

	Standard Operating Guideline: OPS 22	
	Subject:	Fill in Operations Supervisor
	Effective Date:	July 26, 2023
	Director:	<i>William Ferguson</i>

Purpose: To provide a consistent method to identify quality providers to serve as a fill in Operations Lieutenant or Captain. It is the goal of the Department to maintain two fill-in supervisors per shift.

I. Definition

A. A fill-in Operations Supervisor is a provider who meets the requirement below:

- a) Obtain approval for the role of a fill-in Operations Supervisor by the Deputy Chief of Operations
- b) Full-time employee with Public Safety
- c) Possess qualities that are representative such as, but not limited to; honesty, leadership, integrity, patience, and willingness to serve as a supervisor.
- d) County approved and practicing ALS provider (Intermediate or Paramedic) and Firefighter for a minimum of two years.
- e) Possess Fire Officer I or equivalent* certification.

II. Fill In Qualification Process

Once a provider meets the minimum requirements, he/she shall write a letter of interest to their respective supervisor requesting to start the fill-in training process. The fill-in training process is as follows:

- a) Complete three 8-hour shifts with an SMT member (one night shift).
- b) Complete 10 QA reports (training provided by SMT)
- c) Complete administrative check list outlined in attachment.

The final step in the process is a meeting with the Deputy Chief of Operations and Chief of the Department.

* Equivalent certification includes emergency services leadership training from an accredited institution, Virginia Fire Officer Academy, and approved by the Deputy Chief of Operations.

Fill-In Operations Supervisor

Candidate	SMT	Date of Completion

Topic	Objective	Complete
Administrative	Demonstrate the process for filling vacancies using the ESO Calendar.	
Administrative	Explain process for posting open shifts.	
Administrative	Explain the process for checking part time availability in ESO	
Apparatus	Demonstrate the SMT vehicle check off and identify required equipment.	
Safety/Security	Demonstrate how to navigate to and monitor the law enforcement channels.	
Safety/Security	Explain the process for documenting and reporting department vehicle accidents.	
Safety/Security	Explain the procedure for reporting and documenting work related injuries.	
Safety/Security	Explain the procedure for reporting and documenting work-related exposures.	
Communications	Demonstrate basic operation of the mobile and portable radio <ul style="list-style-type: none"> Switching zone/channels EA activation daily checks 	
Communications	Demonstrate the on scene, size up, and command statement radio reports according to SOG OPS21.	
Scene Management	Review the Incident Command and Accountability SOG.	
Scene Management	Review the Fire Ground Operations SOG.	
Scene Management	Review the Health and Safety SOG.	
Scene Management	Review the Fire and EMS Response SOG.	
Administrative	Describe the process to start and finish an EMS inquiry.	
Operational Readiness	Explain procedures for reporting defective/damage equipment.	
Notifications	Identify events that require a notification (text) to DC of Operations.	
Notifications	Identify the circumstances to notify the Fire Marshal SOG OPS14	

All tasks shall be performed/reviewed in the presence of an SMT member.