Bath Township Fire Department			Standard Operating Guideline	
Section Training	**Referral No.** TR-08	**Subject:** Company Officer Promotional Process	**Date Issued** 1/08	**Date Revised**

Purpose:

- To establish promotional examination procedures for Company Officers (Lieutenant and Captain) for the Bath Township Fire Department.

General Information:

- Promotional examinations for the ranks of Lieutenant and Captain shall be held as deemed necessary by the Fire Chief.
- The Bath Township Fire Department shall conduct the promotional examinations with the assistance and guidance of department personnel.
- The responsibility for the examination process within the fire department shall be that of the Deputy Fire Chief.
- Candidates will be evaluated using six (5) segments:
    a. Application
    b. Written Examination
    c. Practical Evaluation
    d. Oral Interview with Senior Staff
    e. Approval of Bath Township Board of Trustees'
- Only those members who have passed the competitive promotional examination process shall be eligible for consideration for promotion.
    - The minimum qualifying score for the written portion of the examination will be **70%.**
    - A minimum score, as set forth above, must be achieved before any candidate can proceed to the assessment portion of the examination

Eligibility requirements:

- Candidates for promotion to Lieutenant must have a minimum of **three** years of continuous service in the Bath Township Fire Department.
- Candidates for the promotion to Captain must have a minimum of **five** years of continuous service in the Bath Township Fire Department.
- Candidates must have completed and shall maintain all requirements of Firefighter I & II and shall maintain this certification, with all requirements, for the duration of their position.
- Candidates must possess an Ohio certified EMT-B, EMT-I, or EMT-P and shall maintain this certification, with all requirements, for the duration of their position.
- Candidates for Lieutenant and Captain must become a Certified Ohio Assistant Fire Instructor within six months of promotion and shall maintain this certification, with all requirements, for the duration of their position.

- Candidates must complete the National Fire Academy "Managing Company Tactical Operations Series" within 12 months of promotion.
    a. MCTO Preparation
    b. MCTO Decision Making
    c. MCTO Tactics
- Candidates must have successfully completed a Basic Incident Command course and the National Incident Management System (NIMS) IS-100, 200, 700, and 800.

Examination Preparation:

- The promotional examination for the ranks of Lieutenant and Captain shall consist of:
    - IFSTA Essentials
    - IAFC/NFPA, Fire Officer: Principles and Practice
    - Bath Township Fire Department, Standard Operating Guidelines.
    - Bath Township Employee Handbook.

Examination Procedure:

- Notice of forthcoming examination shall be posted with as much lead-time as possible prior to the examination, based on the needs of the department.
- No specific references sources will be given for the practical evaluation since this involves general knowledge and problem solving skills, which are acquired by experience.
- Candidates are responsible for applying for positions, as posted, in order to be eligible for examination.

Written Examination:

- The written examination shall be given only once at the date and time specified on the announcement notice.
- All individuals eligible for taking the examination shall take it at the same time.
- Personnel who cannot take the written examination at the designated time because of an on-duty injury or job-related illness shall have the examination administered at a time convenient to them, within reason.
- During the examination process, the following regulations shall apply:
    - No paper, books, or reference materials shall be permitted in the examination room. Scrap paper will be provided.
    - Once seated in the examination room, personnel will not be allowed to leave the room for any reason until their examination papers are turned in.
        - Personnel who must leave the examination room before the completion of their examination shall turn in their papers and will not be eligible to return.

Practical Evaluation:

- Each viable candidate, after the written examination, shall move on to the practical evaluation portion of the promotional process.
    - This process will test the candidate's ability in making managerial decisions during situational exercised involving both field and administrative problems.

Interview:

- An interview board consisting of personnel selected by the Fire Chief shall conduct individual interviews with each of the candidates.
- A series of prepared questions will be asked by each of the board members in order to assess the candidate's background and goals.
- The candidate will be graded on their ability to communicate, quality of answers, and other criteria.
- As part of the interview process, the Chief will discuss job expectations and answer any questions the candidate may have.

Approval of Fire Chief and Bath Township Trustee's:

- The Chief and staff shall meet and discuss each candidate's examination results.
- The Chief shall submit a written request for approval to the Bath Township Board of Trustee's.
- The Board and Chief will meet and discuss any issues relating to the promotional examination results.

Eligibility List:

- As soon as practical after the examination process is completed, an eligibility list shall be posted. This list shall run in duration as deemed necessary by the Fire Chief.
    - All promotions shall be made from candidates on the eligibility list.

Selection Process:

- When a promotional opportunity arises the Fire Chief or his designee shall contact the next candidate on the list. If that person desires the position his/her name will be posted.
- No offer is a promise of promotion until all standards are met and approved by all parties.
- If the candidate who is first on the eligibility list refuses a position, he/she will be removed from the list and the next candidate will be contacted.
- All promoted personnel shall serve a probationary period of 12 months and will be evaluated as necessary.