

# McLean County EMA

## Probationary / Field Training Program Policy

Rev. 2.8 12-27-2011

The purpose of this policy is to provide the requirements and stipulations for the Probationary and Field Training Programs within the Operations team of the McLean County Emergency Management Agency.

Individuals serving on the Operations team begin their service as a Probationary Officer. The purpose of the Probationary Program is to 1) develop proficiency in specific functional activities and practices; 2) form a strong working relationship with other status team members; and 3) demonstrate commitment to the Agency and support of its goals.

There is no minimum timeframe for completion of the Probationary Program with the Operations team. Successful completion of the Probationary Program in its entirety as outlined below constitutes the qualification for promotion to the rank of Officer. While no minimum timeframe exists before promoting a Probationary Officer to the rank of Officer, a one-year maximum timeframe exists in which the Probationary Officer must complete the Probationary Program requirements outlined below. Failure to complete the requirements within one calendar year disqualifies the Probationary Officer for promotion to the rank of Officer within the Agency. The timeframe and eligibility for re-application as a Probationary Officer will be determined on a case by case basis by the Command Staff.

### **Probationary Program**

The following courses have been identified as providing essential, base-knowledge required for every Probationary Officer effective March 1<sup>st</sup>, 2008. This policy will retroactively impact all Probationary Officers having joined the Agency since May 1<sup>st</sup>, 2007. Unless approved by the Sergeant of Training and Safety, training courses from other agencies are non-transferable. The rationale for this is that many training courses contain content that is customized specifically for members of the McLean County Emergency Management Agency. The Sergeant of Training and Safety, in conjunction with the Lieutenant of the Administration Division and the Lieutenant of the Field Operations Division, may alter the training course requirements at any time. Brief course descriptions follow each course listing.

- **Operations Security (OPSEC) Indoctrination**

Operations Security (OPSEC) addresses protecting sensitive but unclassified information that can serve as indicators about the McLean County Emergency Management Agency's missions, operations, and capabilities. OPSEC identifies Critical Information (CI) and assigns a classification to it based on a number of factors. The indoctrination familiarizes staff members with information handling protocols and classification levels. *Prerequisites: None*

- **Agency Overview**

Covers the history and evolution of Emergency Management in McLean County, the Agency's command and organizational structure, membership requirements, membership status classifications, services overview, high-level incident activation procedures, and online sources for collaboration and communication. *Prerequisites: OPSEC Indoctrination*

- **National Incident Management System Compliance - Single Resource Level**

Note: Due to the independent nature of these courses, Probationary Officers are expected to complete these courses outside regular Agency training times.

- ◆ **IS-100, Introduction to Incident Command System**

This course introduces the Incident Command System (ICS) and provides the foundation for higher level ICS training. This course describes the history, features and principles, and organizational structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS). If this course has already been completed, a copy of the course certificate or EMI transcript is required for the Probationary Officer's file. *Prerequisites: None*

- ◆ **IS-200, ICS for Single Resources and Initial Action Incidents**

IS-200 is designed to enable personnel to operate efficiently during an incident or event within the Incident Command System (ICS). ICS-200 provides training on and resources for personnel who are likely to assume a supervisory position within the ICS. If this course has already been completed, a copy of the course certificate or EMI transcript is required for the Probationary Officer's file. *Prerequisites: IS-100*

- ◆ **IS-700 Introduction to the National Incident Management System (NIMS)**

This course introduces NIMS and takes approximately three hours to complete. It explains the purpose, principles, key components and benefits of NIMS. The course also contains "Planning Activity" screens giving you an opportunity to complete some planning tasks during this course. The planning activity screens are printable so that you can use them after you complete the course. If this course has already been completed, a copy of the course certificate or EMI transcript is required for the Probationary Officer's file. *Prerequisites: None*

- ◆ **IS-701.a NIMS Multiagency Coordination System (MACS) Course**

This course introduces Multiagency Coordination (MAC) Systems as described in the National Incident Management System (NIMS), and shows how these systems can be used to improve incident response. If this course has already been completed, a copy of the course certificate or EMI transcript is required for the Probationary Officer's file. *Prerequisites: None*

- ◆ **IS-702.a National Incident Management System (NIMS) Public Information Systems**

