**Purpose:** *This procedure describes the process used by chief officers to formulate their recommendation to the board of trustee for promotions of career firefighters. The board of trustees has the final authority for promotion of firefighters. The purpose of this procedure is to establish a reasonable and fair process to be used by the chief officers so that the best persons who are interested in advancement are recommended for promotion.*

**Procedure:**

**Announcement of Creation of Promotion List Recommendations:**

1. When the chief officers determine the time is appropriate to create a list of promotion recommendations, a notice shall be placed on the fire department electronic bulletin board, sent out in email form, and posted at all stations. This notice shall include the minimum requirements to apply for the positions. The closing date and time shall be placed on the notice. To the extent possible, there shall be a fourteen (14) day window of opportunity from the posting of the announcement to the closing date.

2. Career firefighters who may not meet a minimum requirement, but are actively pursuing the requirement may apply for the position under the provision that the requirement is achieved prior to the final evaluation phase. For example, a firefighter is not an instructor but is scheduled to attend an instructor training program before the final evaluation phase. The firefighter may apply for consideration, but if the requirement is not completed before the final evaluation phase begins, then the firefighter is removed from consideration.

3. Career firefighters interested in applying for the promotion recommendation list shall submit a letter of interest and resume to the Fire Chief for the position you are applying for: The letter of interest shall include at a minimum: Why you want to be promoted, personal goals, short term organizational goals of your position, and long term organizational goals of your position.

4. It will be the presumption that career firefighters not submitting the written documents within the window of opportunity, are not interested in being considered for the position.

**LETTER OF RECOGMENDATION REVIEW PHASE**

1. The names on the candidate’s letters will be redacted to ensure anonymity. The individual letters will be evaluated by an outside instructor within the English Department of Southern High School on two criteria. The first being grammar, and the second being content (why you want to be promoted, personal goals, short term organizational goals of your position, and long term organizational goals of your position). 1-10 points for grammar and 1-10 points for content, with 1 being the lowest score and 10 being the maximum for each category score. The total score for a perfect letter would have a maximum of 20 points.

**Firefighter File Review Phase:**

1. The Candidate **SHALL** Submit proof of required training and education in the form of a summary page and the actual certificates and/or transcript documentation; that they want evaluated and scored for Experience/Education/Certification points. The Training/Chief Officer shall verify this information, compile scoring results for this component of the process, and verify mandatory certifications and training have been submitted. Failure to comply with this section will result in the Candidate’s removal from consideration.

**Physical Fitness Review Phase:**

1. Peer Fitness Trainer/ Officer will administer a Physical Fitness Standards Evaluation. This test will be based on the adopted Physical Fitness Standard. Candidates will be granted 1 point for each category of the Physical Fitness Standard with a total of 5 points. Candidates must have also participated in current fitness program as mandated by the Board of Trustees.

**Chief Officer Performance Review Phase:**

1. Current Chief Officers will individually score each candidate in 11 areas to include the following: Dependability, Interpersonal Skills, Work Quality, Ambition/Motivation, Communications, Work Ethic/Time Management, leadership, Self Confidence, General Safety, Rules/SOP’s, and Emergency Scene Operation.

**Oral Interview Phase**

* + - 1. Oral Interview. Conducted by Okolona Fire Department Officers. Score based two components of interview. A) Quality of candidate response to questions. B) Candidates Dress will be Class A; points will be deducted for anything missing or incorrect with uniform (refer to uniform SOP for further guidance)

**Practical Interview Phase**

1. A group of OFD Officers or Chief Officers to include the OFD Training Officer will conduct practical assessments for the Sergeants positions. The practical assessment will involve, but not limited to scenario based evolutions such as Structure Fires, Hazardous Materials Incidents, and SOP’s.
2. Practical assessment above the rank of Sergeant SHALL be conducted by an outside interview panel

**Final Review Phase:**

1. The final review phase shall consist of the Chief Officers using a spreadsheet tool to consider the overall scoring of the candidates. Points shall be awarded to candidates based on the following:

