

Department Of Safety Roleplay



R&T Department

Standard Operating Procedure

By: R&T Command

R&T Director - Cody S. 7T-1
R&T Deputy Director - Denson R. 7T-2
R&T Assistant Director - Vacant 7T-3
R&T Lead Manager - Vacant 7T-4
R&T Manager - Vacant 7T-5

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Section No. 1 - Rank Structure & Duties

1.1 - Chain of Command & Rank Structure

R&T Director

R&T Deputy Director

R&T Assistant Director

R&T Lead Manager

R&T Manager

R&T Supervisor

R&T Advisor

R&T Command

R&T Member

1.2 - Ranks & Duties

R&T FTA

- Assist R&T's with training.
- Study and learn the proper methods of application processing and conducting training..
- Study and learn the ways to properly educate, inform, and train new Recruits.

- Responsible for conducting interviews once achieved by the interview staff.
- Responsible for conducting Trainee Ride Alongs for Cadet/Probationary members in their department (or if they cross-trained in another department).
- Responsible for obtaining R&T within two (2) months of joining the R&T Department. Exceptions can be granted on a case-to-case basis (LOA, etc).

R&T FTO

- Responsible for doing Applicants interviews..
- Assist in processing applications (one achieved Application Team) and conduct interviews.
- Motivate, educate, and prepare all FTAs and new recruits.
- Responsible for conducting Trainee Ride Alongs for Cadet/Probationary members if their department (or if they are cross-trained in another department). Note that R&Ts and above are the only ones who can do the final eval of Cadets/Probationaries in the Trainee Ride Along Program.

R&T Retired Field Training Officer (R&T Retired F.T.O.)

- Must not have any R&T Discipline in the last ninety days (documentation is not considered disciplinary action).
- Must be a member of the R&T Department for 6 months before eligible.
- This rank is not a part of the R&T Chain of Command and should NOT be contacted for any R&T questions that should be directed to the R&T Chain of Command.
- Is able to conduct training, interviews, and trainee ride alongs.

Recruitment & Training Command (R&T Command)

- Are in charge of FTAs, FTOs, and Senior FTOS.
- Responsible for conducting training & interview evaluations for those working towards interviewer staff & FTO.
- Provide temporary passwords to the main TeamSpeak server.
- Motivate, educate, and prepare all members of the R&T Department.
- Process FTA applications and conduct FTA interviews.

- Maintain and update the R&T Roster.
- Review and deny or approve Recertification Request and issue said tag on TS.
- Handle recruit resignations, transfers, and training deadline extensions.
- Handle initial applicant interview deadline extensions on the website,
- Handle commendations and complaints for the R&T Department.
- Responsible for maintaining the high standards of the R&T Department, using disciplinary action when needed.
- R&T FTA are the first step in the R&T Chain of Command.

Recruitment & Training Advisor - Manager

- In charge of the Command .
- Assists with questions from R&T Command .
- Typically a senior staff or administrative rank.
- Assist in the creation, edit, or update of document forms, and rosters within the R&T Department.

Recruitment & Training Deputy Director (R&T Deputy Director)

- Has the responsibility of running the R&T Department when the Director is not available.
- Approves, reviews, and establishes any documents, rules, or regulations within the R&T Department in the absence of the R&T Director.

Recruitment & Training Director (R&T Director)

- The head of the R&T Department. Is able to do anything stated before.

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Section No. 2 - Essential Rules & Regulations

2.1 - Application/Rank Requirements

- Department of Safety Roleplay Members can apply for the R&T Department

- Must have no active 10-90s / 10-93s at any time throughout the FTA recruitment process. .

2.2 - TeamSpeak Moving Powers

- You may only use your move powers to move recruits in appropriate situations, you may only move members and recruits with their permission. Abuse of these move powers will result in removal from the department. Exceptions to moving recruits are for training or orientation purposes.

2.3 - R&T Department & Media

- At no time may any R&T Department Activity be live streamed and/or recorded and subsequently publicly uploaded to any online platform. Exceptions to this policy may be granted for special circumstances. Exceptions may only be granted by an R&T Supervisor or above.
- R&T Activities may be recorded, but may not be publicly uploaded to any platform without express permission from R&T Command Staff.
- This policy includes all members, including those a part of the Media Team.
- Failure to Follow this policy will result in a termination of R&T and possibly a blacklist.

