

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

BULLETIN NO. 81

OCTOBER 2012 (Reissued)

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

I. 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 and II, and Emergency Medical Technician (EMT) Basic Courses.

II. Authority

Department Rules and Regulations, Article I, § 5(e); Department Order Book, Article XII, §1; Firefighter I / II course re-accredited (2006): International Fire Service Accreditation Congress.

III. Objective

To comply with the Government of the District of Columbia Personnel Regulations: 8 D.P.M. § 812 (Career Service), 8 D.P.M. § 813 (Career Service Employment to a Continuing Position), 8 D.P.M. § 814 (Probationary Period), and 8 D.P.M. § 814 (Termination During Probationary Period).

IV. Responsibilities

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

V. Mission Statements

A. *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 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 twofold: to improve the performance and safety 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.

VI. Definitions

- A. *Recruit* — for purposes of this issuance, a Recruit is an entry-level uniformed Firefighter–EMT candidate of the Department, or an individual who has successfully completed training under the Department's Fire 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 staffed positions, as well as from the 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.
- D. *Insubordination* — Non-compliance with authority; Refusing to obey oral or written orders issued by the Training Director, Training Academy Officer, Instructor, or Department Officer. 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 Firefighter–EMT Recruits.

VIII Duration of Probationary Training Courses

- A. Orientation — 2 weeks or 80 hours
- B. Cardiopulmonary Resuscitation (CPR) Basic Life Support for Healthcare Professionals — 4 hours
- C. Emergency Medical Technician Basic Course — 8 weeks or 320 hours
- D. Basic Firefighting Course (Pursuant to NFPA 1001–2002)—18 weeks or 720 hours
- E. Adult and Pediatric Protocols — 3 weeks or 120 hours
- F. Physical Fitness — 26 weeks or 208 hours
- G. **Note—all durations and content of training courses are subject to change by the order of the Training Director of the Department**
- H. **Note — no Recruit will be permitted to continue to the next portion of training without successfully completing the training courses, as listed, in Section VIII, *Duration of Probationary Training Courses***

IX. Contents of Training Courses

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 Recruits 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, Recruits may be subject to daily quizzes and/or review sessions. Additionally, Recruits will be given five (5) module examinations to measure cognitive progress in the curriculum. Recruits 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 Recruit must receive passing grades on all five (5) module examinations. Each Recruit 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 Recruit 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 Recruit 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 Recruit’s achievement of a failing score on the preceding exam module.
 - ii. No Recruit will be permitted to fail more than two re-examinations. Any Recruit who fails a third re-examination will be placed on administrative leave pending termination.
 - c. **2nd Attempt Exam** — With respect to any Recruit 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 Recruit is permitted to take the final examination. Any recruit 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.

X. Examination and Scoring Requirements

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

1. The Recruit curriculum will consist of 6 EMT Basic Course examinations (i.e., 5 module exams and 1 final exam), and 6 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 that exam.
2. In order to sit for the NREMT examination, the Recruit must receive passing grades on all five (5) 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 X (B).

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

1. The Department will provide the Recruit with up to 6 opportunities to pass the NREMT-B certification examination. In the event a Recruit 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 Recruit is unsuccessful on the third opportunity, the Recruit shall be placed in a 24 hour EMT refresher and, upon satisfactory completion of this course, the Recruit shall be afforded 3 additional opportunities as outlined previously in this paragraph.
2. Failure to pass the 24 hour refresher course on the first try will result in the Recruit being placed on administrative leave pending termination. Likewise, failure to satisfy the NREMT-B certification process upon the sixth attempt will result in the Recruit 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 Recruit 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 § XIV(R) — if any of the following circumstances apply:
 - a. if a Recruit 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 Recruit to be placed on administrative sick leave or limited/light duty status; or
 - b. if a Recruit 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 Recruit to be placed on sick leave or limited/light duty status not to exceed 30 calendar days.
 2. *Prior Cumulative Score*: When a Recruit is permitted to complete the EMT–B course for either reason stated in Section X(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 Recruit shall be placed on administrative leave pending termination when:
1. The Recruit fails to attain the requisite passing scores on any of the 6 EMT–B course examinations (even after re-testing administered in the discretion of the Training Director or designee).
 2. The Recruit 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 Recruit shall be granted 3 opportunities to pass a required skill station. If the Recruit 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 Recruit 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, Recruits can be given daily quizzes and/or

review sessions to prepare for the certification examination. Recruits 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.

