



Monroe Fire Department

Standard Operating Guidelines

Paid -On-Call and Full-Time Officer Work Rules

Purpose: For any department to operate efficiently it must have a dedicated, well trained management staff. These work rules clearly define the responsibilities of the officers of The Monroe Fire Department. These work rules are additional to the work rules for firefighter members and the duties listed in each specific job description.

Level of Performance: Each officer member shall meet or exceed all requirements listed in these work rules. Each officer member will be evaluated at least annually by his or her immediate supervisor to determine his or her level of performance. During this review any areas needing improvement will be noted, along with recommendations on how to correct any deficiencies. A record of annual performance reviews will be maintained in the personnel files for a period of at least three years, at which time they may be retained or removed at the discretion of the Fire Chief. If significant improvement has not been made in deficient areas within one year of identification of deficiencies, the officer member may be asked to resign his or her position and return to MPO status.

Work Rules

All new officers appointed shall complete a 12-month probationary period. During this probationary period quarterly performance reviews will be conducted by the member's immediate supervisor and reviewed by the Fire Chief.

All P-O-C officers will receive an additional hourly rate as determined by resolution of the Monroe Common Council, and will be based upon certification level attained and position held. All incident response hours will be paid at the appropriate rate. Training and other assignment hours may be paid at set rate or based upon stipend reimbursement.

Full-time salaried officers will not receive additional compensation for after-hour's activities, training or incident response except for stipend based events which have been preapproved by the fire chief.

All new officers must complete the required training classes and receive the required certifications as listed in their respective job description within the time-frame allowed in the job description. This is a condition of employment. It is the individual's responsibility to find the courses needed to attain any absent certifications. Courses may be taken outside of Blackhawk Technical College. If the requirements are not met, the officer may be asked to resign his or her position and return to MPO status. At the discretion of the Fire Chief, exceptions may be made if the classes are not available in a timely manner.

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 P-O-C officers should complete at least 32 hours of outside training that is relevant to their position every two years. All full-time officers must complete 80 hours of training every two years. In either case, these may include seminars, NFA classes, Fire School classes, certification classes, or other courses approved by the Fire Chief. On-line or self study classes will be considered as long as a certificate is issued by the sponsoring organization. Credited course work through area colleges will also be accepted with a copy of transcript(s).

All officers must maintain a valid driver's license; work permits will not be accepted. Officers not maintaining a valid driver's license will be terminated as officers and they may not re-apply until they are considered insurable by the City's insurance carrier.

All officers must be cleared to operate all pumpers within an agreed upon time-frame and be cleared on the Aerial (L-7) as soon as possible after appointment. Clearance on apparatus must be maintained once attained.

All officers must be able to be on-call every 10th week-end (*approx*) from 4:30 pm Friday through 7:00 am Monday or as scheduled for holidays. On-call pay will be determined as set from time to time by council resolution. If unable to take assigned call the officers should contact another officer until a replacement is found. All changes must be approved by the Fire Chief. If unable to find a replacement, the officer should contact the Fire Chief at least 7 days prior.

All officers must be willing and able to deal with minor disciplinary issues. More serious issues should be forwarded in writing to the Fire Chief for possible formal disciplinary proceedings in accordance with WI Administrative Code 62.13. P-O-C officers cannot administer formal discipline.

When on-call, the officer must remain within the Monroe Fire District and respond to all calls except mutual aid. When assigned, the on-call officer will assume incident command or designate an alternate officer to incident command.

Officers must complete all necessary reports including the nature of the call, obtaining names of people involved, correct addresses, GPS coordinates, and pertinent insurance information. The officer will insure all time sheets are completed, and all information is forwarded to the Fire Chief's office either electronically or via hard copy.

While P-O-C officers are on-call, no family members are allowed to ride in department vehicles without the expressed approval of the Fire Chief. Non-department personnel may only ride in direct relation to an incident response i.e. EMS, other emergency responders, people involved in incidents such as property owners.

Officers must make every attempt to attend officers meetings. If you cannot attend you must call the Fire Chief's office to be excused prior to the meeting.

Officers will be required to meet minimum participation levels for officers meetings (80%), regular training (70%). Failure to meet minimum participation levels without approved excused absences will result in dismissal from the officer position. *This is a condition of employment.*

Officers will complete all duties as assigned them by division officers, immediate supervisors, or the Fire Chief.

Each officer will assist with planning division activities including regular progress reports to the senior officers and other officers at officer's meetings.

Each officer will assist the division officers with preparation of an annual division budget outlining projected supplies, improvements, programs, or equipment.

Each officer will participate in performance evaluation of subordinate officers and firefighters as requested.

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

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