

<b>Standard Operating Procedure</b>	<b>PEORIA FIRE-MEDICAL DEPARTMENT</b>
<b>RECRUIT TRAINING OFFICER (RTO)</b>	<b>Training</b>
	<b>300.04</b>
	<b>Revised 05/12/2020</b> <b>Page 1 of 2</b>

## **PURPOSE**

The purpose of this policy is to outline the duties, responsibilities, time commitment, and selection process for the Recruit Training Officer (RTO).

## **POLICY**

It is the policy of the Peoria Fire-Medical Department to select the best-qualified Captain as an RTO and to identify the position's full scope of responsibilities. Selection will be based upon a candidate's level of involvement in department training, education, and physical conditioning.

Every effort will be made to complete the RTO selection process at least two months prior to the start of the Academy. The selection process will be as follows.

- When possible, openings (including a closing date) for the RTO position(s) will be posted three months before the start of an Academy.
- Once letters of interest have been reviewed.
- The selection will be through to the Operations Chief.
- Upon completion of the Academy, the Captain(s) assigned as an RTO shall return to their original station assignments.
- There may be times when the "RTO-to-recruit" ratio exceeds manageable limits. In these cases, upon approval of the Fire Chief, an additional RTO(s) may be selected to augment the Academy's training staff.

## **DESIRED QUALIFICATIONS:**

- Successful completion of probationary year as a Captain
- Thorough knowledge of Training SOP's
- Thorough knowledge of Personnel Administration Regulations (PAR).
- Understanding of Departmental disciplinary process.
- Excellent time management skills
- History of positive training with their engine and/or truck company
- Commitment to training and developing new members of the Department
- Thorough knowledge of the equipment used by the Department.
- Thorough understanding of the proper application of all hose evaluations, ladders, tools.
- Ability to develop a lesson plan and effectively teach a class
- Effective skills in conflict resolution.
- Instructor I Certified (NFPA) highly recommended, or ability to obtain by start of Academy
- Physically fit to engage in recruit fitness programs
- Knowledge of labor contract.

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**JOB RESPONSIBILITIES:**

The position of RTO will fall under the office of the Training Division. The RTO will report to the Training Division during their assigned period. Additional responsibilities will include:

- Keep Training Division apprised of recruit(s) weekly progress and when deemed necessary when circumstances require more timely action
- Develop and implement lesson plans
- Instruct all phases of fire fighter skills for recruit fire fighting
- Document in writing recruit progress, including deficiencies, and development.
- Help facilitate in the pre Academy
- Commit to participating in two consecutive Peoria Fire Department Academy classes.
- Help in selection of the next RTO

**WORK SCHEDULE:**

The work schedule for the Academy is a five-day, 40-hour work week. It is recognized that Academy training often requires extra time to accomplish all assigned tasks. Twenty hours per two-week pay period is allotted in overtime. Any excess of these hours will require prior approval of the Operations/Training Chief. The allotted overtime does not apply during the pre-Academy scheduling.

- RTO's will be assigned prior to the start of the Academy and following the Academy graduation.
- RTO's when placed on 40-hour workweek will not be eligible for constant staffing during the Academy.

**WORK VEHICLE:**

A vehicle assigned to the RTO cannot be guaranteed for the period of the Training Academy. If a vehicle is available consideration will be given to make it accessible for use during this period. This will be coordinated through Support Services.

Approved:

  
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 Bobby Ruiz, Fire Chief

06/17/2020

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 Date