

# Assignments and Promotions

## 1002.1 PURPOSE AND SCOPE

Discretionary MODIFIED

The purpose of this policy is to establish required and desirable qualifications for assignment and promotion within the West Plainfield Fire Department.

## 1002.2 POLICY

Discretionary MODIFIED

The West Plainfield Fire Department determines assignments and promotions in a non-discriminatory manner. This policy will establish the required and desirable qualifications for assignment and promotion within the department.

Nothing in this policy is intended to supersede any contract language related to promotional requirements that may exist in any collective bargaining agreement.

It is the policy of the West Plainfield Fire Department to fill open assignments and positions internally if possible. The Fire Chief shall send an internal memo to all members identifying the open assignment or position. The memo shall allow no less than one week for application by interested members. At the close of the application period applications shall be evaluated as provided below. If the assignment or position remains unfilled, external advertisement may then occur.

## 1002.3 GENERAL REQUIREMENTS

Discretionary MODIFIED

The following will be used in evaluating members for assignment or promotion:

- (a) Presents a professional, neat appearance
- (b) Maintains a physical condition which aids in their performance
- (c) Demonstrates the following traits:
  1. Emotional stability and maturity
  2. Stress tolerance
  3. Sound judgment and decision-making ability
  4. Personal integrity and ethical conduct
  5. Leadership
  6. Initiative
  7. Adaptability and flexibility
  8. Ability to conform to organizational goals and objectives in a positive manner

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#### 1002.4 ASSIGNMENTS

Discretionary MODIFIED

The following positions are defined as an assignment and are not considered a promotion:

- Training Officer
- Public Information Officer
- EMS Officer
- Hall Manager

##### 1002.4.1 DESIRABLE ASSIGNMENT QUALIFICATIONS

Discretionary MODIFIED

The following qualifications are considered for an assignment:

- Related experience
- Completion of the probationary period with the West Plainfield Fire Department
- Expressed interest in the assignment
- Education, training, and demonstrated abilities in areas related to the assignment
- Completion of any local, regional, or national training or certification for the assignment

##### 1002.4.2 ASSIGNMENT CRITERIA

Discretionary MODIFIED

The following criteria apply to assignments:

- (a) Administrative evaluation as determined by the Fire Chief. This shall include a review of supervisor recommendations. Each supervisor who has supervised or otherwise been involved with the candidate should submit these recommendations.
- (b) The supervisor recommendations should be submitted to the Assistant Chief of Operations. The Assistant Chief of Operations should schedule interviews with each candidate.
- (c) Based on supervisor recommendations and after the interview, the Assistant Chief of Operations should submit his/her recommendation to the Fire Chief.
- (d) Assignments will be made by the Fire Chief.

This policy may be waived for temporary assignments, emergency situations, or for training purposes.

#### 1002.5 PROMOTIONS

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A candidate considered for promotion shall undergo the same process as that for assignments set out above. In addition, to qualify for a promotion a candidate must meet all the education and qualification requirements set out in the applicable position description.

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Once a full-time employee has reached the rank of Company Officer - Fire Captain, such member is not eligible for promotion to a full-time Chief Officer position unless the Board has authorized filing such a full-time position and such position is vacant or becomes vacant.

#### **1002.6 TRAINING OFFICER AND EMS OFFICER RESPONSIBILITIES**

**Discretionary** **MODIFIED**

It is the responsibility of the Training Officer to maintain a training file on each member of the Department. It is the EMS Officer's responsibility to ensure that appropriate EMS records are provided to the Training Officer for the training file. Any relevant training certificate or certification document submitted to the Department by a member shall be retained in the member's training file.

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