XI. Basic Firefighting Course and Examinations — Firefighter

A. Basic Firefighting Course: Firefighter I / II

1. *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.
2. *Curricula:* The Department’s instructional aim and training program content is designed to prepare Recruits to meet or exceed the job performance requirements of the current NFPA 1001 Standard. ***Recruits will not be permitted any opportunities to retake written examinations.*** Guidelines for written examination scores and practical examinations are provided in Section XI(B) .
3. Failure to Complete Firefighter I / II Training
 - a. A Recruit 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 § XIV(R) — if any of the following circumstances apply:
 - i. if a Recruit is unable to complete the prescribed Firefighter I / II course because of a medical disability incurred in the performance of duty, causing the Recruit to be placed on administrative sick leave or limited/light duty status; or
 - ii. if a Recruit is unable to complete the prescribed Firefighter I / II course because of a medical disability incurred not in the performance of duty, causing the Recruit to be placed on sick leave or limited/light duty status not to exceed 30 calendar days.

- b. *Prior Cumulative Score*: When a Recruit is permitted to complete the Firefighter I / II course for either reason stated in Section XI(A)(3), all passing grade averages that were achieved prior to the point at which he/she was unable to continue the curricula will be maintained and shall follow the Recruit into the new recruitment class.
- B. *Basic Firefighting Examinations*: the Recruit curriculum will consist of the following — each Recruit must:
1. Pass 6 Written Examinations (50–questions apiece);
 2. Pass 6 Skill Station Practical (proficiency) examinations: each exam, which typically covers 3 to 4 proficiency areas, will be graded on a pass/fail basis and, if the Recruit fails a proficiency exam, remedial training shall be provided with an assigned instructor before the 2nd and 3rd attempts;
 3. Pass a Hazardous Materials Awareness and Operation Level written examination; and
 4. Pass a Physical Fitness Exit examination administered by the Physical Fitness Coordinator/Lead Instructor at the end of Physical Fitness Training.
- C. *Hazardous Materials I/II Examination*
- Recruits will be administered a Hazardous Materials Awareness and Operation level written examination. Each Recruit must achieve a minimum score of 75% on the Hazardous Materials I/II examination. Should any Recruit fail to attain the minimum score on his/her first attempt, the Recruit will be given one (1) re-examination. Any Recruit who does not pass the Hazardous Materials I/II re-examination (i.e., by achieving a minimum score of 75%) will be placed on administrative leave pending termination.
- D. *Candidate Physical Ability Test (CPAT) Certification*—Recruits must pass the Department’s Candidate Physical Ability Test (CPAT). Any Recruit who fails to do so will be placed on administrative leave pending termination. The CPAT ensures that all Recruits 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

1. *General Information:* Recruits will receive an Orientation, Fitness Training, Preparation and a walk through. Practice Sessions and Mentor Sessions will also be offered — these shall be conducted utilizing the Department's CPAT equipment. Department Trainers and CPAT monitors will conduct the mentor and practice runs.
2. *Curriculum:* The Department's instructional aim and training program content is designed to prepare Recruits 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 Task Force (WFI Task Force), and Candidate Physical Ability Test (CPAT).
 - a. Recruits must maintain full participation in the Preparation, Orientation and Practice Sessions scheduled by the Department's CPAT Administrator, and successfully complete the CPAT within the maximum total time of 10 minutes and 20 seconds.
 - b. In each Event described in § XI(D), the Recruit wears a 50-pound vest to simulate the weight of self-contained breathing apparatus (SCBA) and fire fighter protective clothing. An additional 25-pound weight will be added for the Stair Climb Event to simulate the high-rise pack.
 - c. Through all Events, the Recruit must wear long pants, a hard hat with a chin strap, work gloves and footwear with no open heel or toe.
 - d. The CPAT Administrator has overall responsibility during the Recruit's testing process. The test shall be conducted in a uniform manner for all participants.
3. *Examinations and Scoring:* The Recruit will be provided two (2) opportunities to complete the CPAT. Successful completion of the CPAT requires sequential completion of all 8 separate Events within a maximum total time of 10 minutes and 20 seconds.
 - i. The Department will ensure that each Recruit is granted an opportunity to perform at least 2 timed practice runs — completing the entire sequence of Events using actual CPAT equipment. These mandatory practice runs will be offered within 30 days of the official test date. Testing shall follow the guidelines of the WFI Task Force Candidate Physical Ability Test Manual.
 - ii. Any Recruit who successfully completes a practice run within the time allotted and, likewise, completes all remaining testing requirements will have successfully completed the CPAT.

