



# Monroe Fire Department

## Standard Operating Guidelines

### Paid-On-Call Firefighter Hiring Policy

**Purpose:** The department, from time-to-time, has P-O-C firefighter positions open due to promotion, resignation, or retirement of members. The Monroe Fire Department has developed this guideline to be used to standardize the hiring process. The purpose of this guideline is to create a fair and equitable hiring process which can help the prospective firefighter candidate to prepare for the position.

**Level of Performance:** This SOG should be used whenever practical in the hiring process. It shall be posted along with any internal job postings, and made available to all prospective candidates. This policy will not be used to hire full-time staff members as those members are interviewed and approved by The Monroe Police and Fire Commission.

#### Posting of Vacancies

All firefighter vacancies will be posted on the meeting room bulletin board for a period not less than 10 days prior to the closing date. Potential applicants can also request a copy of the posting from the Fire Chief's office during normal business hours. Postings will include the following.

- Posting statement listing position description
- Minimum requirements to apply
- Application closing date
- Application procedure
- Date for interviews

Positions will also be advertised in The Monroe Times or Monroe Shopping news at least once prior to the closing date. A copy of the posting information will be provided to each interested person along with the application packet.

Prospective members must attend an orientation session detailing work rules, training requirements and expectations prior to receiving an application packet. These sessions shall be held multiple times including both day and evening sessions and shall include at least one week-end open house event. Spouses or family members of potential members should also be encouraged to attend these events.

#### Selection Process

- The following components will make up the selection process.
- Written application or resume stating qualifications and experience pertinent to the position.
- Written general knowledge test will be administered to each applicant. A minimum score of 70% will be required to advance to the physical testing and interview stage.
- Physical fitness testing simulating various tasks that firefighters are expected to perform.
- Interview by the department officers consisting of questions submitted to the division officers or chiefs.

Final determination will rest with the Fire Chief, and must be approved by The Monroe Police and Fire Commission.

Offer of position will be contingent on the applicant passing a mandatory pre-employment physical exam and drug screen and agreeing to meet all training requirements within the time-frame set in the job description; *this is a condition of employment*. Failure to complete the required training within the set time-frame will result in dismissal from the position.

### **Letters of Equivalency and Reciprocity**

An individual who, due to significant length of service, experience, or past training/education, feels that they are qualified in the job performance requirements of a particular certification level, may apply for a letter of equivalency from the Wisconsin Fire Service Training Office.

The Monroe Fire Department will accept letters of equivalency from Wisconsin or other states, as well as IFSAC or ProBoard certifications from other states or the U.S. military in-lieu of certifications for appointment to all positions including Firefighter 1, Firefighter 2, Driver/Operator (*Aerial & Pumper*), Inspector 1, Instructor 1, Fire Officer 1 and Fire Officer 2.

All appointments will become effective on the first day of the month following selection and shall be for a 12-month probationary period. Probationary status **MAY** be extended by the fire chief for an additional 90 days if the firefighter has not completed all training required.

Compensation will be determined by resolution of the Monroe Common Council, and will be based upon certification level attained. All training and incident response hours will be paid at the appropriate rate or stipend based upon current policy and notification of training postings.

**Implementation:** This policy has been approved by the Officers of the Monroe Fire Department and the Monroe Common Council. This policy, and all adopted procedures, provide a guideline for operations within the Monroe Fire Department. Adoption of these guidelines in no way restricts the incident commander, department administration or the Monroe Common Council from modifying operations or implementing exceptions to policy in the interest of safety, efficiency and harmony within the organization. It shall remain in effect until withdrawn or modified by the department.

**Effective Date:** December 2, 2014