

Santa Barbara City Fire Department - Standard Operating Procedures <b>Organizational Operations</b>	Code: <b>O-III-7</b>
<b>Lead Captain</b>	
Chpt: III Hiring / Staffing	Revised: 1/16/12 Pages: 4

## **I. PURPOSE:**

- A. To define the duties of a Lead Captain.
- B. To define desirable qualities of potential Lead Captain candidates.
- C. To outline the selection process for the position of Lead Captain.
- D. To identify the evaluation criteria and to outline the process for the evaluation of Lead Captains.
- E. To set term limits for the position.

## **II. SCOPE:**

- A. The Santa Barbara Fire Department will assign a “Lead” Captain at Fire Station #1, to carry out the duties as described below. The Lead Captain is an important, integral position within the framework of the Santa Barbara City Fire Department. The persons holding this position shall adhere to and display professional leadership qualities and perform to a high, consistent standard. The Lead Captain will be responsible on a daily basis, for staff scheduling, overtime hiring, and the general scheduling of details for the operational shift. This will require a close working relationship with the shift Battalion Chief. Also, it is important that the Lead Captains (LC) on all three shifts perform their duties in a common and consistent manner. They will be compensated as outlined in the M.O.U.

## **III. JOB DESCRIPTION/TYPICAL DUTIES:**

- A. Under the direction of the shift Battalion Chief and in addition to all regular captains duties the assigned LC will:
  - 1. Conduct morning briefing in a punctual and thorough manner, including providing crews with recently published bulletins and pertinent emails.
  - 2. Provide scheduling for details such as respiratory fitness exams, Haz Mat physicals, flu shots, hearing tests, ground ladder testing, etc.
  - 3. Coordinate with the BC to maintain city coverage at all times.
  - 4. Hire necessary OT for the following day; this must be done in a timely manner, typically between 1600 and 2000.

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5. Facilitate, through scheduling, that the probationary requirements for all ranks are met, as well as the department and individual career development goals. For example...rotating F/F's from outlying stations into station 1 for Trk/Sqd A/E training.
6. Schedule and oversee the daily activities at station 1 in correlation with the BC and the Truck Company Captain.
7. Notify "move" personnel in a timely manner.
8. Send a copy of the Duty Assignment Sheet to all stations and staff prior to 08:00.
9. Maintain a good working relationship and quality communication with assigned BC. Prepare and accurately maintain "Duty Assignment Sheets" in accordance with department SOP's.
10. Continuously monitor the staffing needs of the current shift, hire OT in a timely manner when necessary.
11. Keep outlying stations abreast of scheduled training, PubEd, assignments, etc.
12. Notification of outlying companies when scheduling adjustments must be made.

### **IV. DESIRABLE QUALITIES OF A LEAD CAPTAIN**

- A. Exhibit quality leadership at all times.
- B. Maintain and project a positive attitude that all employees can emulate.
- C. Able to apply a matrix of rules, departmental needs, individual needs, and SOP's when scheduling personnel and hiring OT's.
- D. Be punctual in the performance of the following:
  1. Scheduling and OT hiring
  2. Conducting of morning briefing
  3. Notification of move personnel
- E. Able to be fair and equitable in all matters, for example; vacation calendar maintenance, OT hiring, and rotation of shift personnel.
- F. Flexible and able to adapt to changes.
- G. Actively supports the goals and mission of the department.

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- H. Positively supports shift Battalion Chief and their goals for the shift.
- I. Initiates change through proper channels.

### V. SELECTION PROCESS

- A. When a vacancy for a Lead Captain occurs due to removal of the incumbent by the shift Battalion Chief or by the Captain's request, the Battalion Chief on that respective shift will publish a bulletin stating that there is a vacancy and soliciting interested Captains.
- B. Emails from qualified Captains will be accepted by said Battalion Chief for ten (10) working days.
- C. Minimum qualifications will be as follows:
  - 1. Minimum 6 years with the Santa Barbara City Fire Department
  - 2. Minimum 2 years in the rank of Captain

NOTE: a) Acting Battalion Chief Certification is highly recommended.

b) Currently working on the Acting Battalion Chiefs Certification is desirable.

- D. The Battalion Chief will schedule and conduct interviews with each qualified candidate. Interview questions will be based on, but not limited to the desired qualities and Lead Captain duties defined in this S.O.P. The BC will, prior to any interviews, submit interview questions for review by the Division Chief/Operations.
- E. Final selection of the Lead Captain will be confirmed with the Division Chief/Operations.

### VI. TERM LIMITS

- A. The term limits for Lead Captain will closely mirror those set for membership on the departments HazMat team.
- B. Minimum term/commitment will be three (3) years, with two option years. As the conclusion of the initial three year term approaches, the Battalion Chief will meet with the Lead Captain. If an additional year is requested by the Lead Captain, the term can be extended by the Battalion Chief. The same process will be exercised at the completion of the 4th year to determine if a 5th and final year as Lead Captain will be granted. During this final year the Battalion Chief will initiate the selection process as outlined in this SOP. After three years the Lead Captain may exercise his/her right under the seniority bid process to select a station assignment.
- C. Former Lead Captains shall be ineligible for another term as Lead Captain for a minimum of two (2) years unless otherwise stipulated by the Fire Chief.

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- D. Management reserves the right to revoke a Lead Captain assignment if the Captain's performance is deemed unsatisfactory for any reason.

### **VII. LEAD CAPTAIN EVALUATION**

- A. Each January, all three shift Battalion Chiefs along with the Division Chief/Operations will meet to discuss Lead Captain performance. This will afford dialog and communication regarding cohesiveness between the shifts and will lead to improvements in performance or to the duties of the Lead Captains.
- B. Each Battalion Chief will conduct a Lead Captains Performance Evaluation, using a standard Lead Captain Evaluation Form (attached), with their respective LC prior to January 31<sup>st</sup>. This will be an opportunity for the Battalion Chief and their Lead Captain to make any necessary procedural or personal changes to ensure quality, consistent performance. A completed evaluation form will be forwarded to the Division Chief/Operations for review and filing.
- C. **See Attachment – [LC Performance Evaluation](#)**