



Charles County Department of Emergency Services STANDARD OPERATING PROCEDURES

Section 100 - Management & Administration

General Rules & Administration - 100.00		
S.O.P. # 100.14	Acting Officers	PAGE: 1 OF 2
EFFECTIVE: 06-18-04	Approved: John Filer, Chief	
REVISED: 08-30-16	Approved: William Stephens, Director	

100.14.01 Purpose

The purpose of this SOP is to establish policies and procedures for filling the role and performing the duties of an Acting Officer.

100.14.02 General

This SOP is a departmental adjunct to the County Policy and Procedure Manual *Chapter 5-4, Acting Appointments*.

100.14.03 Minimum Qualifications/Requirements

Minimum qualifications/requirements for Acting Officers are as follows:

1. Functioning level EMT and or Paramedic,
2. Two (2) years of active service with the Department;
3. Completion of ICS - 100 through 800;
4. Letter of recommendation from immediate supervisor;
5. Must be certified as a Charles County Preceptor;
6. Must possess an aggregate score on their annual performance evaluation of no less than 2.0;
7. Must be one (1) grade level below the position acting for.

100.14.04 Procedure for Acting Officer Candidacy

1. Interest in open acting officer positions should be conveyed through the chain of command via an inter-office memorandum.
2. Copies of all certifications and minimum requirements should accompany the memorandum.
3. Qualified applicants will be ranked and selected through an interview panel.
4. Selected applicants will be notified in writing.



Charles County Department of Emergency Services **STANDARD OPERATING PROCEDURES**

100.14.05 Policy

1. Open acting officer positions will be internally posted.
2. Acting officers will be afforded the same training opportunities as commissioned officers.
3. When performing the scope of their duties, acting officers are delegated the same authorities and responsibilities as the commissioned position they are filling.

100.14.06 Exceptions

Per the Charles County Policy and Procedure Manual, extraneous circumstances may dictate the expedient appointment of an acting officer position.