

Name of Candidate: \_\_\_\_\_

Start Date: \_\_\_\_\_

Hopkins Emergency Response Organization

## Requirements for Promotion to Lieutenant

In the Lieutenant role, you are expected to:

- Have completed 300 FTO hours
- Act as the supervisor on shift, and manage the primary crew accordingly.
- Organize in-service training during shifts.
- Provide feedback to FTOs after calls or training sessions.
- Be able to fulfill any shift role as required to maintain continuity of service.
- Manage any operational or logistical issues that may arise.

Training/ Requirement	Supervisor Initial	Date
ICS 15, 29, 362		
Cleared Driver of all HERO Vehicles		
Complete 10 patient contacts in a 911 setting		
Successfully complete 5 Duty Officer ride-along shifts, as the acting Duty Officer, with a minimum of 3 different Duty Officers (this box requires the initials of each DO the FTO does a ride-along with)*		
Complete the DO interview with two current DOs, and a lifeline advisor, Captain, Personnel or Training officer.		

Further notes:

- Two interview days will be held each semester.
- The applicant's end-of-term FTO evaluations, including previous evaluations, will be taken into account, upon consideration of promotion.
- The applicant may retest the examinations once, before a meeting will be held among the Captain, Personnel Officer, and Lifeline Advisor to determine any further requirements as seen fit.

To fulfill Duty Officer ride-along shifts, the FTO and DO must discuss:

- Incident command
- Administrative responsibilities
- Scene/crew management.
- Learning experiences the DO has had.
- DO vehicle checkout.
- Anything else the DO believes is pertinent to the role.

If the crew is dispatched during a DO ride-along, the FTO must demonstrate competency in:

- All radio operations.
- Management of all on-scene and off-scene resources.
- Communication with all on-scene personnel, bystanders, and patients.
- Team leadership before, during, and after the call.
- Proper use and maintenance of the DO vehicle.

\*This expectation must be fulfilled as is operationally necessary.