

SOUTH PORTLAND FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

Policy #:	5.311	Effective Date:	4/29/2012
Title:	SPFD Line Officer Training	# of pages:	2
Category:	Training	Classification:	Green

1. **PURPOSE:** The South Portland Fire Department desires to promote and maintain well educated Officers. The department's primary goal continues to be to provide an easy, obtainable, professional fire officer development program that will assure all officers share common knowledge, skills, and abilities based on a national standard and curriculum in order to become highly effective leaders and managers in the South Portland Fire Department. This program will be the foundation for future growth and development while providing enough viable officer candidates certified at least to the local Fire Officer I & II level to provide an acceptable number of applicants for each company officer promotional process both in the full time and call company forces.

2. **POLICY:** Our department will mirror surrounding communities by implementing a three step process for implementation. At the present time there is no requirement for South Portland Officers to obtain step 2 or 3 of this program. Steps two and three are provided as options for career advancement.
 1. South Portland Fire Officer Local Certificate Program
 2. College credit for FIRE-215 Fire Service Leadership and FIRE-210 Fire Instructor
 3. Fire Officer I & II Pro-Board Certification (levels IV & V in future years)

Step 1 can be completed entirely on-line using the Jones & Bartlett Fire Officer and Fire Instructor curriculums. Upon successful completion of the requirements of those classes and submitting their portfolio and writing assignments the student will be awarded a South Portland Fire Department Local Fire Officer Certificate. This certificate will be required by any new Officer Candidate (OC) or any current Call Company Officer seeking reappointment (January 1, 2012).

Step 2 would be an intermediate step towards Pro-Board certification and would include completion of the two SMCC Fire Science Technology courses noted above.

Step 3 would include those requirements listed for and completion of Pro-Board Certification.

At the present time there is no requirement for South Portland Officers to obtain steps 2 or 3 of this program.

South Portland Fire Department Local Fire Officer Certification

This can be done entirely on-line at www.5.jbcourse.com at the student's convenience, there is no classroom time required. We have broken out our levels:

South Portland Call Company Officer /Full Time Fire Officer I (Lieutenants)

- Read the J&B Fire Officer text book (2nd Edition).
- Review the on-line J&B content and complete the on-line quiz for each chapter. (18 quizzes)
- Complete one writing assignment
 - Chapter 15 Incident Command

South Portland Full Time Fire Officer II (Captains)

- Read the J&B Fire Officer text book (2nd Edition).
- Review the on-line J&B content and complete the on-line quiz for each chapter. (18 quizzes)
- Complete writing assignments
 - Project 14 Communications
 - Project 15 Incident Command (If not completed)
 - Project 16 Size-up / RIT
 - Project 17 Fire Investigation
 - Final Personal Project Professional Development

SMCC FIRE-215 & FIRE-210 College Credit

- Completion of the items listed above
- Completion of the remaining 30 hours of the FIRE-210 Fire Instructor class
- Completion of 6 (total) writing projects plus a class portfolio
- Pass final multiple choice exams for Fire 215 & Fire 210

Fire Officer I & II Pro-Board Certification

- Completion of the items listed above
- Completion of 12 additional writing projects (18)
- Firefighter I & II certification is a pro-board prerequisite
- Completion of a fire command simulation
- Completion of a Maine Fire Service Institute Fire Officer I & II certification exam

3. REFERENCES:

- None

By Order Of:

Kevin W Guimond

Kevin W. Guimond
Fire Chief