

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

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BULLETIN NO. 88

November 2014

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

### **I. Purpose**

This Bulletin establishes the policy, guidelines and procedures for instructing and examining all Lateral Transfer Recruits in the Firefighter Professional Qualifications Level I and II.

### **II. Authority**

Department Rules and Regulations, Article I, § 5(e); Department Order Book, Article XII, §1. The International Fire Service Accreditation Congress (IFSAC) accreditation as it relates to reciprocity from accredited entities. The District of Columbia Fire and Emergency Medical Services Department Training Academy is accredited through IFSAC for Firefighter I & II and Pro Board Fire Service Professional Qualification System certification for Firefighter I & II and Hazardous Material Operations and other courses as may be offered.

### **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 Emergency Medical Services Department Chief for the instruction and training of all personnel.

### **V. Mission Statements**

- A. *Fire and Emergency Medical Services 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. *Lateral Recruit* — an entry-level uniformed Firefighter candidate of the Department who — upon entry into the Lateral Recruit Program — is a single-role employee of the Department who possesses an active National Registry of Emergency Medical Technicians (NREMT) Paramedic or Basic provider certification.
- 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 that 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 that identifies areas of deficiencies in academic, physical fitness or job performance requirements.

## VII. Applicability

The contents of this Bulletin shall apply to all Lateral Recruit Firefighters (current Fire and Emergency Medical Services Department employees) who possess NREMT Paramedic or Basic certifications as applicable.

## VIII. Duration And Content

The Lateral Recruit Program is a 26 week training program in which recruits are expected to receive the following:

- A. Orientation — 2 weeks or 80 hours,
- B. Cardiopulmonary Resuscitation (CPR) Basic Life Support for Healthcare Professionals — 4 hours (only if Lateral Recruit certification is not current),
- C. Basic Firefighting Course (Pursuant to NFPA 1001–2002)—18 weeks or 720 Hours,
- D. Adult and Pediatric Protocols — 3 weeks or 120 hours ( if Lateral Recruit is not current), and

- E. Physical Fitness — 26 weeks or 208 hours.

**Note:** *The duration and content of training courses are subject to change by order of the Fire & Emergency Medical Services Department Chief or the Training Director.*

**Note:** *No Lateral Recruit will be permitted to continue to the next portion of training without successfully completing each training course in the order listed in Section VIII(A – E) of this Bulletin.*

**Note:** *No Lateral Recruit will be permitted to graduate from the Training Academy without successfully completing all required training courses listed in this Bulletin.*

## **IX. 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—NREMT Paramedic or EMT in the District of Columbia.
2. **Curricula:** The Department's instructional aim and training program content is designed to prepare Lateral Recruits to meet or exceed the job performance requirements of the current NFPA 1001 Standard. ***Lateral Recruits will not be permitted any opportunities to retake written examinations.*** Guidelines for written examination scores and practical examinations are provided in Section IX(B), (C) and (D).
3. **Failure to Complete Firefighter I / II Training**
  - a. A Lateral Recruit will be re-assigned back to the Operations or Administrative Division as applicable — or, in the Fire and Emergency Medical Services Department Chief's discretion, will be subject to the terms set forth in § XII(S) — if any of the following circumstances apply:
    - i. if a Lateral Recruit is unable to complete the prescribed Firefighter I / II course because of a medical disability incurred in the performance of duty, causing the Lateral Recruit to be placed on administrative sick leave or limited/light duty status; or

- ii. if a Lateral 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 Lateral Recruit to be placed on sick leave or limited/light duty status not to exceed 30 calendar days.
  - b. *Prior Cumulative Score:* When a Lateral Recruit is permitted to complete the Firefighter I / II course for either reason stated in Section IX (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 Lateral Recruit into the new Recruitment or Transitional 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 Lateral 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

Lateral Recruits will be administered a Hazardous Materials Awareness and Operation Level Written Examination. Each Lateral Recruit must achieve a minimum score of 75% on the Hazardous Materials I/II Examination. Should any Lateral Recruit fail to attain the minimum score on his/her first attempt, the Lateral 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 reassignment back to the Operations or Administrative Division as applicable.
- D. *Failure to Pass Exams:* — A Lateral Recruit shall be placed on administrative leave pending reassignment back to the Operations or Administrative Division as applicable when any of the following conditions arise:
  1. The Lateral 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 Lateral Recruit fails the Physical Fitness Exit Examination.

**X. Protest Process for Examination Questions**

- A. Any Lateral 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 Lateral 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 Lateral Recruit's test skill sheet.
- C. Upon receipt of the Lateral 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 Lateral 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.

