



## Rogers Fire Department Standard Operating Procedures

<b>Policy Title:</b>	Special Operations Team Annual Evaluations		
<b>Policy Number:</b>	620	<b>Volume:</b>	Special Operations
<b>Approved By:</b>	Tom Jenkins	<b>Last Updated:</b>	January 2017
<b>CFAI Reference:</b>	5E.5, 5F.5, 8B.4	<b>CAAS Reference:</b>	N/A
<b>Revision Summary:</b>	Created – April 2011 Formatted – May 2012 Updated – November 2012 Updated – January 2017		

### PURPOSE

This policy establishes the annual performance evaluation process for Rogers Fire Department Special Operations Team (SOT) members through proficiency testing.

### POLICY

The SOT annual evaluation process is designed to validate competency in technician level skills, as well as identify opportunities in training or deficiencies that need addressed through SOT training. The evaluation process will ensure that all Rogers Fire Department personnel receive and demonstrate competency on an annual basis in the skills and knowledge required of SOT members.

The Rogers Fire Department shall conduct all special operations in the safest and most proficient manner possible. To ensure this, all SOT personnel will be evaluated on an annual basis in their ability to understand and perform the knowledge, skills, and abilities that is required during emergency responses to technical rescue and hazardous materials incidents.

### Skill Proficiency

The minimum level of proficiency and timeframes for each evaluation criteria will be established during the development of the SOT annual training plan. These evaluations will be delivered throughout the calendar year and align with the SOT annual training plan objectives. Evaluations are conducted to identify deficiencies in the SOT training plan as well as any deficiencies on the individual level.

### Required Performance

Members of the SOT shall demonstrate expertise in hazardous materials and technical rescue disciplines at least annually. This proficiency examination shall be documented and placed in the members training file in the ETC.

Specific knowledge and steps for completion shall be established throughout the course of the year and it is each member's responsibility to ensure that they are capable of performing all of the required skills and knowledge proficiently within the time allotted. Safety in all phases of the evaluation process is the prime consideration and shall not be compromised for speed.

## **Testing Format**

Discipline specific evaluations will be developed and administered by the Training Captain - SOT and the Deputy Fire Chief of Special Operations and Training (DFC-SOT). The evaluations will be administered throughout the calendar year and align with the SOT annual training plan.

The evaluation process will be comprised of three areas; written, skills proficiency, and oral problem-solving. The written exam may include any information covered in SOT training, Standard Operating Procedures, as well as materials covered during certification courses. The written test will consist of 100 questions and may be administered in segments throughout the year. Questions may be in any format, e.g., short-answer, multiple choices, etc. A cumulative score of 80% or greater is required by all SOT Members.

Practical skills will be graded on a pass/fail basis, based on proficiency and the allotted time for the particular skill. Any skills required for emergency response at the technician level is eligible for use during the practical examination. The practical skills examination will include a combination of individual and team level skills.

The oral problem solving portion of the examination will be graded on a pass/fail basis and will be administered by the assigned evaluators during the practical portion of the examination. This portion of the examination will ensure that the SOT member can apply the skills and knowledge into emergency responses within the city of Rogers. The oral examination will not only include the requisite knowledge that the SOT member attains during technician certification but also the application of Rogers Fire Department Standard Operating Procedures.

Study materials will be provided to all SOT members at least one month prior to testing to ensure that they are adequately prepared and are aware of the materials they will be tested on. SOT members will not be tested in the disciplines that they have not received certification training.

## **Testing Results**

All proficiency exam results will be kept private. Individual test results are only available to the individual SOT member, Training Captain – SOT, and Chief Officers.

All proficiency exams will be reviewed by the DFC-SOT before their administration. All results of proficiency exams will be verified by the Training Captain - SOT and the DFC-

SOT. Rescue Company and SOT designated Ladder Company Captains will be made aware of training deficiencies that are identified through the evaluation process.

## **Remediation**

If a member is unable to successfully complete any aspect of the annual evaluation process, the remediation process will begin immediately. The individual will only be required to re-test the areas that were deficient in. However, if the DFC-SOT determines that the individual's skills and/or knowledge are deficient, the individual may be required to repeat the entire evaluation process.

When necessary, the Training Captain - SOT will provide the individual with a list of the skills to be re-evaluated. The failing member will be allotted a thirty (30) day period to seek additional training opportunities and subsequently achieve a passing score. Any SOT resources requested by the individual will be made available by the Training Division. At the end of the remediation period, the member will be re-evaluated using new materials that test the same knowledge and skills that the individual was deficient in. The re-examination will be administered using the same standards and processes as above. If during the second evaluation, the skills are not successfully completed, the member may be removed from the SOT.