

TITLE OPERATIONS MANUAL	STANDARD INSTRUCTION 05		DEPARTMENT FIRE-RESCUE
SUBJECT FIRE ACADEMY ORGANIZATION	SECTION 12	PAGE 1 of 2	EFFECTIVE DATE December 22, 2023

I. PURPOSE

The purpose of this policy is to describe the organizational structure of the San Diego Fire-Rescue Department Basic Fire Academy.

II. SCOPE

This policy shall apply to sworn San Diego Fire-Rescue Department (SDFD) personnel excluding Lifeguard personnel.

III. AUTHORITY

The Fire Chief authorizes this policy.

IV. POLICY

A. ORGANIZATION

1. Academy Coordinator - Captain

The Academy Coordinator is responsible for the overall administration of the academy and reports to the Chief of Training and Education Division. The Academy Coordinator will provide supervision to the Assistant Academy Coordinator, the Lead Instructors, all other instructors, and to the recruits. The Academy Coordinator is responsible for scheduling and planning for the academy's daily operation, including initiating any disciplinary action.

2. Assistant Academy Coordinator - Engineer

The Assistant Academy Coordinator is responsible for providing direct daily contact and assistance to the instructors and the recruits. Special emphasis is placed on their role as a positive role model for the recruits.

3. Instructors

Each instructor is responsible for teaching the established Department curriculum and updating instructional material as required by the Academy staff.

All instructors must possess either a State Fire Marshal Instructor I certification or be historically recognized by State Fire Training. All instructors must also have completed the State Fire Marshal Ethical Leadership in the Classroom course.

i. Lead Instructors – Captains

Lead instructors will be designated on both the engine and truck sides of the Academy. These Lead Instructors must be Captains in rank and will be selected by the Academy Coordinator and Training Officer. Lead Instructors are responsible for updating curriculum, ensuring consistency among instructors, conducting final testing and coordinating training schedules with Academy staff.

a) Lead Instructors are responsible for coordinating all training relevant to a specific subject matter. Specific duties include:

- 1) Conducting training assessments
- 2) Reviewing and writing curriculum
- 3) Developing subject matter expertise

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- 4) Instructing and completing daily evaluations of recruit performance
- 5) Performing certification evaluations
- 6) Performing final truck and engine evaluations

- ii. Assistant Instructors - Captains, Engineers, Fire Fighters
Assistant Instructors are responsible to assist Lead Instructors in all areas noted above. To qualify to instruct any Academy subject area, an applicant must first be selected by the Academy Coordinator and approved by the Training Officer.