

Building the Ladder: Officer Development Programs

FDIC: Fire Department Instructors Conference

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EXERCISE #1

Officer Development Scorecard	
Does your program	Yes / No
1. Address all phases of officer development ?	
2. Provide training prior to promotion?	
3. Provide a link to state certification?	
4. Consider the needs of current and future officers?	

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 ready to train as an officer?	

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?	
TOTAL ____ YES ____ NO	

Steps in Officer Development Process



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	
	Beginner Intermediate Advanced Expert	Beginner Intermediate Advanced Expert	
	Beginner Intermediate Advanced Expert	Beginner Intermediate Advanced Expert	
	Beginner Intermediate Advanced Expert	Beginner Intermediate Advanced Expert	

Needs Assessment

- Expectations
- How officers are selected
- Needs of department
- Needs of current and future Officers
- Job Descriptions
- 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.		



FDIC Workshop Evaluation



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 Education—Develop Your Annual Training Calendar

EXERCISE #4

<u>May</u>	<u>Description</u>	<u>November</u>	<u>Description</u>
<u>June</u>		<u>December</u>	
<u>July</u>		<u>January</u>	
<u>August</u>		<u>February</u>	
<u>September</u>		<u>March</u>	
<u>October</u>		<u>April</u>	

Step #3—Initial Training

When do they start?

- ◇ Qualify as Acting Officer
- ◇ Prepare for promotional testing
- ◇ Promotion list
- ◇ Post-promotion

Making Sure They’re Ready

- ◇ Education & Training _____
- ◇ Experience _____
- ◇ Involvement _____

Other Criteria

2 Possible Phases of Initial Officer Training

Phase 1—Working ***with*** an experienced officer (mentor)

Phase 2—Working ***as the*** assigned officer

Practical experience

- ◇ How many hours will be required?
- ◇ What skills/tasks?
- ◇ How many time?
- ◇ When do they move from phase 1 to phase 2?

How will you document field experience?

What other methods can be used to gain field experience credit?

Step #3—Initial Training

EXERCISE #5

Building Your Task Book

Skill	Reference(s)	Minimum #	Phase 1 or 2?
1.			
2.			
3.			
4.			
5.			
6.			

What specific items will be part of your daily work experience documentation?

Responsibilities	Yes	No	Responsibilities	Yes	No
1.			4.		
2.			5.		
3.			6.		

Officer Development Program – Follow Up Plan

The following are 3 things that I will do ***between now and the next FDIC*** to improve officer development in my department:

- _____
- _____
- _____

Signature

Date

To-Do List / Notes
