


**SCOTTS VALLEY FIRE
PROTECTION DISTRICT**



STANDARD OPERATING PROCEDURES DATE APPROVED: APPROVED:	ARTICLE: I	SOP: 1123
	SECTION: 1100	
	SUBJECT: Career Development Procedures	
	May 29, 2018	
		

Purpose:

The Scotts Valley Fire Protection District endeavors to have the best trained personnel possible. The Career Development Guide (CDG) outlines specific requirements for each position as identified. All personnel will adhere the following guidelines to request movement to the next step of the CDG or maintain current step when he/she has met all requirements as outlined in policy 1505.

Scope:

Each Employee will have the ultimate responsibility to track their own career path and request movement when he/she has met the requirements as outlined in the CDG.

Procedure:

1. Letter of request will be submitted by the employee, to move to the next step of the CDG, to the Training Officer.
2. Supporting documentation of employee's education and experience qualifying them for eligibility shall be included with the above letter of request.
3. Once all documentation has been reviewed by the Training Officer, if approved, a letter of proof will be submitted to the employee and payroll for step increase. If denied, a letter with reason will be submitted to the employee and copied to his/her Battalion Chief and Captain.
4. Proof of continuing education requirements for applicable Level III positions shall be submitted to the Training Officer no later than June 20th of each year.
5. All probationary testing and step increases will be scheduled by the Training Officer.