

**DISTRICT OF COLUMBIA
FIRE AND EMERGENCY MEDICAL SERVICES DEPARTMENT**

BULLETIN NO. 81

February 2008 (Revised)

Bulletin No. 81 is a reissue of Old Bulletin No. 38 issued January 2006.

**FIREFIGHTER RECRUIT TRAINING PROGRAM:
GUIDELINES AND OPERATING PROCEDURES**

Section 1. Purpose

To establish policy, guidelines, and operating procedures used by the Training Division to instruct and examine all firefighter recruits in the Firefighter Professional Qualifications Level I, II, and Emergency Medical Technician (EMT) Basic Courses.

Section 2. Authority

Department Rules and Regulations, Article I, Section 5, Part (e); Department Order Book, Article XII, Section 2; Firefighter I/II course re-accredited (2006): International Fire Service Accreditation Congress.

Section 3. Objective

To comply with the Government of the District of Columbia Personnel Regulations: Chapter 8, Career Service, Sections 812, Career Service Employment to a Continuing Position, Section 813, Probationary Period and Section 814, Termination During Probationary Period.

Section 4. Responsibilities

The Deputy Fire Chief of Training Division shall serve as the Director of Training for the Department, and is responsible to the Fire Chief for the instruction and training of all personnel.

Section 5. Mission Statements:

Fire and EMS Department Mission Statement:

The mission of the Fire and Emergency Medical Services Department is to provide fire suppression, technical rescue, fire prevention, education, and pre-hospital care and transport of people within the District of Columbia, in order to protect life and property.

Training Division Mission Statement:

The mission of the Training Academy is two fold: improve the performance, safety, and skills of every member of the District of Columbia Fire and Emergency Medical Services Department. We shall perform these functions while maintaining or exceeding the high standards set by those who came before us.

Section 6. Definitions

Recruit – For purposes of this issuance, a recruit is an entry-level uniformed Firefighter-EMT member of the Department, or an individual who has successfully completed training under the Department’s Fire Cadet Program.

Job Performance Requirement (JPR) - A statement that describes a specific job task, lists the items necessary to complete the task, and defines measurable or observable outcomes and evaluation areas for the specific task.

Chain of Command – A system whereby authority passes down from the top through a series of executive and staff positions, as well as from lowest rank to the top, in which each is accountable to the one direct superior. Any matter which needs the immediate attention of, or direct action by the department, will be brought to the reporting person’s most immediate supervisor.

Insubordination – Non-compliance to authority. Refusing to obey oral or written orders issued by the Training Director, Training Academy Officer, Instructor, or Department Officer. Applies to written or verbal orders. Insubordination will not be tolerated.

Section 7. Applicability

The contents of this Bulletin shall apply to all Firefighter-EMT recruits.

Section 8. Duration of Probationary Training Courses

1. Orientation – 1 week or 40 hours.
2. Cardiopulmonary Resuscitation (CPR) Basic Life Support for Healthcare Professionals-4 hours.
3. Emergency Medical Technician Course Basic –6 weeks or 240 hours.
4. Basic Firefighting Course (Pursuant to NFPA 1001 – 2002) – 15 weeks or 600 hours.
5. Adult and Pediatric Protocols – 2 weeks or 80 hours.

Note: All durations and content of training courses are subject to change by order of the Fire Chief of the District of Columbia Fire and Emergency Medical Services Department.

Section 9. Contents of Training Courses

No recruit will be permitted to continue to the next portion of training without successfully completing the training courses listed in Section 8, *Duration of Probationary Training Courses*.

1. Basic Emergency Medical Technician (EMT) Course

- a. **General Information:** The Emergency Medical Technician Basic (EMT-B) Course is comprised of both didactic classroom training (lectures) and practical applications that will give recruits a comprehensive knowledge and understanding of the roles and responsibilities of an EMT-B, training them to provide the best emergency medical care possible in the most expeditious manner to the sick and injured. During the duration of the course, recruits may be subject to daily quizzes or review sessions. Additionally, recruits will be given five (5), formative examinations to measure cognitive progress in the curriculum. Recruits will receive one (1) summative written exam to measure cognitive competence in the entire curriculum.
- b. **Curricula:** The curricula for the Emergency Medical Technician Basic Course is developed from the current U.S. Department of Transportation (DOT) National Standards curriculum. Participants must obtain a minimum average score of **75%** on the formative written examinations and must attain a minimum of 75% on the summative examination.
- c. EMT-B Certification is granted by the DC Department of Health (DOH). DOH certification requires successful completion of the DC Fire and EMS EMT course, successful demonstration of all practical skills and successful completion of EMT-B Registry by the National Registry of EMT's (NREMT). Registry requires successful completion of the NREMT EMT-B computer based written exam.