The goal of this course is to facilitate NIMS compliance by providing you with the basic information and tools that you need to apply NIMS public information systems and protocols during incident management. If this course has already been completed, a copy of the course certificate or EMI transcript is required for the Probationary Officer's file. *Prerequisites: None*
- ◆ **IS-703.a NIMS Resource Management Course**

This course introduces resource management as described in the National Incident Management System (NIMS), and shows how systems for managing resources can be used to improve incident response. If this course has already been completed, a copy of the course certificate or EMI transcript is required for the Probationary Officer's file. *Prerequisites: None*
- ◆ **IS-704 NIMS Communications and Information Management**

This course introduces you to the Communications and Information Management component of the National Incident Management System (NIMS). Properly planned, established, and applied communications enable the dissemination of information among command and support elements and, as appropriate, cooperating agencies and organizations. If this course has already been completed, a copy of the course certificate or EMI transcript is required for the Probationary Officer's file. *Prerequisites: None*
- ◆ **IS-800.B Introduction to the National Response Framework (NRF)**

The course introduces participants to the concepts and principles of the National Response Framework. It covers the purpose of the National Response Framework, the response doctrine established by the National Response Framework, the roles and responsibilities of entities as specified in the National Response Framework, the actions that support national response, the response organizations used for multi-agency coordination, and how planning relates to national preparedness. If this course has already been completed, a copy of the course certificate or EMI transcript is required for the Probationary Officer's. *Prerequisites: None*
- **First Aid / CPR**

Valid (non-expired) American Heart Association Healthcare Provider CPR and First Aid certifications must be maintained in order to gain / continue membership with the Agency. Given the number of individuals within the Agency who seek out higher level medical certifications (such as First Responder or EMT), these certifications are only offered during normal Thursday night training if an appropriate number of students require [re]certification. Probationary Officers are expected to seek out this certification within the community (with the assistance of the Sergeant of Training and Safety) should they not seek a higher level of medical certification. *Prerequisites: None*

- **Basic Communications - Classroom**

This classroom course covers basic two-way radio concepts, radio etiquette, net-operations, agency-specific communication information, technology-specific topics, and frequency management at small and large incidents. A review of interoperability in the state of Illinois is also conducted. *Prerequisites: Agency Overview*

- **Basic Communications - Practical**

This course reviews the physical operation of radios and repeaters owned by McLean County Emergency Management. In addition, participants will be given a scenario requiring them to generate a communications plan using an ICS-205, an operating layout for EMA 900, and a radio checkout plan.

*Prerequisites: Basic Communications, IS-100*

- **McLean County Geography and Navigation**

This course requires that Probationary Officers successfully pass an exam that tests knowledge of McLean County roadways and municipality locations, EMA Zone designators, and navigational skills using a Gazetteer and road atlas. The exam requires a passing score of at least 85% and may be taken up to three times before a Probationary Officer is disqualified from membership with the Agency. *Prerequisites: Agency Overview*

- **Vehicle Operations and Fleet Maintenance**

This requirement can be met through a formal training course conducted by the Sergeant of Fleet and Facilities / other knowledgeable staff member, or through a series of one-on-one sessions. This requirement covers in-depth operations of all fleet vehicles. At the completion, Probationary Officers will be able to perform basic maintenance, troubleshoot technical issues, and operate each vehicle / apparatus. Demonstration of proficiency in these skills is required for each vehicle and support apparatus, and will be certified by a Command Staff member / designee. A Probationary Officer must be certified prior to operating a specific vehicle and / or support apparatus unless cleared by a Command Staff member. *Prerequisites: OPSEC Indoctrination*

- ♦ **Class B Non-CDL Learner's Permit (Optional)**

Driving the Unified Command Post (UCP) requires a Class B Non-CDL Illinois driver's license or higher. Probationary Officers may obtain a Class B Non-CDL learner's permit through the Illinois Department of Motor Vehicles. If the Probationary Officer already possesses a Class B Non-CDL license or higher from the State of Illinois, a copy of the license must be in the Probationary Officer's file. Regardless of the currently possessed class of license, Probationary Officers may not drive the Unified Command Post except as part of their permit training requirements.

