



Columbia Fire Department
Standard Operating Guideline ADM-040
Engineer Candidate Program

Effective: 06/06/11

Issued by Aubrey Jenkins, Chief of Department

Rescinds

ADM-040 Engineer Candidate Program dated 03/01/09

Purpose

To establish an Engineer Candidate Program for the purpose of training perspective Engineers of Columbia Fire Department with the appropriate fire ground management skills necessary to perform the duties of the position. This guideline also establishes a course curriculum to facilitate the training foundation of personnel to perform the duties and responsibilities of the ranks of Engineer, Captain, and Battalion Chief.

Scope

This program will be applicable for all suppression personnel in the Columbia Fire Department that wish to progress to the rank of Engineer, Captain or Battalion Chief.

Policy

I. Objectives

- A. To identify the eligibility of personnel to the rank of Engineer within the Columbia Fire Department.
- B. To make available to those individuals the requirements and training to allow personnel to competently perform the duties and responsibilities of an Engineer.
- C. To establish minimum requirements necessary to hold the rank of Engineer.
- D. To provide the Columbia Fire Department with highly trained individuals who can perform the duties of Engineer at a nationally recognized level and as defined in the department's job analysis.

II. Program Eligibility

- A. Personnel must be the rank of Firefighter with their six-month probationary period completed in order to begin training under the ECP.

- B. Personnel holding the rank of Senior Firefighter, Fire Engineer, Captain, and Battalion Chief will have first priority in attending classes. Firefighters and volunteer personnel will be considered for all other vacancies.

III. Application Process

No formal applicant process is needed to enroll in Engineer candidate programs although the Chief of Training is responsible for approving individual class registrations.

IV. Curriculum for Engineer

- A. Preparation for Initial Company Operations (PICO): This course is a National Fire Academy certified course designed to develop a better understanding of the role and responsibilities of a Company Officer in preparing a company for incident operations. In addition, it will clarify the transition from firefighter to company officer and the new roles relating to leadership and safety. This is a 16-hour course.
- B. Strategies and Tactics for Initial Company Operations (STICO): This is a National Fire Academy course designed to meet the needs of Company Officers responsible for managing the operations of one or more companies during structural firefighting operations. This course is also designed to develop the management skills needed by company officers to accomplish assigned tactics at structure fires. This is a 16-hour course
- C. Building Construction Principles (Combustible): This is a National Fire Academy certified course designed to educate prospective officers with the necessary awareness of the principles and special characteristics of wood and ordinary construction. Primary emphasis is on improving the officer's ability to ensure firefighter safety by recognizing common causes and indicators of failure or hazards related to building construction. This is a 16-hour course.
- D. Building Construction Principles (Non - Combustible): This is a National Fire Academy certified course designed to educate prospective officers with the necessary awareness of the principles and special characteristics of non-combustible and fire resistive construction. Primary emphasis is on improving the officer's ability to ensure firefighter safety by recognizing common causes and indicators of failure and hazards related to building construction or contents, and overall reaction of a building construction or contents and overall reaction of a building to fire conditions. Fire suppression personnel will be able to better identify operational and safety concerns in a non-combustible or fire resistive structure through analysis of its design, material, and construction. This is a 16-hour course.
- E. Incident Safety Officer: This course offers methods to identify and analyze safety concerns as they relate to all-hazards scene evaluation and communicate recommended solutions to command authority. This course examines the safety officer's role at emergency response situations. This is a 16-hour course.

- F. IS-700 NIMS: This on-line course introduces NIMS. It explains the purpose, principles, key components and benefits of NIMS. The course also contains "Planning Activity" screens giving an opportunity to complete some planning tasks during this course. This is an online course and takes approximately three hours to complete.

V. Requirements for Program Completion

- A. All participants will be allowed unlimited time to complete the core curriculum. However the core curriculum must be completed in order for fire department personnel to be eligible to participate in the promotion process for the rank of Fire Engineer
- B. All training will be made available through the Columbia Fire Department Training Bureau, whether direct instruction or contract instruction through the SC Fire Academy. All records will be kept and completed by the Training Bureau.
- C. All courses will include testing at the conclusion of the course and participants will be given a grade upon completion of the course. Certificates will be issued to all successfully pass the course objectives.
- D. All training and class participation will occur on participant's personal time and will not be attended while on shift. Participants may attend training on duty, as long as a valid Swap-time Agreement has been initiated. Exceptions may be made if programs are taught on shift by suppression personnel, but all members of the department must be informed before courses are instructed.
- E. Participants will be given credit for courses completed in other locations or other organizations other than the Columbia Fire Department if course content is the same, and the course was offered by an accredited source of education. This is to be determined by the Chief of Training and/or South Carolina Fire Academy.
- F. Appeals are to be made to the Assistant Chief of Professional Services in writing.
- G. It is the participant's responsibility to keep track of his/her status within the program. The participant is encouraged to keep a copy of all certificates in case of any discrepancies.
- H. The Training Bureau will furnish the Assistant Chief of Professional Services with a list of eligible participants for promotional exams within three days of the closing date of exam registration.

VI. Program Implementation

- A. The Officer Candidate Program has already been implemented for the rank of Captain, and has produced well-trained candidates. On July 1, 2009, all applicants for the Engineer testing must have completed the following courses: Incident Safety Officer, PICO and NIMS 1-700 to meet the requirements of this program.

- B. Full implementation of the program will include all ECP courses on July 1, 2010. To be eligible for testing after July 1, 2010, all candidates must successfully complete the following: (PICO, STICO, ISO, BC:C, BC:N and NIMS I-700).

VII. Program Responsibility

- A. Chief of Training shall be responsible for the overall management of the Engineer Candidate Program and the continuing evaluation of the program on a daily basis.
- B. Training Bureau: The Training Bureau shall be responsible for the course curriculum management and course security to include:
 - 1. Providing multiple opportunities for course offerings per year
 - 2. Providing instructors
 - 3. Providing teaching outlines and teaching aids
 - 4. Facility management
 - 5. Coordination with outside agencies to provide training
- C. Selection Committee: The Selection Committee, along with the Assistant Chief of Professional Services shall be responsible for the subjects of the ECP through a periodic evaluation of the job analysis and job requirements for the rank of Fire Engineer.