2. Adult and Pediatric Protocol

- a. **General Information:** Recruits **will not** be able to receive this training if they have not obtained EMT certification from DOH. The Adult and Pediatric Protocol courses are comprised of both intensive classroom training (lectures) and practical application. For the duration of the course, recruits can be given daily quizzes or review sessions to prepare for the certification examination.
- b. **Curricula:** The curricula for the Adult and Pediatric Protocol Course is developed from the current DOH standard and administered by the department. The certification is based on passing the post written examination with a minimum of **80%**, and satisfactorily passing four practical skills stations.

3. Basic Firefighting Course: Firefighter I/II

- a. **General Information:** The basic firefighting course will be comprised of both intensive classroom training (lectures) and planned task assignments (practical application) that will provide a comprehensive knowledge and understanding of firefighting activities, job behavior, and responsibilities executed by a Firefighter-EMT in the District of Columbia.
- b. **Curricula:** The District of Columbia Fire and EMS Department shall establish instructional priority and the training program content to prepare recruits to meet or exceed the job performance requirements of the current NFPA 1001 Standard

Section 10. Examination and Scoring Requirements

1. Emergency Medical Technician/Basic Examination

The recruit curriculum will consist of five formative written exams and one summative written exam, and six, skill station practical (proficiency) examinations. Upon completion of the course, recruits will sit for the National Registry of Emergency Medical Technician Basic examination, and must achieve successful completion in all segments of the exam.

Recruits with a specific disability, which would impact performance on the Emergency Medical Technician Basic Examination, must submit a signed statement on letterhead stationery from a professional who is familiar with said disability. This statement shall be addressed to the Deputy Fire Chief-Training Division and shall be due two weeks from the new recruit's appointment date. This statement shall be submitted with a special report requesting the standard written examination extension, (*i.e., if the allotted time for an examination is two hours, the standard written examination extension would be to three hours*).

2. Basic Firefighting Examinations

The recruit curriculum will consist of six, 50 question written (scholastic) Examinations, and six, three to four skill station practical (proficiency) examinations. In addition to the six scholastic and six proficiency examinations, recruits will be administered a Hazardous Materials Awareness and Operation level written examination.

Section 11. Re-Examination Limitations

1. National Registry Emergency Medical Technician/Basic (NREMT-B) course Examination

Recruits will not be afforded any opportunities to retake written examinations. Guidelines for written examination scores and practical examinations are provided in Section XII. The department will provide two opportunities for re-examination for the NREMT-B Certification written examination. The first re-examination will be a minimum of 15 days from the original NREMT-B test date and if needed the third 15 days from the second test. Failure to successfully complete the third attempt will result in the recruit being placed on "Administrative Leave" pending termination.

If a recruit is unable to complete the prescribed EMT-B course because of the following:

- a. A medical disability incurred in the performance of duty, causing the recruit to be placed on administrative sick leave or placed in a limited or light duty status;
- b. A medical disability not incurred in the performance of duty, causing the recruit to be placed on an sick leave or limited/light duty status not to exceed 180 calendar days. At the conclusion of the 180 day period, each case will be re-evaluated to determine the appropriate decision to be rendered in reference to continued employment by this department.

- c. A personal hardship (covered under the definitions set forth in the D.C. Family and Medical Leave Act), the recruit may be allowed one opportunity to complete the course and pursue the DOH EMT/B certification process, subject to the approval of the Fire Chief.

2. Basic Firefighting Course and Examinations - Firefighter I/II:

Recruits will not be afforded any opportunities to retake written examinations. Guidelines for written examination scores and practical examinations are provided in Section XII.

