

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

BULLETIN NO. 82

July 2013 (Revised)

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

I. Purpose

To establish policy, guidelines, and operating procedures used by the D.C. Fire and Emergency Medical Services Department (D.C. Fire & EMS) Training Division to instruct and examine all Cadet - Firefighter EMT (Cadets) in the Firefighter Professional Qualifications Level I and II, Hazardous Materials Awareness and Operations, and Emergency Medical Technician (EMT) Courses required in Department Bulletin 84.

II. Authority

To comply with D.C. Official Code § 5-418 (2008), D.C. Fire & EMS Department Order Book, and Firefighter I and II Certification Course (2011).

III. Objective

Cadet Program Mission Statement: The mission of the Cadet Program is to instruct, train and expose youth of the District of Columbia to the operations of the D.C. Fire & EMS Department and the duties, tasks and responsibilities of serving as a dual trained Firefighter/EMT with the Department.

IV. Responsibility

The Director of Training or his designee is responsible for the administration of the Cadet Program.

V. Mission Statements

A. *D.C. Fire & EMS Department Mission Statement:* The mission of the Fire and Emergency Medical Services Department is to provide fire suppression, technical rescue, fire prevention and education, and pre-hospital care and transport to people within the District of Columbia in order to protect life and property.

B. *Training Division Mission Statement:* The mission of the Training Academy is to improve the performance and safety skills of every member of the D.C. Fire & EMS Department. We shall perform these functions while maintaining or exceeding the high standards set by those who came before us.

VI. Definitions

- A. **Cadet** — For purposes of this issuance, a Cadet is an employee assigned to the Training Academy via the Cadet Program
- B. **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.
- C. **Chain of Command** — A system whereby authority passes down from the top through a series of executive and staff positions, in which each is accountable to the one direct superior. Any matter, which needs the attention of, or direct action by the Department, must be brought to the reporting person's most immediate supervisor.
- D. **Insubordination** — Refusing to obey oral or written orders issued by the Training Director, Training Academy Officer, Instructor, or Department Officer. This applies to written or verbal orders. Insubordination will not be tolerated.
- E. **Prescription Agreement** — A written statement which identifies areas of deficiencies in academic, physical fitness or job performance requirements.

VII. Applicability

The contents of this Bulletin shall apply to all Cadets.

VIII. Performance Expectations

Cadets must successfully complete all JPRs. The Cadet will be evaluated in the following areas:

A. Academics

The Cadet maintains minimum written grades or averages as stipulated in this Bulletin.

B. Practical / Drill Activities

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

C. Performance

1. The Cadet is to consistently demonstrate the behaviors outlined in the D.C. Fire & EMS Department Training Division Cadet Firefighter Performance Expectations contained in this Bulletin.
2. The Cadet will have no incomplete Prescription Agreement items in any Performance Evaluation period.

D. Physical Fitness

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

E. Equipment Maintenance

1. The Cadet maintains all issued Personal Protective Equipment (PPE) in ready and working condition.
2. The Cadet maintains all PPE clean and stored properly.
3. The Cadet maintains all assigned equipment in ready condition and/or according to instructions.
4. The Cadet will have no incomplete Prescription Agreement items for Equipment Maintenance in the current evaluation period.

F. Personal Appearance

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

G. Respiratory Protection Policy

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

IX. Code of Conduct

The Code of Conduct is established by the Deputy Fire Chief (DFC) of the Training Division as directed by the Chief of the D.C. Fire & Emergency Medical Services Department. 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. Cadets who violate the Code of Conduct are subject to disciplinary action. The following Code of Conduct will be adhered to while attending the D.C. Fire & EMS Department Training Academy and when under the direction and supervision of Training Academy Staff.

