



COLUMBIA FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE VOL-005

District Officers

EFFECTIVE: August 15, 2005

ISSUED BY: WM. Bradley Anderson Fire Chief

RECINDS: All previous policies

SCOPE: This policy applies to all Columbia Fire Department Volunteer Firefighters.

PURPOSE: The purpose of this SOG is to establish guidelines that pertain to the duties of the District Officers.

I. POSITIONS PER DISTRICT

- A. One District Fire Chief
- B. One Assistant District Fire Chief
- C. One District Captain (for every five Firefighters)

II PROBATION

- A. The Chief of the Columbia Fire Department will initially appoint the District Chief. After the initial appointment, candidates for Assistant District Chief, and Captain will be appointed by the District Chief and approved by the Chief of Department. The Chief of the department also has the discretion to remove the district chief for whatever reason deemed necessary.

- B. The District Chief is a permanent position appointed by the Chief of Department. This appointment will be independent of the nomination process. The Chief of Department may remove and/or replace the District Chief at any time. If the District Chief is removed from his/her office, he/she will either be reassigned to another position or removed from the Department. It is the responsibility of the Chief of Department to determine this.
- C. The Chief of Department may also remove any officer within the district station from his/her position, as he/she deems necessary.
- D. The District Chief will review the positions of Assistant District Chief and Captain yearly.

III QUALIFICATIONS FOR OFFICES

- A. He/she will be a resident of the district or close proximity thereof.
- B. To be eligible for appointment to any officer position, he/she must have the training required in the SOG's for that position.

IV EFFECTIVE DATE OF OFFICE

- A. The initial appointed officers would assume their respective office immediately upon approval of Fire Chief.

V VACANCY

- A. The District Chief and Assistant Chief of Operations shall make a recommendation for replacement to the Chief of Department for any vacancy of an appointed officer who is removed from position as a result of Letter of Resignation and/or failure to perform his/her duties in a satisfactory manner.
- B. The vacancy cannot be filled until the Chief of Department has approved the recommendation.
- C. The Fire Chief has the right to remove anyone at any time for any reason.