If a recruit is unable to complete the Firefighter I/II portion of the Recruit Training Program because of the following:

- a. A medical disability incurred in the performance of duty, causing the recruit to be placed on administrative sick leave or placed in a limited or light duty status;
- b. A medical disability not incurred in the performance of duty, causing the recruit to be placed on an sick leave or limited/light duty status not to exceed 180 calendar days. At the conclusion of the 180 day period, each case will be re-evaluated to determine the appropriate decision to be rendered in reference to continued employment by this department; or
- c. A personal hardship, (covered under the definitions set forth in the D.C. Family and Medical Leave Act)he/she may be allowed one opportunity to complete the course and take the Firefighter I/II examinations with the next available Recruit Class, subject to the approval of the Fire Chief.

Prior Grade Averages:

When a recruit is allowed the opportunity to complete either the EMT-B or Firefighter I/II course for any of the three reasons stated in Section 11, (Subsection 2), all grade averages that were achieved prior to the point at which he/she was unable to continue the curricula will be maintained and transferred.

Example: *If a recruit takes two written examinations before the injury, he/she will take the remaining four written examinations. The grades from the four exams plus the grades from the two previous exams will be used to calculate the final written grade. Failure to successfully complete the Basic Firefighting course from this point will result in termination.*

3. Hazardous Materials Awareness and Operations Course and Examination:

Recruits will be allowed by the Department to take the Hazardous Materials Awareness Operations Examination a second time, if the recruit is unsuccessful on the first attempt. Failure to successfully complete the second attempt will result in the recruit being placed on “Administrative Leave” pending termination.

Section 12. Failure to Meet Minimum Scoring Requirements

1. Emergency Medical Technician/Basic Examination

A recruit shall be notified, placed on administrative leave, and immediately thereafter, terminated from the Department when:

- a. The recruit fails to achieve a minimum average score of **75%** on the five (5) formative examinations.
- b. The recruit fails to achieve score of 75% on the summative exam.
- c. The recruit fails to achieve a passing score on any of the six practical examinations after three attempts. Each of the stations will be graded on a pass/fail basis. Three attempts shall be allowed to successfully complete a required skill station. If the recruit is not successful in completing a skill station, remedial training shall be provided with an assigned instructor prior to the second and third attempt.
- d. It is mathematically impossible for a recruit to pass the scholastic standard established above for the EMT-B course.

In order to sit for the NREMT examination the recruit must successfully complete and attain a minimum average score of 75% on the five (5) formative EMT examinations and attain a minimum score of 75% on the summative examination, the recruit must also pass the 6 practical examinations. Guidelines for retesting for the NREMT Certification test are outlined in Section 11.

2. Hazardous Materials I/II Examination

Recruits who do not pass the re-examination and achieve a minimum score of **75%** on the Hazardous Materials I/II examination will be notified, placed on administrative leave, and immediately thereafter, terminated from the Department.

3. Basic Firefighting Examination: Firefighter I/II

A recruit shall be notified, placed on administrative leave, and immediately thereafter, terminated from the Department when:

- a. The recruit fails to achieve a minimum average score of **75%** on the six scholastic examinations.

- b. The recruit fails to achieve a passing score on any part of the six, four station practical examinations after three attempts. Each of the stations will be graded on a pass/fail basis. Three attempts shall be allowed to successfully complete a required skill station. If the recruit is not successful in completing a skill station, remedial training shall be provided with an assigned instructor prior to the second and third attempt.
- c. It is mathematically impossible for a recruit to pass the scholastic standard established above for the Firefighter I/II course.

4. Protest Process for Examination Questions Administered by the DC Fire and EMS Training Academy

- a. Applicants who wish to protest question(s) are instructed to list the question(s) on the test package prior to completion of the written examination.
- b. Another opportunity will be provided for the protest question(s) during the written examination review. This is the applicant's final opportunity to protest the question(s) during the written examination process.
- c. Applicants who wish to protest a portion of the practical examination are instructed to document the problem at the completion of the skills station. The documentation is to be written on the individuals test skill sheet in the comments area.
- d. The test proctor, upon receipt of the protest question(s) or protested portion of the practical examination, shall forward the protest to the Training Director or designee.
- e. A review of the section(s) and reference of source shall be conducted.
- f. A confirmation of the relevancy and accuracy shall be determined.
- g. After review the Training Director shall make the final decision.
- h. If the question is confirmed to be accurate and relevant, then there will be no change to test results.
- i. If the question is confirmed to be inaccurate or not relevant, then the applicants who have an incorrect mark for the question(s) on the examination will receive the points credited on that examination.
- j. A final recommendation will be forwarded to the Department Curriculum Development Office and IFSAC committee for correction of the test bank item.

