

# PROMOTIONAL PROCEDURES

Fire Department Town of Menasha  
Standard Operating Guidelines  
Page 1 of 4

March, 1993  
Section 6  
Revised 1/99, 10/02

6.01 **Scope:** This policy will provide a systematic method for the selection of Department members for promotion. This method will be used to select the most qualified member for promotion to a vacant 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. **Notification:** Upon developing or updating the officer selection pool, the Chief of Department shall announce to the Department membership, and post 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.
- B. **Application:** Members wishing to apply for the position shall submit a letter of intent, along with completing a brief questionnaire, with 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.
- C. **Record Review:** The Career Development Committee 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 Career Development Committee.
- D. **Assessment Center Process:** Applicants shall participate in an assessment center before a panel consisting of evaluators from other fire departments of equal or higher rank than the position applied for as well as members of the Career Development Committee. The panel members consisting of the outside evaluators will evaluate the applicant's ability to deal with a simulated fire, or other emergency operations, along with evaluating the applicants teaching or instructional abilities. The Career Development Committee panel members shall evaluate a member's ability to express ideas orally and answer questions which relate to the responsibilities of the position as specified within the position description including personnel issues, standard operating guidelines, or job responsibility simulations the applicant may become involved with.
- E. **Evaluations:** The Assessment Center evaluators shall prepare written or oral evaluations of all applicants. These evaluations shall be forwarded to the Career Development Committee for review. The committee will then determine if the applicant should be placed in a pool of potential officer candidates.

# PROMOTIONAL PROCEDURES

Fire Department Town of Menasha  
Standard Operating Guidelines  
Page 2 of 4

March, 1993  
Section 6  
Revised 1/99, 10/02

F. Vacancy: When an officer vacancy occurs, the Career Development Committee will then follow the selection/recommendation process as referenced in 6.03 of the Department Standard Operating Guidelines.

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 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.
3. Career Development Committee Review: Information obtained from the assessment center process, application, personnel record and activity statistics of all candidates under consideration will be reviewed. Also traits necessary to be a successful officer will be assessed for all potential candidates. The committee 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: The Chief of Department shall then approve or deny the recommendation by the Career Development Committee. If approval is achieved, the name of the applicant for promotion will be submitted by the Chief of Department to the Town of Menasha Board of Supervisors for final approval.

6.04 **Eligibility Pool**:

Results of the officer pool selection process may be used for up to 24 months in length. Approximately every 24 months an officer pool selection process may be conducted. Candidates that are listed in the officer pool are required at that time to request their name remain in the pool and will not have to complete the process again. Individuals can request their name be withdrawn from the pool at any time. If they wish to get back into the officer pool they must complete the entire process again.

6.05 **Probationary Period**:

Each newly promoted individual 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 previously held position.



# PROMOTIONAL PROCEDURES

Fire Department Town of Menasha  
Standard Operating Guidelines  
Page 3 of 4

March, 1993  
Section 6  
Revised 1/99, 10/02

## 6.06 **Paid-On-Call Voluntary Demotion:**

If a promoted paid-on-call individual 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. All such requests will be forwarded to the Town Board of Supervisors for final action.

## 6.07 **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, Open House, etc.)
- 3) Read, review and understand the following texts:
  - a) Department Standard Operating Guidelines
  - b) COMM 30
  - c) IFSTA, Company Officer
  - d) IFSTA, Pumping Apparatus
  - e) IFSTA, Instructor
  - 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 firefighter 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.

# PROMOTIONAL PROCEDURES

Fire Department Town of Menasha  
Standard Operating Guidelines  
Page 4 of 4

March, 1993  
Section 6  
Revised 1/99, 10/02

## 6.08 **Absent Officer Fill In (Acting Officer):**

In the event of an extended absence of an officer, that vacancy shall be filled by an Acting Officer from the promotional assessment center eligibility list. The period of absence must exceed seven (7) consecutive days. If the absence is longer than three (3) weeks, the acting officer shall receive the absent officer's monthly incentive compensation.

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 shall be filled using the most current eligibility list.

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

If the Fire Chief so elects, the vacancy would not have to be filled.

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.

- 6.09 **Promotion of Lieutenant to Captain:** When a vacancy occurs in a Captain position, the Lieutenants assigned to that station shall submit a letter to the Chief of Department requesting they be considered for the position. If more than one Lieutenant submits letters of consideration, a promotional process will be conducted. If no Lieutenants submit letters, then the Career Development Committee can recommend an individual as referenced in 6.03 of the Department Standard Operating Guidelines.