

Tempe Fire Department Policies and Procedures
Special Operations Captain
410.02Z
7-11-11

Purpose:

To define the job expectations and requirements for the person assigned to the position of Special Operations Captain. Manage and oversee special operations activities including responses to hazardous materials incidents, technical rescues, weapons of mass destruction, special events, emergency management, federal and state grant allocation, and assigned as the Terrorism Liaison Officer. This position is a forty-hour work week with emergency callouts at anytime; although, shift work could occur on an as needed basis.

Supervision Received and Exercised:

Receives general direction from the Special Operations Deputy Chief or from other supervisory or management staff.

Qualifications:

A current certification as either a hazardous materials technician or technical rescue technician or both certifications is preferred; although, not a requirement. Any person selected for the position of Special Operations Captain that does not have current certification as a hazardous materials technician or technical rescue technician will attend and acquire the certifications that they do not possess during the next available course(s). Any person selected to the position will also attend a Terrorism Liaison Officer (TLO) Level A course when available. Continuing Education (CE) requirements for each discipline will be maintained on an annual basis. Continued assignment is dependant on receiving Federal Bureau of Investigation secret clearance.

Expectations:

The Special Operations Captain reports directly to Special Operations Deputy Chief. The Special Operations Captain also serves as the Department's TLO working closely with the Tempe Police Department (TPD) and Arizona Counter Terrorism Information Center (ACTIC). The position will have a broad range of responsibilities spanning emergency operations and general day-to-day duties.

Duties may include, but are not limited to, the following:

- Provide an environment through leadership and example where customer service is the highest priority company activity.
- Recommend and assist in the implementation of goals and objectives; implement, develop and positively reinforce city and departmental policies and procedures.
- Maintain positive relations with the TPD coordinate Fire Department responses to assist TPD when needed regardless of the time of day or night.
- Respond to hazardous materials incidents and technical rescue incidents involving Tempe Fire Department companies.
- Provide intelligence information as permitted to the Fire Chief and Department members.
- Provide eight hours of work each week by the ACTIC to include Threat Vulnerability Assessments, attend classes and meetings as required, and respond to incidents and situations that are assigned.
- Coordinate East Valley Fire Departments weekly CE classes for hazardous materials response teams and technical rescue teams.

- Provide instruction as needed in weekly CE classes for hazardous materials response teams and technical rescue teams.
- Coordinate East Valley Fire Departments quarterly drills for hazardous materials response teams and technical rescue teams.
- Instruct Department wide company training for First Responder Operations Level that meets the requirements outlined in 29 CFR 1910.120 (q).
- Instruct Department wide company training for confined spaces that meets the requirements outlined in 29 CFR 1910.146 (k).
- Assist when requested in the training and development of the Community Emergency Response Team (CERT).
- Represent the Fire Department when requested at Phoenix Region Urban Area Security Initiative (UASI) Working Group meetings.
- Participate in budget preparation; prepare cost estimates for budget recommendations; submit justifications for needed equipment; monitor and control expenditures.
- Participate in the recommendations and preparation of Homeland Security Grants.
- Participate as needed in preparing for and during Homeland Security audits.
- Supervise drills and classes relating to use of tools and techniques of hazardous materials and technical rescue.
- Participate in maintaining the City's Emergency Operations Plan and serve in the Emergency Operations Center as needed.
- Maintain air monitoring equipment program with assistance as needed.
- Prepare reports, forms, recommendations and other required administrative procedures.
- Assist other management staff in maintaining and improving the operation of the Department.
- Perform the duties of Special Operations Deputy Chief as required.
- Perform related duties and provide staff assistance as assigned.
- Collect Continuing Education information and forms from both hazardous materials technicians and technical rescue technicians and track certification status of all members.
- Assist with Special Operations (HMT/TRT/TLO) activities during special events.
- Assist with tracking of equipment inventory for Special Operations.
- Participate in tracking the City's compliance with the National Incident Management System as needed.

Licenses/Certifications:

- Possession of, or ability to obtain, an appropriate, valid Arizona driver's license.
- Possession of an Emergency Medical Technician Certificate or Paramedic Certificate.
- Possession of, or ability to obtain, a Hazardous Materials Technician Certificate.
- Possession of, or ability to obtain, a Technical Rescue Technician Certificate.