

VIOLA FIRE DEPARTMENT PROCEDURES, & REQUIREMENTS FOR BECOMMING & BEING A COMPANY OFFICER

PURPOSE:

This written document is a draft of suggested procedures and requirements needed to become and maintain the position of an officer on the Viola Fire Department. These written suggestions may be used to facilitate a formalized method of selecting officers and a direction that they must follow to keep their position. The Department, at any time, may vote, by majority, to suspend or supplement the procedures and requirements to change the selection process of an officer or chief and their maintenance of that position that does not fit the prescribed process and the needs and requests of the membership.

POSITIONS OF THE DEPARTMENT:

Chief I - Chief 2
Capt. 1 - Capt. 2 - Capt. 3
Lt. 1 - Lt. 2 - Lt. 3 - Lt. 4
Safety Officer & Assistant Safety Officer
Training Officer & Assistant Training Officer

REQUIREMENTS OF POSITIONS:

Chief's:

Certified Fire Fighter I
Hazmat Ops instruction
Fire Officer I (doesn't have to be certified) or Intro to Fire Officer instruction
5 years minimum as a member of the Viola Fire Department
(or) 5 years minimum as member of another fire department
Voted On & Selected by the majority of the department members

Capt.'s:

Certified Fire Fighter I
Hazmat Ops instruction
Fire Officer I (doesn't have to be certified) or Intro to Fire Officer instruction
Current member of department
5 years minimum as member of the Viola Fire Department
(or) 5 years minimum as member of another fire department
Complete interview process and be selected by the selection committee

Lt.'s:

Certified Fire Fighter I
Hazmat Ops instruction
Fire Officer I (doesn't have to be certified) or Intro to Fire Officer instruction
Current member of department
3 years as a member of the department
(or) 3 years minimum as member of another fire department
Complete interview process and be selected by the selection committee

Safety Officers:

Certified Fire Fighter I
Hazmat Ops instruction
Safety Officer (doesn't have to be certified) instruction
Current member of department
3 years as a member of the department
(or) 3 years minimum as member of another fire department
Complete interview process and be selected by the selection committee

Training Officers:

Certified Fire Fighter I
Hazmat Ops instruction
Fire Officer I (doesn't have to be certified) or Intro to Fire Officer Class instruction
3 years as a member of the department
(or) 3 years minimum as member of another fire department
Complete interview process and be selected by the selection committee

Complete interview process and be selected by the selection committee

The people in the designated fire officer positions, or applying for the positions, shall possess the fire officer requirements, or be given a designated time (one year, or a time designated by the Chiefs) to fulfill the prescribed requirements.

SELECTION PROCESS:

Any time a fire officer position is open in the department, any individual that possesses the requirements for the position (or is willing to acquire the requirements within the allotted time), can apply in writing, or verbally, to the Chief, or a person in charge at the time. The individual, or individuals, applying shall go through an interview process involving the chiefs and the captains (interview panel). The interview panel shall vote at that time to determine if an individual, will be placed in the position, or if they will be denied the position. If no individuals apply, or individuals are not deemed appropriate, the Chiefs and Captains. may suggest an individual for the open position. If this occurs, the suggested individual still must go through an interview process.

EVALUATION PROCESS:**Evaluation of Chiefs:**

Evaluations are to be done by the Capts. & Lts. A written or verbal evaluation will be given to each Chief as to the negatives, positives, or both that must be addressed. The decision to retain, or dismiss shall be presented to the department as a whole. The department shall then vote for the Chief's positions.

Evaluation of Capts. & Lts.:

Evaluations are to be done by the Chiefs. A written or verbal evaluation shall be given to each officer. The decision to keep or dismiss an individual is the decision of the Chiefs and then presented to the department.

Evaluation of Training Officers:

Evaluation is to be done by all the officers. A written or verbal evaluation will be given as to the negatives, positives, or both that must be addressed. The decision to retain, or dismiss shall be decided by the officers and then presented to the department.

Evaluation of Safety Officers:

Evaluation is to be done by all the officers. A written or verbal evaluation will be given as to the negatives, positives, or both that must be addressed. The decision to retain, or dismiss shall be decided by the officers and then presented to the department.

Evaluation of Fire Fighters:

Evaluation is to be done by all the officers. A written or verbal evaluation will be given as to the negatives, positives, or both that must be addressed. The decision to retain, or dismiss shall be decided by the officers and then presented to the individual & department.