

SOUTH PORTLAND FIRE DEPARTMENT

STANDARD OPERATING GUIDELINES

Policy #:	5.237	Effective Date:	8/6/2024
Title:	Employee Promotions	# of pages:	2
Category:	Personnel	Classification:	Green

1. **PURPOSE:** To outline the procedure for promotions in both the full time and call company ranks.
2. **POLICY:**

Fulltime Employees: **Fire Chief**

The Fire Chief is appointed by the City Manager and is employed at the will of the City Manager.

Deputy Fire Chief

The City Manager appoints Deputy Chiefs from the candidates supplied from the civil service commission testing procedure. Internal candidates must have served one year in grade as either a FT Lieutenant or FT Captain.

Fire Captain (FT)

The City Manager appoints the Captains from the candidates supplied from the civil service commission testing procedure. Candidates must be from the Command Unit, having served one year in grade as a FT Lieutenant.

Fire Lieutenant (FT)

The City Manager appoints the Lieutenants from the candidates supplied from the civil service commission testing procedure. Candidates must be from the Firefighters Unit, having served five years in grade as a FT Firefighter.

Call Company Officers:

Call Company Officers fill terms that run from January 1st until December 31st (of the expiration year).

Members interested in officer open positions will apply for those positions by November 15th. Current Officers seeking reappointment need only to submit a letter of interest to the Chief by the stated date. Members not currently officers will need to submit a full resume and cover letter. Interviews and review of qualifications will be held during the month of December, with selections announced by the end of December.

Prior to applying, all applicants for Call Company Officer shall meet the following minimum requirements:

1. Have been an active member in good standing as a call company firefighter for a no less than 5 years
2. Graduated from High School or Obtained a G.E.D.
3. Completed Basic Fire School or Firefighter 1 per local requirements
4. Have Completed the Department's Local Fire Officer Program as administered by the Deputy Chief of Training (may be waived at time of appointment but must be completed within 12 months).
5. Meet all physical requirements and have the ability to work with SCBA in hazardous environments ***
6. Meet the requirements listed in the job description for the position being applied for.

Call Company Captains

The Fire Chief with the assistance of the Deputy Chief(s) shall appoint Company Captains. The term for this position is three (3) years. The Fire Chief will select the candidate that best meets the criteria outlined in the job description in this manual and the needs of the department.

Call Company Lieutenants

The Fire Chief with assistance from the Company Captain shall appoint the Lieutenants for each Call Company. The term for this position is as follows: 1st Lieutenant will be two (2) years, the 2nd Lieutenant(s) will be one (1) year. The Company Captain will select the candidate that best meets the criteria outlined in the job description in this manual and the needs of the department and their Company. The Fire Chief must confirm the appointment.

3. REFERENCES:

- SPFD Bulletin 2010-02
- SPFD Memo "Call Company Officers"

By Order Of:



Phil Selberg
Fire Chief