2.4 - Recruit Application Procedures

- R&Ts are required to take and pass the application team exam & evaluation to process recruit applications (you must be a R&T to take both the app exam & evaluation).
- Any FTA or R&T that improperly stamps, locks, or moves an application may receive disciplinary action or be subject to an app-team re-evaluation.
- Applications have a right to privacy, you are NOT allowed to discuss the details of applications in public, nor post screenshots of applicants details or portions of applications in public.
- You must be a Command R&T to process applications, meaning that you as a FTA are only to be stamping applications as “complete” or “denied” after completing an interview.
- Applicants must show an adult level of maturity.
- Applicants that list they were previous members of Coastal BayRP must be stamped pending for administration and moved to the appropriate folder on the Coastal BayRP Website.
 - Previous members of blacklisted communities listed must be reviewed by administration before proceeding with the application process.

2.5 - Applicant Interview Procedures

- If any application is under suspicion of being underage, then an R&T Command is to be immediately called to the Interview Room.
- Only a maximum of three R&Ts/FTAs are allowed in an Interview.
- Any member of the R&T Department that accepts someone that violates the community and/or R&T Interview and/or Application Requirements may receive disciplinary action.
- You are required to have R&T website permissions to conduct interviews. If you do not have website permissions, then you may not conduct an interview.
- In order to relocate new Recruits to the main TeamSpeak server, you must be Interview Staff (unless you are doing your evaluation).
- Recruits are to be given the Recruit First Steps slideshow. They are to be walked through the entire slideshow and given the documents contained inside of it.
 - You will also provide the New Recruit Sign Up/Tracking Form.
 - You will also provide the Recruit Website Permissions Form.
- In order to receive credit for a separate Recruit Orientation, you must solely handle the relocation and orientation process for two or more recruits (they can be done separately). You may not fill out an interview work order and a relocation/orientation work order for the same recruit(s). Two interview staff (if they are helping each other with the orientations), can only fill out separate work orders if there are at least four orientations (1 work order for every 2 recruits). If there is only one interview staff, you may only fill out 1 work order for the entire orientation. You cannot swap recruits with other interview staff (switch who is doing their orientation) to try and receive the separate credit for orientation/relocations.

2.6 - Recruit Training Procedures & Requirements

- FTAs must complete the requirements and evaluations for interview staff and field training certified for their primary base department.
 - Interview Staff
 - 2 Interview Sit-Ins
 - Interview Staff Evaluation
 - Training Certified
 - 2 In-Game Training Sit-Ins
 - Can be completed before completion of Interview Staff Eval.
 - Training Evaluation
- R&Ts looking to be cross-trained need to meet the following requirements:

- 2 In-Game Training Sit-Ins
 - Can be completed before R&T in the main department.
- Training Evaluation -- must be R&T before completing your training evaluation to be cross-trained.
- If an FTA transfers out of their primary department to a different department (does not apply for LEO -> LEO department transfers.), then must achieve their new department's certification. Before obtaining their old department's certification. They will still be held to the same 60 day requirement to gain R&T..
- R&T's who transfer departments will have 60 days from the transfer date to achieve their new department's certification.
- All R&T Department members involved in any training must complete the entire training in full. In the event of an emergency, exceptions can be worked out, but they are rare. Failure to follow this rule may result in disciplinary action.
- If an assistant who signed up for training must cancel, they need to contact the R&T in charge of the training. Failure to do so may result in disciplinary action.
- Recruits must wait at least 24 hours after entrance into the community before RSVPing to a training evaluation & exam, and must make an attempt to complete the training evaluation & exam within sixty days of the date of acceptance, otherwise they are removed from the community.
 - This rule is not applicable to reserves and transfers.
- In the event that someone fails an exam or training they are required to wait 18 hours before attending another exam or training session.
- In-Game Trainings are limited to a maximum of six (6) Recruits.
 - The following limits for exam sessions/in-game training must be followed at all times, with exceptions being able to be made by R&T Command.
 - Exam Sessions -
 - 1-4 Recruits = 3 R&T/FTA's Total
 - 5-15 Recruits = 5 R&T/FTA's Total
 - In-Game Trainings -
 - 1-4 Recruits = 3 R&T/FTA's Total
 - 5-6 Recruits = 5 R&T/FTA's Total
- A minimum of 1 R&T is required for each exam session and in-game training.
- The R&T Commanding the training may go over the missed questions with the recruit(s), regardless if they passed or failed, so that they know what to focus/study on in the future. Correct answers may not be given out.