* Time in current position
* Chief Officer Evaluation points
* Higher Education
* National Fire Academy classes
* Certifications
* Practical Interview
* Oral Interview
* Physical Fitness Evaluation
* Letter of Interest

2. **Time in Current Position Points**: Candidates will be given points based on length of service. A scale of 12 will be used as the maximum score that can be received by a candidate. For example, if there are three candidates the candidate with the most time: 12 points, candidate with second most time, 8 points, and candidate with the least amount of time 4 points. If two candidates have equal amount of time, each receives equal points. If one candidate has the greatest amount of time but the other two have the same, the greatest amount of time receives 12 points and the two other candidates (each having the same amount of time) each receives 6 points. If all three candidates have the same amount of time in current position, each receives 8 points. Four candidates: candidate with highest receives 12, second 8, third 6, fourth 2. Five to six candidates: candidate with highest receives 12, second 10, third 8, fourth 6, fifth 4, sixth 2. Candidates with equal time will receive equal points.

3. **Higher Education Points:** Each candidate shall receive 0.2 points per credit hour of college education for colleges using a semester credit system. If the college uses a quarter hour credit system, the number of credits shall be divided by 1.5, and then multiplied by 0.2. (This is a commonly accepted formula to equate semester credits with quarter credits). (A member with an Associates Degree receives 60 credit hours divided by 0.2, a member with a Bachelor’s degree receives 120 credit hours divided by 0.2). Candidates **SHALL** submit an official transcript or diploma from a recognized university in order to receive any higher education points.

4. **National Fire Academy Points:** Each candidate shall receive 0.2 points per credit in accordance with the ACE Recommendation for attendance at National Fire Academy residency courses. The credits are established in accordance with recommendations by the American Council on Education as found in the National Fire Academy course catalog.

<http://www.usfa.fema.gov/downloads/pdf/publications/1112_nfa_catalog.pdf>

5. **Certification Points:** Each candidate shall receive 1 point for each certification that is determined to be a desirable certification by the chief officers. Examples of these certifications (but not limited to) are: Trench Rescue, Water Rescue, Leadership 1, Leadership 2, Leadership 3, NFA Safety Officer, EMT Instructor, Fire Inspector.

6. **Physical Fitness Standard:** Candidates will be granted 1 point for each category of the Physical Fitness Standard with a total of 5 points.

7. **Oral Interview Phase:** Conducted by Okolona Fire Department Officers. Score based two components of interview. A) Quality of candidate response to questions. B) Candidates Dress will be Class A; points will be deducted for anything missing or incorrect with uniform (refer to uniform SOP for further guidance). Candidates will be graded on a scale of 1-5 in each category. The total score from each question will be totaled. The total amount from each officer will be averaged to give the final point total.

8. **Practical Interview Phase:** Sergeants will be evaluated by current Chief Officers/Captains to include the OFD Training Officer. Practical assessment above the rank of Sergeant **SHALL** be conducted by an outside interview panel that consist of Chief Officers from another department. The practical assessment will involve, but not limited to scenario based evolutions such as Structure Fires, Hazardous Materials Incidents, and SOP’s. Candidates will be graded on a scale of 1-5 in each category. The total score from each question will be totaled. The total amount from each officer will be averaged to give the final point total.

9. **Chief Officer Performance Evaluation Phase:** Current Chief Officers will individually score each candidate in 11 areas to include the following: Dependability, Interpersonal Skills, Work Quality, Ambition/Motivation, Communications, Work Ethic/Time Management, leadership, Self Confidence, General Safety, Rules/SOP’s, and Emergency Scene Operation. The total score from each question will be totaled. The total amount from each officer will be averaged to give the final point total.

**Establishment of recommended list:**

1. After the final number of points has been calculated, the chief officers shall determine a recommendation list for promotion.

2. As promotion vacancies occur the chief officers shall review the candidate list. The chief officers may defer recommending a candidate for promotion based on justifications that are clear, reasonable and articulable.

3. As promotion vacancies occur, the chief officer recommendation for the best/most appropriate candidate is provided to the board of trustees. The board of trustees is the final authority for promotions.