- A. **The Deputy Fire Chief of the Training Division will establish times of reporting and dismissal during Cadet Orientation.** As soon as the Cadet 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 Cadet will be considered late if he/she is anywhere other than at line-up and ready to work at the prescribed time. If a Cadet is tardy, a Special Report (DC Form 44) shall be submitted giving an explanation. All times are kept by the clock in the classroom.
- B. **Lunch** – Cadets will be given a minimum of 30 minutes for lunch. They may bring lunch from home or use the vending machines. If a Cadet 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 Cadet returns late from lunch or break, he/she shall submit an explanation in a Special Report. (Cadets are not allowed to call out for lunch delivery, *i.e.*, pizza, subs, delivery by family members, etc.).
- C. **Uniforms** – Cadets will report to work each day neatly dressed in a clean D.C. Fire & 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, which must be polished and buffed to a shine. Anytime a Cadet leaves the D.C. Fire & EMS Training Academy, he/she must be completely dressed in the required Department work uniform. Cadets are required to maintain a second complete work uniform at the Training Academy, to utilize as needed.
- D. **Student Lounge** – During breaks or lunch, Cadets will confine themselves to the student lounge or classroom. Cadets shall not leave the Training Academy without permission from the Lead Instructor. Cadets shall not enter any office without permission.
- E. **Classroom** – Cadets 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 Cadet begins to feel sleepy or drowsy during class, he/she will pick up his/her book(s) and stand at the rear of the classroom. Sleeping during class is not tolerated.

- G. **Posture** – Cadets 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. Cadets 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 the Training Division via the appropriate chain-of-command. EAL requests require that a Special Report (DC Form 44) be prepared stating all of the particulars of the emergency. A Request for Leave form (DC Form SF-71) must be executed for each occurrence. Each request will be considered for approval on its own merit. Documentation for an approved request will be provided when applicable. Any deviation from this rule will result in the Cadet being charged as “Absent Without Leave” (AWOL).
- I. **Leave Policy During Inclement Weather for District of Columbia Government:**
1. **“Liberal Leave”:** The Cadet will have 2 hours to report for duty. For example, if the reporting time is 0700 hours during liberal leave, the Cadet may report for duty at 0900hrs.
 2. **“Closed”:** The Cadet will not report for duty until the next business day. For example, if the government is closed Wednesday morning, then the Cadet will report for duty on Thursday morning.
- J. **Sick Leave** – To be granted sick leave, a Cadet must:
1. Notify a member of the Training Staff, following the Cadet’s prescribed chain of command, no later than 1 hour before the reporting time designated by the Deputy Fire Chief of the Training Division on the day that sick leave is requested. The Cadet will be carried on sick leave from the point of notification.
 - a. The Cadet shall report to his/her private doctor for an examination. If a Cadet considers himself/herself to be too ill to drive, and cannot report to the Training Academy, the Cadet is advised to arrange for transportation to the nearest hospital. Documentation must be presented when reporting to the Training Academy on the next business day after being discharged from the hospital. The only exception to this requirement is if the Cadet is totally incapacitated.
 - b. The Cadet is responsible for immediately notifying the Training Staff following the Cadet’s prescribed chain of command, of any

change in duty status. (*i.e., limited duty, sick leave, etc.*).

2. If a Cadet is injured during performance of duty, that Cadet will be transported to the appropriate hospital as indicated through Protocols. The appropriate arrangements will be made by the Training Academy staff for his/her return to the Training Academy.
3. Any Cadet who is in a "light" or "limited" duty status shall not be allowed to take any practical JPR examination or training.
4. Supporting documentation of any illness or impairment shall be submitted through the chain of command and submitted to the Office of the Training Director.

K. Telephones and Mobile Communication Devices

Cadets are not allowed to use Department telephones without the express consent of a Training Academy Staff member. The following items shall not be carried on the Cadet's person while on duty without the express permission of Training Academy Staff:

1. Cellular Phones
2. Pagers
3. Text Messaging Devices
4. Personal Digital Assistant (PDA's) or Handheld Computers
5. Any other two way communication device.

L. Clean-Up

Clean-up assignments will be posted in the classroom at the beginning of each week. Additionally, Cadets may be assigned other various clean up duties that may be required, as the need arises.

M. Study Material

Recommended study materials during the course of the Cadet Training Program may be provided. Failure to complete the material could inevitably result in poor academic performance. Personal counseling sessions will be conducted to evaluate the Cadet's progress.

N. Extra Student Sessions (Tutoring)

There will be periodic evaluations of a Cadet's progress. Training Academy staff will be available to provide tutoring. The purpose of tutoring sessions is to review and clarify any material that has been covered. These sessions are not intended to be a repeat of an entire class. Cadets must come prepared with questions on the material to be discussed. Tutoring sessions are voluntary.