2.7 - Training Server Rules & Procedures

- The training server is not an FTA or R&T's personal gaming server and should only be used for training or tech support testing purposes.

- All Department of Safety RP rules and regulations regarding the use of any patrol server apply in the training servers as well.
- Training is to be taken seriously and professionally, you agree to follow the training guidelines set by the R&T Department and follow all rules set by Coastal BayRP.
- The R&T Vehicle Structure must be followed at all times in the training servers.
- Any FTA or R&T that is found violating these rules are subject to disciplinary action.
- Recruits' names should be updated via Steam to the likeness of the Coastal BayRP TeamSpeak prior to connection.
- Recruits may only connect while there is an FTA/R&T or a member of Tech Support present in the Training Server.
- Subdivision / Certification training must be held in the Coastal BayRP training server, unless otherwise stated by R&T CoC or Coastal BayRP Administration.

2.8 - Recertifications

- Only Staff in-Training who is an F.T.O or Retired F.T.O. may submit a recertification request (or request extra ride alongs on that same form).
- Only a R&T Command can approve a recertification request.
- An R&T Command cannot approve his or her own recertification request.
- Only R&T Command or R&T Supervisor+ may tag a member with a recert tag on TeamSpeak. This applies for the removal of a recert tag as well.
- Recertification request may be overturned or replaced with other disciplinary action at the discretion of any R&T Supervisor+
- Any F.T.O. who currently has a recertification tag assigned to them may not conduct a training until that tag has been taken care of and then subsequently removed by an R&T Command.

2.9 - Special Circumstance Training

- In the event that the following occurs a recruit must be directed/accompanied by an F.T.O. to an R&T Command to get a special training scheduled.
 - Natural Disaster
 - The real life schedule continues to conflict with Coastal BayRP Training Scheduled Events.
 - Geographical Location and real life schedule conflict with Coastal BayRP Training Scheduled Events.
 - Haven't been trained in the last 49 days and/or seven weeks.

2.10 - Failed Evaluations

- Failing an evaluation is never expected but always a possibility if you are not adequately prepared. We hold our FTA/FTOs to a higher standard than we would our recruits, since they are the ones who train our valued members. If you fail an evaluation you will be required to wait a minimum amount of time prior to completing another evaluation. You must advise your next evaluator that this is a re-evaluation and you have failed your previous one.
- All ranks are required to wait a minimum of forty-eight hours to attempt another evaluation.

2.11 - Recruit & Member Verifications

- DOSRP Recruits who have lost access to the Coastal BayRP TeamSpeak server may reconnect to the Interview Server and connect to the Recruit Verification Channel and wait for assistance. R&T Command are to deal with all Recruit Verification.
- Trained and current Coastal BayRP Members need to be verified by Administration (Junior or Red Admins) and must wait in the Member Verification Lobby on the Interview Server.
- Command and Admins may be pinged in the interview-support channel on the R&T Discord if the following conditions are met-
 - The member has been waiting for one hour (check TS connection time).
 - Command can be pinged immediately upon a recruit joining the verification lobby.
 - A ping has not already been sent out above verification in the last one hour in interview-support channel on the R&T Discord.

Section No. 3 - Credits & Monthly Requirements

3.1 - Credits per R&T Activity

-
- Each Recruit / Reserve In-Game Training - $\frac{1}{3}$ Credit
 - Recruit / Reserve Exam Session
 - 1-5 Exams = $\frac{1}{4}$ Credit
 - 6-10 Exams = $\frac{1}{2}$ Credit
 - 11-15 Exams = $\frac{3}{4}$ Credit
 - In-Game Set-up Session = $\frac{1}{2}$ Credit
 - Fill out by leading F.T.O. only
 - LEO Trainee Ride-Along/ Fire Ride Along/ Dispatch Sit Along - $\frac{3}{4}$ Credit
 - Each Trainee/ Sub-Division Training = $\frac{1}{4}$ Credit
 - Each Trainee/ Certification Training = $\frac{1}{4}$ Credit
 - 1 Application Interview = $\frac{1}{2}$ Credit
 - R&T/FTA Interview Sit-in = $\frac{1}{4}$ Credit
 - Civilian Advanced Training = $\frac{1}{3}$ Credit
 - 2 Recruits Orientated (Must be a minimum of 30 mins) = $\frac{1}{4}$ Credit
 - R&T Commanding QA Session = $\frac{1}{4}$ Credit
 - LEO Trainee Patrol
 - Hosting F.T.O. - $\frac{3}{4}$ Credit / Recruit
 - Assisting R&T/A's (FTA Work Order)
 - 1-2 Trainees = $\frac{1}{4}$ Credit
 - 3+ Trainees = $\frac{1}{2}$ Credit
 - 5+ Trainees = 1 Credit
 - 1 Application Processed = 0.01 Credit
 - Credits for application processing is limited to 0.50)
-