4. The chief officers shall determine the expiration date of a promotion recommendation list.

Sergeant Requirements

To be considered for Sergeant with the Okolona Fire Department:

**Shall have the following to be considered for promotion to Sergeant:**

2 years service as a career member.

Able to operate all Okolona Fire Department Apparatus

Instructor Level 1 certified

* Must be certified IFSAC I and II to achieve Level I Instructor

Must have ICS 100 and ICS 200 Certificate

**\* IS-241 Decision making and problem solving (online)**

**The following Online classes shall be completed prior to end 1 year probation**

**\* IS-242 Effective Communication (online)**

**\* IS-139 Exercise Design (online)**

**The following classes are encouraged to be obtained for promotion**

National Fire Academy Leadership # 1 as offered through local fire schools or in house training, or hosted at neighboring agency)

Computer Literacy (college level computer class as approved by the Training Bureau)

\* Equivalencies for the above listed classes will be reviewed by the Training Bureau and Chief Officers.

(Example: Prior classes attended i.e. Fire Officer # 1 will be reviewed for credit in lieu of above listed class)

* All Classes have to be applied for during registration periods until accepted and completed.

**All others must be applied for and show that you are trying to obtain**

Captain Requirements

**Shall have completed the previous requirements as listed for Sergeant**

**Shall have the following to be considered for promotion to Captain:**

Completed probation as Sergeant

Must have ICS 700 and ICS 800 Certificates

National Fire Academy Leadership # 1

**The following Online classes shall be completed prior to end 1 year probation**

\* IS-244 Developing and Managing Volunteers (online)

\* IS-240 Leadership and Influence (online)

Haz Mat Incident Command System Training

**The following classes are encouraged to be obtained and are required for promotion**

\* IS-235 Emergency Planning (online)

\* IS-230 Principles of Emergency Management (online)

National Fire Academy Leadership # 2

English 101

Oral communications/ R-107 Communications for Emergency Services Success (National Fire Academy 2 week on campus course)

(Example: Prior classes attended i.e. Fire Officer # 1 will be reviewed for credit in lieu of above listed class)

* All Classes have to be applied for during registration periods until accepted and completed.

\* Equivalencies for the above listed classes will be reviewed by the Training Bureau and Chief Officers.

**All others must be applied for and show that you are trying to obtain**

Battalion Chief/Major Requirements

Current Assistant Chiefs

**Shall have completed the previous requirements as listed for Captain**

**Shall have the following to be considered for promotion to Battalion Chief:**

ICS 300 certificate

English 102

20 hours of College Credit (various classes also includes previous required)

**The following classes shall be completed prior to end 1 year probation**

National Fire Academy Leadership # 3 (R 332 is similar course, may consider one course or the other when selecting an NFA course)

ICS 400

**Management Science Curriculum**

(National Fire Academy 2 week on campus courses)

\*R-107 Communications for Emergency Services Success

\*R-332 Effective Leadership Skills for fire and EMS Organizations

\*R-331 Strategic Organizational Issues in Fire and EMS Organizations

\*R-335 Administration of Public Assistance for Community Recovery

\*R-824 Management Strategies for Success

(Example: Prior classes attended i.e. Fire Officer # 1 will be reviewed for credit in lieu of above listed class)

\*All Classes have to be applied for during registration periods until accepted and completed.

\* Equivalencies for the above listed classes will be reviewed by the Training Bureau and Chief Officers.

Need at least 20 hours of College Credit

**All others must be applied for and show that you are trying to obtain**

Deputy Chief Requirements

**Shall have completed the previous requirements as listed for Battalion Chief**

**Shall have the following to be considered for promotion to Deputy Chief:**

ICS 400

**Planning and Information Management Curriculum**

(National Fire Academy 2 week on campus courses)

\*R-333 Fire Service Financial Planning and Management

\*R-506 Executive Planning

(National Fire Academy 6 Day on campus course)

\*R-492 Emergency Resource Deployment Planning: Standards of Cover

\*R-491 National Fire Incident Reporting System: Program Manager

\*All Classes have to be applied for during registration periods until accepted and completed.

Need at least 60 hours of college credit or an Associate Degree.