

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

**BULLETIN NO. 80**

**SEPTEMBER 2006 (Reissued)**

Bulletin No. 80 replaces and revises Old Bulletin No. 53 issued January 2003.

**D.C. FIRE AND EMERGENCY MEDICAL SERVICES DEPARTMENT  
APPOINTMENT/SUITABILITY BOARD**

**Entry Level Processing Firefighter, EMT,  
And Paramedic Applicants**

There is hereby established within the D.C. Fire and EMS Department an Appointment / Suitability Board for the positions of Firefighter/EMT, Emergency Medical Technician, and Paramedic.

The function of the D.C. Fire and EMS Department Appointment / Suitability Board is to evaluate and approve or disapprove each candidate for appointment to the D.C. Fire and EMS Department.

The Appointment / Suitability Board for Firefighters will be comprised of the Assistant Fire Chief Services, Assistant Fire Chief Operations, a Deputy Fire Chief, or their alternate designees. They are the voting members of the Board. A Non-voting member assigned to the Board is a representative of Local 36, I.A.F.F.

The Appointment / Suitability Board for Emergency Medical Technician and Paramedic potential employees will be comprised of the Assistant Fire Chief Services, Assistant Fire Chief Operations, Medical Director, or their alternate designees. They are the voting members of the Board. A Non-voting member assigned to the Board is a representative of Local 3721, AFGE.

1.
  - a. The personnel files of candidates whose investigations have been completed shall be transmitted for review of the Board, by the Recruiting Officer.
  - b. The presence of all three voting members of the Board shall constitute a quorum, present.
  - c. Decisions of the Board shall be effected by majority vote. In making its determination as to the suitability of a candidate for further consideration, the Board may use as reference materials the guidelines found within the DPM and any other instructions issued by the Director of Personnel.
  - d. The findings and the reasons thereof on the suitability of a candidate shall be

recorded by the Board on a form expressly designed for this purpose.

- e. All firefighter candidates will be acted upon by the Board in the same order as listed on the Certificate, except for candidates delayed in processing through no fault of the District Government.
2. The Board has the authority to consider a variety of factors in determining a candidate's suitability for appointment. The possession of one or more of the following background characteristics may make a candidate ineligible for further processing and subsequent appointment:
- a. A conviction for any felony;
  - b. A conviction for any serious misdemeanor, including, but not limited to, petit larceny or sex offenses;
  - c. Any record of having served a jail sentence; or
  - d. An admission of drug abuse or reasonable grounds to believe that there has been drug abuse. Excessive use of marijuana would normally be disqualifying; however, each case will be considered individually, during which time all the relevant facts and circumstances will be evaluated before a final decision is made.
3. The following background variables will be closely reviewed by the Board and may serve to render a candidate ineligible for appointment:
- a. All military discharges, and the reasons for such discharges, shall be reviewed and evaluated on a case-by-case basis;
  - b. Other facts which would constitute a crime shall be individually evaluated;
  - c. Any false statements made concerning any matter which would provide the basis for disqualification shall be considered; and
  - d. Traffic records shall be judged on an individual basis. A pattern of disregard for existing traffic regulations, particularly where the applicant has been convicted of Driving under the Influence of Intoxicants or Drugs, may result in the exclusion of the candidate from further processing.
  - e. Work history

4. An applicant's file shall be placed in a condition of temporary suspension from further processing for either of the following reasons:
  - a. The applicant has criminal charges pending; or
  - b. The applicant's motor vehicle license is suspended or revoked or such action is pending.
5. The Board shall return the candidate's files to the Fire Department Recruiting Officer with their recommendation as to whether the candidate should be determined suitable or unsuitable for further processing.
6. The Recruiting Officer, based upon the Board's recommendation, shall render a decision as to the suitability of each candidate for further processing. If the Recruiting Officer does not concur with the decision of the Board, he/she may notify the Board and ask for reconsideration. Furthermore, the Candidate may submit a letter to the Suitability Board through the Recruiting Office requesting reconsideration. This request must be received within fifteen (15) business days from the date of the initial rejection notice.
7. A candidate may appeal this decision (if unfavorable) in writing to the Fire Chief or his Designee. The decision of the Fire Chief is **final**.