

PROMOTIONAL PROCEDURES

6.01 Scope: This policy will provide a systematic method for the selection of department members for promotion from firefighter to a higher ranking position. This method will be used to select the most qualified member for promotion to a vacant officer position. This selection is to be based on merit and a member's ability to fulfill the obligation of the position.

6.02 Pool Selection Process:

- A. Timeframe: The department will conduct an assessment center to establish a pool of officer candidates for the position of Lieutenant every 18-24 months or as a vacancy exists if there are no qualified candidates in the pool.
- B. Notification: Upon developing or updating the officer selection pool, the Chief of Department shall announce to the department membership, in addition to posting a written notice that applications will be accepted for the officer selection pool. A date shall be established as a deadline for the submission of an application.
- C. Application: Members wishing to apply for the position shall submit a letter of intent; complete a brief questionnaire; and a department application. If the applicant desires, additional information concerning personal background and/or qualifications for the position may be submitted at this time in the form of a resume of not more than five pages in length.
- D. Record Review: The Deputy Chief/Fire Marshal and Personnel Captain shall review the submitted applications and the applicant's personnel record, comparing the information with the minimum requirements of the position applied for. Applicants meeting the minimum requirements will then have their completed questionnaires reviewed by the Deputy Chief/Fire Marshal and Personnel Captain.
- E. Assessment Center Process: Applicants shall participate in an assessment center. The assessment center shall consist of the following activities for the position of:

Lieutenant:

- 1) Written test, created by the Division Chief of Training and including questions from the latest edition of the Essential of Firefighting text; latest edition of the Driver/Operator text; Department SOGs, D.S.P.S. Chapter 330; and any other documents deemed appropriate at the time of the assessment center. Candidates must pass the test with a score of 75% to continue in the process.
- 2) Assessment Center consisting of:
 - A. Incident management scenario
 - B. Personnel Counseling scenario
 - C. Public Education or Firefighter Training scenario
 - D. Leaderless group discussion session.

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- 3) Interview with Fire Chief. Following ranking of candidates the Fire Chief can decide how many candidates to interview for the position.

Captain:

- 1) Written test, created by Deputy Fire Chief, which evaluates the candidates reasoning skills, related to personnel interaction scenarios. This test is judgment based to see how the candidate would manage certain issues.
- 2) Incident Evaluation. Following selection of a short fire incident, candidates answer a series of questions regarding the scenario. The answers are then forwarded to officers of higher rank from other fire departments for their comments on the answers. The purpose of this is to determine if the candidate would make decisions based on good incident management.

- F. Evaluators/Evaluations: Evaluators for any aspect of an assessment center shall be selected based upon their rank and experience. The department reserves the right to select evaluators who are outside the fire service when appropriate for the session being evaluated, i.e., personnel managers, teachers, etc. The Assessment Center evaluators shall prepare written or oral evaluations of all applicants. These evaluations shall be forwarded to the Deputy Chief/Fire Marshal and Personnel Captain for review. The Deputy Chief/Fire Marshal and Personnel Captain will then determine if the candidate should be ranked and recommended to the Fire Chief for further consideration.
- G. Interview with Chief: Once the list of candidates has been forwarded to the Fire Chief, the Fire Chief will interview the candidates and place those candidates he/she approves into the selection pool.
- H. Vacancy: When an officer vacancy occurs, the Deputy Chief/Fire Marshal and Personnel Captain will then follow the selection/recommendation process as referenced in 6.03 of the Department Standard Operating Guidelines.
- I. Pool Expiration: Eligibility for the officer pool terminates 18-months after the pool is established or when no candidates remain in the pool. Any candidates in the pool at the time of expiration must successfully participate in subsequent pool selection processes to be reentered into the pool.

6.03 Selection/Recommendation: Once the pool of officers is developed, the following is the sequence of events to take place when an officer opening occurs:

1. Request for Consideration: An individual from the officer pool assigned to the station where the opening occurs, requests that their name be placed on the list to be considered for the open position.
2. Peer Performance Ranking: All non-probationary paid-on-call members of the fire department shall be given an opportunity to rank the candidates in order of promotional preference based on ability to fulfill the obligation of the position. This will be conducted through an anonymous process utilizing a computer generated survey tool.

