



Rogers Fire Department Standard Operating Procedures

Policy Title:	Future Chief Officer Program		
Policy Number:	140	Volume:	Administration
Approved By:	Tom Jenkins	Last Updated:	January 2014
CFAI Reference:	7B.3, 7D.6, 8A.5	CAAS Reference:	N/A
Revision Summary:	Created – April 2011 Formatted – May 2012 Revised – January 2014		

PURPOSE

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

POLICY

Participation in the Future Chief Officer Program is required to be eligible for promotional testing to the rank of Battalion Chief. The program is comprised of two primary components that are designed to prepare a Captain for the responsibilities required of a Battalion Chief. The training is not all-inclusive, and Captains should expect that other training and experience will be necessary in order to be successful. The two parts of the program are: 1) Future Chief Officer Task Book and 2) Continued development.

1. Task Book

All company officers who wish to be eligible for promotional testing must complete a Future Chief Officer Task Book. The task book is a written record of the minimum requirements required to test for Battalion Chief. The entire task book must be completed by the testing date for a Battalion Chief's position in order to be eligible. In order to start a task book, a candidate must:

- A. Meet with the Deputy Fire Chief-Field Operations Division (DFC-FOD) and ensure they are ready and eligible to begin completing the task book. Eligibility to start a task book is two (2) complete years of service in the rank of Captain with the Rogers Fire Department.
- B. The task book must be obtained, in person, from the DFC-FOD. The DFC-FOD will assign the promotional candidate a qualified evaluator that can verify skills and competencies.
- C. For completion of the Future Chief Officer Task Book, the candidate will be assigned a lead evaluator which will be one of the current members of

- Command Staff. This person will serve as the candidates mentor as well as evaluator through the completion of the Future Chief Officer Task Book. The company officer may utilize other evaluators for completion of the task book with approval from the individual's assigned lead evaluator.
- D. Within 180 days of initiating the task book process, the candidate should schedule a meeting with the DFC-FOD to review past courses and determine if they will be utilized as equivalent experience/training for task book purposes.
 - E. Upon completion of the task book the candidate must complete RFD Form 140 and present it along with the completed task book, in person, to the DFC-FOD. The completed task book shall be maintained in the candidate's training records and the candidate shall maintain a copy. The completed task book, with affixed signatures, will be required to verify eligibility for promotional testing.

2. Continued Development

All Captains who wish to maintain eligibility for promotional testing must also attend a course sanctioned by the National Fire Academy (NFA) at least every two years. The Rogers fire department will host at least one NFA course annually. Attendance at one course will qualify the Chief Officer Candidate for promotional testing for two years from the day the course ends. Attendance of a course at the NFA campus will also qualify the candidate for two years from the day the course ends.