4. *Re-Examination Limitations:* In the event that a Recruit fails the CPAT, the Department may offer only 1 re-examination. However, the CPAT re-examination is subject to the Training Division's availability. Here again, the re-examination will be administered within the guidelines of the WFI Task Force Candidate Physical Ability Test Manual. The second attempt will follow the required additional eight (8) weeks of mentoring, and two (2) Practice Sessions.
- E. *Failure to Pass Exams:* — A Recruit shall be placed on administrative leave pending termination from the Department when any of the following conditions arise:
1. The Recruit fails to achieve a minimum average score of 75% on the 6 written examinations, or it becomes mathematically impossible for a Recruit to achieve the 75% average score.
 2. The Recruit fails to achieve a passing score on any part of the 6 proficiency examinations after 3 attempts.
 3. The Recruit fails the Hazardous Materials I/II examination on the 2nd attempt.
 4. The Recruit fails the Candidate Physical Ability Test (CPAT) on the 2nd attempt.

XII. Protest Process for Examination Questions

- A. Any Recruit who wishes to protest a question on any written examination is instructed to identify the challenged question(s) on the test package before submitting the written examination to the Test Proctor.
- B. Any Recruit who wishes to protest a portion of the Practical Skills examination is instructed to document the problem at the completion of the skills station being challenged. The documentation is to be written in the comments area on the Recruit's test skill sheet.
- C. Upon receipt of the Recruit's protest — whether on the written examination or on the Practical Skills examination — the Test Proctor shall forward the protest to the Training Director or designee. After review, the Training Director shall make the final decision. In conducting his/her review, the Training Director should:
 1. review the question and the reference materials upon which the question is based;
 2. confirm that the question is accurate; and
 3. confirm that the question remains relevant to the subject matter being taught.

- D. If the Training Director confirms that the challenged question is accurate and relevant, then test results will not be changed.
- E. If the Training Director determines that the challenged question is either inaccurate or irrelevant, then each Recruit—who received no credit for incorrectly answering the challenged question—will receive credit for answering the challenged question correctly on that examination.
- F. With respect to each question that is confirmed to be either inaccurate or irrelevant, the Training Director shall forward a final recommendation to the Department Curriculum Development Office and IFSAC Committee for correction of the test bank. The Test Bank Administrator or designee of the Training Director shall be the only individuals authorized to change test bank questions.
- G. A Recruit may not protest—with the Department—any question on the NREMT exam.

XIII. Performance Expectations

The Recruit will be evaluated in the following areas:

- A. Academics—Recruit maintains minimum written grades, averages or passing results as stipulated in Sections IX, X and XI.
- B. 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 Skills and operation of a variety of tools and equipment;
 4. Recruit is consistent in performance of all drill ground activities; and
 5. Recruit has no incomplete Prescription Agreement items for Drill Activities in current evaluation period.
- C. Performance
 1. Recruit consistently demonstrates behaviors outlined in the Department Training Division Recruit Firefighter Performance Expectations; and
 2. Recruit has no incomplete Prescription Agreement items in Performance Expectations in current evaluation period.

