

# Lincoln Fire and Rescue Captain Certification Program Manual



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## **I. Introduction**

All LFR personnel who are promoted to the position of Fire Captain after January 1, 2006 are required to participate in the LFR Captain Certification Program and must successfully complete the task book to become a LFR certified Captain. The process is designed to provide hands-on practical experience for new captains who have met the minimum qualifications set by LFR to become a LFR Certified Fire Captain.

The purpose of the program is to allow LFR new captains, under the supervision of a Deputy Chief who is an approved evaluator, an opportunity to perform supervisory skills and to demonstrate critical thinking. The LFR Training Division has a formalized process to assist the new captain to grow and improve, both now and in the future. To ensure positive growth and continuous improvement, LFR has developed and adopted an LFR management policy on new captains, the LFR Captain Certification Program Manual and the Captains Certification Task Book to assist in evaluating the performance of the new captain. The program manual provides an overview of the intent of the new captain program. The task book is divided into several sections of responsibility that have been identified as critical tasks that must be demonstrated to an evaluator to ensure that the new captain is qualified to become LFR certified. All sections must be completed by the new captain and the lead evaluator has the ultimate responsibility for content verification within the task book prior to the new captain's advancement to LFR Certified Captain. LFR management policy provides direction and authority for the LFR New Captain Certification Program.

The responsibilities of the evaluators are to share knowledge and skills, through a mentoring environment, with their assigned interns and to sign off on tasks when the evaluator is confident that the new captain is skilled in the task. LFR authorized evaluators will be the on-duty deputy chiefs who are appointed by the fire chief. All Emergency Services Deputy Chiefs will be evaluators and will be trained by the LFR Training Division to ensure that all new captains are evaluated consistently between all three shifts. Under no circumstance should an evaluator sign off on a task without ensuring that the new captain is capable of the task. Each new captain will be assigned a Deputy Chief as a lead evaluator. However, either of the on-duty deputy chiefs have the authority to sign off on new captain tasks.

Only the lead evaluator will have the authority to recommend to the fire chief that the new captain has completed all phases of the task book and that they be advanced to the LFR Certified Captain level.

In the unlikely event that a new captain is not making progress to become a certified captain, the fire chief may suspend the new captain from the program. If suspension from the program occurs, the fire chief, the lead evaluator and the new captain will meet to develop a plan to correct the deficiencies that led to the lack of progress and suspension from the program. If the new captain does not correct the deficiencies to be reestablished in the program, he/she may be demoted as defined by contract and Personnel Code.

In summary, this document provides a formal written process of the LFR Captain Certification Program. This process and document will continue to be a work in progress as the dynamics of the LFR Captain Certification Program will continue to strive for quality improvement in the development of LFR Certified Captains.

## **II. Management Policy #901.19**

LFR Management Policy #901.19 is written to provide the LFR Training Division the authority to administer the LFR New Captain Program. The program is designed to provide mentoring and professional development for new captains to become certified captains.

## **III. Selection Process for LFR Evaluators and Authority**

The selection process for LFR Lead evaluators and evaluators will be made by the Fire Chief or their designee.

- The Fire Chief or his/her designee, Assistant Chief of Operations or Assistant Chief of Support will select and appoint the Lead evaluator and the evaluator for the new captain.
- The Lead Evaluator is the only one who is authorized to sign the task book when all of the tasks are completed. Once the task book is completed, the lead evaluator is the only one responsible to make the recommendation to the fire chief for advancement to LFR Certified Captain.
- The Lead Evaluator or evaluator has the authority to sign off on individual tasks once they feel the new captain is qualified at the task.

## **IV. Selection Process for New Captains**

The selection process for LFR New Captains is:

- The individual must have met the minimum qualifications set by LFR.
- Been promoted by LFR after January 1<sup>st</sup>, 2006.
- Only those personnel who have met the first two requirements of this section may be allowed into the LFR Captain Certification Program.
- In rare cases, the fire chief may require some sections of the Captains Certification Task Book to be completed by LFR Captains promoted prior to January 1<sup>st</sup>. 2006 to improve their capabilities as an LFR Captain.

## **V. New Captain Lead Evaluator and Evaluator Orientation**

The LFR New Captain Lead Evaluator and Evaluator orientation is designed to provide information on the roles and responsibilities of a LFR Evaluator.

- The Deputy Chief of Training, or his/her designee, will provide an overview and training of what is expected of each evaluator as a mentor and teacher to the new captains.
- The Deputy Chief of Training will provide an overview of what the role of the Training Division is as the oversight and assistance for the LFR Captain Certification Program.
- The Lead Evaluator will be required to provide an update at the monthly Chiefs Meeting of the new captains progress towards LFR Captain Certification.

## **VI. New Captain Lead Evaluator and Evaluator Meetings**

The Evaluator meetings will be conducted by the LFR Training Division. The purpose of the meetings will be to discuss current problems facing the LFR Captain Certification Program as a whole, and provide updated information to assist the Evaluators with their new captains.

- The LFR Training Division will schedule at least four evaluator meetings per year, or more if necessary.
- The LFR Training Division will develop an agenda and host the meeting with input from the fire chief.

## **VII. Lead Evaluator Recommendation Process of New Captain to Fire Chief for LFR Captain Certification.**

The Lead Evaluator recommendation process is designed to identify the steps to be taken when the new captain is ready to be promoted to LFR Certified Captain

- The LFR Training Division in cooperation with the lead evaluator will review the task book for completeness and sign indicating to the fire chief that the new Captain has met all of the task book requirements.
- The Lead Evaluator will make a recommendation to the fire chief that the new captain is ready for LFR Captain Certification.
- The Fire Chief will review the task book documentation and will have the final decision on whether the new captain will be certified.

## **VIII. Sunset Date to Become an LFR Certified Captain.**

It is the intent that the LFR New Captain Program be designed to provide the best possible opportunities to assist new captains with their professional growth to become an LFR Certified Captain. However, LFR recognizes that all new captains may not possess the knowledge, skills, or abilities to become a certified captain. In those rare cases, the fire chief, may determine that the new captain is not making acceptable progress towards captain certification through the new captain program or the corrective action plan. The foreseeable outcome of the new captain is that he/she may not be capable of reaching

certification status. In those cases, a sunset date may be applied to the internship, and failing to meet LFR expectations by the assigned date may lead to demotion.