LOW RISK/LOW FREQUENCY

BARABOO FIRE DEPARTMENT **POLICY**

SUBJECT: PROMOTIONS

POLICY NO.: 100.04 **EFFECTIVE DATE:** 08/16/2010

SUPERSEDES: 07/01/2008 **REVIEWED/UPDATED:** 08/16/2010

RESOLUTION NO.: NA **APPROVAL:**
Kevin G. Stieve, Fire Chief

PURPOSE

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.

RESPONSIBILITY

1. All Chief and Company Officers have the responsibility to comply with and ensure that the personnel under their command are adequately trained, fully understand, and comply with this policy.

2. All firefighters have the responsibility to learn and follow this policy.

POLICY

A. At the Fire Chief's discretion, when there is a vacancy in an officer position, notification will be announced over e-mail and a written notice posted on the department bulletin board with a date established as a deadline for the submission of an application.

B. A firefighter meeting the minimum qualifications as outlined in the specific positions description may apply.

C. Each interested candidate shall submit a written letter stating their interest and desire for the position.

D. When the position open is for an Assistant Fire Chief or higher, the following hiring process will take place.
   1. Interview by an outside panel of Fire Service Peers
   2. Interview by a panel of Police and Fire Commission Members

E. When the position open is for a Lieutenant, the following hiring process will take place.
   1. An evaluation will be given to each current Captain and Lieutenant to evaluate all qualified candidates.
      a. Each qualified candidate's incident call percentage and meeting attendance for the previous year shall be given as part of this evaluation.

   2. The Fire Chief, Deputy Chief and Assistant Chiefs shall conduct interviews with all qualified candidates after the above review.
      a. The interview process will include, but not be limited to oral questions, written exercises or scenario based exercises.

F. When a vacancy in the Rank of Captain occurs, all interested Lieutenants must submit a written letter stating their interest and desire for the position.
    1. The Fire Chief, in consultation with the other Chief Officers and Company Officers, may elect to appoint the most qualified Lieutenant to the position of Captain without the process outlined under the Lieutenant Hiring Process.

G. The Fire Chief makes the final appointment subject to the approval of the Police and Fire Commission.

H. 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.

I. The list of candidates successfully completing the process for an open Officer's Position shall remain on an active Officer's List for a period of twelve months.

References – Risk and frequency classification information - http://firefighterclosecalls.com/sopsog.php