O. Behavior

Each Cadet is expected to be respectful, obedient, helpful, courteous, and professional at all times. All employees of the D.C. Fire & EMS Department shall be addressed in a courteous and professional manner. The Cadet should address individuals either by their 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 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 Cadet who is found to have exhibited inexcusable behavior will be subject to disciplinary action.

P. Cheating

Cheating on an examination, either written or practical will not be tolerated. Any instance of cheating that is substantiated will cause the Cadet(s) involved to be immediately placed on administrative leave pending termination from the Cadet Program.

Q. Tobacco Products

Cadets are prohibited from smoking or using any tobacco products while on the D.C. Fire & EMS Department facilities or grounds. Smoking is allowed outside the Training Academy gates.

R. Substance Abuse

1. Cadets are required to attend classes well rested, sober, and ready to perform assignments presented.
2. Cadets are governed by the provisions of the Child and Youth Safety and Health Act of 2004 and are, therefore, subject to both random and reasonable suspicion alcohol and substance testing.
3. In addition, Cadets shall be guided by the current D.C. Fire & EMS Department Substance Abuse Policy.

S. Failure to Complete Cadet Requirements

In the sole discretion of the D.C. Fire & EMS Department Chief or his/her designee, a Cadet may be considered for selection to the next available Cadet Training Class if he/she :

1. has missed a total of 10 days of Physical Fitness training; or
2. has been absent 40 cumulative hours from any classroom lectures; or
3. has missed 40 cumulative hours of Practical Skills/Drills.

Selection shall be at the sole discretion of the D.C. Fire & EMS Chief or his/her designee, provided the Cadet meets the selection criteria of the next Cadet class.

T. Diversity Manager Program

As outlined in Bulletin 25, the D.C. Fire & EMS Department does not condone, nor tolerate incidents or circumstances of discrimination, retaliation, harassment or sexual harassment. Racial slurs or derogatory remarks directed towards any individual, group, or unprofessional terms used within a specific ethnic group will not be tolerated. Cadets who violate Bulletin 25 will be placed on administrative leave pending termination.

Employees should immediately report any Cadet violation of Bulletin 25 to the Department's Diversity Program Manager. The D.C. Fire & EMS Department Training Academy, its management and its supervisors shall take prompt and appropriate action when made aware of any Cadet violation of Bulletin 25.

Additionally, cadets should immediately report violations of Bulletin 25, or other Equal Employment Opportunity violations, to the Department's Diversity Program Manager.

U. Pregnancy Policy

Cadets shall adhere to the D.C. Fire & EMS Department *Pregnancy Policy* set forth in Bulletin 29.

V. Outside Employment

Cadets are strongly discouraged from having outside employment during the entire training period as a Cadet. All Cadets will be required to fill out and submit the Permission to Engage In Outside Employment form (F.D. Form 14) to their "Lead Instructor" with all pertinent information. The Lead Instructor shall make notification — through the chain of command — of any issues involving conflict of interest as it relates to outside employment and Cadets. Requests for outside employment will be subject to approval at the discretion of the D.C. Fire & EMS Department Chief.

W. Motor Vehicle Operator's License

- 1. Possession** — Each Cadet shall possess a valid learner's permit or a valid driver's license as a condition of acceptance into the Cadet Program. The permit, which should be obtained before the Program begins, should identify the Cadet's legal place of residence.
- 2. Change of Status** — Cadets shall promptly submit a Special Report to the Deputy Fire Chief, Training Division through the chain of command

whenever there is any change in the status of his/her motor vehicle operator's license.

X. Arrest, Indictments, Convictions and Investigations

A Cadet shall immediately notify the Deputy Fire Chief, Training Division, through the chain of command, giving full details, if he/she is:

1. arrested;
2. indicted;
3. convicted of — or plead guilty to — a felony;
4. convicted of — or plead guilty to — a misdemeanor; or
5. under investigation for any criminal or illegal activity.

Y. Penalties for Code of Conduct Violations

Unless otherwise indicated, the penalties for Code of Conduct violations are as follows:

1. 1st infraction — Written Reprimand
2. 2nd infraction — Termination from the Cadet Program.

