



# MUKWONAGO FIRE DEPARTMENT

## OPERATING PROCEDURES

Promotional Procedures		Approved by: Chief Jeffrey R. Stien	
POL #34	Draft Date: 1/31/2012	Revision Date: 3/22/12, 5/6/13	Effective Date: 5/06/13

**PURPOSE:** The purpose of this policy is to provide a standard, written source of department promotional procedures which will promote the effective and efficient operation of the Mukwonago Fire Department.

**SCOPE:** This policy is to be followed by all officers and members of this department. It is the responsibility of all members to familiarize themselves with the promotional procedures.

Each of the job promotional procedures are outlined on the following pages. Each position will begin on a new page.

## LIEUTENANT

### **Promotional Procedure**

All department personnel applying for the position of Lieutenant shall submit a letter of intent along with a resume to the Fire Chief. Such resume must include educational and training experience, certifications or degrees received, and relative work experience.

### **Minimum Requirements:**

1. 5 years minimum fire service experience in the fire service.
2. Current Wisconsin State Firefighter Level II certification.
3. Current Emergency Medical Technician (EMT) – Basic, National Registry certification.
4. Current Wisconsin Fire Officer I certification, or the ability to obtain within one year following promotion to this position.
5. Current Wisconsin Fire Instructor I certification, or the ability to obtain within two year following promotion to this position.
6. Current Wisconsin Driver Operator/Pumper or MPO certification or the ability to obtain within two year following promotion to this position.
7. Have met the following membership standards for the previous two years within the Mukwonago Fire Department.
  - a. Shall have been available for duty company assignment and have responded to a minimum of 50% of incidents assigned to your company.
  - b. Shall have attended a minimum of 18 fire and EMS trainings annually.
  - c. Shall have attended 75% of the scheduled department business meetings.

### **Written Examination:**

A written examination relative to the position of Lieutenant will be administered by the Chief or his/her designee. The examination will contain questions from an identified list of resources. These resources will be available to all personnel participating in the promotional process. A minimum score of 70% will be required to successfully pass the written examination.

The written examination will count for 30% of the total promotional process.

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**Oral Interviews:**

Oral interviews will be conducted with all candidates successfully completing the written examination. The interviews will be conducted by a panel assigned by the Fire Chief, which may include but not limited to current officer(s) within the Mukwonago Fire Department, current officer(s) from other fire departments, and members of the Mukwonago Joint Fire Commission. The interview will include a tactical scenario as well as an administrative interview.

The oral interview will count for 30% of the total promotional process.

**Performance Evaluation:**

A performance evaluation will be completed by officers of the Mukwonago Fire Department for all candidates successfully completing the written examination and oral interview parts of the process. The evaluation will include each candidate's performance for the previous two years on the Mukwonago Fire Department. It will include participation on committees, related education obtained independent of department sponsored classes, assistance with special projects, and overall job performance.

This performance evaluation will count for 40% of the total promotional process.

**Seniority Credit:**

Each candidate successfully completing the written examination, oral interview, and performance evaluation with 70% or greater in each phase will be entitled to additional percentage points for seniority as follows.

- 5-8 years completed            1%
- 9-12 years completed        2%
- 13-16 years completed      3%
- 17-20 years completed     4%
- over 20 years completed    5%

**Eligibility List:**

Each candidate successfully completing this process with a minimum composite score of 70% will be placed on an eligibility list in order according to his/her score. The list will be in effect immediately upon completion of the process and remain in effect for two years or until exhausted. After which a new promotional process will be initiated.

**Promotion to Lieutenant:**

In the event of a Lieutenant's position becomes available, the candidate at the top of the driver operator's eligibility list will be selected and approved by the Chief. Following approval the candidate will receive assignment within the department and will follow the job description as adopted. Once the member is promoted the Lieutenant they will be on a probationary status for 6 months.

## **CAPTAIN**

### **Promotional Procedure**

All department personnel applying for the position of Captain shall submit a letter of intent along with a resume to the Fire Chief. Such resume must include educational and training experience, certifications or degrees received, and relative work experience.