Test bank administrator or designee of the Training Director shall be the only individuals that have authority to make changes to the test bank.

Section 13. Performance Expectations

The recruit will be evaluated in the following areas:

Academics

1. Recruit maintains minimum written grades or averages, or better as stipulated in Section 12.

Practical / Drill Activities

1. Recruit performs all drill ground activities in a safe, timely and appropriate manner.
2. Recruit demonstrates use of equipment with control and confidence.
3. Recruit demonstrates basic knowledge of practical exam sheet skills and operation of a variety of tools and equipment.
4. Recruit is consistent in performance of all drill ground activities.
5. Recruit has no incomplete Prescription Agreement items for Drill Activities in current evaluation period.

Performance

1. Recruit consistently demonstrates behaviors outlined in the D.C. Fire/EMS Department Training Division Recruit Firefighter Performance Expectations.
2. Recruit has no incomplete Prescription Agreement items in Performance Expectations in current evaluation period.

Physical Fitness

1. Recruit maintains level of physical fitness as prescribed by the Training Academy Fitness Coordinator/Lead Instructor.
2. Recruit performs all components of the prescribed workout(s) in the appropriate manner as demonstrated by the Training Academy Fitness Coordinator/Lead Instructor.
3. Recruit demonstrates the endurance and physical ability necessary to perform all drill ground activities.
4. Recruit has no incomplete Prescription Agreement items for Physical Fitness in current evaluation period.

Equipment Maintenance

1. Recruit maintains all issued Personal Protective Equipment (PPE) in ready and working condition.
2. Recruit maintains all PPE clean and stored properly.
3. Recruit maintains all assigned equipment in ready condition and/or according to instructions.

4. Recruit has no incomplete Prescription Agreement items for Equipment Maintenance in current evaluation period.

Personal Appearance

1. Recruit consistently maintains personal appearance according to D.C. Fire/EMS grooming standards.
2. Recruit presents a professional, clean and neat appearance.
3. Recruit adheres to acceptable hygiene standards.
4. Recruit has no incomplete Prescription Agreement items for Personal Appearance in current evaluation period.

Respiratory Protection Policy

1. Recruit consistently maintains compliance with all requirements outlined in the D.C. Fire and EMS Department Respiratory Protection Plan.

Section 14. Rules of Conduct

The rules of conduct are established by the Deputy Fire Chief (DFC) of the Training Division as directed by the Fire Chief. To meet the needs of the Department, these rules may be subject to change. Each class will be duly notified of any variance, as necessary. Recruits who violate the rules of conduct are subject to disciplinary action. The following Code of Conduct will be adhered to while attending the District of Columbia Fire and Emergency Medical Services Training Academy and when under the direction and supervision of the Training Academy Staff.

- A. The Deputy Fire Chief of the Training Division will establish times of reporting and dismissal** during recruit orientation. As soon the recruit enters the building, he/she must enter his/her name and time of reporting on the roster in the designated journal. He/she is expected to be ready to work at the established reporting time. A recruit will be considered late if he/she is anywhere other than at line-up and ready to work at the prescribed time. If tardy, a recruit shall submit an explanation in a special report (DC Form 44). All times are kept by the clock in the classroom
- B. Lunch** – Recruits will be given a minimum of 30 minutes for lunch. They may bring lunch from home or use the vending machines. If a recruit brings lunch, he/she may use the refrigerator in the student lounge. The refrigerator will be cleaned daily; therefore, nothing is to be left in it overnight. If a recruit returns late from lunch or break, he/she shall submit an explanation in a special report. (**Recruits are not allowed to call out for lunch delivery, i.e., pizza, subs, delivery by family members, etc.**).
- C. Uniforms** – Recruits will report to work each day neatly dressed in a clean Fire and EMS Department work uniform: blue shirt/blouse, white or navy blue undershirt, blue pants, black leather belt, dark blue or black socks and black leather military

style (shoes must be polished and buffed to a shine) shoes. Anytime a recruit leaves the Fire and EMS Training Academy, he/she must be completely dressed in the required Department work uniform. Recruits are required to maintain a second complete work uniform at the Training Academy, to utilize as needed.