X. Duration of the Cadet Training Program

The Cadet Program is a 12 month training program. The Cadet Program is administered in 3 Phases. The Cadet must successfully complete each Phase in order to advance to the next successive Phase. During the 3 Phases, the Cadets are expected to receive the following:

- A. Orientation
- B. Cardiopulmonary Resuscitation (CPR) Basic Life Support for Healthcare Professionals
- C. Emergency Medical Technician Course
- D. Adult and Pediatric Protocols
- E. Divisional Rotation
- F. Basic Firefighting Course (Pursuant to NFPA 1001 – Current Edition)
- G. Hazardous Materials Awareness and Operations Course (Pursuant to NFPA 472 – Current Edition)
- H. CPAT Certification

- I. Administrative Processing
- J. Physical Fitness

Please Note: The duration, sequence and content of training courses are subject to change by order of the D.C. Fire & EMS Department Chief.

XI. Phase I - EMT Certification: Contents of Training Courses

Phase I is conducted at the Training Academy. Hours of operation while assigned to the Training Academy will be determined by the Training Director. At the completion of this Phase, the successful Cadet will have obtained AHA Healthcare Provider CPR Credential; National Registry of Emergency Medical Technician (NREMT) Certification; and D.C. Department of Health (DOH) EMT Certification.

A. Basic Emergency Medical Technician (EMT) Course

1. *General Information:* The Emergency Medical Technician Basic (EMT-B) Course is comprised of both didactic classroom training (lectures) and practical applications that will give Cadets a comprehensive knowledge and understanding of the roles and responsibilities of an EMT-B, and train 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, Cadets may be subject to daily quizzes and/or review sessions. Additionally, Cadets will be given six (6) module examinations to measure cognitive progress in the curriculum. Cadets will also receive one (1) final written exam to measure cognitive competence in the entire curriculum.
2. *Curricula:* The curriculum is based upon the United States Department of Transportation, National Highway Traffic Safety Administration **EMT-Basic: National Standard Curriculum.**
 - a. **Examinations** — Each Cadet must receive passing grades on all six (6) module examinations. Each Cadet must also receive a passing grade on the final examination. In accordance with accepted practices, a passing score constitutes at least seventy percent (70%) correct responses on each (module/final) examination. If a Cadet fails to attain the requisite passing scores, he/she will be placed on administrative leave pending termination.
 - b. **Re-Examination** — In its discretion, the Training Director or designee may utilize one or more special remedial sessions to assist

in the completion of — and re-examination on — a lesson or module of instruction.

- i. With respect to any Cadet who is permitted to take a re-examination on a particular module, the re-examination will be administered on the Monday (or Tuesday if Monday is a holiday) immediately following the Cadet's achievement of a failing score on the preceding exam module.
 - ii. No Cadet will be permitted to fail more than two re-examinations. Any Cadet who fails a third re-examination will be placed on administrative leave pending termination.
- c. **2nd Attempt Exam** — With respect to any Cadet who has failed only 1 or 2 re-examinations, he/she will be administered a 2nd attempt exam on the failed module(s). The 2nd attempt exam(s) will be administered before the Cadet is permitted to take the final examination. Any Cadet to fails a 2nd attempt exam will be placed on administrative leave pending termination.
3. *Certification*: Certification is granted by the D.C. Department of Health (DOH). DOH certification requires successful completion of the Department's 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 exam.

XII. Phase I - EMT Certification: Examination and Scoring Requirements

A. Emergency Medical Technician Basic (EMT–B) Examinations

1. The Cadet curriculum will consist of 7 EMT Basic Course examinations (i.e., 6 module exams and 1 final exam), and 6 Skill Station Practical (proficiency) examinations. Upon completion of the course, Cadets will sit for the National Registry of Emergency Medical Technician Basic examination, and must achieve successful completion in all segments of that exam.
2. In order to sit for the NREMT examination, the Cadet must receive passing grades on all six (6) module examinations and the final examination, and also must pass the 6 Skill Station Practical examinations. Guidelines for re-testing for the NREMT Certification

test are outlined in Section XII (B).

3. *The D.C. Department of Health (DOH) recently informed DCFEMS that DOH will administer the 6 Skill Station Practical examinations. If DOH is, for whatever reason, not yet prepared to administer the 6 Skill Station Practical examinations to Cadets, then this Bulletin shall govern the administration of those examinations. Otherwise, the administration of the 6 Skill Station Practical examinations shall be governed by DOH guidelines, with which Cadets shall fully comply. DOH 6 Skill Station Practical examination Guidelines are Attached as Appendix "A" and "B."*

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

1. The Department will provide the Cadet with up to 6 opportunities to pass the NREMT-B certification examination. In the event a Cadet is unsuccessful in the initial certification examination, the second examination will be a minimum of 15 days from the original NREMT-B examination date and, if needed, the third examination will be a minimum of 15 days from the second test date. If the Cadet is unsuccessful on the third opportunity, the Cadet shall be placed in a 24 hour EMT refresher and, upon satisfactory completion of this course, the Cadet shall be afforded 3 additional opportunities as outlined previously in this paragraph.