## **XI. Performance Expectations**

Each Lateral Recruit will be evaluated in the following areas:

- A. Academics — Lateral Recruit maintains minimum written grades, averages or passing results as stipulated in this Bulletin.
- B. Practical/Drill Activities
  - 1. Lateral Recruit performs all drill ground activities in a safe, timely and appropriate manner.
  - 2. Lateral Recruit demonstrates use of equipment with control and confidence.
  - 3. Lateral Recruit demonstrates basic knowledge of Practical Exam Skills and operation of a variety of tools and equipment.
  - 4. Lateral Recruit is consistent in performance of all drill ground activities.
  - 5. Lateral Recruit has no incomplete Prescription Agreement items for Drill Activities in current evaluation period.
- C. Performance
  - 1. Lateral Recruit consistently demonstrates behaviors outlined in the Department Training Division Recruit Firefighter Performance Expectations.
  - 2. Lateral Recruit has no incomplete Prescription Agreement items in Performance Expectations in current evaluation period.
- D. Physical Fitness
  - 1. Lateral Recruit maintains level of physical fitness as prescribed by the Training Academy Fitness Coordinator / Lead Instructor.
  - 2. Lateral Recruit performs all components of the prescribed workout(s) in the appropriate manner as demonstrated by the Training Academy Fitness Coordinator/Lead Instructor.
  - 3. Lateral Recruit demonstrates the endurance and physical ability necessary to perform all drill ground activities.

4. Lateral Recruit has no incomplete Prescription Agreement items for Physical Fitness in current evaluation period.

E. Equipment Maintenance

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

F. Personal Appearance

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

- G. Respiratory Protection Policy — Lateral Recruit consistently maintains compliance with all requirements outlined in the Department's Respiratory Protection Plan.

## **XII. 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 Emergency Medical Services Department 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. Any Lateral Recruit who violates the Rules of Conduct is 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 Lateral Recruit orientation. As soon as any Lateral 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 Lateral 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 Lateral 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 — Lateral Recruit will face more severe disciplinary charges exceeding an Official Reprimand including, but not limited to, dismissal from the Lateral Recruit Program.
- B. **Lunch** — Lateral Recruits will be given a minimum of 30 minutes for lunch. They may bring lunch from home or use the vending machines. If a Lateral 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 Lateral Recruit returns late from lunch or break, he/she shall submit an explanation in a Special Report. Lateral Recruits are not allowed to call out for lunch delivery (i.e., pizza, subs, delivery by family members, etc. are prohibited).
- C. **Uniforms** — Lateral Recruits will report to work each day neatly dressed in a clean Fire and Emergency Medical Services 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). Any time a Lateral Recruit leaves the Training Academy, he/she must be completely dressed in the required Department work uniform. Lateral 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, Lateral Recruits will confine themselves to the student lounge or classroom. Lateral Recruits shall not leave the Training Academy without permission of the Lead Instructor. Lateral Recruits shall not enter any office without permission.
- E. **Classroom** — Lateral 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 Lateral 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** — Lateral Recruits are expected to remain alert and upright at all times. Lateral 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 Annual 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 Lateral Recruit being charged as "Absent Without Leave" (AWOL).
- I. Inclement Weather Leave Policy — The following policy governs Lateral Recruit conduct when there is inclement weather while assigned to the Training Academy:
1. IF THE DISTRICT OF COLUMBIA GOVERNMENT IS ON "LIBERAL LEAVE", the Lateral Recruit will have 2 hours to report for duty. (i.e., if the reporting time is 0700 hours, during liberal leave the Lateral Recruit may report for duty at 0900 hours).
  2. IF THE DISTRICT OF COLUMBIA GOVERNMENT IS "CLOSED", the Lateral Recruit will not report for duty until the next business day (i.e., if the government is closed Wednesday morning, the Lateral Recruit will report for duty on Thursday morning).
- J. Sick Leave — To be granted sick leave, a Lateral Recruit must:
1. Notify a member of the Training Staff, following the Lateral 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 Lateral Recruit will be carried on sick leave from the point of notification.
  2. The Lateral 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 Lateral Recruit considers himself/herself to be too ill to drive, and cannot report to the Training Academy, the Lateral Recruit is advised to arrange for transportation to the nearest hospital.
  3. The Lateral 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 Lateral Recruit immediately upon reporting to the Training Academy. Failure to do so will result in the Lateral Recruit being charged as "Absent Without Leave" (AWOL). The only exception to this immediate notification requirement is if the Lateral Recruit is incapacitated.

