



## Rogers Fire Department Standard Operating Procedures

<b>Policy Title:</b>	Special Operations Team Membership		
<b>Policy Number:</b>	605	<b>Volume:</b>	Special Operations
<b>Approved By:</b>	Tom Jenkins	<b>Last Updated:</b>	January 2017
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### PURPOSE

The purpose of this policy is to establish requirements for membership on the Rogers Fire Department's Special Operations Team (SOT).

### POLICY

The SOT is comprised of members of the Rogers Fire Department who are specially trained for hazardous materials and technical rescue incidents. Members of this team are required to have a base level of knowledge and skills to effectively function in the specialized emergency situations they are expected to manage.

### Special Operations Team Members

Members of the RFD SOT respond to incidents involving hazardous materials and technical rescue elements. To provide specialized knowledge and skills during such emergencies, the members are required to attain, and maintain, a high level of knowledge and skills in these disciplines. This additional training and education may be obtained through outside organizations or internal SOT Instruction. SOT members will be required to obtain certification to the level indicated in the table below within eighteen (18) months of being assigned to Special Operations.

<b>Hazardous Materials Core</b> Hazardous Materials Technician Basic Air Monitoring Advanced Air Monitoring	<b>Technical Rescue Core</b> Ropes Technician Confined Space Technician Trench Technician Swift Water Technician Structural Collapse Operations
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If a member is deficient in any of the disciplines, it is their responsibility to locate and gain approval for enrollment in courses to attain discipline specific training.

This should be done in communication with the Rescue Captain and/or Ladder Captain the member is assigned to. Attendance at classes outside of the department will be dependent upon funding and staffing availability. If a member is unable to attain certification in a specific discipline within the prescribed 18 month period, consideration will be given to extend the timeline for attainment on a case-by-case basis. Final approval for any modifications or exceptions shall come from the Deputy Chief of Special Operations and Training (DFC-SOT).

SOT Training will be conducted on a monthly basis in a two-tier format. One month the SOT will train with all members on a respective shift, i.e. on-shift-shift. The next month the entire SOT will assemble and train on a single day as a whole team. This alternating format will continue throughout the course of the year with subjects and dates determined within the ATP.

- If an individual misses an on-shift training date, it is the individual's responsibility to ensure that he/she completes the training requirements established by the Training Division within the allotted time frame.
- Attendance at training involving the whole team is important to ensure members are proficient in each discipline. Each SOT Member is allowed one (1) absence per calendar year from whole team training dates. Extenuating circumstances will be evaluated on a case-by-case basis. Team members are required to give prior notice of an absence from these training sessions to the DFC-SOT, or the Training Captain - SOT.
  - Whole team SOT training sessions are scheduled from 9:00am until 2:00pm on the months designated within the ATP. SOT members are expected to be present during the entire training session.
  - Any time tardy, or absent, from training sessions shall accumulate and be logged as time absent. Inability to consistently attend training may be grounds for dismissal from the SOT.
    - Absences shall not count under the following circumstances:
      - Attendance at other RFD Approved Training
      - On-duty incident response

### **Special Operations Team Vacancy**

When a position on the SOT is vacant, a three-phase process will be utilized to select who fills the vacancy.

- Phase 1: Application and examination
  - Letter of intent and qualifications submitted to DFC-SOT, or their designee, by interested candidate(s).
  - When there are more applicants than positions available on the SOT, a written and practical examination will be administered to all applicants.
- Phase 2: Administrative review & Selection

- Candidate's LOI, certification(s), work history, and written exam performance will be reviewed by the DFC-SOT. With input from Special Operations Captains, the DFC-SOT will determine whether a candidate is recommended to the fire chief for appointment to the SOT.
- Phase 3: Appointment
  - Upon recommendation by the DFC-SOT, the Fire Chief may appoint an applicant to the SOT.

### **Rescue Company Officer**

Captains assigned to the Rescue Company, and personnel working as an acting captain on the Rescue Company, will serve as the SOT liaison for their shift to the DFC-SOT. The Rescue Company Officers are responsible for daily oversight of SOT equipment and the operational readiness of team members on their respective shift. Specific roles and responsibilities of the Rescue Captain include:

- Special Operations equipment: inventory, condition, readiness, maintenance, and problem identification.
- Special Operations response preparedness of assigned personnel
- Oversight of company level SOT training and performance: SOT personnel knowledge and skills, credentials and training.
- Communication of daily activities and equipment status to on-coming Rescue Captain.
- Product evaluation and recommendation: include shift SOT personnel in seeking and recommending new products for SOT emergency response.
- Assist the Training Division with development of monthly, quarterly, and annual training objectives.
- Communication of deficiencies, equipment needs, and other SOT specific items that may require monetary resources, to the DFC-SOT or the Training Captain – SOT.

### **Ladder Company Officer**

Captains assigned to SOT-designated Ladder Companies, and personnel working as an acting captain on a SOT designated Ladder Company, will be responsible for:

- Daily oversight, and readiness, of SOT equipment assigned to the Ladder Company.
- When matters related to SOT equipment or personnel assigned to the Ladder Company arise, the Ladder Company Officer will ensure the Rescue Company Officer is made aware of any deficient status.

## **Training Captain - SOT**

The Training Captain assigned to special operations disciplines will be responsible for:

- Daily administrative functions and record keeping of the SOT.
- Liaise with the Rescue Company Captains and Ladder Company Captains to ensure communication of equipment procurement and readiness matters across all shifts.
- Procurement of equipment and items for SOT demonstration
- Making purchasing recommendations to DFC-SOT
- Management of SOT equipment issues that cannot be completed by on-duty personnel.