- **EMA 900 Audio / Video / Telecommunications Operations - Practical**

This detail-oriented course teaches Probationary Officers the specifics of operating the audio, video, and telecommunications support systems located in the Unified Command Post. This course specifically reviews the operations of the audio / video console, camera mast, satellite dish, telephone system, cable and antenna system, data network, laptop computers, and various telecommunication hook-up scenarios.

*Prerequisite: Vehicle Operations and Fleet Maintenance*

- **Winter Vehicle Operations**

This course teaches Probationary Officers the specifics of operating each of the fleet vehicles in winter weather conditions. Due to the seasonal timing of this course, Probationary Officers may have this course moved to the Field Training Program with the approval of the Sergeant of Training and Safety. This course must be completed at its first available offering in order to retain the rank of Officer.

*Prerequisite: Vehicle Operations and Fleet Maintenance*

- **Lighting and Power - Classroom**

This classroom course is designed to provide Probationary Officers with an overview of the lighting and power equipment used by the agency. Specific concepts such as voltage, power capacity, cabling, and wattage will be reviewed. Instruction will be given in the theory of lighting, including how to properly light specific scenes (i.e. ERU activation, dive rescue, Command Post, MCI, wide area, etc.). *Prerequisite: OPSEC Indoctrination*

- **Lighting and Power - Practical**

Probationary Officers receive hands-on instruction in the operation of various lighting equipment and will then be given a scenario. The objectives of the scenario will be to effectively light a given area or target, load balance generators, and determine power capacity needs for an incident. Course participants will be required to demonstrate aptitude through supervised assessment. *Prerequisite: Lighting and Power - Classroom*

- **Multi-Agency Interaction**

The purpose of this course is to familiarize Probationary Officers with techniques for working with other agencies at an incident. Topics include confidentiality practices, agency command structures (fire, police, EMS), and behavior and etiquette while working with other agencies. *Prerequisites: Agency Overview, IS-100, IS-200*

- **Introduction to Incident Command System Forms**

In order to effectively support an incident that is utilizing the Incident Command System, Probationary Officers must be familiar with the associated forms and paperwork involved with planning, operations, logistics, and administration / finance. This high-level classroom course introduces the concepts of incident command in a classroom setting and examines the process of developing an Incident Action Plan for an operational period. The Planning P and specific ICS forms are also introduced. *Prerequisites: IS-100, IS-200*

- **Comprehensive Proficiency Examinations**

Proficiency examinations are an ongoing process throughout the probation period. These examinations may or may not be conducted the same night as the topic is trained as they are used to demonstrate knowledge retention over time. The examinations are practical in nature and are conducted by the Sergeant of Training and Safety or his / her designee.

## **Sponsorship**

As a way to build a stronger relationship with members of the Command Staff, each Probationary Officer is required to identify and obtain a Command Staff sponsor. Securing a Command Staff sponsor may be initiated at any point during the Probationary Program, but should be done once each individual Probationary Officer feels he / she has demonstrated a consistently high level of proficiency, character, and service.

Each Probationary Officer must have a Command Staff member willing to sponsor his / her candidacy for promotion to the rank of Officer. Sponsorship is a component of the Probationary Program that can be in a state of fluctuation until the comprehensive proficiency and practical examinations begin. Because of this, it is imperative that Probationary Officers build strong relationships with the Command Staff members so that a Command Staff member is comfortable sponsoring and advocating for the Probationary Officer throughout the Probationary Program. Any Probationary Officer who fails to obtain a Command Staff sponsor will be denied candidacy for promotion to the rank of Officer and full membership with the Agency.

Once a Probationary Officer secures a sponsor, the sponsor serves as an advocate for the candidate's promotion throughout the Probationary Program. The Command Staff sponsor initiates the voting process, facilitates the pre-voting discussions, solicits feedback from staff members on both strengths and areas of improvement, and works with the Sergeant of Training and Safety to verify readiness for promotion. The sponsor also serves as a formal mentor and single point of contact to the Probationary Officer.

## **Voting**

The voting process is the final step in a Probationary Officer 's candidacy for promotion to the rank of Officer and membership on the Operations Team with the McLean County Emergency Management Agency. Any Probationary Officer who does not receive a majority of "yes" votes to be granted a promotion and full membership will terminate his / her association with the Agency. Re-association is considered on a case by case basis by the Command Staff.

