



Jackson Hole Fire/EMS Operations Manual

Approved by: Mike Moyer
Mike Moyer, Fire Chief

Title: Acting Officer Positions
Division: 5
Article: 10
Revised: 7/15/2025
Pages: 2

SECTION I - PURPOSE

To define the position of Acting Engineer, Lieutenant, Captain and Battalion Chief, within Jackson Hole Fire/EMS (JHFEMS), and to outline the eligibility, general duties, and responsibilities of these positions.

SECTION II - DEFINITIONS

For purposes of this policy, the following italicized definitions shall have the meanings attributed to them below:

- *Acting Officer*— The on-duty position of Engineer, Lieutenant, Captain or Battalion Chief, when the assigned rank is not present, or assigned to a different role. The Acting position should be considered on-the-job training, and provide valuable experience for future promotional opportunities, and performs the day-to-day operations of the position.

SECTION III – AUTHORITY

The Acting Officer supervises and is responsible for all JHFEMS personnel within their station/battalion, and in the execution of the daily duties and responses. The Acting Officer is expected to communicate and share pertinent information with the other Officers. Should the Acting Officer be working with a mentor, the mentor is responsible for all actions of the mentee.

SECTION IV - ELIGIBILITY

- Any Member with an open or completed Position Task Book or is currently on the promotional hiring list. Members with an open or completed Position Task Book and not on the promotional list will need to complete 4 mentee tours with a mentor of supervising rank and receive acknowledgement prior to working in the Acting position. Members on the current promotional list should be offered the first opportunity to work the position.
- If neither of the above criteria can be met, yet an acting appointment is necessary for department operations, the Duty Officer/Fire Chief will be contacted to make the appointment.
- The Acting position is identified, in advance when possible, by the member's supervisor, the Captain, or the Duty Officer/Fire Chief. Members meeting the above eligibility will have acting position attributes added to their scheduling system profile.
- The Fire Chief is responsible for promotion due to illness, injury or family emergencies requiring a subordinate to act up for greater than 30 days. See the current Teton County Policy for matters related to compensation for temporary work assignments.
- Should two Firefighters be without a ranking officer, the most senior would be in charge unless the Duty Officer/ Fire Chief makes an alternative agreement. Firefighter seniority shall be determined by date of hire. Seniority in rank shall be determined by date of promotion.

SECTION V – ROLES & RESPONSIBILITIES

The duties and responsibilities of the Acting Officer shall correspond with the primary duties and responsibilities of the acting rank's position description.

The Acting Officer will participate in meetings and trainings designated for their acting rank to gain experience and engage in leadership functions.

Duties deferred to the promoted Captain or Chief Officer:

- Work-related injuries or accidents
- Personnel issues requiring disciplinary action
- Providing performance evaluations