

	UNIFIED FIRE AUTHORITY ORGANIZATIONAL MANUAL	
	Affiliation: Administration Policies	
	Title: Staff Captain	
	Number: 910 - 070	
	Approved: 2/22/2024	By: Fire Chief Dominic Burchett
Last Reviewed: 3/12/2024	By: HR Director Kiley Day	

REFERENCES

- [UFA Policy and Procedure – General Human Resources Definitions](#)
- [UFA Policy and Procedure – Filling of Job Vacancies](#)
- [UFA Policy and Procedure – Occupational Licensure and Certification Requirements](#)
- [UFA Policy and Procedure – Captain](#)
- [UFA Policy and Procedure – Overtime and Compensatory Time](#)
- [UFA Policy and Procedure – Operational Rank Skills Assessment](#)
- [UFA Policy and Procedure – Recruitment](#)

PURPOSE

The purpose of this policy is to provide information on the minimum requirements and the selection process for the position of Staff Captain.

POLICY

When a selection process for any position occurs, there will be a recruitment notice issued by the Human Resources Division. That notice will be issued in accordance with UFA Policy and Procedure - Filling of Job Vacancies and UFA Policy and Procedure - Recruitment. This notice will be posted for a period of at least fifteen calendar days.

The recruitment notice will be accompanied by a job description and will include information regarding the process to apply, the specific minimum requirements and an overview of the selection process including anticipated dates.

OVERVIEW OF THE POSITION AND DEVELOPMENT OPPORTUNITIES

The Staff Captain serves in a leadership position subordinate to a Division Chief or an Assistant Chief. Each Division has specific needs for personnel assigned to these positions and the essential functions and specific additional requirements may evolve over time, however, the UFA Vision, Mission and Values and Expectations of UFA Leaders will be consistently necessary for any Staff Captain assignment.

Personnel aspiring to this rank are encouraged to learn all they can from the Divisions they are interested in. Engaging directly with the Division Chief to learn what is expected from these positions will be essential for any interested person.

Personnel interested in the role of Staff Captain are encouraged to be involved in the UFA and consider taking a variety of assignments to better grasp the overall vision and mission of the UFA. While this is not a requirement for promotion, a well-rounded firefighter with a deep

knowledge of the UFA and the fire service will normally perform better as a Staff Captain and in the selection process itself.

1.0 Minimum Requirements:

1.1 Valid Driver License and EMT, AEMT or Paramedic licensure

1.2 Currently serving as a UFA Firefighter Specialist (any specialty), UFA Staff Captain or UFA Captain

1.3 Seven (7) years in a UFA firefighter position, with two (2) of those as a UFA Specialist, *with* an Associate degree (or higher)

OR

Eleven (11) years in a UFA firefighter position, with two (2) of those as a UFA Specialist, *without* an Associate degree

1.4 Either Utah Fire and Rescue Academy (UFRA) NFPA Fire Inspector I OR UFRA Company Officer Inspector Certification, or acceptable equivalents.

1.5 UFRA NFPA Fire Instructor I Certification, or acceptable equivalent.

1.6 UFRA NFPA Fire Officer I Certification, or acceptable equivalent.

1.7 Most Staff Captains will have additional requirements as identified in Appendix A of this policy and their unique job descriptions. Supervisors are required to ensure that minimum requirements in this policy and in the associated job descriptions are kept up to date. Supervisors are also required to ensure that employees under their supervision complete listed requirements by the deadlines stated or amend the deadline if necessary and continue tracking.

2.0 Training and certifications required following promotion for the rank:

2.1 NIMS ICS 300 Intermediate ICS for Expanding Incidents (within one year of selection).

2.2 Successful completion of one of the NIMS ICS Unit Leader All-Hazards courses within one (1) year of promotion (based on availability).

3.0 Selection Process

3.1 Selection processes will be conducted only as needed when vacancies occur.

3.2 To participate in the process, candidates will submit a resume and cover letter. If it is necessary to screen down the number of candidates to a lesser number (as stated in the recruitment notice), this will be done based on a review of the candidates' resumes and cover letters.

3.3 Each candidate who advances will have a promotional survey conducted through HR and an interview with a mix of internal and external evaluators selected by the Fire Chief. The candidate will be provided with the results of

their promotional survey prior to the interview. Local 1696 will be invited to participate as an observer during the interview. However, they will not be a participant in the final deliberation.