All staff members base their votes for Probationary Officer candidates on a defined criteria list. Each staff member takes into account skills identified by Command Staff for all team members to be successful. These include (but are not limited to) leadership, problem solving, professionalism, dedication, technical / functional expertise, and teamwork.

Once the Command Staff sponsor initiates the voting process, a closed meeting will take place during a regular Thursday session to discuss the candidate. The candidate will not be in attendance during the meeting. The sponsor will facilitate the pre-voting discussion with all staff members by highlighting the candidate's successes and strengths during the Probationary Program. Feedback will be solicited from all staff members so that everyone has a clear picture of the candidate's work. Non-confidential personnel information will be available during the meeting for each voting member to review.

Once the pre-voting discussion concludes, voting will commence. Each staff member present may cast one vote - either "yes" or "no". If a staff member is unable to attend the closed meeting, he / she may identify a proxy to vote on their behalf.

A majority (51%) of the votes must be in support of the candidate's promotion to the rank of Officer and change of status to that of a staff member. Once the voting process ends, the candidate's sponsor will provide the results to the candidate along with any pertinent developmental feedback for the candidate. If staff membership is granted, paperwork will be submitted to the Director of the McLean County Emergency Management Agency for processing and equipment issuance. If staff membership is denied, the candidate must cease any further involvement with the Operations Team based on conditions specified by the Command Staff.

The vote may not be appealed and is final. Voting based on race or color, religion, gender, national origin or ancestry, age, marital status, gender identity, or sexual orientation is forbidden. Due to the rigorous nature of the work expectations for all EMA Operations Staff, McLean County EMA staff members must consider if the candidate can perform the essential functions of the job with or without a reasonable accommodation when casting their vote.

## **Restrictions**

Probationary Officers, at the discretion of the Commanding Officer, may:

- Attend open meetings
- Participate in training and exercises
- Participate in activations
- Drive department-owned vehicles if accompanied by an individual with at least the rank of Officer (except for the Unified Command Post)
- Purchase a Class A Uniform (no badge may be possessed or displayed, name plate must have an attached PROBATION bar underneath it)

Probationary Officers may not:

- Be issued keys or a garage door opener to any facility
- Retain county-owned equipment
- Retain possession of an agency badge
- Be issued an EM designator (will be issued an OPS designator instead)
- Drive the Unified Command Post
- Use county radio frequencies or possess radios with transmit capabilities for any county agency in which authorization has not been obtained unless staffing an activation or training event
- Have any type of warning lighting system (blue / white) in their vehicle (unless a member of another agency - will not use lighting to respond to any Emergency Management Agency event).

Certain exceptions to the Probationary Program restrictions may be granted for Probationary Officers who are also members of the Search and Rescue Team when responding for a SAR incident.

## **Field Training Program**

Upon successful completion of the Probationary Program and promotion to the rank of Officer, the individual is granted all rights and privileges of the rank and begins a Field Training Program that is to last no more than one year. This one-year program begins on the date of promotion to the rank of Officer, although individuals may begin working on the curriculum during their Probationary period. During the Field Training Program, the Officer undertakes a training curriculum of intermediate- and advanced-level classroom and self-study courses meant to further develop the Officer's proficiency in specific functional activities, as well as expand the Officer's knowledge of the field of Emergency Management.

If the Officer fails to complete the Field Training Program within one year, the Sergeant of Training and Safety may submit a request to dismiss the Officer from the Agency for failing to meet established training requirements. At no time may the Sergeant of Training and Safety submit a dismissal request for an Officer due to failure to complete a course that has not been offered.

The following courses have been identified as providing essential, intermediate knowledge and are required for every Officer within one year of promotion to the rank. This policy will retroactively impact all full members inducted since January 1<sup>st</sup>, 2000, and will apply a set completion date of one year from the policy implementation. Unless approved by the Sergeant of Training and Safety, training courses from other agencies are non-transferable. The rationale for this is that many training courses contain content that is customized specifically for members of the McLean County Emergency Management Agency. The Sergeant of Training and Safety, in conjunction with the Administrative Lieutenant and the Lieutenant of Field Operations, may alter the training course requirements at any time. Brief course descriptions follow each course listing.

- **ICS-300, Advanced Incident Command System**

NOTE: This course is not offered during normal Thursday night training. Staff members should work with the Sergeant of Training and Safety to identify course offerings by either IFSI or IEMA that will satisfy this requirement.

