

# TOWNSHIP FIRE DEPARTMENT

## CHAPTER 1: ADMINISTRATIVE OPERATIONS

Part 2: Administrative Policies

Subject: Mid-Term Officer Appointments

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Section: 1-2-36

Effective Date: 02-01-22

Revised Date: N/A

36.01 Purpose. To provide a standard for filling an officer position mid-term.

36.02 Goal. To provide a standard for filling any officer position mid-term.

36.03 Filling an officer position with less than 3 months remaining in term.

- A) If an officer position is vacated with less than 3 months remaining in the term, the duties of the vacated position will be fulfilled by any other officer(s) for the duration of the term. No interim officer shall be named and the position will remain vacant until the next appointment term.

36.04 Filling an officer position with more than 3 months remaining in term.

- A) If an officer position is vacated with more than 3 months remaining in the term, the duties of the vacated position will be fulfilled by another officer(s) until an appointment occurs. No interim officer shall be named and the position will remain vacant until the appointment. The process for the appointment is as follows:
- 1) The application period will immediately be opened for the vacated position and remain open for 14 days.
  - 2) The application period shall be announced via all communication routes to include IAR message, email, and the daily announcements.
  - 3) Applications shall be submitted to both the Chief and the Board President.
  - 4) Any reasonably qualified candidate shall receive an interview by Supervisory members.
  - 5) Should an applicant not receive an interview, the Chief or Supervisory member shall contact applicant with reason(s) interview was not granted.

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- 6) At the following board meeting, the board with input from the Chief, Assistant Chief, Division Chiefs, Battalion Chiefs, and/or Personnel Committee, as appropriate, shall appoint a replacement for the vacated position from the pool of applicants.

36.05 If the appointment creates another vacant position, the process shall begin again for the newly vacated position.

36.06 All applicants shall meet all requirements set forth by Township Fire Department SOG's and the State of Wisconsin Department of Public Safety guideline SPS330.

36.07 If no applications are received for an open position; Chief 1 along with the board shall determine if the position shall remain vacant. If position is required to be filled, the application process shall immediately begin again.