



Division 06

Fire and Rescue Operations

Chapter 11 – Acting Volunteer Command Officer

March 2009

POLICY

To establish procedures to be used for fill-in volunteer command officers.

DEFINITIONS

N/A

PROCEDURES

1. General Provisions

In order to facilitate the time frame for approving volunteer officers to fill-in for those volunteer officers who are listed in General Order as Chief Officers of Volunteer Corporations and are on leave, the following procedures shall be adhered to:

Volunteer officers may only assume the rank to which they are certified by the Volunteer Fire Commission.

Several weeks in advance of the leave period, Volunteer Chiefs and/or the Board of Directors of each company shall submit to the Volunteer Fire Commission the names of individuals they wish to have fill-in when approved officers are on leave. As an alternative, the Volunteer Chief and/or Board of Directors shall submit said names annually for prequalification to designated ranks through the Volunteer Fire Commission's annual officer certification process. A list of prequalified officers will be maintained.

Once certification from the Volunteer Fire Commission has been granted, the Volunteer Fire Commission shall notify the Office of

the Fire Chief and the respective Volunteer Chief.

The Volunteer Chief shall submit a request for an officer fill-in at least 72 hours in advance of leave dates. Only those officers who have been approved through the above process shall be submitted.

The Emergency Operations Command Lieutenant Colonel shall confirm that the fill-in officers are certified through the Volunteer Fire Commission. The Lieutenant Colonel will then notify Public Safety Communications, the respective Volunteer Chief, and other appropriate command officers, that the officer has received operational authority from the Fire Chief during the periods indicated.

Only those officers certified by the Volunteer Fire Commission and approved for operational authority by the Fire Chief shall be recognized as officers. Any person operating outside these parameters is subject to disciplinary action up to and including operational suspension and dismissal.

REFERENCES

N/A

FORMS/ATTACHMENTS

N/A