


LARGO FIRE RESCUE CADET STANDARD OPERATING PROCEDURE

	CATEGORY: LARGO FIRE RESCUE CADET PROGRAM	SOP: 102
	SUBJECT: PROGRAM STRUCTURE	PAGE 1 OF 2
	APPROVED BY THE OFFICE OF THE FIRE CHIEF SIGNATURE ON FILE	EFFECTIVE DATE: 03/05/2013
		REVISION DATE: 08/13/15
		REVIEWED DATE:

Purpose:

To describe how the unit will be constructed and provide members with an understanding of ranks structure and unit positions.

Unit Structure:

The unit shall have at its maximum 2 captains, 4 lieutenant, and 24 members. The unit shall be divided into 2 battalions and 4 squads. Each battalion shall have 1 captain, 2 lieutenants, and 2 squads with 6 members in each squad.

Officers:

Represent the post advisor and department mission and goals for the unit. Unit officers will be held to a higher standard than unit members. Unit officers are responsible for the duties delegated or assigned to them by the post advisor. Officers within the unit will be recognized rank and respect for their achievement. Unit officers will not have any authority over any department personnel regardless of rank.

Positions and Responsibilities:

Captain: Presides at all meetings, special events, trainings. Performs all duties and responsibilities as assigned. Two captain positions are available.

- a) **Operations Captain:** Primary responsibilities are but not limited to, ensuring members are aware of meeting, events special details, training, ensuring member safety, disciplinary paperwork, ensuring the training grounds and equipment are maintained, and other duties as assigned.
- b) **Logistics Captain:** Primary responsibilities are abut not limited to, ensuring the members have appropriate uniforms, turnout gear, and equipment, maintaining an up-to-date roster of members with contact information, maintain attendance records of all meeting. Inventory and issue equipment to new member, and other duties as assigned
- c) **Acting Captain:** The senior lieutenant in each battalion will be responsible for assuming the role and responsibilities of the captain in their absence.

Lieutenant: Handles direct supervision of all cadets and unit assignments within his/her squad, and acts as first assistant to the battalion captain. Four lieutenant positions available.

- a) Squad One Lieutenant: Responsible for direct supervision of squad one, and other duties assigned.
- b) Squad Two Lieutenant: Responsible for direct supervision of squad two, and other duties assigned.
- c) Squad Three Lieutenant: Responsible for direct supervision of squad three, and other duties

assigned.

- d) Squad Four Lieutenant: Responsible for direct supervision of squad four, and other duties assigned.
- e) Acting Lieutenant: The senior cadet in each squad will be responsible for assuming the roles and responsibilities of the squad lieutenant.

Cadet: Rank of all other members. Cadets will report directly to their lieutenant.

Staffing of Officers:

Officers are to be included in total membership.		
9 members or less	1 captain	1 lieutenant
10-14 members	1 captain	2 lieutenants
15-19 members	1 captain	3 lieutenants
20-24 members	2 captains	3 lieutenants
25-30 members	2 captains	4 lieutenants