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3. Deputy Chief/Fire Marshal and Personnel Captain Review: Information obtained from the assessment center process, application, personnel record and activity statistics of all candidates under consideration will be reviewed. Traits necessary to be a successful officer will also be assessed for all potential candidates. The Deputy Chief/Fire Marshal and Personnel Captain will then recommend a candidate to the Chief of Department who they feel will be the most qualified individual to fill the opening.
4. Recommendation/Approval: The Chief of Department, at his/her discretion, may interview the candidate(s) and shall then approve or deny the recommendation by the Deputy Chief/Fire Marshal and Personnel Captain. The Chief of Department has the authority to hire the candidate he/she feels will be most beneficial for the department. The Chief of Department may also decide to not fill a vacancy if he/she decides none of the prospective candidates are qualified to fill the vacant position. If approval is achieved, the name of the applicant for promotion will be submitted by the Chief of Department to the Town Administrator.

6.04 Probationary Period:

Each newly promoted officer will be placed on a probationary evaluation period of twelve months. Failure to adequately meet fundamental and ancillary responsibilities shall be cause for return to their previously held position. In addition, all other date sensitive requirements as listed in the job description must be completed. Failure to meet these requirements shall be cause for return to their previously held position or an open position designated by the Fire Chief.

6.05 Paid-On-Call Voluntary Demotion:

If an officer later decides to request a voluntary demotion to a subordinate position, he/she must do so in writing with at least a two week notice. Each request will be reviewed on an individual basis according to past performance, current openings and the need to complete an application process for the requested new position.

6.06 Promotional Preparation:

There are a number of potential ways to prepare for promotional examinations and the ultimate responsibility that comes with the position. A number of methods may be:

- 1) First, meet the qualifying requirements (certifications, etc.)
- 2) Volunteer for leadership positions on Task Forces, special projects or assignments (Air Crew, Investigations, Safety Day, etc.)
- 3) Read, review and understand the following texts:
 - a) Department Standard Operating Guidelines
 - b) S.P.S. 330
 - c) IFSTA, Company Officer
 - d) IFSTA, Pumping Apparatus
 - e) IFSTA, Instructor

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- f) IFSTA, Essentials of Fire Fighting
- g) Other referenced leadership, management texts

6.07 Residency Location:

It is generally the policy for all paid-on-call firefighters to reside in the area of the fire station in which they are assigned. Specifically, personnel who live East of Little Lake Butte des Morts are assigned to Station #41 and those West of the Lake are assigned to Station #40 for safety and efficiency reasons. For those reasons, in order for personnel to become eligible or remain as an Officer at a particular station, the candidate or officer must maintain full-time residency in the corresponding station area at the time of application and at all times while assuming an officer position. An officer that moves to the "other" station area may forfeit his/her right to remain an officer and a firefighter appointment would occur with the relocation.

6.08 Absent Officer Fill In (Acting Officer):

In the event that an extended absence of an officer causes a vacancy within the department, that vacancy shall be filled by an Acting Officer from the Eligibility Pool. The period of absence must exceed seven (7) consecutive days.

If the absent officer is a Captain: The most senior Lieutenant (from the same station) shall have the option to move up into the vacant Captain's position. If the most senior Lieutenant declines to move up, the next senior Lt. (from the same station) shall have the option to move up. If all Lt.'s decline, the position may be filled using the most current eligibility list.

If the absent officer is a Lieutenant: The highest ranking firefighter (from the same station) in the Eligibility Pool shall have the option to fill the vacancy. If the Eligibility Pool does not produce a willing candidate, the open position may be filled on a recommendation of the Fire Chief and Officers.

If the Fire Chief feels there are no qualified candidates, he/she may elect, to not fill the vacancy.

The Acting Officer shall receive the absent officer's portable radio, but will use his own number.

The Acting Officer shall take over the duties, and title of the absent officer.

The Acting Officer shall receive a red colored helmet that has attached to it, the shield stating: OFFICER T.M.F.D.