’s name.

What if a former employer has gone out of business?

State that clearly and legibly on your Employment Reference Tracking Sheet next to the employer’s name.

What if I mailed my Personal History Statement, but the Recruitment Section did not receive it?

- Before mailing, copy your personal history packet and any related documents for your records.
- Retain a copy of the return request receipt with the tracking number and date.

Can written test scores for previously passed Fauquier County Fire Rescue be used?

Yes, if within the last 12 months of your most recent application date.

If I have taken a written exam with another department, can I use that exam score?

No, Fauquier County Fire Rescue does not accept written exam scores from other departments.

Can the written exam be taken at a time other than those listed?

No.

What do I need to bring for the written exam?

The driver's license and the confirmation email show the applicant's identification number.

Does the Fauquier County Fire Rescue System accept lateral transfers?

Yes, when eligible positions are listed for candidates to apply.

When will I receive the results of my written exam?

Within one to two weeks.

Can I change my CPAT orientation, time trial, or test date?

Yes, if provided notice within 48 hours.

Are the CPAT orientations and time trials mandatory?

No, but they are recommended.

Must I attend my CPAT test date if I pass a time trial?

Yes.

Do you accept a CPAT Certificate from another jurisdiction?

- Yes, if you have taken CPAT within 12 months from an IAFF certified facility.
- You will be exempt from taking CPAT for this process, contingent on verifying the certificate with the jurisdiction.

When will I be notified of my polygraph results?

You will be notified by email, within four weeks, of the polygraph results.

The polygraph examiner said I passed my polygraph, but I received a disqualification notice.

How could I be disqualified if I passed the polygraph?

Completing the exam means there were no deceptions indicated during the exam. However, you can be disqualified if you did not meet employment standards established by the Fire and Rescue Department.

Will I be drug tested before being hired?

Yes.

How long is the Fauquier County Fire and Rescue Academy?

Six months.

Do I need to be a firefighter in order to become a paramedic?

Yes, firefighters may apply for paramedic school upon completion of the probationary year.

What is the rank structure for the Fauquier County Fire and Rescue Department?

- Fire Chief
- Deputy Chief
- Battalion Chief
- Captain
- Lieutenant
- Technician III
- Technician II
- Technician I
- Probationary Firefighter
- Recruit

How can I be promoted?

By meeting the position requirements time and certification