

PURPOSE

To establish the policy and procedure for a Career Development Program for Firefighters and Officers which will allow for personnel to acquire skills, knowledge and abilities to better serve.

POLICY

Application to participate in the Career Development Program shall be made available to all Sisters-Camp Sherman Fire Department personnel who meet the eligibility requirements as outlined herein. As minimum requirements change for career development, all personnel that are currently in the career development program will be required to achieve the new minimum requirements prior to applying to the next level.

The career development positions shall be as follows:

- Firefighter to Shift Commander

The number of positions available for each category shall be established by the Deputy Chief of Operations and shall be based on the needs of the District. All college credit/certifications shall have been obtained at the time of application.

PROCEDURE

Firefighters who are eligible to participate in this program should submit a brief resume through their Shift Commander. The resume package must include all information which validates that an individual meets all of the requirements for the position to which appointment is requested. This includes official college transcripts and copies of required certifications. Exceptions to minimum requirements will be reviewed by the Deputy Chief of Operations.

COMPENSATION

When a Shift Commander is not present during a shift, the department will designate "Acting in Capacity" (AIC). Compensation shall be \$75.00 per 24-hour shift.

REMOVAL FROM CAREER DEVELOPMENT PROGRAM POSITION

In the event that an individual does not maintain the requirements for a particular position, that individual will be removed from that position and placed into the next lowest position in which they qualify. In the event that an individual's qualifications do not meet the entry level requirements, they will be removed from the program. Individuals may request removal from the Career Development Program at any time.

MINIMUM QUALIFICATIONS FOR (AIC) SHIFT COMMANDER

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- All appointees must have three (3) consecutive years of service as a Firefighter.
 - Must possess a record of proficiency determined as follows:
 - No more than one (1) preventable accident in the last 24 months and/or convicted of two (2) moving violations.
 - Must have passed last physical examination.
 - Adheres to the District's vision and values.
 - Additional certificates (in accordance with NFPA Standards) Fire Officer I, Incident Safety Officer, Wildland Engine Boss, Wildland TFLD and EMT-P. Exception: Driver/Operator for 3 years requirement may be waived if the department is unable to provide this opportunity.
 - Completion of 60 college level semester or 90 quarter hours in an approved curriculum.
 - Approved Curriculum
 - Fire Administration
 - Fire Engineering
 - Public Administration
 - Business Administration
 - Emergency Medicine
 - Graduation from an accredited two-year College or University in approved curriculum.
 - NOTE: Other equivalent curriculum may be considered and approved by the Deputy Chief of Operations. Employees are encouraged to attend accredited colleges and universities. However, other coursework will be considered as equivalent if it meets the following criteria:
 - Has been assigned equivalent semester hours by the institution, and
 - Was taught by certified teachers or instructors, and
 - Is in the appropriate field of instruction as that to which the individual desires to be promoted.
 - Other coursework which was taken before semester hours were assigned will be evaluated and, if deemed equivalent by the Deputy Chief of Operations will be assigned appropriate hours.***

LEVEL

Shift Commander

COLLEGE CREDITS45 Semester or 60 Quarters or
A.A.S. Degree or Higher Degree**REQUIRED CERTIFICATIONS**Qualified as a Firefighter Safety Officer,
Wildland Engine Boss, EMT-Paramedic.
Also working toward Fire Officer I and
Wildland TFLD.

***Outside fire service/EMS training hours may be substituted for college semester hours at a rate of 15 training hours to 1 college semester hour credit. This will include any outside fire service/EMS training hours achieved from 1990 to present. All training must be documented either through department documentation or some other formalized documentation. Outside training is defined as training offered by an agency other than the Sisters-Camp Sherman Fire District and not provided as part of either in-service or company training.