

# FARMINGTON HILLS FIRE DEPARTMENT

## PERSONNEL PROCEDURE

*PRIORITY: 3*

### PROMOTIONS FOR PAID-ON-CALL MEMBERS (SERGEANT, LIEUTENANT, CAPTAIN)



No: 420.1

**EFFECTIVE: 08/01/02**  
*(Rescinds version: 11/15/95)*

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**FIRE CHIEF APPROVAL:**

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### PURPOSE

To outline the minimum requirements for promotional consideration and for selection in the Paid-on-Call system.

### PROCEDURE

#### I. Process

- A. The promotion to the position of Paid-Call Officer within the Farmington Hills Fire Department will be accomplished through a consistent, organized, and fair process. When a vacancy in the Officers Cadre of one of the fire stations occurs and a replacement is desired, the position will be posted at all stations for a period of two weeks. Those members interested shall apply, in writing, to the District Chief of the station requesting the promotion within the specified time frame.
- B. Candidates that meet the minimum qualifications for the position as outlined in these procedures will be evaluated based upon written and oral examinations, seniority, and a review by the District Chief responsible for the promotion. The written test will consist of questions developed specifically for the vacated position and will address fire suppression knowledge, Department procedures and directives, emergency medical service, hazardous materials, and fire prevention practices.
- C. For the oral examination, a panel will be established consisting of Department officers not affiliated with the station requesting the promotions. A single interview board will be used to evaluate candidates seeking a position.
- D. The District Chief will provide input into the selection process by reviewing and evaluating each candidate. The District Chief evaluation will consider hands-on operation, physical capabilities, response record arriving on the scene, performance on emergency scenes, support of Department, District Chief and officers cadre, attendance at special events and commitment to the Department.
- E. The final score will be calculated with the following percentages:
  1. Written Examination: 35%
  2. Oral Examination: 35%
  3. District Chief Evaluation: 30%
  4. Seniority: 1% per year, up to 5 years

(Seniority points shall accrue from the point a member is eligible for a promotion.)

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- F. The candidate with the highest score will then be recommended to the Fire Chief for promotion. In the event that there is only a single candidate for a vacancy, the candidate shall be evaluated against previous department candidates' accumulative scores for the same position and must have a passing score of 75% on all portions of the selection process.
  - G. Individuals promoted to the rank of Sergeant, Lieutenant, or Captain shall serve a one (1) year probationary period in rank from the date of appointment.

**II. Prerequisites for Officer Positions**

- A. In order to be considered for promotion to the position of Sergeant, Lieutenant, or Captain, Department members must meet the following requirements. Equivalency will be evaluated by the Fire Chief.
  - 1. Sergeant
    - a. Three years on the Department
    - b. Fire Fighter II or 240-Hour Class (MFFTC)
    - c. Fire Officer I (MFFTC certificate series) through 9/30/03
      - i. Fire Officer I (MFRI tested series) after 10/01/03
    - d. State licensed E.M.T.
    - e. Good history of community service
    - f. Satisfactory evaluations and service record
    - g. Run percentage greater than 45% during the 12 months prior to the posting of the position.
  - 2. Lieutenant
    - a. Sergeant's qualifications
    - b. One year as a Sergeant
    - c. Fire Officer II (MFFTC certificate series) before 9/30/03
      - i. Fire Officer II (MFRI tested series) after 10/01/03
    - d. Satisfactory Sergeant evaluation and service record
    - e. Run percentage greater than 45% during the 12 months prior to the posting of the position.
  - 3. Captain
    - a. Lieutenant's qualifications
    - b. Lieutenant for two years
    - c. Fire Officer III
    - d. Satisfactory Lieutenant evaluation and service record
    - e. Run percentage greater than 50% during the 12 months prior to the posting of the position.
- B. Officers promoted in an acting capacity must achieve rank requirements within 12 months of promotion.

**III. Response Expectations**

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- A. Officers are expected to maintain a run response percentage of 45 percent
- B. Officers will further maintain a run response percentage of 45% between the hours of 1800- 0730.