### **Minimum Requirements:**

1. 7 years minimum fire service experience to include 2 years as a fire officer 2 years current membership with the Mukwonago Fire Department.
2. Current Wisconsin State Firefighter Level II certification.
3. Current Emergency Medical Technician (EMT) – Basic, National Registry certification.
4. Current Wisconsin Fire Officer I certification.
5. Current Wisconsin Fire Instructor I certification.
6. Current Wisconsin Driver Operator/Pumper or MPO certification.
7. Current Wisconsin Fire Inspector I certification or ability to obtain same within one year following promotion to this position.
8. Have met the following membership standards for the previous two years within the Mukwonago Fire Department.
  - a. Shall have been available for duty company assignment and have responded to a minimum of 50% of incidents assigned to your company.
  - b. Shall have attended a minimum of 18 fire and EMS trainings annually.
  - c. Shall have attended 75% of the scheduled department business meetings.

### **Written Examination:**

A written examination relative to the position of Captain will be administered by the Chief or his/her designee. The examination will contain questions from an identified list of resources. These resources will be available to all personnel participating in the promotional process. A minimum score of 70% will be required to successfully pass the written examination.

The written examination will count for 30% of the total promotional process.

**Oral Interviews:**

Oral interviews will be conducted with all candidates successfully completing the written examination. The interviews will be conducted by a panel assigned by the Fire Chief, which may include but not limited to current officer(s) within the Mukwonago Fire Department, current officer(s) from other fire departments, and members of the Mukwonago Joint Fire Commission. The interview will include a tactical scenario as well as an administrative interview.

The oral interview will count for 30% of the total promotional process.

**Performance Evaluation:**

A performance evaluation will be completed by officers of the Mukwonago Fire Department for all candidates successfully completing the written examination and oral interview parts of the process. The evaluation will include each candidate's performance for the previous two years on the Mukwonago Fire Department. It will include participation on committees, related education obtained independent of department sponsored classes, assistance with special projects, and overall job performance.

This performance evaluation will count for 40% of the total promotional process.

**Seniority Credit:**

Each candidate successfully completing the written examination, oral interview, and performance evaluation with 70% or greater in each phase will be entitled to additional percentage points for seniority as follows.

- 5-8 years completed            1%
- 9-12 years completed        2%
- 13-16 years completed      3%
- 17-20 years completed      4%
- over 20 years completed    5%

**Eligibility List:**

Each candidate successfully completing this process with a minimum composite score of 70% will be placed on an eligibility list in order according to his/her score. The list will be in effect immediately upon completion of the process and remain in effect for two years or until exhausted. After which a new promotional process will be initiated.

**Promotion to Captain:**

In the event of a Captain's position becomes available, the candidate at the top of the driver operator's eligibility list will be selected and approved by the Chief. Following approval the candidate will receive assignment within the department and will follow the job description as adopted. Once the member is promoted the Captain they will be on a probationary status for 6 months.

## DEPUTY CHIEF

### **Promotional Procedure**

All department personnel applying for the position of Deputy Chief shall submit a letter of intent along with a resume to the Fire Chief. Such resume must include educational and training experience, certifications or degrees received, and relative work experience.

### **Minimum Requirements:**

1. 7 years minimum fire service experience to include 3 years as a fire officer, and 2 years current membership with the Mukwonago Fire Department.
2. Current Wisconsin State Firefighter Level II certification.
3. Current Emergency Medical Technician (EMT) – Basic, National Registry certification.
4. Current Wisconsin Fire Officer I certification.
5. Current Wisconsin Fire Instructor I certification.
6. Current Wisconsin Driver Operator/Pumper or MPO certification.
7. Current Wisconsin Fire Inspector I certification or ability to obtain same within one year following promotion to this position.
8. Have met the following membership standards for the previous two years within the Mukwonago Fire Department.
  - a. Shall have been available for duty company assignment and have responded to a minimum of 50% of incidents assigned to your company.
  - b. Shall have attended a minimum of 18 fire and EMS trainings annually.
  - c. Shall have attended 75% of the scheduled department business meetings.

### **Written Examination:**

A written examination relative to the position of Deputy Chief will be administered by the Chief or his/her designee. The examination will contain questions from an identified list of resources. These resources will be available to all personnel participating in the promotional process. A minimum score of 70% will be required to successfully pass the written examination.

The written examination will count for 30% of the total promotional process.

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**Oral Interviews:**

Oral interviews will be conducted with all candidates successfully completing the written examination. The interviews will be conducted by a panel assigned by the Fire Chief, which may include but not limited to current officer(s) within the Mukwonago Fire Department, current officer(s) from other fire departments, and members of the Mukwonago Joint Fire Commission. The interview will include a tactical scenario as well as an administrative interview.

The oral interview will count for 30% of the total promotional process.

