
	Standard Operating Guideline				
	Administration				
	Acting Lieutenant Qualifications				
	Effective: 01/DEC/11	Revised: 26/Oct/2020	S.O.G. #: A-110	Page: 1 of 1	

1.0 Purpose

1.1 The purpose of this guideline is to establish consistent and uniform qualifications that must be met in order for an individual to be considered for the position of Acting Lieutenant.

2.0 Acting Lieutenant Qualifications

- 2.1 The Acting Lieutenant is an individual who is assigned the temporary duty of commanding a Fire Company (Squad and Truck or Engine and Ambulance).
- 2.2 Acting Lieutenants are assigned to the position by their Battalion Chief. Time will be equally distributed among those who are qualified and placed onto the Lieutenant’s list.
- 2.3 The qualifications for an individual to be eligible for the position of Acting Lieutenant are:
 - 2.3.1 Minimum of 5 (five) years of service on the Highland Park Fire Department.
 - 2.3.2 Individual meets the requirements for the position of Lieutenant and has passes all components with a score of 60% or higher.
- 2.4 If there are no such personnel on-duty, then the Battalion Chief or Acting Battalion Chief shall select the firefighter to assign to the Acting Lieutenant position as that Battalion Chief or Acting Battalion Chief feels appropriate.
- 2.5 When functioning as an Acting Lieutenant, the individual assumes all of the duties and responsibilities of the Lieutenant as outlined in Standard Operating Guideline A-106, Job Profiles, Fire Lieutenant EMT I or Fire Lieutenant EMT II.
- 2.6 Personnel assigned to the position of Acting Lieutenant shall be taken from a current Lieutenant Promotional List. If there is not a current Lieutenant’s list posted, the expired list shall continue to be utilized to fill the Acting Lieutenant’s positions until a Lieutenant’s exam is given and a new list posted.

Approved:  Fire Chief