

Standard Operating Procedure	PEORIA FIRE-MEDICAL DEPARTMENT
WORKING OUT OF CLASS (WOOC)	Administration
	100.28
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PURPOSE

To outline how personnel can qualify and apply for Working out of Class (WOOC) for a grade(s) above the position that they are currently qualified in. This policy will outline how individuals may remove or reinstate themselves once removed from the WOOC list.

POLICY

Qualifications for WOOC:

Firefighter to Engineer -

- a. Successful completion of probation.
- b. The Candidate must request, by email to their assigned Battalion Chief, Captain and the Training Division to receive entry into the move-up program.
- c. Successful completion of the Engineer WOOC workbook.
- d. Successful completion of all mandated initial and continued training hours and evaluations yearly.
- e. The Candidate's assigned Company Officer will coordinate, as available, training/mentoring and temporary assignment in an Engineer position. This training is personalized based on the experience and tactical skill level of the Candidate. When the assigned Company Officer attests that the Candidate meets the minimum qualifications to work in the Engineer position, they will notify their Battalion Chief and schedule the practical evaluations.
- f. Upon completion of the Engineer WOOC workbook, and the passing of the practical examinations and the required signatures of the BC and immediate supervisor the Training Division will be notified and a written test will be scheduled to be overseen by the Training Division. Upon successful completion of the test, the Telestaff and ADP administrator will be notified to update the member's classification status.
- g. If the candidate is not successful on either portion, another test will be rescheduled for a date no less than three (3) months later. No update will be done before a chief officer makes the official request.

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Firefighter to Captain -

- a. An additional 4.5 years of service once the Firefighter has successfully completed probation.
- b. The Candidate must request, by email to their assigned Battalion Chief, Captain and the Training Division to receive entry into the move-up program.
- c. Successful completion and passing of the examinations of the Engineer WOOC workbook.
- d. Successful completion of the Captain's WOOC workbook.
- e. Successful completion of all mandated initial and continued training hours and evaluations yearly.
- f. The Candidate's assigned Company Officer will coordinate, as available, training/mentoring and temporary assignment in a supervisory position. This training is personalized based on the experience and tactical skill level of the Candidate. When the assigned Company Officer attests that the Candidate meets the minimum qualifications to work in the Captain position, they will notify their Battalion Chief and the Training Division to schedule the practical examinations.
- g. Upon successful completion of the Captain WOOC workbook and the passing of the practical, test which is overseen by the Training Division and graded by the assigned Battalion Chiefs. The Training Division will administer the written test and if the candidate is successful, the Telestaff and ADP administrator will be notified to update the member's classification status.
- h. If the candidate is not successful, another test will be rescheduled for a date no less than three (3) months later. No update will be done before a chief officer makes the official request.

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Engineer to Captain -

- a. Successful completion of probation.
- b. The Candidate must request, in writing to their assigned Battalion Chief, Captain and the Training Division to receive entry into the move-up program.
- c. Successful completion the Captain's WOOC workbook.
- d. Successful completion of all mandated initial and continued training hours and evaluations yearly.
- e. The Candidate's assigned Company Officer will coordinate, as available, training/mentoring and temporary assignment in a supervisory position. This training is personalized based on the experience and tactical skill level of the Candidate. When the assigned Company Officer attests that the Candidate meets the minimum qualifications to work in the Captain position, they will notify their Battalion Chief and the Training Division to schedule the practical examinations.
- f. Upon successful completion of the Captain WOOC workbook and the passing of the practical, test which is overseen by the Training Division and graded by the assigned Battalion Chiefs. The Training Division will administer the written test and if the candidate is successful, the Telestaff and ADP administrator will be notified to update the member's classification status.
- g. If the candidate is not successful, another test will be rescheduled for a date no less than three (3) months later. No update will be done before a chief officer makes the official request.

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Captain to Battalion Chief -

- a. Successful completion of probation.
- b. Successful completion of all mandated initial and continued training hours and evaluations yearly.
- c. The Candidate must request, by email to their assigned Battalion Chief, training/mentor for the Battalion Chief position.
- d. The Candidate's assigned Battalion Chief will coordinate, as available, training/mentoring and temporary assignment in a BSO position. This training is personalized based on the experience and tactical skill level of the Candidate.
- e. Upon successful completion of the Battalion Chief WOOC workbook, the Training Division will be notified and a practical test will be scheduled to be overseen by the training division and graded by the assigned Battalion Chiefs and Deputy Chief of Operations. Upon successful passing of the examination, the Telestaff and ADP administrator will be notified to update the member's classification status. If the candidate is not successful, another test will be rescheduled for a date no less than three (3) months later. No update will be done before a chief officer makes the official request.

Promotional Test Failure -

Any member that fails a promotional exam, while currently being eligible to WOOC in that rank for which they are testing, will be referred to their assigned Battalion Chief for review and any necessary added training. When all additional training has successfully been completed or is deemed unnecessary, The Battalion Chief will contact the Training Division for recertifying the member. Based on the reason for failure, the Battalion Chief may remove that member from WOOC status in that position on Telestaff during the recertification training process.

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Annual WOOC Recertification -

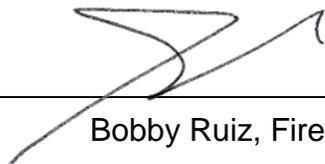
- a. WOOC Engineers and Captains must recertify annually and it be noted on their annual review, if they wish to maintain that qualification.

- b. The Deputy Chief of Operations may waive a recertification requirement for extenuating circumstances such as an extended injury, military deployment, special assignment, etc.

Dropping WOOC Status -

If a member at any time decides they no longer want to work out of class for the position they are qualified in, they must request through their Chain of Command to have their WOOC removed. The request will then be forwarded to the Telestaff and ADP administrator to have the WOOC line removed. Once a member has their WOOC voluntarily removed, they may reapply for WOOC status in that rank one year after the removal. If a member, after one year, would like to reapply for WOOC status, they need to demonstrate proficiency for the position they want to WOOC in by completing the WOOC workbook before a re-qualifying test is administered.

Approved:



 Bobby Ruiz, Fire Chief

09/09/2019

Date