



Rogers Fire Department Standard Operating Procedures

Policy Title:	Special Operations Team Annual Evaluations		
Policy Number:	620	Volume:	Special Operations
Approved By:	Tom Jenkins	Last Updated:	April 2021
CFAI Reference:	5E.5, 5F.5, 8B.4	CAAS Reference:	N/A
Revision Summary:	Created – April 2011 Formatted – May 2012 Updated – November 2012 Updated – January 2017 Updated – November 2019 Updated – April 2021 (Testing Format)		

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 are 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 by the Deployment Team Training Coordinators based upon identified training objectives and administered by the Team Leaders. The evaluations may be administered throughout the calendar year and align with the SOT annual training plan.

The evaluation process will be comprised of the following; written and skills proficiency. 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 a minimum 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 practical skills may be evaluated throughout the year in alignment with the ATP objectives.

If annual evaluations are not completed throughout the year and an end of year exam must be conducted study materials will be provided to all SOT members at least one month prior to testing. Offering study materials will ensure that team members are adequately prepared and are aware of the topics to cover. SOT members will not be tested beyond their level of certification in any discipline.

Testing Results

All results of proficiency exams will be verified by the Training Division Liaison - SOT and the DFC-SOT. Deployment Team Leaders and Training Coordinators will be made aware of training deficiencies that are identified through the evaluation.

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. 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 Division Liaison - 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. 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. 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.