

# SCOTTS VALLEY FIRE PROTECTION DISTRICT



<b>STANDARD OPERATING PROCEDURES DATE APPROVED: APPROVED:</b>	<b>ARTICLE: I</b>	<b>SOP: 1109</b>
	<b>SECTION: 1100</b>	
	<b>SUBJECT: Acting Company Officer</b>	
	12/1/15 <i>David J. Gehl</i>	

**Purpose:** The district endeavors to have the most qualified person available on a particular shift to fill a temporary vacancy in the position of company officer.

**Scope:** To establish a procedure of who will fill the position of company officer (captain) when a absence or a position vacancy exists. This procedure shall be used in concert with department call-back protocols.

**Definitions:** Certain definitions are in order to provide for consistency in carrying out this SOP.

***Absence:*** The non-attendance of a captain on a scheduled shift due to sick leave, vacation, ETO, or workers compensation. All personnel absences are recorded on district form “ADM 1-76” (yellow slip).

The assignment of a captain to tasks during his\her duty day that prevent him\her from responding with his\her assigned crew to incidents shall be considered an absence.

***Position Vacancy:*** Position vacancy only exists when the position becomes unfilled or “open” due to;


- The employee leaving the employment of the district
- The employee receives a promotion in rank
- The employee receives a voluntary or mandatory demotion in rank.

Acting captains are used to fill *absences* of the captain position. Acting captains may also be used to fill *position vacancies* until the open position can be filled permanently through the district’s promotional process.

The fire chief also has the discretion to make a temporary appointment to a *position vacancy*.

A. Procedure:

1. Minimum Requirements of District Acting Company Officer

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Successful completion of:

- All classes up to and including Engineer II of the Districts Career Development Guide.
  - Successful completion of the SVFPD Acting Captain Program.
2. Eligibility list of Acting Company Officers

Employees desiring to work as an acting company officer shall submit the following to their company officer:

- Letter of request to act in the position.
- Supporting documentation of the employee's education and experience qualifying them for eligibility.

Revisions and updates to the list, resulting in either additions or deletions of personnel, may be done as personnel qualifications and experience change. Additionally, a person may be removed from the eligibility list due to:

- Request of the employee.
- Documented performance deficiency.
- Result of a disciplinary action.

3. Sequence/Procedures

Preference shall be given to those individuals who possess higher qualifications when determining who will act in a higher position. The hierarchy of these qualifications is as follows:

*First selection priority* - Person who is on an valid captains promotional eligibility list.

*Second Selection priority* - Person who meets the requirements to be eligible to take a captain promotional exam.

4. Any time more than one person exists who meets the same eligibility criteria, the assignment of acting company officer time will be on a rotational basis between the eligible personnel.
5. Persons assigned to fill a vacancy in a company officer's capacity shall be compensated at the Captain 1 pay scale.