



POLICY MANUAL

Daily Operations - Staffing

Acting Positions

Revised: 12-27-07

Code: 1 – 11 – 3

Book Chapter Subject

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3.0 Purpose: Establish Policy And Procedures For Assigning Acting Positions.

3.01 Scope: All Shift Assigned Personnel.

3.02 **POLICY**

Acting positions are established to fill vacancies to maintain adequate staffing. Only those individuals designated to fill acting positions will do so. The individuals filling these positions shall assume the authority and duties of the position for which they are acting.

3.03 **QUALIFICATIONS**

Engineers and Firefighters who are on the current Captain promotional list may act as Company Officers. When a Firefighter is qualified to act as a Company Officer, an Engineer must be assigned to the crew. It is the intent of this policy to not staff a fire station with only Firefighters.

Firefighters must successfully pass Firefighter probation and complete the Acting Engineer "Engine" section of the Acting Engineer taskbook and an evaluation administered by the Training Division before acting as Engineer on an Engine. Firefighters must be qualified as an Acting Engineer on an Engine, successfully complete the Acting Engineer "Truck Section" of the Acting Engineer taskbook and an evaluation administered by the Training Division before acting as Engineer on the Truck.

Newly promoted Engineers that are not on the current Captain Promotional List must complete probation, an Acting Captain taskbook and successfully pass an Acting Captain exam administered by the Training Division before acting as Captain.

Engineers on the regularly assigned crew or Firefighters who are on the current Captain Promotional List will normally move up when the Captain is on approved time off. To maintain crew integrity and accountability, the qualified crew member (either the Engineer or the Firefighter if on the current Captain Promotional List) with the least amount of acting time will be assigned the Acting Captain position. It is the intent of this policy to staff Acting Captain assignments if possible with personnel normally assigned at that station. Acting time will be based upon hours worked. Any questions or concerns relating to either Acting Captain assignments or equal Acting Captain assignments will be directed to and handled by the shift Battalion Chief.

Individuals promoted to Captain shall complete the Acting Battalion Chief evaluation standards review before serving as Acting Battalion Chief.

Acting Captains are to wear red helmets, and Acting Battalion Chiefs are to wear white helmets.



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3.04 **EFFECTS ON MOVEMENT AND OVERTIME**

Whenever two Firefighters are working at the same station and an acting position occurs, the Firefighter with the least amount of acting time will act.

The electronic computer program will be used to track acting status for the Engineer rank to insure that personnel traveling have an equal opportunity for acting time and consistency from shift to shift.

The on-duty Captain at the station that handles staffing will enter all acting time on the computer daily.

At times, transfer of personnel from station to station or apparatus to apparatus may be necessary to maintain desired staffing. This movement will be kept at a minimum in order to maintain company integrity.

Individuals who are acting are still in their previous overtime rank list, not in the acting position rank list.

3.05 **EXTENDED ABSENCE ASSIGNMENTS**

During any extended absence of a Captain or Engineer, 10 shifts or more, the Fire Chief may appoint an Acting Engineer or Acting Captain by utilizing the current promotional list. To provide for equal opportunity for personal development, the appointment will be rotated among personnel on the current promotional list in the order of the current promotional list. To provide for crew stability, rotations shall be every three months until all personnel on the list have rotated into an extended absence opening. At the beginning of the second rotation of the current promotional list, the rotations shall be every six months.

If no personnel remain on the promotional list, the qualified individual with the least amount of acting time on the shift of the vacancy would be moved to fulfill the assignment.