**Performance Evaluation:**

A performance evaluation will be completed by officers of the Mukwonago Fire Department for all candidates successfully completing the written examination and oral interview parts of the process. The evaluation will include each candidate's performance for the previous two years on the Mukwonago Fire Department. It will include participation on committees, related education obtained independent of department sponsored classes, assistance with special projects, and overall job performance.

This performance evaluation will count for 40% of the total promotional process.

**Seniority Credit:**

Each candidate successfully completing the written examination, oral interview, and performance evaluation with 70% or greater in each phase will be entitled to additional percentage points for seniority as follows.

- 5-8 years completed            1%
- 9-12 years completed        2%
- 13-16 years completed      3%
- 17-20 years completed      4%
- over 20 years completed    5%

**Eligibility List:**

Each candidate successfully completing this process with a minimum composite score of 70% will be placed on an eligibility list in order according to his/her score. The list will be in effect immediately upon completion of the process and remain in effect for two years or until exhausted. After which a new promotional process will be initiated.

**Promotion to Deputy Chief:**

In the event of a Deputy Chief's position becomes available, the candidate at the top of the driver operator's eligibility list will be selected and approved by the Chief. Following approval the candidate will receive assignment within the department and will follow the job description as adopted. Once the member is promoted the Deputy Chief they will be on a probationary status for 6 months.

## **ASSISTANT CHIEF**

### **Promotional Procedure**

All department personnel applying for the position of Assistant Chief shall submit a letter of intent along with a resume to the Fire Chief. Such resume must include educational and training experience, certifications or degrees received, and relative work experience.

### **Minimum Requirements:**

1. 10 years minimum fire service experience to include 5 years as a fire officer, and 4 years current membership with the Mukwonago Fire Department.
2. Current Wisconsin State Firefighter Level II certification.
3. Current Emergency Medical Technician (EMT) – Basic, National Registry certification.
4. Current Wisconsin Fire Officer I certification.
5. Current Wisconsin Fire Instructor I certification.
6. Current Wisconsin Driver Operator/Pumper or MPO certification.
7. Current Wisconsin Fire Inspector I certification or ability to obtain same within one year following promotion to this position.
8. Have met the following membership standards for the previous two years within the Mukwonago Fire Department.
  - Shall have been available for duty company assignment and have responded to a minimum of 50% of incidents assigned to your company.
  - Shall have attended a minimum of 18 fire and EMS trainings annually.
  - Shall have attended 75% of the scheduled department business meetings.

### **Written Examination:**

A written examination relative to the position of Assistant Chief will be administered by the Chief or his/her designee. The examination will contain questions from an identified list of resources. These resources will be available to all personnel participating in the promotional process. A minimum score of 70% will be required to successfully pass the written examination.

The written examination will count for 30% of the total promotional process.

**Oral Interviews:**

Oral interviews will be conducted with all candidates successfully completing the written examination. The interviews will be conducted by a panel assigned by the Fire Chief, which may include but not limited to current officer(s) within the Mukwonago Fire Department, current officer(s) from other fire departments, and members of the Mukwonago Joint Fire Commission. The interview will include a tactical scenario as well as an administrative interview.

The oral interview will count for 30% of the total promotional process.

**Performance Evaluation:**

A performance evaluation will be completed by officers of the Mukwonago Fire Department for all candidates successfully completing the written examination and oral interview parts of the process. The evaluation will include each candidate's performance for the previous two years on the Mukwonago Fire Department. It will include participation on committees, related education obtained independent of department sponsored classes, assistance with special projects, and overall job performance.

This performance evaluation will count for 40% of the total promotional process.

**Seniority Credit:**

Each candidate successfully completing the written examination, oral interview, and performance evaluation with 70% or greater in each phase will be entitled to additional percentage points for seniority as follows.

- 5-8 years completed            1%
- 9-12 years completed        2%
- 13-16 years completed      3%
- 17-20 years completed     4%
- over 20 years completed    5%

**Eligibility List:**

Each candidate successfully completing this process with a minimum composite score of 70% will be placed on an eligibility list in order according to his/her score. The list will be in effect immediately upon completion of the process and remain in effect for two years or until exhausted. After which a new promotional process will be initiated.

**Promotion to Assistant Chief:**

In the event the Assistant Chief's position becomes available, the candidate at the top of the driver operator's eligibility list will be selected and approved by the Chief. Following approval the candidate will receive assignment within the department and will follow the job description as adopted. Once the member is promoted the Assistant Chief they will be on a probationary status for 6 months.