

Campbell County Fire Department Standard Operating Procedure

General/Administration

Volunteer Officer Selection



100.85

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. Officers who currently hold positions, and there are no additional applicants for that position, may submit a letter of intent to maintain that position. A letter of recommendation from the Battalion/Division Chief will accompany the letter of intent.
2. All new applicants, and positions which will be contested, will be given an oral interview and an assessment scenario during the second week of January. For non-contested continuing officer positions, only the scenario will be given. 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 up to seven personnel from the general membership of the department will conduct and/or assist with the interview and scenario. Up to five personnel will be used for the oral interview with the remainder assisting with the scenario. The interview panel will be comprised of firefighters, at least one Captain, one Battalion Chief, and one Division Chief. The Division Chief of Volunteers will select all test administrators, who will 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. Lieutenants shall be selected from the firefighter ranks from a given station. Captains will be selected from existing lieutenant's ranks for a given Station or Battalion. Battalion Chiefs will be selected from the existing Captain ranks. Assistant Chief will be selected from the Battalion Chief Ranks.
6. Term limits will be three years for Assistant Chiefs and Battalion Chiefs, and two years for Captains and Lieutenants.

Initial Approval: September 2009
Revision Date: 4/27/11; 12/21/11

Page 1 of 2

Don Huber, Fire Chief

ORIGINAL SIGNED

Campbell County Fire Department Standard Operating Procedure

General/Administration

Volunteer Officer Selection



100.85

7. Successful applicant's names will be submitted to the Chief for final approval, and will then be notified by the Division Chief of Volunteers upon the completion of the entire interview process, as to the status of the position.
8. Requirements will be in succession for each position.

8.1 Lieutenants:

- 8.1.1 Wyoming or nationally certified Firefighter II
- 8.1.2 Wyoming Class B or CDL motor vehicle operator's license
- 8.1.3 Ability to acquire Wyoming Fire Officer I qualification
- 8.1.4 Wyoming BEC or EMT certification
- 8.1.5 Minimum of three years of continual CCFD experience and/or equivalent experience from another department

8.2 Captains:

- 8.2.1 State certified Fire Officer I
- 8.2.2 S-290
- 8.2.3 Wyoming Hazardous Materials Incident Commander
- 8.2.4 NFA Incident Safety Officer
- 8.2.5 Wyoming BEC or EMT certification
- 8.2.6 Minimum of four years continual CCFD experience and/or equivalent experience from another department
- 8.2.7 A Lieutenant with the CCFD

8.3 Battalion Chief:

- 8.3.1 Wyoming Fire Officer I (dependant on new State standards)
- 8.3.2 American Heart CPR certification
- 8.3.3 3-4 years experience as a CCFD Captain
- 8.3.4 Minimum of six years continual CCFD experience and/or equivalent experience from another department
- 8.3.5 A Captain with the CCFD

8.4 Assistant Chief:

- 8.4.1 Wyoming Fire Officer II
- 8.4.2 American Heart CPR certification
- 8.4.3 One term as a CCFD Battalion Chief
- 8.4.4 Minimum eight years continual CCFD experience and/or equivalent experience from another department
- 8.4.5 A Battalion Chief with the CCFD

** All certifications must remain current.

Initial Approval: September 2009
Revision Date: 4/27/11; 12/21/11

Page 2 of 2

Don Huber, Fire Chief

ORIGINAL SIGNED