



**Rogers Fire Department**  
**Special Operations**  
**605 Special Operations Team Membership**  
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## **PURPOSE**

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

## **POLICY**

The SOT is comprised of regular members of the Rogers Fire Department who are specially trained for hazardous materials and technical rescue response. Members of this team are required to have a base level of knowledge to effectively function in the unique emergency situations they are likely to face on a hazardous materials or rescue scene.

Training for the team will be a combination of in-house, external classes, and certification classes. This process is set up to maximize the SOT member's knowledge and to verify that their knowledge and skill levels are retained. Although members may be assigned to any station within the city, Citywide Tour Commanders will make every effort to ensure Station 1 and Station 5 receives the bulk of available SOT members.

## **MEMBERSHIP REQUIREMENTS**

### **Special Operations Team Members**

Making up the Rogers Fire Departments specialized response, SOT members are required to attain a higher level of training and skill. Minimum training certifications will help assure a base knowledge and skill level. These classes may be taught by outside organizations or SOT Instructors. SOT Members will be required to obtain these minimum standards within eighteen (18) months of being added to the team. It is the responsibility of the individual team member to ensure that they are compliant with all training and course requirements.

**Hazardous Materials Core**  
Hazardous Materials Technician  
Basic Monitoring  
Hazardous Materials IQ

**Technical Rescue Core**  
Ropes Technician  
Confined Space Technician  
Trench Technician  
Swift water Technician  
Structural Collapse

If a member is deficient in any of the above listed classes, it is their responsibility to locate and gain approval for enrollment. Classes will be attended as funding and staffing allows. Final approval shall come from the Deputy Chief of Special Operations and Training (DFC-SOT).

Attendance of training is vitally important to our ability to effectively respond and mitigate incidents. Each SOT Member is allowed two (2) unexcused absences per calendar year unless extenuating circumstances dictate otherwise. Prior notification of the absence to the SOT Director is required.

The scheduled start time for all SOT training sessions are scheduled from 0900 until 1700 on the second Thursday of each month. This schedule may change upon the discretion of the SOT director and the approval of the DFC-SOT. SOT members are expected to be present during the entire training session. Tardiness and leaving early from scheduled SOT training will be monitored similar to absences and individuals will only be allowed three (3) tardies per year, with prior notification, before being dismissed from the SOT.



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Inability to make training may be grounds for dismissal. Absences shall not count under the following circumstances:

- RFD approved training
- On-duty responsibilities such as incident response or department training.

When positions open on the team, new members will be chosen by the SOT Members. Notification of open positions will be posted at least one (1) month prior to the selection process. New members will be elected by the current SOT Members and a super majority (two-thirds) will be necessary for acceptance on the team. All candidates will be required to submit a letter of intent that details their qualification and training qualifications.

The SOT candidates training qualifications, SOT attendance, and SOT specific certifications will be reviewed by the DFC-SOT and the SOT Director. The candidate may also be required to complete a formal interview process. The SOT candidate(s) will be presented to the Fire Chief by the SOT Director for final approval.

#### **Northwest Arkansas Regional Hazardous Materials Response Team (NWARHMRT)**

NWARHMRT members will fulfill the requirements of the basic SOT team. In addition to those fundamental classes, NWARHMRT members will be tasked with completing the following:

- National Fire Academy Hazardous Materials Site Operations
- National Fire Academy Chemistry for Hazardous Materials Response
- Must be a member in good standing of the Rogers Fire Department Special Operations Team

Vacancies on the NWARHMRT Team will be filled from current members of the SOT. Notification of open positions will be posted at least one (1) month prior to the selection process. All candidates will be required to submit a letter of intent that details their qualification and training qualifications. The NWARHMRT Local Team and SOT Director will make the selection. Any member seeking appointment to the NWARHMRT must receive a consensus vote of approval for selection. The candidate will be recommended by the SOT Director to the Rogers Fire Department Fire Chief for final approval.