- FTA - Required to have both interview and training evaluations complete within 60 days of joining the R&T Department. This means that FTA's have 60 days to become R&T from the date they join R&T.
- Retired R&T - Required to complete $\frac{1}{2}$ Department Credit per month to retain their status. Must complete a minimum of 1 R&T Department Activity within their $\frac{1}{2}$ Department Credit. (Examples include: Trainings, Interviews, Ride/Sit Alongs, Cert Trainings, Subdivision Trainings, Sit-ins)
- R&T FTOs - Required to complete 2 evaluation credits. Evaluation credits can be gained from the following -
 - Training Evaluation = 1 Credit | Interview Evaluation - 0.5 Credits | Application Evaluation = 0.5 Credits
- R&T Command - Required to obtain 3 department credits gained through any available method.
 - Additionally, leads must make a significant effort monthly to contribute to the F.T.O. Department in alternative activities apart from monthly credit requirements for exceeding their monthly credit requirements.

- Department Admins - Not held under any R&T Department Requirements. Department Administrators are only able to host Recruit Training/Exams for their department type recruits only. Admins must fill out the R&T Department work order per recruit trained. Also, admins must follow all standard department guidelines set by the R&T Command Staff. These can be found in the important-links channel on the R&T Discord. Not abiding by the R&T standard training guidelines will result in this privilege being revoked.

*R&T Department activity includes: R&T work orders, FTA work orders, Interview word orders, Interview sit-ins, Exam sessions, ride/sit alongs, LEO./Fire ride alongs, LEO/Fire trainee patrols, relocations, R&T Recruit Applications.

Activity Requirements

- Field Training Assistant (FTA) Must have Interview & Training Certified within thirty (30) days of joining the Department.
- Field Training Officer (FTO) Must Obtain two and fifty hundredths (2.50) credits per month for Part-Time Members. For Part-Time FTOs they don't have to be broken into parts. Full-Time FTOs must obtain at least (5) credits per month. They must be broken up into even Training, Interviews, Evals etc.
- FTO Command must obtain (4) Credits per Month.
- FTO Supervisor must obtain (5) Credits per month.

3.2 - Exceptions to Activity Requirements

- When a non-LEO department (Fire, Communications, Civilian) is closed to recruit applications for a specific month, required credits will be reduced to 1 credit for that specific month for FTs in that department.
- When a non-LEO department (Fire, Communications, Civilian) is closed to recruit applications for a specific month, FTAs in the closed department will be granted 30 additional days to complete their evaluation.

3.3 - Inactivity Policies

- Failing to meet the requirements set by the R&T Department for two months in a row will result in review of your membership in the R&T Department (demotion, removal, etc.)
 - If a demotion occurs, that member will have 30 days to either return to R&T or meet the activity requirements for that month.
 - If demoted from R&T to FTA, any sit-ins are optional. You must complete the evaluation for your primary department certification and your interview staff evaluation to re-obtain R&T. All other certs can be re-obtained with an eval after re-obtaining R&T.
- If a recorded LOA lasts for over 60 days, re-evaluation is required for all certifications.
 - No removal from R&T will occur strictly due to the length of any LOA.
 - All LOAs must be reported via the R&T LOA Form found in the R&T Discord.
 - LOAs lasting 14+ days within a specific month grant an exemption from activity requirements for that month.
- If a member of the R&T Department has 10+ patrol hours within their department for a specific month, then they are not allowed to be given an extension to meet R&T Requirements for that month.
- If a member of the R&T Department does not meet the requirements for 2 out of the previous 4 months, then their membership/status within the R&T Department will be put up for a review by R&T Command Staff.
- If a member of the R&T Department is removed for inactivity reasons, they will have to wait for a minimum period of 20 days before being able to re-apply to the department. If the member re-applies, and then is removed for a 2nd time, they will not be allowed to re-apply for 40 days instead of the normal 20 day waiting period.
- Exceptions for inactivity policies are rare, but can be made on a case-by-case basis.

