



SCOTTS VALLEY FIRE PROTECTION DISTRICT			
STANDARD OPERATING PROCEDURES	ARTICLE: I	SOP: 1109	
	SECTION: 1100 PERSONNEL		
	SUBJECT: ACTING COMPANY OFFICER		
	DATE APPROVED: May 20, 2021		
APPROVED:			

Purpose: The purpose of this procedure is to outline the requirements of the Acting Company Officers. This program is designed to prepare a member for the roles and responsibilities for advancement to Captain.

Scope: To establish a procedure of who will fill the position of Company Officer (Captain) when an absence or a position vacancy exists. This procedure shall be used in accordance with the Scotts Valley Fire Protection District (SVFPD) call-back protocols.


Acting Captain Task Book:

The SVFPD encourages all Engineers to become certified as an Acting Captain and is obligated to prepare supervisors for the responsibilities of the position. The Acting Captain Certification Program is the official means by which this will be accomplished. Only an Acting Captain qualified individual will be able to fill short-term *out of class* openings in the daily staffing schedule and provides the following benefits:

- Successful Acting Captain candidate will have the ability to act *Out Of Class* as an Acting Captain and to assist in preparation for future career possibilities.
- The SVFPD will have career track training for our future leaders and have a certified group of Acting Captains to fill needed positions in the daily staffing schedule.

An Acting Captain Task Book has been developed for the certification process and intended to prepare candidates with the knowledge and ability to supervise an Engine Company in emergency and non-emergency situations. The Acting Captain Task book will be maintained and updated as necessary by the SVFPD Training Chief based on the following:

- Qualified Engineers can initiate the Task Book by consulting with their Captain and the Training Chief.
- The process is intended to be a self-paced program with a one-year minimum completion requirement.
- Depending upon the category and their own qualifications, the candidate's Captain, Battalion Chief, Training Chief, or the Fire Chief may sign off in the task book.
- Every effort will be made by the SVFPD, including the individual's Captain, to provide training, instruction, and practice sessions necessary to successfully meet the SVFPD requirements for certification as an Acting Captain.
- Training opportunities (simulations, classroom instruction, drills, and scenarios) will be provided to facilitate the necessary skills and knowledge to provide competency.

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- The candidate's Captain will work closely with the shift Battalion Chief to provide all training, instruction, and practice sessions necessary for successful completion of the task book and testing process.
- The Acting Captain Trainee will only "trade seats" while on duty, performed without additional compensation, and is voluntary.

Upon successful completion of the Acting Captain Task Book, the following apply:

- The staffing program profile of the candidate will be amended to include Acting Captain certification, and the candidate will be able to act as a Captain when necessary.
- The qualified Acting Captain must occasionally re-train in the various areas covered in order to maintain competency in those areas. Working in Out of Class assignments as an Acting Captain is the best way to do this, but may not always be available. Examples include "trading seats", simulator practice, or reviewing current Acting Captain Task Book.

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

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 in CrewSense. An Acting Captain will receive differential pay while working *Out of Class* when the Captain on shift is unable to respond with his crew.

Vacant Position: Only exists when the position becomes unfilled or "open" due to;

- The employee leaving the employment of the SVFPD
- 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 SVFPD promotional process. The Fire Chief also has the discretion to make a temporary appointment to a *vacant position*.

January 1, 2018, AB 1487 added Government Code Section 20480 for contracting CalPERS agencies, which limits out-of-class appointments in vacant positions from exceeding 960 hours worked within each fiscal year and the following apply:

- A vacant position refers to a position that is vacant during recruitment for a permanent appointment and **does not** refer to a position that is temporarily available due to another employee's leave of absence.
- Contracting CalPERS agencies are required to report the number of hours an out-of-class employee has worked in a vacant upgraded position by July 30 each fiscal year.

Procedure:

1. Minimum Requirements for SVFPD Acting Company Officer:

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- Completed five years of full time service with the SVFPD
- Meet educational requirements up to and including Engineer Step 4 per Policy 1706
- Completion of a minimum of 10 shifts of on the job training including the evaluation and successful completion of 10 emergency incident responses performing in the role of a Captain
- Completed and signed Acting Captain Task Book

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 completed task book qualifying them for eligibility

Revisions and updates to the Acting Captains List (either additions or deletions) may be done as personnel qualifications and experience change. 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 a valid Captain's promotional eligibility list.

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

- 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.
- Persons filling the position of Acting Company Officer shall complete CrewSense with the date and hours worked as Acting Company Officer.
- Persons assigned to fill an absence/vacancy in a Company Officer's capacity shall be compensated at the Captain Step 1 pay scale.