- D. Student Lounge** – During breaks or lunch, recruits will confine themselves to the student lounge or classroom. Recruits shall not leave the Training Academy without permission of the Lead Instructor. Recruits shall not enter any office without permission.
- E. Classroom** – Recruits are not allowed to eat, or drink in any classroom. However, the Lead Instructor may hold this regulation in abeyance as the need arises.
- F. Sleeping** – If a recruit begins to feel sleepy or drowsy during class, he/she will pick up his/her book and stand at the rear of the classroom. Sleeping during class is not tolerated
- G. Posture** – Recruits are not to:
1. Lean back or place their feet on any chair
 2. Lay their head or place their feet on the desk, nor
 3. Sit on the desks. Recruits are expected to remain alert and upright at all times.
- H. Annual Leave** – Requests to use annual leave will **not** be considered. All requests to use “Emergency Annual Leave” (EAL) shall be made to the Deputy Fire Chief of Training Division via the appropriate chain-of-command. EAL requests require that a special report be prepared stating all of the particulars of the emergency. A SF-71 must be executed for each occurrence. Each request will be considered for approval on its own merit. Documentation for approved request will be provided when applicable. Any deviation from this rule will result in the recruit being charged as “Absence Without Leave” (AWOL).
- I. Leave Policy - Inclement Weather**
- Purpose: To establish policy for recruits concerning inclement weather while assigned to the Training Academy.

DIRECTIVE

- 1. DISTRICT OF COLUMBIA GOVERNMENT IS ON “LIBERAL LEAVE”:**

The recruit will have 2 hours to report to duty. (i.e., If the reporting time is 0700 hours, during liberal leave the recruit may report for duty at 0900hrs).

2. DISTRICT OF COLUMBIA GOVERNMENT IS “CLOSED”:

The recruit will not report to work until the next business day. (i.e., If the government is closed Wednesday morning, the recruit will report for duty on Thursday morning), unless there are unusual circumstances, such as, Liberal Leave. In such cases the recruit will follow Bullet No.1 of this directive.

J. Sick Leave – To be granted sick leave, a recruit must:

1. Notify a member of the Training Staff, following the recruit’s chain of command, no later than one hour before the reporting time designated by the Deputy Fire Chief of Training Division on the day that sick leave is requested. The recruit will be carried on sick leave from the point of notification.
2. The recruit shall then report to the TA to receive the DCFEMS Form 44 in order to report for “Sick Call” at either 0700 hours or 1300 hours. If a recruit considers himself/herself to be too ill to drive, and cannot report to the Training Academy, the recruit is advised to arrange for transportation to the nearest hospital.
The Recruit is responsible for notifying the Training Academy of all actions taken. Documentation must be presented when reporting to the Training Academy to execute a DCFEMS Form 44 on the next business day after discharge from the hospital. The only exception to immediate notification is if the recruit is incapacitated. Failure to do so will result in the recruit being charged as AWOL.
3. The Recruit shall immediately hand carry the appropriate forms to the Police and Fire Clinic (PFC), to facilitate the required medical evaluation and treatment, as necessary;
4. Upon completion of the medical evaluation, the recruit must obtain a PFC Sick Call Form. It is the recruit’s responsibility to obtain this form prior to departing the front desk of the PFC. If duty status has changed, the recruit must see the Medical Services Officer (MSO) before leaving the PFC, and be guided by the MSO’s direction;
5. The recruit is responsible for immediately notifying the Training Staff prior to leaving the PFC, following the recruit’s chain of

command, of any change in duty status. (*i.e., limited duty, sick leave*).

6. If a recruit is injured during performance of duty, that recruit will be transported to the appropriate hospital via ambulance. If practical and as time permits, the appropriate arrangements will be made by the TA staff for his/her return to the TA.
7. Any recruit who is in a “light” or “limited” duty status shall not be allowed to take any practical (JPR) examination or training.

