



Monroe Fire Department

Standard Operating Guidelines Paid-On-Call Officer Hiring Policy

Purpose: The department, from time-to-time, has P-O-C officer 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 officer 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. The Fire Chief may elect to not use this policy if only one viable candidate is apparent for the position with the approval of the Police and Fire Commission. 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 officer 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

Selection Process

The following components will make up the selection process.

- Written application or resume stating qualifications and experience pertinent to the position.
- Consideration of participation in mandatory trainings without regard to excused absences, participation in emergency response, department committees, and activities, Thursday night clean-up, participation in non-mandatory trainings and outside classes, overall leadership ability and years of service.
- Interview chaired by a chief officer consisting of questions submitted by the division officers.
- 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 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.

All appointments will become effective on the first day of the month following selection and shall be for a 12-month probationary period. During this probationary period the member may be dismissed without cause or recourse.

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.

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 based upon hourly rate or stipend policy in affect at the time.

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