

Santa Barbara City Fire Department - Standard Operating Procedures Organizational Operations		Code: O-III-3
Use of Acting Positions		
Chpt: III Hiring / Staffing	Revised: 2/27/13	Pages: 2

I. ACTING ENGINEERS

- A. When filling an Acting Engineer (A/E) position, the most senior employee at that station in rank who is certified for the position will act in that role.
- B. At Station 1, the most senior A/E certified firefighter will usually be assigned to drive as the need arises. Due to the number of firefighters assigned to the station and the number of apparatus, some flexibility will be allowed the Lead Captain in assigning A/E's at Station 1.
- C. At Stations 2-7, the normally assigned firefighter, if A/E certified will drive as needed. If the firefighter is not certified, or if two firefighters are sent as relieves from Station 1, the senior firefighter shall drive.
- D. Department members need to remember that the overall needs of the department/shift during that duty day may require some flexibility in this policy.
- E. The Duty Battalion Chief shall have the final decision on filling acting positions on his shift.

II. ACTING CAPTAINS

- A. When filling an Acting Captain (A/C) position, the most senior employee at that station* in rank who is certified for the position will act in that role.
- B. At Station 1, the Engineer normally assigned to the apparatus, if A/C certified will serve as Acting Captain as needed. If one of the assigned Engineers is not A/C certified, the other assigned Engineer can "cross over" to be A/C, or the relief Engineer, if certified, will be Acting Captain. A/C certified firefighters would be used by seniority in rank if the above people were not available.
- C. *At Stations 2-8, when an A/C is needed, the normally assigned Engineer, if certified, will normally fill the position. An A/C certified relief Engineer would be the next person to be assigned A/C at Stations 2-8. If the normally assigned Captain and Engineer are absent and the A/C certified relief engineer is unavailable, the regularly assigned firefighter who is A/C certified will serve as A/C.
- D. If manpower permits, and a Captain's vacancy exists, the Relief Engineer (if A/C certified) will fill the Captain's vacancy. If the Relief Engineer is not available or is not certified, one of the other A/C certified Engineers or Firefighters might be utilized to fill the vacancy.

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- E. Department members need to remember that the overall needs of the department/shift during that duty day may require some flexibility in this policy.
- F. The Duty Battalion Chief shall have the final decision on filling acting positions on his shift.