- D. 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; and
 4. Recruit has no incomplete Prescription Agreement items for Physical Fitness in current evaluation period.
- E. 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; and
 4. Recruit has no incomplete Prescription Agreement items for Equipment Maintenance in current evaluation period.
- F. Personal Appearance
1. Recruit consistently maintains personal appearance according to Department grooming standards;
 2. Recruit presents a professional, clean and neat appearance;
 3. Recruit adheres to acceptable hygiene standards; and
 4. Recruit has no incomplete Prescription Agreement items for Personal Appearance in current evaluation period.
- G. Respiratory Protection Policy — Recruit consistently maintains compliance with all requirements outlined in the Department’s Respiratory Protection Plan.

XIV. Rules of Conduct

The rules of conduct are established by the Deputy Fire Chief (DFC) of the Training Division as directed by the Fire and EMS 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 Rules of Conduct will be adhered to while attending the Training Academy and when under the direction and supervision of Training Academy Staff.

- A. **Time** — The DFC 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.
1. **First Violation for Reporting Late for Duty** — Official Reprimand.
 2. **Second Violation for Reporting late for Duty** — Recruit will be placed on administrative leave pending termination.
- 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. are prohibited).
- 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 (shoes must be polished and buffed to a shine). Anytime a Recruit leaves the 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 will not be tolerated.
- G. **Posture** — Recruits are expected to remain alert and upright at all times. 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.
- H. Annual Leave — Requests to use annual leave will not be considered. All requests to use "Emergency Animal Leave" (EAL) shall be made to the DFC of the 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. An SF-71 must be executed for each occurrence. Each request will be considered for approval on its own merit. Documentation for approved requests will be provided when applicable. Any deviation from this rule will result in the Recruit being charged as "Absent Without Leave" (AWOL).
- I. Leave Policy — Inclement Weather

Purpose: To establish a policy for Recruits concerning inclement weather while assigned to the Training Academy.

DIRECTIVE

1. IF THE DISTRICT OF COLUMBIA GOVERNMENT IS ON "LIBERAL LEAVE"

The Recruit will have 2 hours to report for duty. (i.e., if the reporting time is 0700 hours, during liberal leave the Recruit may report for duty at 0900hrs).
 2. IF THE DISTRICT OF COLUMBIA GOVERNMENT IS "CLOSED"
The Recruit will not report for duty until the next business day (i.e., if the government is closed Wednesday morning, the Recruit will report for duty on Thursday morning).
- 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 DFC of the Training Division. Notification must be made 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 Training Academy 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.

3. The Recruit is responsible for notifying the Training Academy of all actions taken by executing a DCFEMS Form 44 on the next business day after discharge from the hospital. Documentation must be presented by the Recruit immediately upon reporting to the Training Academy. Failure to do so will result in the Recruit being charged as "Absent Without Leave" (AWOL). The only exception to this immediate notification requirement is if the Recruit is incapacitated.
 4. The Recruit shall immediately hand deliver the appropriate forms to the Police and Fire Clinic (PFC), to facilitate the required medical evaluation and treatment, as necessary.
 5. Upon completion of the PFC medical evaluation, the Recruit must obtain a PFC Sick Call Form. It is the Recruit's responsibility to obtain this form before leaving 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.
 6. Before leaving the PFC, the Recruit is responsible for immediately notifying the Training Staff, following the Recruit's chain of command, of any change in duty status. (*i.e., limited duty, sick leave*)
 7. 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, appropriate arrangements will be made by the Training Academy staff for his/her return to the Training Academy.
 8. 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 express written consent of the Operations Captain or his/her designee. The following items shall not be carried on the Recruit's person while on duty without express written consent from the Operations Captain or his/her designee.
1. Cellular Phones
 2. Pagers
 3. Text Messaging Devices
 4. Personal Digital Assistant (PDA's) or Handheld Computer
 5. Any other two way communication devices
 6. Any type of weapon (*i.e., guns, knives, brass knuckles etc.*)

- 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—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 from these sessions, a Recruit 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 Department employees shall be addressed in a courteous and professional manner. The Recruit should address individuals either by the individual's rank, or by "Sir" or "Ma'am". Guests will be addressed as "Sir" or "Ma'am". Respect will be shown to all Department members, guest instructors, as well as visitors to—and residents 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 pending termination.

