

Campbell County Fire Department Standard Operating Procedure		
General/Administration	Volunteer Officer Selection	<i>100.85</i>

I. PURPOSE: To establish criteria for the selection of Volunteer Officers.

II. SCOPE: All applicants for Officer Positions.

III. PROCEDURE:

1. All interested personnel shall submit an application to The Division Chief of Volunteers or his designee by Monday of the third week of December of the year for which the position will be open. Applications will be available at Station One during normal business hours on Monday of the third week of November.
2. Applicants will be given an oral interview and an assessment scenario during the second week of January. The scenario can be from any of the following: Structure fire, wildland fire, rescue, hazardous materials, personnel issues. The complexity of the assessment scenario will be dependent on the job applied for. The scenario will be more complex with the higher rank of the officer position being applied for.
3. A panel, comprised of a minimum of seven personnel from the general membership of the department will conduct and/or assist with the interview and scenario. A minimum of five personnel will be used for the oral interview with the remainder assisting with the scenario. The interview panel will be comprised of two firefighters, one Captain, one Battalion Chief, and one Division Chief. The assessment scenario will be administered by the Training Chief with the assistance of the remaining firefighters. The firefighters involved must have a minimum of three years on the department and cannot be Probationary or Honorary members. Whenever possible, firefighters will be used from the station for which the applicant is applying.
4. An Assistant Chief may be appointed as necessary. This appointment will consist of an oral interview conducted by the Chief of the Department.
5. Term limits will be three years for Assistant Chiefs and Battalion Chiefs, and two years for Captains and Lieutenants.
6. Applicants will be notified upon the completion of the entire interview process as to the status of the position.
7. Requirements will be in succession for each position.
 - 7.1. Lieutenants:
 - 7.1.1. Wyoming or nationally certified Firefighter II
 - 7.1.2. Wyoming Class B or CDL motor vehicle operator's license
 - 7.1.3. Ability to acquire Wyoming Fire Officer I qualification
 - 7.1.4. Wyoming BEC or EMT certification

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7.1.5. Minimum of three years of continual CCFD experience and/or equivalent experience from another department

7.2. Captains:

7.2.1. State certified Fire Officer I

7.2.2. S-290

7.2.3. Wyoming Hazardous Materials Incident Commander

7.2.4. NFA Incident Safety Officer

7.2.5. Wyoming BEC or EMT certification

7.2.6. Minimum of four years continual CCFD experience and/or equivalent experience from another department

7.3. Battalion Chief:

7.3.1. Work towards Wyoming Fire Officer II (dependant on new State standards)

7.3.2. American Heart CPR certification

7.3.3. 3-4 years experience as a CCFD Captain

7.3.4. Minimum of six years continual CCFD experience and/or equivalent experience from another department

7.4. Assistant Chief:

7.4.1. Wyoming Fire Officer III

7.4.2. American Heart CPR certification

7.4.3. One term as a CCFD Battalion Chief

7.4.4. Minimum eight years continual CCFD experience and/or equivalent experience from another department

** All certifications must remain current.

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