

Watertown Fire Department Standard Operating Guideline			
SECTION: 500 Personnel/Administration			
SOG Title: Lieutenant Promotion Process			
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<i>Watertown Fire Department Watertown, Wisconsin</i>			

SOG Lieutenant Promotion Process

The WFD values the importance of maintaining an up to date Lieutenant list. The list allows for needed coverage as well as allow paths for promotion.

Purpose:

This standard establishes guidelines for Lieutenant Promotion Process for the Watertown Fire Department.

Scope: The Watertown Fire Department values the importance of maintaining an up-to-date Lieutenant list. The list allows for needed coverage as well as paths for promotion.

Timing

Every two years the Lieutenant process shall commence in the first quarter of the year. The list resulting from the evaluation process shall be valid for two years.

Process

In the first quarter of the year, the Fire Chief shall communicate to the officers that the Lieutenant Promotion Process (LPP) will begin. The Fire Chief shall also provide the same update to the PFC.

Upon communication of the process, the Fire Chief, or his/her designee shall begin the following steps:

1. Advertise the key dates to relevant department members
2. Initiate the necessary steps to execute a process complete with the following components
 - a. Application
 - b. Essay questions
 - c. Situational scenarios
 - d. Verbal interview
 - e. Annual evaluation and personal action report review

Application

Each member interested in applying for the process shall complete an application. Members may apply regardless of their qualifications. The correlating training program shall be available to applicants. Completed training shall be relevant to future Lieutenant processes.

Essay

The officers of the WFD will create and agree to the essay topics/questions. Multiple questions shall be generated by the officers so that the Fire Chief or his/her designee can select questions at random. The essays will be submitted deidentified and will be evaluated by industry professionals external to the department. In the event the evaluators of the situational scenarios are available to review the applications, they shall be given precedence to do so. If they are not, external experts shall be sought. The panelist decision is ultimately made by the Fire Chief or his/her designee.

Situational Scenarios

Situational Scenarios shall be conducted with external panel members. The officers of the WFD will generate scenarios. Multiple scenarios should be generated by the officers so that the Fire Chief or his/her designee can select the scenarios at random. The scenarios generated and each evaluation should contain a scenario of a tactical situation, a training topic and a personnel issue.

The scenarios shall be given by the examining panel. Questions should be sought from applicants. Upon confirmation of questions being answered, the time for preparation shall begin. There shall be no interruption of the timed preparation period. Photos and/or video shall be used to aid in the scenario practicality. Panelist shall provide feedback, similar to injects, to aid in the practicality of the situation.

Verbal Interviews

Verbal interviews shall be conducted with an external panel. Interview questions shall be written by WFD officers. Variation of questions shall be created so that the Fire Chief or his/her designee can select questions. Only documented questions, or follow up questions spurred from the applicant's responses, shall be asked.

Annual Evaluation and Personal Action Report Review

The Fire Chief or his/her designee shall review the annual performance evaluation and personal action reports of the applicants.

Evaluation, Selection, and Communication of Results

Each step of the promotional procedures will be given the following weights:

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|---|-----|
| • Written Exam/Essay | 25% |
| • Assessment Center | 60% |
| • Employee's performance evaluation and disciplinary review | 15% |

After the assessment center is completed, a list will be compiled and presented to the Police and Fire Commission. Candidates will be notified by email of the outcome of the application process.

Changes

Any changes to this policy shall be communicated with all officers of the Watertown Fire Department. The Fire Chief shall then present changes to the PFC for their review and approval.