**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 assigned1.

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.2

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.3

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.*