# **Building the Ladder: Officer Development Programs**

## **FDIC: Fire Department Instructors Conference**

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**EXERCISE #1** 



Does your program	Yes / No
5. Consider the current and future needs of the department?	
6. Reference national/state/local standards?	
7. Include Acting Officers?	
8. Include practical/hands on experience?	
9. Have criteria to determine when	

Does your program	Yes / No
10. Provide initial and ongoing training?	
11. Regular review/revision?	
12. Use current resources?	
13. Capable of audit by ISO or others?	
TOTALYESNO	



What are your Top
6?

### Step #1—Needs Assessment

Rank/Position \_\_\_\_\_ EXERCISE #2

Topic	Required Proficiency	Current Proficiency	Priority 1—Highest 4– Lowest
	Beginner Intermediate Advanced Expert	Beginner Intermediate Advanced Expert	

#### **Needs Assessment**

- 1. Expectations
- 2. How officers are selected
- 3. Needs of department
- 4. Needs of current and future Officers
- 5. Job Descriptions
- 6. National, State, Local standards

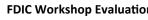
Priority

- 1—Safe/Survive
- 2—Need to know
- 3—Should know
- 4—Nice to know

### EXERCISE #3

4 TOPICS  Highest priority topics	Continuing Education Initial Training Both	POSSIBLE SOLUTIONS 70-20-10 Experience Mentoring/Peers Classroom
1.		
2.		
3.		
4.		







## Step #2—Continuing Education

Who will participate in your on-going continuing education for officers?

- ♦ Promoted Officer
- ♦ Officer promotion list
- ♦ Firefighter/Acting Officer

How will you determine what the continuing education needs are?

What delivery methods will you use for continuing education?

What scheduling options will you use?

What challenges will you face in implementing ongoing continuing education for officers?

Step #2—Continuing E	Education—Develop You	Annual Training Calend	ar EXERCISE #4	Step #3—Initial Training	2 Possible Phases of Initial Officer Training			
<u>May</u>	<u>Description</u>	<u>November</u>	Description	<ul> <li>When do they start?</li> <li>♦ Qualify as Acting Officer</li> <li>♦ Prepare for promotional testing</li> <li>♦ Promotion list</li> </ul>	Phase 1—Working <u>with</u> an experienced officer (mentor)  Phase 2—Working <u>as the</u> assigned officer			
<u>June</u>		<u>December</u>		◇ Post-promotion Making Sure They're Ready	Practical experience			
July		January		<ul> <li>♦ Education &amp; Training</li></ul>	<ul> <li>♦ How many hours will be required?</li> <li>♦ What skills/tasks?</li> <li>♦ How many time?</li> </ul>			
<u>August</u>		<u>February</u>			<ul><li>How many time?</li><li>When do they move from phase 1 to phase 2?</li></ul>			
September		<u>March</u>			How will you document field experience?  What other methods can be used to gain field			
<u>October</u>		<u>April</u>			experience credit?			
Step #3—Initial Training Officer Development Program – Follow Up Plan								

CI-:II				
 Skill		Reference(s)	Minimum #	Phase 1 or

5. 6.

	Officer Development Program – Follow Up Plan					
in my o	lowing are 3 things that I will do <b>betwe</b> e epartment:	en now and the next FDIC to improve o	fficer development			
3						
	Signature	Date				
	<u>To-D</u>	Oo List / Notes				