

Standard Operating Procedures Manual
City of Poquoson Fire and Rescue



**City of Poquoson
Fire and Rescue**

830 Poquoson Ave.
Poquoson, VA 23662
757-868-3510
F757-868-3514

GENERAL ADMINISTRATION

SOP#: GA 19.20


Title: Acting Officer Program

Effective Date: 11/01/2018

Revised Date: 5/22/2020



Fire Chief's Signature



City Manager's Signature

ACTING OFFICER PROGRAM

I. PURPOSE

The purpose of this policy is to establish guidelines and responsibilities for an Acting Officer in the Poquoson Fire Department. This will allow personnel to be educated and received real world training prior to advancement into a permanent Officer position. In the absence of a Lieutenant, the Acting Officer may fill in Command functions on a Fire Apparatus or in a Fire Station under the direct supervision of another officer.

This SOP is not all-inclusive and cannot encompass all situations that may be encountered.

II. APPLICABILITY

All Career Personnel

III. POLICY

It shall be the policy of the Poquoson Fire/Rescue Department to allow interested staff to participate in the Acting Officer program. This program is considered **voluntary** and no monetary compensation will be awarded for successful completion of the program.

Upon successful completion of the Acting Officer program, the staff member may be used in a limited Command function at the discretion of their immediate supervisor. This Acting Officer shall have limited supervisory authority under direct supervision of a current Lieutenant or Battalion Chief in the department. Any supervisory decisions or recommendations made by the Acting Officer **must** be approved by their direct supervisor prior to implementation.

IV. PROCEDURE

- Any interested personnel may begin the Acting Officer Taskbook provided they meet the following criteria:
 - The staff member must have completed forty-eight (48) consecutive months as a Firefighter with the Poquoson Fire/Rescue Department. Consideration may be given for previous experience with another department.
 - Must meet the current Education requirement for Lieutenant as listed in GA 19.00.
 - Must meet the current Evaluations, Conduct, Disciplinary Actions requirement for Lieutenant as listed in GA 19.00.
- The Taskbook will be issued to the interested personnel by their current Battalion Chief with the issue date documented.
- The Taskbook must be completed, **in full**, within 1 year (365 days) of being issued. Failure to complete the program within 1 year will result in all current progress being lost.
- Some tasks may be waived if the candidate has successfully completed the Hampton Roads Fire Officer Academy or equivalent structured training. These tasks are identified in the Acting Officer Taskbook. Documentation of successful completion of the Fire Officer Academy (or equivalent) must be on file for any tasks to be waived.

- The Acting Officer candidate will complete no less than 5 full shifts (120 hours) of supervised mentorship in an acting position.
- After satisfactory completion of all tasks, the Taskbook will be submitted to the employee's current Battalion Chief for review and approval. It is at the Battalion Chief's discretion to determine if a candidate has successfully completed the Taskbook in its entirety.
- The employee's Battalion Chief must submit a Letter of Recommendation along with the Taskbook to Fire Administration for review.
- Fire Administration will make the final approvals and either release the candidate as an Acting Officer or deny the application. If the application is denied, feedback will be provided to the candidate by the Battalion Chief on areas of improvement.