- 3.4 The Fire Chief has the discretion to select any one of the candidates after the interview and may consider any related information during this deliberation phase of the process. Information such as the employee's personnel file, annual evaluations, or follow up discussions with other personnel are typical areas that may be reviewed.
- 3.5 No on-going registry is established; new processes will be conducted each time there is a new vacancy (or group of vacancies).

4.0 Operational Ranks

- 4.1 When a Firefighter Specialist is selected for a Staff Captain position, the resulting action is a promotion. When an already-promoted Captain is selected for the position, the resulting action is a transfer.
- 4.2 If a Specialist is promoted to a Staff Captain position, they maintain their last promoted operations/merit position at their operational rank (i.e., Paramedic, Engineer, Specialist etc.). The individual will be compensated at the captain rate on the Firefighter Pay Plan for the period of time that they hold the Staff Captain position.
 - 4.2.1 A voluntary return to Operations requires the employee to return to an open position at their operational rank (i.e. Captain or Specialist) and would be compensated in accordance with the pay rate established on the Firefighter Pay Plan.
 - 4.2.2 If an individual were to be involuntarily returned to Operations, they would be compensated in accordance with the pay rate established on the Firefighter Pay Plan for their operational rank. When an opening occurs in their specialty, they will be given priority for that position.
- 4.3 When the selected individual fills Operations constant-staffing shifts (at their operational rank), they will be compensated at the platoon/field hourly rate of their operational rank from the Firefighter Pay Plan for those hours in accordance with UFA Policy and Procedure – Overtime and Compensatory Time.

5.0 Firefighter Specialists and Captains Currently Serving as a Staff Captain

- 5.1 If an individual selected for promotion to Captain is currently serving as a Staff Captain, they will have the option of choosing to transfer to the captain position in Operations or remain in his or her current Staff Captain position.

If the individual elects to remain as a Staff Captain, the selection process as described in UFA Policy and Procedure - Captain will continue or be initiated.

5.2 A Captain serving as a Staff Captain has the option of taking a Captain bid in Operations prior to the position being filled from the Promotional Registry. In this case, the Staff Captain vacancy will be filled in accordance with paragraph 3.0.

6.0 For the positions in the Appendix designated with an *, civilian employees who meet the minimum requirements for the position as stated in the approved job description are also eligible to apply and compete during the initial internal recruitment. If a civilian employee is selected for the position, the job title will be Staff Supervisor and the pay grade will be commensurate with the pay grade established for Staff Captain on the Firefighter Pay Plan. While the Fire Chief will strive to select an individual from among the internal applicants, if the right candidate is not found internally, the Fire Chief may choose to fill this vacancy from outside the organization in accordance with UFA Policy and Procedure – Filling of Job Vacancies.

Replaces policy dated: February 2, 2024

APPENDIX A

Additional Requirements for Staff Captain Positions

Supervisors are required to ensure that minimum requirements in this policy and in the associated job descriptions are kept up to date. Supervisors are also required to ensure that employees under their supervision complete listed requirements by the deadlines stated or amend the deadline if necessary and continue tracking. In addition to the minimum requirements for all Staff Captains listed in paragraph 1.0, and the requirement of NIMS ICS 300 Intermediate ICS for Expanding Incidents (within one year of selection) listed in paragraph 2.0, the following are specific requirements for each Staff Captain:

Behavioral Health and Wellness*

Minimum Requirements:

- None additional

Desirable Qualifications:

- Master's Degree or higher in Occupational Health, Behavioral Health, Psychology, Sociology, Education, Counseling, Social Work, Psychology, Health and Human Performance, or a related field
- Experience working with a combination of behavioral health and wellness or fitness initiatives
- Experience working with confidential medical information
- Experience with public safety employees, organizations, or military service personnel

Camp Williams Fire Management Officer (FMO)*

Full-time civilian sworn personnel in the Wildland Division, who are part of the URS Firefighters Retirement System and meet the other qualifications for the position, are also eligible to compete for promotion.

Minimum Requirements:

- Must currently possess the following qualifications:
 - Minimum of NWCG Type 4 Incident Commander
 - NWCG Single Resource Engine Boss

Successful completion of the following is required after selection and when available:

- ICS 400

Desirable Qualifications:

- NWCG Single Resource Crew Boss and/or Heavy Equipment Boss
- NWCG Helicopter Crew Member
- NWCG Task Force Leader
- NWCG Division Supervisor
- Experience as a Wildland Duty Officer
- Bachelor's Degree (or higher) in Business Administration, Public Administration, or a related field

Deputy Fire Marshal*

Minimum Requirements:

Successful completion of the following is required within one year of selection:

- ICC Fire Inspector II
- ICC Fire Plans Examiner or equivalent

- NIMS ICS 300
- NWCG L280 (Followership to Leadership)

Desirable Qualifications:

- NFPA CFPS (Certified Fire Protection Specialist)
- Experience as a Fire Inspector or Business Inspector for a government agency
- Experience in local building permitting process
- Experience conducting technical plan reviews
- Considerable knowledge of current fire prevention principles, procedures, techniques, and equipment; extensive knowledge of building, electrical, mechanical and fire codes; extensive knowledge of inspection techniques; working knowledge of fire suppression techniques and equipment

Emergency Management Logistics Officer*

Minimum Requirements:

Completion of the following FEMA Independent Study and Classroom Courses:

- ICS-400 – Advanced ICS for Command & General Staff-Complex Incidents (within one year of selection)
- IS-703 – NIMS Resource Management (within one year of selection)
- IS-2200 – Basic EOC Functions (within one year of selection)
- E/L/G – 191 – Incident Command System/Emergency Operations Center Interface (within one year of selection)

Equivalent courses or experience may be substituted for required courses. This will be evaluated on a case-by-case basis.

Desirable Qualifications:

- Bachelor's degree or higher in Planning, Urban Design, Environmental Science, Public Health, Geography, Emergency Management, Public Administration, Political Science, or another field with application to emergency management
- Any and all FEMA IS courses (emphasis on IS-706 NIMS Interstate Mutual Aid, an Introduction)
- FEMA E/G/L-0449 – Incident Command System Curricula Train-the-Trainer
- FEMA E/G/L- 2300 – Intermediate Emergency Operations Center Functions
- Certified Emergency Manager (CEM) or Associate Emergency Manager (AEM) certification
- FEMA Mitigation courses
- FEMA Recovery Operations courses
- FEMA Disaster Debris Management courses
- Any and all NWCG and/or All-Hazards IMT courses
- HSEEP – Homeland Security Exercise and Evaluation Program
- MEPP – Master Exercise Practitioner Program
- Experience with WebEOC

Emergency Management (Plans Unit and Operations Unit)*

Minimum Requirements:

- ICS-300 – Intermediate ICS for Expanding Incidents
- ICS-400 – Advanced ICS for Command & General Staff-Complex Incidents
- IS-703 – NIMS Resource Management
- IS-2200 – Basic EOC Functions

- E/L/G – 191 – Incident Command System/Emergency Operations Center Interface

Equivalent courses or experience may be substituted for required courses. This will be evaluated on a case-by-case basis.

Desirable Qualifications:

- Any and all FEMA IS courses (emphasis on IS-706 NIMS Interstate Mutual Aid, an Introduction)
- FEMA E/G/L-0449 – Incident Command System Curricula Train-the-Trainer\
- FEMA E/G/L- 2300 – Intermediate Emergency Operations Center Functions
- Certified Emergency Manager (CEM) or Associate Emergency Manager (AEM) certification
- Bachelor’s degree or higher in Planning, Urban Design, Environmental Science, Public Health, Geography, Emergency Management, Public Administration, Political Science, or another field with application to emergency management
- FEMA Mitigation courses
- FEMA Recovery Operations courses
- FEMA Disaster Debris Management courses
- Any and all NWCG and/or All-Hazards IMT courses
- HSEEP – Homeland Security Exercise and Evaluation Program
- MEPP – Master Exercise Practitioner Program
- Experience with WebEOC

EMS Biotech*

Minimum Requirements:

Successful completion of the following is required after selection and when available:

- Biomed Training X series cardiac monitor
- UTBEMS EMS Instructor certification

Desirable Qualifications:

- Active Paramedic Licensure with BEMS, NREMT and UFA
- General I.T. experience or certifications and/or experience with Biotech systems

EMS Training*

Minimum Requirements:

- Active Paramedic Licensure with BEMS, NREMT and UFA

Successful completion of the following is required after selection and when available:

- UTBEMS EMS Instructor certification
- UTBEMS Medical Training Officer
- EMS Course Coordinator
- American Heart and NREMT instructor certifications for various courses

Information Outreach*

Logistics Supply*

Minimum Requirements:

Successful completion of the following is required after selection and when available:

- NFPA 1851 PPE Standard Certification (within one year of selection)
- Forklift Operator Certification (within one year of selection)
- Valid Class B Commercial Driver’s License (within one year of selection)

Desirable Qualifications:

- Valid Class A Commercial Driver's License (CDL)

Logistics Fleet*

Minimum Requirements:

- Valid Class B Commercial Driver's License (within one year of selection)

Desirable Qualifications:

- Emergency Vehicle Technician (EVT) Management Certification
 - Management Level 1 and Level 2
- Certified Automotive Fleet Manager (CAFM), Career Equipment Fleet Manager (CEFM), or equivalent certification
- Bachelor's degree or higher in Business Administration, Business Management, or in a closely related field

Logistics Facilities*

Minimum Requirements:

- Valid Class B Commercial Driver's License (within one year of selection)

Desirable Qualifications:

- Five (5) years of construction/facilities management experience OR an equivalent combination of education and experience, for example:
 - General contractor license and two years experience as a general contractor
 - Associates Degree in Construction Management or Facilities Management and two years experience
- Bachelor's degree in Construction Management, Facilities Management, Business Administration, Public Administration, or a related field

Special Enforcement*

Minimum Requirements:

- Must be able to pass a baseline medical fitness examination and maintain sufficient level of personal health & fitness for medical clearance to wear and work in chemical protective equipment and clothing, including bomb suits, Hazardous Materials Level A & Modified Level B , and tactical body armor.
- Utah State certification as a POST Special Functions Police Officer or Law Enforcement Officer
- FBI/DHS Secret Clearance
- Training that meets or exceeds 29 CFR 1910.120 (HAZWOPER) (Utah State Hazardous Materials Technician Certification exceeds this requirement)
- FBI HDS certification as a Bomb Technician
- National Fire Academy Fire Investigator Course (Must be obtained within one year or when available)
- FBI basic Post Blast Investigation course (Must be obtained within one year or when available)
- IAAI Fire Investigations Technician or Certified Fire Investigator (Must be obtained within one year or when available)

Desirable Qualifications:

- Utah State certification as a Law Enforcement Officer

US&R Logistics Manager*

Minimum Requirements:

Successful completion of the following is required after selection and when available:

- Federal Cost Principles certification: 2 CFR Part 200 (within one year of selection)
- FEMA US&R Appendix A, minimum requirements (for all TF members) (within one year of selection)
- Deployable UT-TF1 Logistics Team Manager (fully operational and deployable, meets the requirements stated in FEMA US&R Logistics Manager position description) (within two years of selection)
- Forklift Operator Certification (within two years of selection)
- IATA Certified (Commercial Haz Mat Shipping Course) Hazardous Materials Technician Specialist Training Title 49, CFR, IATA (within two years of selection)
- AFMAN Certified (Military Haz Mat Shipping Course) (within two years of selection)

Desirable Qualifications:

- Current active member in good standing with UT-TF1 at the time of selection

US&R Training Manager*

Minimum Requirements:

Successful completion of the following is required after selection and when available:

- Federal Cost Principles certification: 2 CFR Part 200 (within one year of selection)
- FEMA US&R Appendix A, minimum requirements (for all TF members) (within one year of selection)
- Deployable UT-TF1 member (fully operational and deployable, meets the requirements stated in one or more FEMA US&R position descriptions) (within two years of selection)
- NIMS ICS 400 (within two years of selection)
- Forklift Operator Certification (within two years of selection)
- FEMA Plans Specialist course (within two years of selection)
- FEMA Task Force Leader course (within two years of selection)

Desirable Qualifications:

- Current active member in good standing with UT-TF1

Fire Training Captain and Operations Support Captain

While these positions work a 40 hour/weekday-shift, they **are not** Staff Captain positions and will be filled as assignments from among the pool of promoted Captains, in accordance with UFA Policy and Procedure – Captain.



Leadership Competencies	Sort Completed: December 2019
Position: Staff Captain	Approved: January 2, 2020

- 11. Customer Focus:** Building strong customer relationships and delivering customer-centric solutions.
- 12. Decision Quality:** Making good and timely decisions that keep the organization moving forward.
- 2. Action Oriented:** Taking on new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm.
- 1. Ensures Accountability:** Holding self and others accountable to meet commitments.
- 9. Manages Conflict:** Handling conflict situations effectively, with a minimum of noise.
- 34. Builds Effective Teams:** Building strong-identity teams that apply their diverse skills and perspectives to achieve common goals.
- 7. Communicates Effectively:** Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.
- 10. Courage:** Stepping up to address difficult issues, saying what needs to be said.
- 36. Instills Trust:** Gaining the confidence and trust of others through honesty, integrity, and authenticity.
- 31. Situational Adaptability:** Adapting approach and demeanor in real time to match the shifting demands of different situations.