

	NEW CAPTAIN PREPARATION FOR THE ACTING BATTALION CHIEF ROLE	
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Summary:

Newly promoted Captains need adequate time, experience, and training prior to filling an Acting Battalion Chief role. This General Operational Guideline defines the training expectations for a Captain to prepare for the Acting Battalion Chief role after he/she has completed the six month probationary period.

Procedure:

After the six month probationary period, the newly promoted Captain will complete three sets (nine shifts) of training/acting with his/her Battalion Chief (BC). The Captain should complete one set of training/acting each month until the nine shifts have been completed; however, The training/acting intervals may be spaced out further if necessary or appropriate in the Battalion Chief's discretion based on the Battalion Chief's availability, the needs of the crew, the Captain's readiness, and/or other operational considerations. The intent is to complete the Captain's training without impairing the functioning and duties of the Captain or his/her crew.

Below is the training/acting expectation for each set:

First Set:

Captain is operating as the acting BC

- All crews will call the Captain with daily needs
- Captain will handle all radio traffic
 - Incidents
 - Training
 - Organize and schedule at least one training session (multi-company) for each day
 - Dispatch needs
- Captain riding as passenger
- BC supervises and addresses expectations with the Captain when the Captain is acting
- TeleStaff training
- Opportunity for BC and Captain to have mentoring, development and growth discussions
- Blue Card Simulations with BC
- Resolve preplanned scenarios presented by the BC

Second Set:

Captain is operating as the acting BC

- All crews will call the Captain with daily needs
- Captain will handle all radio traffic
 - Incidents
 - Training
 - Organize and schedule at least one training session (multi-company) for each day
 - Dispatch needs
- Captain is driving; BC is riding passenger to supervise and observe
- BC is filling the support supervisor role
- Opportunity for BC and Captain to have mentoring, development and growth discussions
- Resolve preplanned scenarios presented by the BC

Third Set:

Captain is operating as the acting BC

- All crews will call the Captain with daily needs
- Captain will handle all radio traffic
 - Incidents
 - Training
 - Organize and schedule at least one training session (multi-company) for each day
 - Dispatch needs
- Captain is driving solo
- BC is filling the support supervisor role and responding in Battalion 2
- Opportunity for BC and Captain to have mentoring, development and growth discussions
- Resolve preplanned scenarios presented by the BC

The BC should give the Captain immediate feedback during each shift. Part of the nine shifts should be dedicated to allowing the Captain to take time and opportunity with calls and daily operations. The preplanned scenarios presented by the BC should allow the Captain opportunity to perform special duties or resolve issues like a personnel problem that would be tied to the Administrative Regulations (for example, Harassment), or anything that the BC personally experienced that they would like to impart onto the Captain.

Once the above training plan is completed, the Captain's Battalion Chief, Training Battalion Chief, and Operations Division Chief will determine the Captain's readiness to serve as the Acting Battalion Chief. If it is determined that further training is required, a written training plan will be established for that Captain.

Revision History

- 6/3/2015 verbiage change during employee transfer review.

References:

- Training outline drafted by the four Battalion Chiefs and the Division Chief of Operations