Section No. 4 - R&T Recruit Discipline

4.1 - R&T Discipline

- The R&T Department itself will not issue any community-level discipline for any R&T policy violations, but will use the below system instead-
 - Documentation - Counts as 0.00 Points on R&T Department Member's record
 - Disappears from record after 60 Days
 - Minor Strike - Counts as 0.50 Points on R&T Department Member's record
 - Disappears from record after 60 Days.
 - Moderate Strike - Counts as 1.00 Points on R&T Department Member's record
 - Disappears from the record 90 Days.
 - Major Strike - Counts as 3.00 Points on R&T Department Member's record
 - Disappears from record after 120 Days, results in review of membership within the R&T Department by R&T Command, and, if deemed necessary, community/departmental discipline may be issued.
- If an R&T Department Member reaches 3.00 Points at any time during their time in the R&T Department, their membership in the R&T Department will be reviewed by R&T Command Staff.
- If an incident within R&T is severe enough to warrant disciplinary action on the community level, the R&T Staff Team and/or the R&T Command Staff will report the issue to the R&T Department Member's full-time department's Chain of Command, to allow that Chain of Command to issue any disciplinary action on the community/department level that they see fit.
- Revocation of Certifications would fall under a moderate strike, and those revocations must be approved by R&T Command.

The R&T Command Team and R&T Command Staff receive the right to administer any of the above disciplines and also any additional discipline which the specific circumstance may warrant. It is up to their judgment as to what discipline should be administered for each specific case. The discipline administered will be dependent upon the severity and nature of the circumstances and the previous history of the person involved.

4.2 - Recruit Discipline

- Recruits are new and fragile in a sense. It is our job in the R&T department to handle them with the utmost respect and professionalism to represent the great community into which they have been accepted. However, all R&T Department members must recognize that all Recruits must follow the rules the same as anyone else. Below are some Recruit-specific guidelines that they must abide by-
 - Recruits must wait at least 24 hours from the time they were interviewed before attending any training or exam session and must also become a member by passing their eval and exam within 6 training attempts.
 - Recruits must not ask to be trained.
 - Recruits must not state they are attending a training in the comments section if they haven't RSVP'd, or been asked via Event Details to do so.
 - Recruits are not to have general conversations in the comment section of training on the calendar.
 - Recruits are not to be disruptive during training at any time. Examples-
 - Speaking out of turn.
 - Shouting/loud noises.
 - Not following directions.
 - 1 st Occurrence: Verbal Warning.
 - 2nd Occurrence: 10-1 Second Verbal Warning, they must follow the rules.
 - 3rd Occurrence: Ask them to leave the training server, training room, and reschedule.
 - If argument or retaliation starts: Get an R&T Command to help with disciplinary action.
- They're free to sit in a training waiting room if there are less than Six Recruits in an in-game training session and wait for any possible openings.
 - This does not negate previous rules listed above.
 - They must wait patiently and understand that R&Ts do not have to let them into the training.
- The role of F.T.O. does not give you the authority to issue disciplinary action. You may only issue discipline on Recruits if you are staff or higher.
- R&T Command must follow their respective guidelines dealing with the discipline of Recruits.

Section No. 5 - R&T-C & R&T of the Month

5.1 - R&T-C Requirements

- In order to be eligible for a promotion to R&T Command, F.T.O.s must meet all of the requirements listed below-
 - Must be a F.T.O.
 - Must have been a F.T.O. for longer than *60 days*.
 - Must be cross-trained in at least one other department (except for FD/Comms)
 - Must be Application Team Certified
 - Must be in good standing with Coastal BayRP and the R&T Department.
- NOTE: The promotions to R&T Command are determined by overall commitment, availability, contributions, and needs of the department and community. No promotions are guaranteed. All promotions are at the final discretion of the R&T Command Staff.

Section No. 6 - Important Links

6.1 - Discord and Document Links

Section No. 7 - Server Color (Important for incoming R&T members)

7.1 - Server Color

The Server color is **Blue**

R&T Department Official Document

Standard Operating Procedures

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