4. The Lateral Recruit shall immediately hand deliver the appropriate form 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 Lateral Recruit must obtain a PFC Sick Call Form. It is the Lateral Recruit's responsibility to obtain this form before leaving the front desk of the PFC. If duty status has changed, the Lateral 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 Lateral Recruit is responsible for immediately notifying the Training Staff, following the Lateral Recruit's chain of command, of any change in duty status (*i.e., limited duty, sick leave*).
  7. If a Lateral Recruit is injured during performance of duty, that Lateral 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 Lateral 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 — Lateral 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 Lateral 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. iPad, tablet, personal digital assistant (PDA) or handheld computer,
  5. any other two way communication devices, and
  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, Lateral 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 Lateral Recruit Training Program. Failure to complete the material could inevitably result in poor academic performance. Personal counseling sessions will

be conducted to evaluate the Lateral Recruit's progress.

- N. Extra Student Sessions — On the designated day(s) after Lateral 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 about 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 Lateral Recruit must come prepared with questions on the material to be discussed. The extra study sessions are on a voluntary basis.
- O. Behavior — Each Lateral 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 Lateral 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 Lateral Recruit who is deemed to have exhibited inexcusable behavior will be placed on administrative leave pending disciplinary action, including, but not limited to termination or removal from the Lateral Recruit Training Program.
- P. Cheating — Cheating on an examination — either written or practical — will not be tolerated. Any instance of cheating that is substantiated will cause the Lateral Recruit(s) involved to be immediately placed on administrative leave pending termination.
- Q. Substance Abuse — Lateral Recruits are required to attend classes well rested, sober, and ready to perform assignments presented. Lateral 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 removal from the Lateral Recruit Training Program, and all additional actions required under Bulletin 5, *Substance Abuse Policy*.
  - 2. Any Lateral Recruit who uses prescription or over-the-counter medications that could affect the Lateral Recruit's performance and/or use of mechanical devices shall immediately bring such usage to the attention of the Instructor(s).
- R. Tobacco Products — Lateral Recruits are prohibited from smoking or using any tobacco products while on Training Academy grounds.
- S. Recycling to Available Recruit Class

1. In the sole discretion of the Fire and Emergency Medical Services Department Chief or the Training Director, a Lateral 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 Emergency Medical Services Department Chief or the Training Director's discretion to place a Lateral Recruit on reassignment back to the Operations or Administrative Division as applicable should any of the foregoing situation arise.
- T. **Penalty for Infraction**—The penalties for violating any Rule of Conduct, unless otherwise determined in the Fire and Emergency Medical Services Department Chief's discretion, are:
1. First infraction will generally result in the issuance of an Official Written Reprimand; however, a serious offense may result in a more severe penalty, including, but not limited to, termination.
  2. Second infraction will result in the Lateral Recruit being placed on disciplinary charges, being dismissed from the Lateral Recruit Training Program, and being either reassigned back to the Operations or Administrative Division as applicable or separated from the Department.

### **XIII. Discrimination and Harassment**

- 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 policies and procedures set forth in Department Bulletin No. 25, *Diversity Management Program*, Bulletin No. 26, *Equal Employment*

*Opportunity, Bulletin No. 27, Sexual Harassment, and/or Bulletin No. 28, Religious Accommodation.*

- 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.

#### **XIV. 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*.

#### **XV. Outside Employment**

Lateral Recruits are discouraged from having outside employment, during the entire training period as a Lateral Recruit. However, all Lateral 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 Lateral Recruits.

#### **XVI. Religious Considerations**

- A. The Department recognizes that, on occasion, there may be Department rules, regulations, or orders that may conflict with a Lateral Recruit's religious beliefs or faith. Whenever this occurs, the Lateral 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 Lateral 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 Lateral Recruit will be required to follow the prescribed regulation as ordered.

#### **XVII. Revision**

All contents within this Bulletin are subject to change by Order of the Fire and Emergency Medical Services Department Chief.

### **XVIII. Probationary Studies**

Upon graduation from the Training Academy and assignment to operations, the Lateral Recruit's probationary studies shall begin with the utilization of DC Fire and Emergency Medical Services Department Form 121.9. Examinations shall be administered on a monthly basis.

### **XIX. Arrests, Indictments, Convictions and Investigations**

- A. Each Lateral Recruit 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, and
  - 5. under investigation for any criminal or illegal activity.
- B. In these cases the Lateral 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 Lateral Recruit will be dismissed from the Lateral Recruit Training Program and placed on disciplinary charges that may include removal from the Department.

### **XX. Motor Vehicle Operators License — Change of Status**

Each Lateral Recruit 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 his/her motor vehicle operator's license. In particular; the revocation, suspension, restriction or loss of driving privileges and/or any medical or other problem affecting his/her ability to drive shall be reported immediately.

### **XXI. 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

**Lateral 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. 88, *Firefighter Lateral Recruit Training Program: Guidelines and Operating Procedures October 2014*. 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.

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Member Signature

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Date

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Member Name (Printed)Recruit Class Number 

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Recruit Class Lead Instructor 

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Captain — Operations 

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