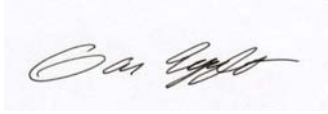
	 <b>STANDARD ADMINISTRATIVE POLICY</b>	
	<b>Subject:</b>	Release Process
	<b>Reference Number:</b>	SAP_TRN_002
	<b>Effective Date:</b>	March 26, 2014
	<b>Last Revision Date:</b>	N/A
	<b>Signature of Approval:</b>	 <b>J. Dan Eggleston, Chief</b>

**Purpose:**

The purpose of this policy is to outline the necessary steps to become a released provider within our system, and to ensure a consistent approach to performance expectations of a released provider.

**Scope:**

This Standard Administrative Policy applies to all Albemarle County Department of Fire Rescue personnel functioning at emergency incidents seeking release after the implementation date of this policy.

**Definitions:**

1. **Core Competencies:** Minimum skill set recognized by the department within a specific discipline. The master list shall be maintained in FireRMS and categorized by discipline.
2. **Skill rating scale:** A rating scale for competencies based on the following criteria:
  - a. **RED** – Performance is at an unsafe or unskilled level. Also can be utilized to indicate a failure of a skill on a 2-point rating scale.
  - b. **YELLOW** – Performance is at a moderately-skilled or needs supervision level.
  - c. **GREEN** – Performance is at a skilled or unsupervised level. Also can be utilized to indicate a passing of a skill on a 2-point rating scale.

**Policy:**

1. Personnel shall adhere to the following progression for consideration for release:
  - a. **Certification Phase:** Candidates must successfully obtain necessary certifications for desired functionality. All certifications must be documented in FireRMS in accordance with SAP\_TRN\_004 prior to advancing to the next phase of the process.
  - b. **Skill Collection Phase:** Candidates must demonstrate performance at the YELLOW skill rating (or above) for all core competencies. A minimum of three (3) skill ratings per skill are necessary to establish a trending of behaviors. Skill attempts shall be documented in FireRMS. Completion of local training academies can act as a substitution for this phase at the discretion of the station training officer. A recommendation must be obtained by immediate supervisor prior to advancing to the next phase.
    - i. Skill sheets shall be made available to act as a reference of expected behaviors and an associated skill rating scale. These skill sheets will be based upon a combination of local, state, and national reference documents. Stations may adopt any combination of these reference materials that suit their needs.
  - c. **Incident Collection Phase:** The incident collection phase consists of on-the-job evaluations of performance on emergency incidents for a period of 28 days or until 10 successful calls are collected, whichever comes first.
  - d. Actual number of assigned shifts will vary based on agency-level requirement.
  - e. Personnel must be present for 75% of assigned shifts during cycle.
    - i. Criteria for conclusion of this phase includes:
      1. Minimum of ten incident evaluations.
      2. Minimum of skilled performance (GREEN) in all core skill competencies.
      3. Minimum of one attempt per skill competency evaluated.

- a. Skill competencies would be listed, by discipline, as an appendix to this policy.
  - i. Changes to the associated appendices would be subject to FEMS policy and procedure protocol as outlined in the ordinance.
- b. Simulations may be substituted, at the discretion of the training officer, in the event that an opportunity to demonstrate a skill does not present itself during the 28 day call collection phase. Simulations must be:
  - i. Scenario-based.
  - ii. Unannounced to the provider.
  - iii. Documented in the same manner as an emergent incident.
- 4. All three criteria must be met in order to complete incident collection phase.
- 5. Final approval for progression to the assessment phase is at the discretion of the agency.
  - ii. Personnel in this phase may be utilized for minimum staffing on a case-by case basis.
- f. **Provisions for experience:** Personnel that possess prior experience and demonstrate behaviors suggesting skilled performance in core competencies will be allowed to advance directly into the call collection phase, at the discretion of the immediate supervisor.

## 2. Assessment Process

- a. All personnel shall complete a final assessment prior to becoming a released provider. This assessment is intended to simulate a cumulative set of skills representing a discipline.
- b. The final assessment shall consist of a minimum of three scenario-based evolutions.
  - i. Examples of scenarios are found in the appendices of this policy.
- c. Successful candidates shall be eligible for release.
- d. Candidates unsuccessful at a singular station will be allowed to retest the station prior to the conclusion of the assessment.
  - i. No information shall be provided as to the failing criteria prior to repeating the station.
  - ii. Unsuccessful completion of the repeated station will result in a failure.
  - iii. Unsuccessful performance at multiple stations will result in a failure.
- e. After a failed assessment, candidates shall be required to remediate prior to repeating the assessment.
  - i. There is a minimum of ½ of an operational work cycle (two weeks) requirement for all remediation action plans.
  - ii. Upon successful completion, candidates will be eligible for a repeat of the assessment.
- f. If a candidate is unsuccessful during the repeated assessment, a third and final assessment shall be conducted.
  - 1. The final shall be conducted by the Training Officer or their designee
  - 2. Should a candidate be unsuccessful, they must re-enter the process at their last successful phase.

## Appendix

- A. [Incident competencies, Fire](#)
- B. Incident competencies, EMS (TBD)
- C. Incident competencies, Operator (TBD)

## Minimum incident competencies, fire calls:

1. Personal protective equipment
  - a. Candidates should be evaluated on their ability to correctly utilize the appropriate level of protective clothing as dictated by the incident type.
    - i. Potential evaluation criteria include:
      1. Efficiency of donning and doffing
      2. Appropriateness of level of gear worn
      3. Demonstration of competency in wearing / usage of gear
2. Self-contained breathing apparatus
  - a. Candidates should be evaluated on their ability to correctly utilize self-contained breathing apparatus as dictated by the incident type.
    - i. Potential evaluation criteria include:
      1. Recognition of need for usage
      2. Demonstration of competency in wearing / usage of SCBA
      3. Demonstration of successful air management
3. Hose deployment
  - a. Candidates should be evaluated on their ability to correctly deploy hoselines as dictated by the incident type.
    - i. Potential evaluation criteria include:
      1. Ability to deploy of hose line
      2. Ability to in-service hose line
      3. Ability to advance hose line
      4. Ability to demonstrate effective stream management
4. Ladder deployment
  - a. Candidates should be evaluated on their ability to correctly deploy ladders as dictated by the incident type.
    - i. Potential evaluation criteria include:
      1. Ability to carry ladder(s)
      2. Ability to throw ladder(s)
        - a. Working position
        - b. Rescue position
        - c. Access position
      3. Ability to work from ladders
5. Equipment usage
  - a. Candidates should be evaluated on their ability to correctly utilize fire service equipment as dictated by the incident type.
    - i. Potential evaluation criteria include:
      1. Ability to identify, select, and utilize appropriate equipment for task assignment
      2. Demonstration of competency in the following categories (if applicable):
        - a. Hand tools
        - b. Power tools
        - c. Electric tools
        - d. Hydraulic tools
        - e. Pneumatic tools

## Assessment scenarios:

1. The final assessment should include observation of the following evolution-based skills:
  - a. Fire Attack
  - b. Search
  - c. Ventilation / Ladders
2. Direct observation of personnel during structure fire incidents or live fire training exercises may be substituted if observed by the station training officer or designee.