



## Rogers Fire Department Standard Operating Procedures

<b>Policy Title:</b>	Future Company Officer Training Program		
<b>Policy Number:</b>	139	<b>Volume:</b>	Administration
<b>Approved By:</b>	Tom Jenkins	<b>Last Updated:</b>	August 2018
<b>CFAI Reference:</b>	7B.3, 7D.6, 8A.5	<b>CAAS Reference:</b>	N/A
<b>Revision Summary:</b>	Created – April 2011 Formatted – May 2012 Revised – October 2014 (Added FEO) Updated – Master Paramedic requirement (August 2018)		

### PURPOSE

The purpose of this policy is to outline the requirements of the Future Company Officer Training Program. This program is designed to prepare a member for the roles and responsibilities for advancement to Captain. The Future Company Officer Training Program is compliant with Civil Service Regulations Section II, Part 2:01.

### POLICY

The Future Company Officer Training Program (FCOTP) is a two-part process designed to prepare members for the responsibilities required of company officers. The training is not all-inclusive, and potential company officers should expect that other training and experience will be necessary in order to be successful. The two parts of the FCOTP are: 1) Future Company Officer Task Book and 2) Continued development.

#### 1. Future Company Officer Task Book

The Future Company Officer Task Book is a written list of tasks that must be completed by a Fire Equipment Operator (FEO) or Master Paramedic/Firefighter (MPFF) in order to prepare them to fill the position of captain with the Rogers Fire Department. All FEOs and MPFFs must complete a Future Company Officer Task Book within their initial six month probationary period.

No member will be allowed to ride-out as an acting captain until they have successfully completed the Future Company Officer Task Book. Upon completion of the task book the member will be authorized to ride-out as an acting captain with the approval of their captain and battalion chief. Additionally, completion of the task book is required in order to test for promotion to the rank of captain.

Failure to complete the Future Company Officer Task Book within the specified time period will result in the member being returned to their former rank of firefighter. The Fire Chief may take into consideration any extenuating circumstances that prevented completion of the task book within the specified time period on a case-by-case basis and may provide additional time for completion of the task book if it is deemed warranted.

Upon promotion to Fire Equipment Operator or Master Paramedic/Firefighter the member must meet with the Deputy Fire Chief-Field Operations Division (DFC-FOD) in order to be issued a Future Company Officer Task Book. The DFC-FOD will review the procedures for the completion of the task book with the member.

Upon completion of the task book the candidate must complete RFD Form 139 and present it along with the completed task book, in person, to the DFC-FOD. The completed task book shall be maintained in the candidates training records and the candidate shall maintain a copy. The completed task book, with affixed signatures, will be required to verify the candidate's eligibility for promotional testing.

Only those members of the Rogers Fire Department who hold the rank of captain or above are authorized as evaluators for the purpose of verifying the skills and competencies within the task book.

## 2. Continued Development

All members who wish to maintain eligibility for promotional testing must also attend scheduled officer development courses. These courses will be held during, but separate from, scheduled monthly company officer meetings. To maintain eligibility for promotional testing, firefighters must attend at least 50% of the scheduled courses, annually.