



Rogers Fire Department Standard Operating Procedures

| | | | |
|--------------------------|--|------------------------|--------------------|
| Policy Title: | Special Operations Team Membership | | |
| Policy Number: | 605 | Volume: | Special Operations |
| Approved By: | Tom Jenkins | Last Updated: | April 2021 |
| CFAI Reference: | N/A | CAAS Reference: | N/A |
| Revision Summary: | Created – April 2012 Formatted – November 2012 Revised – January 2017 Updated – July 2019 (Tiered Membership) Updated – November 2019 Updated – April 2021 (Vacancies/Deployment) | | |

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. Attendance at classes outside of the department will be dependent upon funding and staffing availability. SOT members should attempt to obtain certification to the level indicated in the table below within eighteen (18) months of being assigned to the Special Operations Team. If a member is unable to attain certification in a specific discipline within the prescribed time period, consideration will be given to extend the timeline for attainment on a case-by-case basis and approved by the Deputy Chief of Special Operations and Training (DFC-SOT).

| | |
|--|--|
| Hazardous Materials Core Hazardous Materials Technician Basic Air Monitoring Advanced Air Monitoring | Technical Rescue Core Core Rescue Technician Ropes Technician Confined Space Technician Trench Technician Swift Water Technician Structural Collapse Technician |
|--|--|

Membership Levels

SOT membership will be divided into four distinct levels of compensation based on certifications, longevity, and appointment as a supervising member. Those levels are defined in the following table:

| Membership Level | Experience Requirement | Certification Requirement |
|---|--|--|
| SOT 4 – Supervising Member ¹ | Two years of successful membership on the SOT with endorsement from the DFC-SOT and Fire Chief | SOT Level 3 with demonstrated ability to instruct and lead within the team |
| SOT 3 – Advanced Member | One year of successful membership on the SOT | At least five technician level certifications |
| SOT 2 – Full Member | Completion of six month probation period on the SOT | At least three technician level certifications |
| SOT 1 – Entry Member | No experience necessary | Less than three technician-level certifications |

¹ – Includes Rescue Captains, Team Leaders, and Training Coordinators (9) positions

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 (LOI) and qualifications submitted to DFC-SOT by interested candidate(s).
 - A competitive process will be utilized consisting of the following components:
 - Written Exam
 - Practical Exam
 - Certifications
 - Motivation
 - Job Preparedness

- Phase 2: Administrative review & Selection
 - The Special Operations Leadership Team will review the letters submitted by candidates and provide input in regard to motivation and job preparedness. Candidate's LOI, written exam, practical exam, certifications, motivation and job preparedness, will be reviewed by the DFC-SOT. When assessments are complete the DFC-SOT will determine which candidate(s) 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.

Upon completion of the selection process the results will be maintained for six months from the date of assessment and may be used for selection purposes in the event of an unexpected vacancy on the SOT. After six months the results will be considered void and future vacancies will be filled by conducting the process when a vacancy occurs.

Deployment Team Leader/Training Coordinator Vacancy

When a vacancy occurs in a Deployment Team Leader or Training Coordinator position a three phase selection process will be utilized to select a qualified and competent candidate to fill the role. Members interested in the Team Leader or Training Coordinator roles must meet the requirements established for SOT 4 – Supervising Members.

- Phase 1: Letter of Intent
 - Letter of Intent submitted to the DC-SOT outlining certifications, experience, and other pertinent qualifications for the position desired.
 - Resume
- Phase 2: Administrative Review and Selection
 - Materials submitted by the candidates will be reviewed by the SOT Leadership Team with recommendations made for appointment to the DC-SOT. Candidate's LOI, and resume will provide the basis for determining the best candidate for the open position. When the administrative review is complete the DFC-SOT will determine which candidate(s) is recommended to the fire chief for appointment based on consideration of the applicant and the Leadership Team recommendations.
- Phase 3: Appointment
 - Upon recommendation by the DFC-SOT, the Fire Chief may appoint an applicant to the position of Deployment Team Leader or Training Coordinator.

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 Training Division Liaison - 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 Division liaison - 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 Division SOT Liaison

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

- Daily administrative functions and record keeping of the SOT.
- Liaise with the SOT Leadership Team 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.