
**CITY OF RIVERSIDE FIRE DEPARTMENT
EXPLORER POST 101**

Section: 5 Number: 5002

SUBJECT: Acting Training Officer

**Effective Date: 01/12
Review Date: 01/13**

POLICY:

The Explorer Acting Training Officer is responsible for the management of any Company when a Training Officer is absent or unavailable. Acting Training Officers must stay updated with all training duties and responsibilities.

Duties and Responsibilities:

1. Supervision of all Squad Leaders, researching for instructional lectures and manipulative, instructing lectures and manipulative.
2. Tower maintenance and inspection, including uniforms, equipment, and personnel
3. Instructs and drills personnel in fire-fighting methods and techniques
4. Records and reports management of the Company
5. Supervise, train, and evaluate assigned staff for the time being and communicate
6. Participates in Post's training programs
7. Participates in a minimum of 12 ride-a-longs per year and sets a standard for others cadets.
8. Represents the City on professional level at all times
9. Makes periodic inspections of personnel, condition of equipment, and PPE
10. Must maintain an annual attendance of no less than three (3) excused absences per year.
11. Maintain accountability of personnel at all times
12. Strives to "Lead by Example"
13. Research for instructional lectures and manipulates