

## SERGEANTS - VOLUNTEER

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**Purpose:** *Promoting a volunteer member to the position of sergeant is a reward for exemplary performance and a willingness to take on additional responsibilities. Quite often, a sergeant's position is a stepping stone for officer rank within the fire department. This procedure is applicable only to volunteer sergeants.*

**Procedure:**

1. Sergeants are appointed by the fire department officers.
2. A sergeant's term of appointment will be a twelve (12) month period, ending November 30 of each year. Those sergeants whose performance is satisfactory will be automatically re-appointed.
3. The officer will consider new sergeant appointments as the need arises.
4. The following are minimum requirements for consideration to be appointed as a sergeant:
  - A. Two (2) years of current fire department service.
  - B. Qualification to drive all apparatus at the station to which the sergeant candidate is assigned<sup>1</sup>.
  - C. The sergeant candidate shall not be required to be a qualified operator for any unit at his assigned station that has a "5" as the third digit of the unit number.<sup>2</sup>
  - D. Approval from the training bureau to ride apparatus officer.
  - E. Excellent performance as a firefighter as deemed by the department officers, which includes a "team player" attitude.
5. The following are considerations when appointing new sergeants and re-appointing old sergeants:
  - A. Fire run and training attendance of at least fifty percent (50%).
  - B. Certification as a Level I instructor.<sup>3</sup>
6. Sergeants may be asked to take on additional responsibilities in the management of the fire department by officers. These responsibilities may be to *assist* an officer with the officer's assigned task. The officer must continue to make an effort at his/her assigned task.

Notes:

1. *The specific sequence of apparatus qualification is determined by the chief officer of the station to which the member is assigned. A member may be considered to become a sergeant if he/she is qualified on one (1) unit, and is currently in training to be qualified on the remaining unit at his/her station.*
2. *Upon appointment as a sergeant, the sergeant shall begin training on the unit having a "5" as the third digit. It is expected that the sergeant will become qualified on this unit within a one (1) year period, unless waived or extended for good cause, by the department's chief officers.*
3. *It is expected that unless already certified as a Level I instructor, a new sergeant will become certified as a Level I instructor within a one (1) year period, unless extended for good cause, by the department's chief officers.*

*Standard Operating Procedures are meant only to be guidelines. Actual conditions may warrant alternative actions.*