Although a Cadet will be given up to 6 attempts to pass the NREMT examination, if a Cadet has not successfully passed an NREMT examination before the start of Phase III, then the Cadet will be placed on administrative leave pending termination.

2. Failure to pass the 24 hour refresher course on the first try will result in the Cadet being placed on administrative leave pending termination. Likewise, failure to satisfy the NREMT-B certification process upon the sixth attempt will result in the Cadet being placed on administrative leave pending termination.

C. Failure To Complete Emergency Medical Technician Basic (EMT-B) and / or National Registry Emergency Medical Technician Basic (NREMT-B) Examination

1. A Cadet will be placed on administrative leave pending termination—or, in the Fire and EMS Chief's discretion, will be subject to the terms set forth in § IX(S) — if any of the following circumstances apply:

- a. if a Cadet is unable to complete the prescribed EMT–B course or NREMT–B exam because of a medical disability incurred in the performance of duty, causing the Cadet to be placed on administrative sick leave or limited/light duty status; or
 - b. if a Cadet is unable to complete the prescribed EMT–B course or NREMT–B exam because of a medical disability incurred not in the performance of duty, causing the Cadet to be placed on sick leave or limited/light duty status not to exceed 30 calendar days.
2. *Prior Cumulative Score:* When a Cadet is permitted to complete the EMT–B course for either reason stated in Section XII(C)(1), the cumulative passing scores (if any) that were achieved prior to the point at which he/she was unable to continue the curricula will be maintained and transferred.
- D. Failure to Meet Minimum Scoring Requirements — Emergency Medical Technician Basic (EMT–B). A Cadet shall be placed on administrative leave pending termination when:
1. The Cadet fails to attain the requisite passing score on any of the 6 EMT–B course examinations (even after re-examination and/or 2nd attempt examination administered in the discretion of the Training Director or designee).
 2. The Cadet fails to achieve a passing score on any of the 6 Skill Station Practical (proficiency) examinations after 3 attempts. Each of the stations will be graded on a pass/fail basis. A Cadet shall be granted 3 opportunities to pass a required skill station. If the Cadet fails a skill station, remedial training shall be provided with an assigned instructor prior to the second and third attempts.
 3. Failure to pass the 24-hour refresher course for the NREMT–B examination on the first try.
 4. The Cadet is unsuccessful at passing the NREMT–B exam.
- E. Adult and Pediatric Protocol (Administered After NREMT Certification)
1. *General Information:* The Adult and Pediatric Protocol courses consist of both intensive classroom training (lectures) and practical application. For the duration of the course, Cadets can be given daily quizzes and/or review sessions to prepare for the certification

examination. Cadets will not be able to receive this training if they have not first obtained EMT–B certification from DOH.

2. *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 written examination (administered at course completion) with a 75% minimum score, and passing 4 practical skills stations.

XIII. Phase II - Divisional Rotation

A Divisional Rotation may take place at the various Divisions and Offices of the D.C. Fire & EMS Department. Hours of operation while assigned to these various Divisions / Offices will be determined by the Training Director. During this Phase, the Cadet shall gain knowledge and be able to describe the organizational structure, purpose, operational functions, and administrative processes of each Division/Office to which he/she is assigned.

XIV. Phase III - Firefighter I and II Certification and CPAT Certification

Firefighter I and II certifications will take place at the Training Academy. Hours of operation will be determined by the Training Director. At the completion of this Phase, the Cadet will have obtained and completed Firefighter I and II Certification, Hazardous Materials Awareness, and CPAT Testing and Certification

A. Firefighter I and II Training

1. *General Information* : The Firefighter I and II Courses will include 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.
2. *Curricula* : The Department's instructional aim and training program content is designed to prepare Cadets to meet or exceed the job performance requirements of the current NFPA 1001 *Standard for Firefighter Professional Qualifications*.
3. *Examinations and Scoring* : The curriculum will consist of six 50-question multiple choice written examinations, and six 4-skill station practical (proficiency) examinations. Cadets must attain an average 75% score on the 6 written examinations. Cadets must also pass all 6 practical skills examinations. Any Cadet who fails to maintain — or who is mathematically ineligible to achieve — a 75% GPA on the written examinations will be placed on administrative leave pending termination from the Department.

