



## Rogers Fire Department Standard Operating Procedures

<b>Policy Title:</b>	Special Operations Team Annual Training Plan		
<b>Policy Number:</b>	621	<b>Volume:</b>	Special Operations
<b>Approved By:</b>	Tom Jenkins	<b>Last Updated:</b>	January 2014
<b>CFAI Reference:</b>	8A.1, 8A.2, 8A.4	<b>CAAS Reference:</b>	N/A
<b>Revision Summary:</b>	Created – April 2011 Formatted – May 2012 Revised – November 2012 Revised – January 2014		

### PURPOSE

The purpose of this policy is to establish the process for the development and implementation of the Rogers Fire Department Special Operations Team Annual Training Plan (SOT-ATP). This plan serves as a guideline for the annual Special Operations team (SOT) training calendar and communicates to all SOT members the training that will occur throughout the calendar year.

### POLICY

The development of the SOT-ATP is the responsibility of the Deputy Chief of Special Operations and Training (DFC-SOT) and shall be completed during the 4th Quarter of each year. It shall be the responsibility of the SOT Captains to establish topics of instruction for SOT training sessions, as well as any other specified training for the SOT-ATP. This process will include assigning instructors for each subject of instruction, specifying instructors, and identifying agencies that will be utilized each training session or course that will be delivered. This process will allow adequate time for instructors to prepare the training materials to be delivered and any resources to be considered within the annual budget process.

The SOT-ATP will serve to balance the training across all disciplines in order to meet current and future operational needs and emergency response capability of the organization. It shall take into account the guidance of the Fire Chief, best practices from across the nation, current state of the department, and deficiencies noted in the SOT annual evaluation process.

The DFC-SOT will coordinate with the SOT Captains to establish minimum SOT training standards during the development of the SOT-ATP. This will allow the minimum SOT training standards to coincide with the monthly topics assigned via the Rogers Fire Department Annual Training Plan.

The development of the SOT-ATP will also take into consideration the subject matter and needs of the SOT-ATP. The SOT-ATP will detail the training as specified in Standard Operating Procedure 141 – Annual Training Plan. The SOT-ATP subject matter will ensure that the needs of the department are met during hazardous materials and technical rescue training sessions.

The DFC-SOT and the Training Captain - SOT will also establish evaluation processes to coincide with the SOT-ATP according to Standard Operating Procedure 620 - Special Operations Team Annual Evaluations. These evaluations will serve to identify areas of deficiency within the SOT training program as well as deficiencies in individual's performance. Results of each evaluation process will be examined by the DFC-SOT with abnormalities or concerns brought to command staff for consideration and potential recommendations.