K. Telephones and Mobile Communication Devices – Recruits are not allowed to use the District of Columbia Fire and Emergency Medical Services Department telephones without expressed consent from a member of the Training Academy Staff. The following items shall not be carried on the recruits person while on duty without expressed permission from the Training Academy Staff:

- Cellular Phones
- Pagers
- Text Messaging Devices
- Personal Digital Assistant (PDA’s) or Handheld Computers
- Any other two way communication devices.
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L. Clean-Up – Clean-up assignments will be posted in the classroom at the beginning of each week. Additionally, recruits may be assigned other various clean up duties that may be required, as the need arises.

M. Study Material – There will be recommended study material during the course of the Recruit Training Program. Failure to complete the material could inevitably result in poor academic performance. Personal counseling sessions will be conducted to evaluate the recruit’s progress.

N. Extra Student Sessions (Tutoring) – On the designated day(s) after Recruit dismissal, a member of the Training Academy Staff will be available for assistance. The purpose of these sessions is to review and clarify any questions or misconceptions on any material that has been covered. The extra study sessions are not intended to be a repeat of the entire class conducted. To

optimally benefit these sessions, recruits must come prepared with questions on the material to be discussed. The extra study sessions are on a voluntary basis.

- O. Behavior** – Each recruit is expected to be respectful, obedient, helpful, courteous, and professional at all times. All employees of the District of Columbia Fire and Emergency Medical Services Department shall be addressed in a courteous and professional manner. The recruit should address individuals either by the individuals rank, or by “Sir” or “Ma’am”. Guests will be addressed as “Sir” or “Ma’am”. Respect will be shown to all members of the District of Columbia Fire and Emergency Medical Services Department, guest instructors, residents, and guests of the District of Columbia. Disrespect or abusive language toward any individual or group shall be considered inexcusable behavior. Any recruit who is deemed to have exhibited inexcusable behavior will be placed on “administrative leave”, pending termination.

CHEATING

Cheating on an examination, either written or practical will not be tolerated. Any instance of cheating that is substantiated will cause the recruit(s) involved to be immediately placed on administrative leave, and immediately thereafter, terminated from the Department.

- P. Substance Abuse** – Recruits are required to attend classes well rested, sober, and ready to perform the presented assignments. Recruits may be subjected to a drug screen at any time.
1. Alcoholic beverages or illegal drugs shall not be permitted on the grounds of the District of Columbia Fire and Emergency Medical Services Department Training Academy. Violation shall result in adverse actions up to and including termination. A positive test for any illegal drugs shall result in immediate termination.
 2. Any use of prescription or over-the-counter medications that could affect the recruit’s performance and/or use of mechanical devices shall be brought to the attention of the Instructor(s).
- Q. Tobacco Products** - Recruits are prohibited from smoking or using any tobacco products while on the District of Columbia Fire and Emergency Medical Services Department Training Academy facilities or grounds.

The penalty for infractions of the Rules of Conduct, unless otherwise described in

the explanation are.

1. 1st infraction the issuance of a Written Reprimand
2. 2nd infraction will result in the recruit being placed on administrative leave and immediately thereafter terminated from the Department.

Section 15. Discrimination and Harassment

General Considerations:

1. The District of Columbia Fire and Emergency Medical Services Department Training Academy does not condone nor tolerate incidents or circumstances of discrimination, harassment or sexual harassment in accordance with the department's policy as outlined in Fire Department Bulletin No. 18, "*Diversity Management Program*". Racial slurs or derogatory remarks directed towards any individual, group, or unprofessional terms used within a specific ethnic group will not be tolerated. Any violators will be placed on administrative leave and immediately thereafter terminated from the department.
2. The District of Columbia Fire and Emergency Medical Services Department Training Academy, its management and its supervisors shall take prompt corrective action when made aware of any type of discrimination, harassment or sexual harassment.
3. Employees who believe that they have knowledge of, or feel that they have experienced any form of discrimination, harassment or sexual harassment should immediately follow the department's policies and procedures as addressed in Fire Department Bulletin No. 18, "*Diversity Management Program*".
4. No employee shall be intimidated, harassed, threatened or retaliated against, coerced or disciplined in any way for reporting alleged acts of discrimination, harassment or sexual harassment or for filing a complaint of discrimination, harassment or sexual harassment.