#### **Special Operations Team Subject Matter Experts (SME)**

SOT Subject Matter Experts must be current SOT Members. SME's are SOT Members that have specialized knowledge and skills in the core subjects of the team or specialized disciplines within the fields of hazardous materials and technical rescue. SME's will be the primary entities used to determine standardized training, provide SOT and specialty training, and form the core of the SOT Instructors.

SME's will be instrumental in the creation and maintenance of the following items:

- SOT job performance requirements.
- SOT standards of training.
- Class instruction
- Standardization of SOT skills and procedures.
- Equipment research, recommendation, and maintenance.

SME teams will consist of a minimum of two SOT members as appointed by the SOT Director and approval of the DFC-SOT. The disciplines requiring SME's are the following:

- Rope Rescue Technician
- Confined Space Technician



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- Water Rescue Technician
- Trench Rescue Technician
- Structural Collapse Technician
- Hazardous Materials Technician

The individuals who receives specialized training in one of the aforementioned disciplines and selected as an SME will be required to conduct classes for the SOT according to the SOT Annual Training Plan (SOT-ATP) as well as conducting any training within his/her discipline that may be held on shift according to the Rogers Fire department Annual Training Plan (ATP). This will require the individual to instruct all three (3) shifts according to the ATP. Because all members of the team receive an hourly stipend for their expertise and additional workload, these training sessions shall not be eligible for overtime calculation.

The individuals selected as SME's will receive specialized training as planned for during the development of the SOT ATP and the annual budget process.

### **Special Operations Team Coordinators**

The SOT is comprised of two core disciplines; Hazardous Materials and Technical Rescue. Each of these Cores will have a Coordinator to supervise various aspects of training, equipment and personnel issues to include the following;

- Assist with the development of the ASOT ATP
- Coordination of monthly team training to accomplished in accordance with the SOT ATP
- Administration of the yearly written and skill exams
- Verification that equipment is up to date and maintained properly
- Verification of attendance at training evolutions for SOT members
- Assist with budget preparation from training and equipment needs

These SOT Coordinators will be appointed by the SOT Director. In June of each year, the SOT Director will solicit input from SOT Members to determine the staffing of the SOT Coordinator's positions. Upon selection, the selections will be presented to the DFC-SOT and the Fire Chief for approval.

Notification of the appointment process will be posted at least one (1) month prior to the selection process. All candidates will be required to submit a letter of intent that details their qualifications for the desired position. Candidates will be selected through an interview process with a board consisting of the SOT director, the DFC-TSS, and the Fire Chief. Final selection will be made by the SOT director and the DFC-SOT with final approval of the Fire Chief.

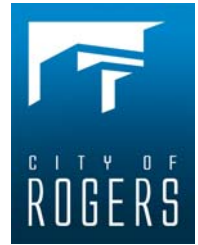
### **Special Operations Team Director**

The SOT Director will be responsible for the overall management of the SOT. The Director's responsibilities will include (but not be limited too) the following:

- Establish the SOT ATP
- Coordinate budget priorities according to the annual budget process and priorities of the SOT
- Collect all information necessary and present SOT Budget Proposal to RFD Command Staff
- Establishment and maintenance of Standard Operating Procedures
- Oversee the SME Groups and the Standardized Skill Guide
- Manage all documentation including attendance, SOT minimum training standards, and the SOT Annual task Book.



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In January of every year, the Director's performance will be reviewed and voted on by SOT Members. This process will be completed by the DFC-SOT. The DFC-SOT will solicit potential candidates for the position of SOT Director at least one (1) month prior to the selection. All candidates will be required to submit a letter of intent that details their qualifications for the desired position. Candidates will be selected through an interview process with the DFC-SOT and the Fire Chief. Once the interviews are completed, the candidates will be presented to the SOT membership for approval. Alternatively, the Fire Chief may appoint a SOT Director at any time under his discretion.