- 4: *Re-Examination Limitations* : **There is no re-examination process for the six written examinations during the Firefighter I and II Course.** The Department will offer one 2nd attempt per proficiency Practical Skills examination.
5. *Failure to meet Minimum Scoring Requirements* : A Cadet will be placed on administrative leave pending termination from the Department if he/she:
 - a. fails to successfully maintain a 75% GPA on the written examinations;
 - b. is mathematically ineligible to achieve a 75% GPA on the written examinations; or
 - c. fails to pass any one of the six Proficiency Practical Skill examinations after 2nd attempt (or after original attempt if the Cadet chooses to forego the 2nd attempt examination).

B. Hazardous Materials Awareness and Operations Training

1. *General Information* : The Hazardous Materials Awareness and Operations Course consists of intensive classroom training (lectures) and planned task assignments (practical application) that will provide Cadets with a comprehensive knowledge and understanding of firefighting activities, job behavior, and responsibilities executed by a Firefighter-EMT of hazardous materials responses in the District of Columbia.
2. *Curricula* : The Department's instructional aim and training program content is designed to prepare Cadets to meet or exceed the job performance requirements of the current NFPA 472 *Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents*. Cadets must obtain a minimum score of 75% on both written examinations, and pass the practical skills examination.
3. *Examinations and Scoring* : The Cadet Hazardous Materials Awareness and Operations curriculum consists of:
 - a. one 25-question multiple choice written examination for Awareness Certification;
 - b. one 25-question multiple choice written examination for Operations Certification; and
 - c. one 2-skill station Practical Skills examination.

Each Cadet must attain a minimum 75% score on the Hazardous Materials Awareness Certification examination in order to sit for the Hazardous Materials Operations Certification examination. Each Cadet must also attain a minimum 75% score on the Hazardous Materials Operations Certification written examination in order to take the Practical Skills examination.

4. *Failure to meet Minimum Scoring Requirements:* A Cadet will be placed on administrative leave pending termination from the Department if he/she fails to attain a minimum 75% score on the either written examination or fails the Practical Skills Examination.
5. *Re-Examination Limitations:* Cadets shall have 2 attempts to pass the Hazardous Materials Awareness written examination; the Hazardous Materials Operations written examination and the Hazardous Materials Operations Practical Skills examination.
6. *Failure to Meet Minimum Scoring Requirements:* Any Cadet who fails the Hazardous Materials Awareness Written Examination, the Hazardous Materials Operations Written Examination or the Hazardous Materials Operations Practical Skills Examination is ineligible to meet the prerequisites for Firefighter I and II Certification.

XV. Candidate Physical Ability Test (CPAT) Certification

- A. Candidate Physical Ability Test (CPAT) Certification** — Each Cadet must pass the Candidate Physical Ability Test (CPAT). Any Cadet who fails to do so will be placed on administrative leave pending termination. The CPAT ensures that all Cadets possess the physical ability to complete 8 sequential events effectively, efficiently, and safely. The order of the CPAT events is as follows:

| | |
|----------|----------------------------|
| Event 1: | Stair Climb |
| Event 2: | Hose Drag |
| Event 3: | Equipment Carry |
| Event 4: | Ladder Raise and Extension |
| Event 5: | Forcible Entry |
| Event 6: | Search |
| Event 7: | Rescue |
| Event 8: | Ceiling Breach and Pull |

- B. General Information** — Cadets will receive an “Orientation”, “Fitness Training”, “Preparation” and a walk through. In addition, two complete “Practice Sessions” and mentor sessions. This shall be conducted utilizing the D.C. Fire & EMS Department CPAT equipment. The D.C. Fire & EMS Trainers and CPAT monitors will be conducting the mentor and practice sessions.
- C. Curriculum** — The D.C. Fire & EMS Department shall establish instructional

priority and the training program content to prepare Cadets to meet or exceed the job performance requirements of the current International Association of Fire Fighters (IAFF) and the International Association of Fire Chiefs (IAFC), Joint Labor Management Wellness-Fitness (WFI) Task Force Candidate Physical Ability Test (CPAT).