Section 16. Pregnancy Policy

The District of Columbia Fire and Emergency Medical Services Department Training Division shall adhere to the policy set forth in Fire Department Bulletin No. 32, ***Pregnancy Policy***.

Section 17. Outside Employment

Firefighter Recruits are **prohibited** from having outside employment, during the entire training period as a Firefighter Recruit. However, all recruits will be required to fill out and submit the F.D. Form 14 to their "Lead Instructor" with all pertinent information. The department

recognizes that this action may have presented some personal hardships as it relates to ones ability to supplement his/her income. However, should a member sustain an injury or illness from said employment it may have a major impact on his/her ability to successfully complete one or more components of required training for new recruits. .

Section 18. Religious Considerations

The FEMSD recognizes that on occasions there may be department rules, regulations, or orders that may conflict with an individual's religious beliefs or faith. Whenever this situation presents itself, the member(s) concerned may be required to submit a special report containing all pertinent information. Information supplied in the special report must include, but not be limited to: a) Religious orientation. b) Applicable provision from religious source which may conflict with the DC Fire and EMS requirements. c) Specific rule, regulations, or orders, which you are requesting to be exempted from d) name, date, and time of report.

Additionally, the department may require a verbal or written confirmation from the individuals: Pastor, Minister, Priest, or other verifiable source such as Bible, or other informational religious source. The enforcement of said department requirement may be held in abeyance, until the Training Director or Designee has rendered a final decision. All requests for specific exemptions will be decided on a case-by-case basis. Unfavorable decisions may be appealed to the Fire Chief or Designee. The Fire Chief's determination will be the final decision rendered by this agency. If the request is denied, the member(s) will be required to follow the prescribed regulation as ordered. Any member who refuses to comply with prescribed regulation as ordered will be charged with insubordination.

Section 19. Revision

Rescind all previous memoranda that pertain to the disposition of the recruit who fails Emergency Medical Technician – Basic and Basic Firefighting examinations.

Section 20. Probationary Studies

Upon graduation from the Training Academy and assignment to operations the recruit's probationary studies shall begin with the utilization of DC Fire and EMS Form 121.6. The examinations shall be administered on a monthly basis.

Section 21. Arrests, Indictments, Convictions and Investigations

Firefighter Recruits shall immediately notify the Deputy Fire Chief Training Division, through the chain of command, giving full details, if they are

- A. Arrested;
- B. Indicted;
- C. Convicted of, or plead guilty to a felony;
- D. Convicted of, or plead guilty to a misdemeanor;
- E. Under investigation for any criminal or illegal activity.

In these cases the recruit will be placed on administrative leave and the information forwarded to the DC Fire and EMS Departments Internal Affairs Division (IAD). If the IAD finds cause to substantiate the charge the recruit will be immediately thereafter terminated from the Department.

Section 22. Motor Vehicle Operators License – Change of Status

Firefighter Recruits shall promptly submit a special report to the Deputy Fire Chief Training Division, through the chain of command whenever there is a change in the status of their motor vehicle operator's license. In particular, the revocation, suspension, restriction or loss of driving privileges, and/or any medical or other problem affecting their ability to drive.

Section 23. Inquiries

For additional information concerning this Bulletin, you may contact the District of Columbia Fire and Emergency Medical Services Department Training Academy at (202) 673 – 3245, the Office of Compliance at (202) 673 – 3333, or the Regulations Office at (202) 673 – 3330.

Recruit Acknowledgement Receipt

I hereby acknowledge that I have received a copy of the District of Columbia Fire and Emergency Medical Services Department Bulletin No. 81, "New Firefighter Recruit Training Program: Guidelines and Operating Procedures". This document has been read and

explained to me by a staff member of the District of Columbia Fire and Emergency Medical Services Department Training Academy. I have read this bulletin and fully understand its contents.

Member's Signature

Date

Member's Name (Printed)

Recruit Class Number _____

Recruit Class Lead Instructor _____

Captain – Operations _____