This course provides training on and resources for personnel who require advanced application of the Incident Command System (ICS). The target audience includes all individuals who may assume a supervisory role in expanding incidents. This course expands upon information covered in ICS 100 and 200 courses. (Both are pre-requisites for ICS 300). The course also allows those identified personnel, including public health personnel, to comply with ICS level 300 training. This is a requirement for those jurisdictions that choose to comply with the National Incident Management System (NIMS), to ensure they continue receiving their federal preparedness funding grants. *Prerequisites: ICS 100, ICS 200*

- **Weather Spotter Training**

Due to the seasonal nature of this requirement, it is expected that staff members will actively pursue this set of training courses at their first available offering within McLean County. *Prerequisites: None*

- ◆ **Basic Weather Spotting**

This course introduces weather spotting practices and reporting techniques. Content for this course is based on the National Weather Service's basic weather spotting curriculum.

- ◆ **Advanced Weather Spotting and RADAR Interpretation**

Members will learn severe weather-specific terminology, visual identification of various types of severe weather, safe spotting techniques, reporting practices, and RADAR interpretation.

*Prerequisites: Basic Weather Spotting*

- **Federal Emergency Management Agency - Professional Development Series**

The Professional Development Series includes seven Emergency Management Institute independent study courses that provide a well-rounded set of fundamentals for those in the emergency management profession. This certification serves as a foundation for all other certifications in the field of Emergency Management and consists of the courses listed below. These courses are self-study and are taken outside of normal Thursday night training. The courses are designed, but not required, to be taken in numeric order.

- ◆ **IS-139, Exercise Design**

This course is designed to introduce individuals to the fundamentals of exercise design and to prepare individuals to design and conduct a small functional exercise for their organization. It addresses: the value of conducting exercises, the components of a comprehensive exercise program, the exercise development process and development tasks, organization of the design team, exercise documentation, and the steps in designing an exercise.

- ◆ **IS-230, Principles of Emergency Management**

This course is one in the Federal Emergency Management Agency (FEMA) Professional Development Series. The goal of this course is to introduce you to the fundamentals of emergency management as an integrated system, surveying how the resources and capabilities of all functions at all levels can be networked together in all phases for all hazards. If this course has already been completed, a copy of the course certificate or EMI transcript is required for the Officer's file.

◆ **IS-235, Emergency Planning**

This course is designed for emergency management personnel who are involved in developing an effective emergency planning system. This course offers training in the fundamentals of the emergency planning process, including the rationale behind planning. It will develop an individual's capability for effective participation in the all-hazard emergency operations planning process to save lives and protect property threatened by disaster.

◆ **IS-240, Leadership & Influence**

Being able to lead others - to motivate them to commit their energies and expertise to achieving the shared mission and goals of the emergency management system - is a necessary and vital part of the job for every emergency manager, planner, and responder. This course is designed to improve an individual's leadership and influence skills. It addresses: leadership from within, how to facilitate change, how to build and rebuild trust, using personal influence and political savvy, and fostering an environment for leadership development.

◆ **IS-241, Decision Making and Problem Solving**

Being able to make decisions and solve problems effectively is a necessary and vital part of the job for every emergency manager, planner, and responder. This course is designed to improve an individual's decision-making skills. It addresses: the decision-making process, decision-making styles, attributes of an effective decision maker, and ethical decision making and problem solving.

◆ **IS-242, Effective Communication**

Being able to communicate effectively is a necessary and vital part of the job for every emergency manager, planner, and responder. This course is designed to improve your communication skills. It addresses: basic communication skills, how to communicate in an emergency, how to identify community-specific communication issues, using technology as a communication tool, effective oral communication, and how to prepare an oral presentation. If this course has already been completed, a copy of the course certificate or EMI transcript is required for the member's file.

◆ **IS-244, Developing and Managing Volunteers**

This course is for emergency managers and related professionals working with all types of volunteers and coordinating with voluntary agencies. The course provides procedures and tools for building and working with voluntary organizations. Topics include: benefits and challenges of using volunteers, building a volunteer program, writing job descriptions, developing volunteers through recruitment, placement, training, supervision and evaluation, coordinating with voluntary agencies and community-based organizations, and special issues including spontaneous volunteers, liability, and stress.