1. Cadets must maintain full participation in the “Preparation”, “Orientation” and “Practice Sessions” scheduled by the D.C. Fire & EMS Department CPAT Administrator, and successfully complete the CPAT within the maximum total time of 10 minutes and 20 seconds.
2. In these events, the candidate wears a 50-pound (22.68-kg) vest to simulate the weight of self-contained breathing apparatus (SCBA) and fire fighter protective clothing. An additional 25 pounds (11.34 kg) of weight will be added for the stair climb event to simulate the high-rise pack.
3. Through all events, the Cadet must wear long pants, a hard hat with a chin strap, work gloves and footwear with no open heel or toe.

D. Examinations and Scoring — The Cadet Firefighter-EMT will be provided two (2) opportunities to complete the CPAT. Successful completion of the CPAT requires completion of the eight separate events in sequence within a maximum total time of 10 minutes and 20 seconds.

1. DC Fire and EMS shall ensure that cadets have full and equal opportunity to perform at least two timed practice runs, using actual CPAT equipment and completing the entire course. These mandatory practice sessions shall occur within thirty days of the official test date. Testing shall follow the guidelines of the WFI Task Force Candidate Physical Ability Test Manual.
2. In the event the Cadet successfully completes a Practice Session within the maximum time, and all applicable testing requirements are adhered to, the Cadet will be deemed as successfully completing the CPAT.

E. Re-Examination Limitations — In the event that a Cadet fails the CPAT, D.C. Fire & EMS shall offer one (1) second attempt at the CPAT. The second attempt at the CPAT is subject to the Training Division’s availability; however, the second attempt will fall within the guidelines of the WFI Task Force Candidate Physical Ability Test Manual.

F. Failure to meet Minimum Scoring Requirements

1. Failure to successfully complete the CPAT will cause the second attempt at the CPAT. The second attempt will follow the required additional eight (8) weeks of mentoring, and two (2) Practice Sessions.

2. Failure of the Cadet to successfully complete the second attempt of testing for the CPAT will give cause for termination.
3. According to the Candidate Physical Ability Test guidelines, the CPAT Administrator has overall responsibility during the individual candidate's testing process. The test shall be conducted in a uniform manner for all participants.

XVI. Probationary Study and Testing

- A. **Probationary Period** — Cadets are temporary employees and may be terminated at any time, with or without cause. Upon successful completion of the Cadet Training Program, each Cadet will be appointed as a Probationary Firefighter/EMT and assigned to the Operations Division. Cadets that are appointed as Probationary Firefighter/EMTs shall serve a probationary period of 18 months — effective from their date of appointment as Probationary Firefighter/EMTs. During this time the Probationer shall be terminated whenever his/her performance or conduct fails to demonstrate the individual's fitness or qualifications for continued employment.
- B. **Probationary Studies** — Probationary Firefighter/EMTs must complete a series of probationary study examinations (the 121 Series), which typically take about nine months to complete. Probationary Firefighter/EMTs will take the first test in this series, the FD 121.9, within 1 month after being assigned to the Operations Division. Testing on the remaining 121 series will be conducted on a monthly basis until completion of the series (the final examination is the 121.18). Probationary Firefighter EMT's must also pass the EMT Field Training Program in order to be released to practice as an Ambulance Crewmember in Charge.

XVII. Physical Examinations

After a Cadet graduates from the District of Columbia Fire & Emergency Medical Services Department Training Academy, she/he shall schedule an Annual Physical Examination in accordance with Department Order Book, Article XI-22, and § 32.

XVIII. 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.

XIX. Revisions

All contents of this Bulletin are subject to change by Order of the Chief of the D.C. Fire & Emergency Medical Services Department and/or the Training Director.

Cadet Acknowledgement Receipt

I hereby acknowledge that I have received a copy of the District of Columbia Fire and Emergency Medical Services Department Bulletin No. 82, "Firefighter Cadet 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)

Cadet Class Number

Date

Cadet Class Lead Instructor

Date

Captain – Training Division

Date

Noted by the Assistant Training Director

Date

The contents of this Bulletin will be placed in the Cadet's Personnel file.