

LAKEWOOD FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

SOG NUMBER: 400.07	RULE & REGULATION
DATE IMPLEMENTED: OCTOBER 13, 2021 DATE REVISED:	TITLE: FIRE OFFICER REQUIREMENTS

PURPOSE:

This policy was promulgated to define a common minimum core training requirement for operational officers in the Lakewood Fire Department.

SCOPE:

All Volunteer Members of the Lakewood Fire Department. Career Members shall follow New Jersey Civil Service Regulations.

PREFACE:

This policy defines and outlines the required training certifications members must obtain to gain or retain rank of an Operational Officer within the established rank system of the Lakewood Fire Department. (See below).

- Deputy Chief
- Battalion Chief
- Captain
- Lieutenant

PROCEDURE:

1. Uniform rank requirements for each rank are defined as the set minimum certification and training requirements for an individual to be elected or appointed to a position within their respective fire company or companies.
2. As with any newly established policy of this importance an improperly initiated action of the policy could be detrimental to personnel currently holding rank within an organization associated with a fire department. Therefore, it is essential to include a grandfathering period associated with the implementation of this policy.
3. Any member who holds one of the above listed ranks at the time of implementation of this policy shall complete the training requirements applicable to their rank by January 1, 2023.

GRANDFATHER COMPLIANCE:

1. Any member who holds one of the above listed ranks at the time of implementation of this policy shall be allowed to retain that rank until such time as they are removed from such rank by voting membership, disciplinary action, or the completion of the allotted grandfathering period (January 1, 2023) has been reached (Member in good standing requirement is not applicable to this grandfathering clause).
2. Should any individual not retain their rank during the grandfathering period for any of the above reasons, they will no longer be eligible to regain any rank within the Lakewood Fire Department without meeting the requirements prior to appointment.
3. Personnel who at the time of implementation and holding an officer rank within their respective fire company or companies or whom has been a member in good standing within their respective fire company or companies, can be appointed to a position within their fire company or companies during the grandfathering period with the understanding that they are actively seeking the completion of required training.

POLICY MANAGEMENT:

1. After implementation of this policy all fire companies will be required to submit the applicable certifications held by members elected or appointed to a position within their respective fire company or companies each year at the time which they elect or appoint such personnel.
2. The Chief of Department (Fire Chief) will review all applicable certifications to ensure compliance and maintain a working file of certifications and qualifications of each member.
3. In an effort to provide transparency all members compliant or non-compliant once reviewed by the Fire Chief will be presented to the Fire Companies and the Board of Fire Commissioners at the time of election or appointment and annually in January of each year.

TRAINING COURSES:

1. It shall be the duty of the Board of Fire Commissioners to provide adequate funding and access to courses required for compliance with this policy.
2. The Fire Chief will provide the necessary courses locally in an effort for Department members to become compliant with this policy.
3. The Fire Chief will host or provide instruction on all classes required by this policy. An annual training calendar will be published by the Fire Chief outlining all classes and their offering dates

QUALIFICATIONS:

1. LIEUTENANT:

To hold the position of Lieutenant, the member shall have the following qualifications:

- Member in Good Standing;
- Incident Management Level 1 Certification;
- Driver/Operator of ALL assigned apparatus to the company of the member;
- Incident Safety Officer Certification; and
- Successful completion of the Lakewood Fire Department Level 1 Supervisor training program

2. CAPTAIN:

To hold the position of Captain, the member shall have the following qualifications:

- Member in Good Standing;
- All qualifications required for Lieutenant;
- Shall have held the rank of Lieutenant in the Lakewood Fire Department for a minimum of 2 years;
- Successful completion of a Drill ground Instructor Course; and
- Successful completion of the Lakewood Fire Department Level 2 Supervisor Training Program.

3. BATTALION CHIEF:

To hold the position of Battalion Chief, the member shall have the following qualifications:

- Member in Good Standing;
- All qualifications required for Captain;
- Shall have held the position of Captain, or higher, in the Lakewood Fire Department for a minimum of 2 years;
- Shall have held the position of Operational Officer, or higher, in the Lakewood Fire Department for a minimum of 6 years;
- Incident Management Level 2 Certification;
- Successful Completion of the Lakewood Fire Department Level 3 Supervisor Training Program; and
- Haz-Mat On Scene Incident Commander Certification.

4. DEPUTY CHIEF:

To hold the position of Deputy Chief, the member shall have the following qualifications:

- Member in Good Standing;
- All qualifications required for Battalion Chief;
- Shall have held the position of Battalion Chief (1st Assistant Chief), or higher, in the Lakewood Fire Department for a minimum of 2 years;
- Incident Management Level 3 Certification; and
- Successful Completion of the Lakewood Fire Department Level 4 Supervisor Training Program.

Note: If any Officer in the Department falls below the participation requirement to be a member in good standing for any three (3) month period during their term as an officer, the member will be put on a three (3) month officer probation. If the members participation remains below the requirement to be a member in good standing for the probation period, they will be removed from the officer position. They will be reinstated upon completion of a 3-month period with a participation above the required amount to be a member in good standing.