- P. Substance Abuse-Recruits are required to attend classes well rested, sober, and ready to perform assignments presented. Recruits may be subjected to drug screening at any time.
 - 1. Alcoholic beverages or illegal substances shall not be permitted on Training Academy grounds. Violation shall result in adverse actions up to and including termination. A positive test for any illegal substance shall result in immediate termination.
 - 2. Any Recruit who uses prescription or over-the-counter medications that could affect the Recruit's performance and/or use of mechanical devices shall immediately bring such usage to the attention of the Instructor(s).
- Q. Tobacco Products—Recruits are prohibited from smoking or using any tobacco products while on Training Academy grounds.

- R. Recycling to Available Recruit Class
1. In the sole discretion of the Fire and EMS Chief or the Training Director, a Recruit may be recycled to the next available Recruit Training Class in the following circumstances:
 - a. missing a total of 10 days of Physical Fitness training;
 - b. absent 40 cumulative hours from any classroom Lectures; or
 - c. missing 40 cumulative hours of Practical Skills/Drills.
 2. The foregoing provision shall not diminish the Fire and EMS Chief or the Training Director's discretion to place a Recruit on administrative leave pending termination should any of the foregoing circumstances arise.
- S. Penalty for Infraction—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; and
 2. 2nd infraction will result in the Recruit being placed on administrative leave pending termination.

XV. Discrimination and Harassment

General Considerations

- A. The Department does not condone nor tolerate incidents or circumstances of discrimination, retaliation or harassment in accordance with the Department's policy as outlined in Fire Department Bulletin No. 25, "*Diversity Management Program*". Racial slurs or derogatory remarks directed towards any individual, group, or unprofessional terms used with respect to a specific ethnic group will not be tolerated. Any violators will be placed on administrative leave pending termination.
- B. The Training Academy, its management and its supervisors shall take prompt corrective action when made aware of any type of discrimination, retaliation or harassment.
- C. 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. 25 "*Diversity Management Program*".
- D. No employee shall be intimidated, harassed, threatened or retaliated against, coerced or disciplined in any way for reporting — or filing a complaint regarding — alleged acts of discrimination or harassment.

XVI. 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. 29, *Pregnancy Policy*.

XVII. 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 rule may present personal hardships as it relates to one's ability to supplement his/her income. However, should a member sustain an injury or illness from said outside employment it may have a major impact on his/her ability to successfully complete one or more components of required training for new Recruits.

XVIII. Religious Considerations

- A. The Department recognizes that, on occasion, there may be Department rules, regulations, or orders that may conflict with a Recruit's religious beliefs or faith. Whenever this occurs, the Recruit 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:
1. religious orientation;
 2. applicable provision from religious source in apparent conflict with the Department requirement(s);
 3. specific rule, regulation, or order the Recruit requests exemption from; and
 4. name, date, and time of report.
- B. The enforcement of said Department requirement may be held in abeyance until the Department has rendered a final decision. All requests for specific exemptions will be decided on a case-by-case basis. The Department's determination will be the final decision. If the request is denied, the Recruit will be required to follow the prescribed regulation as ordered.

XIX. Revision

All contents within this Bulletin are subject to change by Order of the Fire and EMS Chief.

XX. 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 121.9. Examinations shall be administered on a monthly basis.

XXI. Arrests, Indictments, Convictions and Investigations

- A. Recruits shall immediately notify the DFC of the Training Division, through the chain of command, giving full details, if they are:
1. arrested;
 2. indicted;
 3. convicted of, or plead guilty to a felony;
 4. convicted of, or plead guilty to a misdemeanor;
 5. under investigation for any criminal or illegal activity.
- B. In these cases the Recruit will be placed on either enforced or administrative leave, and the information will be forwarded to the Department's Internal Affairs Division (IAD). If the IAD finds cause to substantiate the charge, the Recruit will be immediately thereafter terminated from the Department.

XXII. Motor Vehicle Operators License — Change of Status

Recruits shall promptly submit a Special Report to the DFC of the 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.

XXIII. 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 September 2012". 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 _____

The contents of this acknowledgement will be placed in the Recruit's Personnel file.