- **Staging and Traffic Control - Classroom**

This classroom course covers the fundamentals of traffic control when infrastructure is impacted. The concepts behind traffic direction, parking, operating an efficient staging system, access control, and transportation planning are covered during this course.

*Prerequisites: Agency Overview*

- **Staging and Traffic Control - Practical**

This course will demonstrate the proper techniques in a variety of traffic control situations (multi-lane road, dedicated turn lanes, etc.) as well as review the proper ways to manage vehicle staging at an incident. The participants are placed in a scenario and are required to demonstrate their understanding of these skills. This course may also include observation of an actual event's operations at a community organization. *Prerequisites: Staging and Traffic Control - Classroom*

- **Mass Casualty Incident (MCI) Support - Classroom**

In this course, staff members will learn the support roles unique to a Mass Casualty Incident and their responsibilities. The course will provide an in-depth understanding of the support requirements for such an event, including mandatory documentation, patient tracking, and hospital reporting requirements. Further, the course will detail the role that the Agency is expected to play in such an event, and what specific duties staff members may be asked to fill. Finally, the course will familiarize members with the basic functions of supplies in the MCI trailer, as well as the proper method of deploying an MCI triage site using those supplies. A demonstration of resource deployment will take place.

*Prerequisites: Agency Overview, Vehicle Operations and Fleet Maintenance*

- **Mass Casualty Incident (MCI) Support - Practical**

In this practical demonstration, members will be given a scenario involving a Mass Casualty Incident. Without the support or interaction of trainers, staff members will be required to setup an effective MCI triage area to support the scenario given. Thought must be given to victim location, available transportation points, casualty collection points, and terrain, among other factors. Course participants will be required to demonstrate aptitude through supervised assessment. *Prerequisites: Mass Casualty Incident Support – Classroom*

- **Damage Assessment**

This classroom course teaches staff the fundamentals of assessing damage to private residences, businesses, and public infrastructure. It covers damage classifications, techniques, and forms required by the Illinois Emergency Management Agency. Due to the seasonal nature of this course, it is expected that members will actively pursue this course during both their Probationary and Field Training Programs. *Prerequisites: Agency Overview*

- **Intermediate Level Usage of Incident Command System Forms**

A follow-on to the introduction-level course, this course introduces staff to the specific forms and paperwork involved with planning, operations, logistics, and administration / finance. This is a practical course that introduces the individual forms within the ICS by utilizing simple scenarios. *Prerequisites: Agency Overview, ICS-100, ICS-200, ICS-300, ICS-700, ICS-800*

- **McLean County EOP Awareness**

High-level awareness of the McLean County Emergency Operations Plan ensures effective incident management. This course will review the McLean County EOP in such a way that each staff member will be capable of demonstrating high-level awareness of the Agency's role in a major emergency. This course will also review the county, state, and federal disaster declaration process. *Prerequisites: Agency Overview*

- **Winter Weather Operations**

This course covers winter weather practices performed by the Agency. Staff members will learn how to assist motorists, survey and report accidents and abandoned vehicles, transport individuals to shelters, and support other agencies with power, food, and shelter needs. Due to the seasonal nature of this course, it is expected that Officers will actively pursue this course during both their Probationary and Field Training Programs. *Prerequisites: Agency Overview*

- **Incident Command Tabletop Exercise**

This course serves as a capstone for all incident command courses. Staff members will demonstrate hands-on competencies in various facets of Incident Command and Unified Command through use of a scenario. *Prerequisites: Intermediate Level Usage of Incident Command System Forms*

## **Division Requirements**

All staff members, regardless of rank or status must:

- Be at least 21 years of age at the time of joining on probation
- Fill out an application and sign an oath
- Hold a valid Illinois driver's license
- Have no felony charges or convictions or have been convicted of select misdemeanors
- Undergo a criminal background investigation
- Be able to perform the essential functions of the job with or without a reasonable accommodation

The Lieutenant of Administration and the Lieutenant of Field Operations jointly maintain the Probation Program and the Field Training Program. The policy is supported by all EMA Operations Team members and may only be deviated from with authorization by a Lieutenant or a higher-ranking Command Staff member. The Sergeant of Training and Safety is charged with executing the training requirements outlined in this policy for all members.