

	UNIFIED FIRE AUTHORITY ORGANIZATIONAL MANUAL	
	Affiliation: Administration Policies	
	Title: Captain	
	Number: 910 - 060	
	Approved: 12/4/2025	By: Fire Chief Dominic Burchett
Last Reviewed: 10/15/2025	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 – Staff Captain](#)
- [UFA Policy and Procedure – Recruitment](#)
- [UFA Policy and Procedure – Examinations](#)
- [UFA Policy and Procedure – Establishment, Maintenance and Duration of Hiring and Promotional Registries](#)

PURPOSE

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

POLICY

When a selection process for any position occurs, the Human Resources Division will issue a recruitment notice. The notice will be issued in accordance with UFA Policy and Procedure-Filling of Job Vacancies and other UFA policies covering recruitment, examinations, registries, etc. For positions involving a promotional registry, this notice will be posted at least one month prior to the date of the written exam portion of the process.

The recruitment notice will include information regarding the process to apply, the specific minimum requirements, an overview of the process including the weight for each exercise, the number of candidates who will be advancing past the initial hurdle test, and the dates scheduled for each portion of the process. Administration will endeavor to maintain the specific dates identified in the notice, however, should a situation arise that forces a change in dates, Local 1696 will be consulted prior to determining a revised schedule.

OVERVIEW OF THE POSITION AND DEVELOPMENT OPPORTUNITIES

The Captain serves as the leader of an Engine or Truck Company for emergency and non-emergency activities. Primary responsibilities include station leadership, training, incident management, and community engagement. Captains will also be assigned to the Fire Training Division, Operations Support, and Specialty Programs.

Personnel aspiring to this rank are encouraged to learn all they can from the experienced Captains currently holding the rank. Spending time with these mentors will help interested Firefighters learn the intricacies of the position and help them understand the scope and importance of the role.

UFA will host a Captain Academy and other development workshops during the two-year testing cycle; these will provide opportunities for personnel to receive training and instruction on key portions of the role and better prepare firefighters to be competitive for the position. In addition, workshops and seminars are available from several outside sources that may assist in the development. Successful candidates will normally be preparing more for the position than the test alone.

Personnel interested in the role of Captain are encouraged to be involved in the UFA and should 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 Captain and on the test itself.

1.0 Minimum Requirements

- 1.1 Valid Driver's License and valid EMT, AEMT or Paramedic licensure.
- 1.2 Currently serving as a UFA Firefighter Specialist (any specialty) or UFA Staff 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 Beginning January 1, 2026, National Incident Management System (NIMS) compliant ICS 300 Intermediate ICS for Expanding Incidents or NWCG I-300.
- 1.8 Beginning in 2025, to be eligible for the 2026 Promotional process and all future Captain promotional processes, candidates must meet the following criteria:
 - Candidates must have attended all Captain Leadership Academy sessions and completed the Captain Task Book components of the Captain Leadership Academy.
 - 1.8.1 Beginning in 2028, the Captain Leadership Academy sessions must have been attended within two testing cycles, the current and previous, to be considered valid for eligibility.
 - 1.8.2 The Captain Leadership Academy consists of four sessions; each session will be taught twice in a testing cycle.
 - CLA #1 – L-280 Followership to Leadership

- CLA #2 – UFA Administration, Finance, Human Resources, and Leadership Concepts
- CLA #3 – Government & Community Relationship and UFA Divisions
- CLA #4 – Captain Level Strategy, Tactics, and Incident Management

2.0 Training and certifications required following promotion for the rank:

- 2.1 Successful completion of one of the NIMS ICS Unit Leader All Hazards or NWCG Unit Leader courses within one (1) year of promotion (based on availability).
- 2.2 Successful completion of the Captain Task Book within six (6) months of promotion.

3.0 Establishing the Promotional Registry

- 3.1 A promotional process will normally be administered during the spring of even numbered years. A promotional registry will be created in accordance with UFA Policy and Procedure - Filling of Job Vacancies and other UFA policies covering recruitment, examinations, registries, etc.
- 3.2 A written exam will serve as an evaluation of general knowledge of UFA policies and guidelines and will be part of the assessment process. Administration will identify the sections of policies at least four months prior to the scheduled date of the written exam. The written exam score will also account for a portion of the final score as indicated in paragraph 3.4.
- 3.3 The assessment process, which includes the written exam, will evaluate candidates based on the values of the organization, Expectations of UFA Leaders, and the details provided in the job description, particularly the principal responsibilities and leadership competencies. The scoring will be done by two (2) external evaluators and one internal evaluator of the rank of captain or higher. Additionally, IAFF Local 1696 will be invited to observe all exercises.
- 3.4 Final scores will be issued based on the weights identified in the recruitment notice. Seniority will account for five percent of the final score. Candidates will be ranked on the promotional registry according to their final score. Individuals who do not receive a passing score on the assessment process will not be placed on the final registry.
- 3.5 The promotional registry will be limited to the top 20 candidates. Ties will be handled in accordance with UFA Policy and Procedure – Establishment, Maintenance, and Duration of Hiring and Promotional Registries.

4.0 Selecting from the Promotional Registry

- 4.1 For the period of time the promotional registry is in effect, as vacancies occur, individuals will be considered for selection/promotion following the 'rule of three' (considering the top three ranked candidates from the registry for the first vacancy plus one additional candidate for each additional vacancy). The Merit System Coordinator will present this selection list to the Fire Chief for his or her consideration.

- 4.2 Each Candidate will have a promotional survey conducted through HR and an interview with internal 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, Local 1696 will not participate in the final deliberation.
- 4.3 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.
- 4.4 Candidates not selected will retain their rank (or adjusted rank) on the promotional registry to be considered for future vacancies. If the next selection process happens within six months, the non-selected candidate will have the option of having a new survey or utilizing their previous one.
- 5.0 Assignments to Specialty Programs, Operations Support, and Fire Training
- 5.1 Captains in Fire Training, Operations Support, and within the Specialty Programs (Wildland Duty Officer, HazMat, Heavy Rescue, etc.) will be filled as assignments from among the pool of promoted Captains. Depending on the specific position, there may be additional job-specific requirements as determined by the appropriate Division and Assistant Chief. Those will be noted on the recruitment notice, which will be posted for a period of at least 15 calendar days, and in the position-specific job descriptions. Supervisors are required to ensure that the 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.
- Selection for these assignments will be conducted as needed when vacancies occur and in accordance with the following general provisions:
- 5.1.1 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.
- 5.1.2 The selection process will include an interview and a review of actual performance, although surveys will not normally be conducted for internal processes open only to existing Captains.
- 5.1.3 Specific to assignments to Specialty Programs, Operations Support, and Fire Training, a representative of Local 1696 will be invited to participate as an observer during the selection process. However, they will not participate in the final deliberation immediately following the interview.
- 5.2 The Assistant Chief for Emergency Services will make the final selection and have the discretion to select any of the candidates interviewed. If there are no candidates for the position, the Assistant Chief over Emergency Services may

fill the position as an assignment from among the pool of promoted Captains who meet the minimum requirements stated on the recruitment notice.

- 5.3 While they work a 40 hour/weekday-shift, the **Fire Training Captain** and the **Operations Support Captain(s) are not** Staff Captain positions.

Replaces policy dated: April 1, 2025



Leadership Competencies	Sort Completed: December 2019
Position: 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.