

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

BULLETIN NO. 94

September 2014

SELECTION CRITERIA FOR RESCUE SQUAD PERSONNEL

Section 1. Notice of Vacancy

Upon becoming aware of an actual or anticipated vacancy, the Captain or the officer acting as the Company Commander of the affected Rescue Squad shall, as soon as the definite need is determined, notify the Deputy Fire Chief–Special Operations Division (DFC-SOD) of the vacancy. The DFC-SOD will notify the Assistant Fire Chief–Operations (AFC-O) within ten (10) days after the actual vacancy occurs. The AFC-O shall notify all members of the Department of the existing or anticipated vacancy by Departmental Memorandum and a twenty-one (21) day deadline for filing applications shall be stated.

Section 2. Eligibility

To be eligible for consideration, a member must: A) submit a special report requesting consideration within the allotted timeline. No application/special report will be considered if it is received after the close of business (1645 hours) on the deadline date as stated in the vacancy announcement. B) have at a minimum five (5) years of service in the Department with a minimum of three (3) years of service in the Operations Division as a dual role employee; and C) possess a current valid EMT or EMT-P certification.

Section 3. Applications

An interested member who meets the minimum requirements shall submit a special report to the DFC-SOD stating his/her desire to be considered for the vacancy, listing all qualifications relevant to the position, including length of service in the Department and the Division, related education and training, along with a F&EMSD Form 10 and a copy of their current NREMT and DOH cards. All related education and training shall be supported by a transcript and/or certificate of completion attached to the F&EMSD Form 10.

Application packages and supporting documentation will be reviewed and preliminary points for training and previous service as a technician will be calculated prior to convening the applicant rating panel. After review, the points awarded will be forwarded individually to each applicant. The applicant may appeal the initial points awarded by providing any additional supporting documentation within seven (7) days of the date the panel forwards the preliminary point total. Appeals will be reviewed at the final rating meeting.

Section 4. Applicant Rating Panel

The rating of applicants shall be made by a panel consisting of:

- a. Three Captains with at least 1 being assigned to a Special Operations Division
- b. Deputy Fire Chief
- c. Battalion Fire Chief–Special Operations

The rating panel shall make their recommendations not later than fourteen (14) days after the deadline for filing applications. The recommendations shall be forwarded to the AFC-O for review and approval.

The rating panel will rank all applicants who, at a minimum, meet the requirements as outlined in Section 2. Applicants shall be ranked based upon the minimum requirements and any additional points awarded for certifications as submitted and verified by the panel. A final list ranking applicants in order from most qualified to qualified, shall be forwarded to the AFC-O who will ensure that a Department order is prepared. The order will include those members chosen from the approved list to be detailed to the affected Rescue Squad for a period of ninety (90) days for training. The ratings of applicants are based upon the minimum requirements and additional points as awarded but not limited to the following:

- a. Prior Satisfactory Service as Technician: 1/12 of a point per month (continues or cumulative), up to a maximum of two (2) points
- b. Seniority in the Department as a dual role employee (beginning year 4): 1/24 of a point per month (continues or cumulative), up to a maximum of two (2) points
- c. Members with current certification (completed within two (2) years of the most recent vacancy announcement or accompanied with documented re-certification) from an accredited organization for courses that meet or exceed current industry standards as identified below:

Hazardous Materials Technician	one (1) point
Confined Space Rescue Technician	one (1) point
Structural Collapse Rescue Technician	one (1) point
Trench Rescue Technician	one (1) point
Rope Rescue Technician	one (1) point
Swiftwater Rescue Technician	one (1) point
Rescue Technician - Site Operations	one (1) point
Rescue Technician – Vehicle and Machinery Rescue	one (1) point

In the event of a tie, total seniority in the Department will be used as the first tie breaker.

It is not the responsibility of the Department to provide this training to all members of the Department; however, when the opportunity exists, an announcement to the Department will be made when openings are available. It must also be understood that these classes are not required for initial assignment to the Rescue Squad. Members can attain this training at accredited training facilities. For further information on where this training can be attained, contact the Special Operations Office.

The final list of approved and ranked personnel shall be maintained until the position(s) addressed in the initial vacancy announcement has been filled and/or the list has remained open for a period of 120 calendar days from the date of the vacancy announcement. Whenever possible, a minimum of 2 candidates will be selected for 90 day details for every one available position.

Any Rescue Squad vacancy that becomes available and is officially posted during the open period of the list generated from the rating process of the initial vacancy announcement may be filled from that approved list. Any vacancy posted after the open period shall require a new selection process.

Section 4A. Observers

A member of Local 36 may participate in the selection process as an Observer. The Observer is a non-voting Local 36 delegate to the selection process. The role of the Local 36 Observer is to observe and report, but not to take part officially in the selection process functions (including, but not limited to: assessment, rating, and selection) of the Applicant Rating Panel. When Local 36 has an Observer, the Department reserves the right to assign an FEMS Department Observer/the Executive Officer.

Section 5. Ninety Day Detail Training Program

Not later than fourteen (14) days after the candidate(s) has/have been chosen by the selection panel, they shall be detailed to the affected Rescue Squad for a period of ninety (90) days for training.

During the training period, the candidate will receive instruction and training in the prescribed skills by the officer in charge and the regularly assigned members. The standard set of prescribed skills, which will be used for the practical examination, shall be provided to the candidate with specific and standardized steps, procedures, methods of operation, etc. for each skill listed.

At the end of the ninety (90) day training period, the candidate will take a practical skills examination at the Training Academy. The examination will be based on the prescribed skills as practiced and will be administered by at least two (2) instructors from a pool of qualified instructors. Instructors shall not be chosen if assigned to the same Rescue Squad to which the candidate is to be assigned.

The candidate must attain a minimum score of eighty (80) percent. Any candidate who fails to get an 80% score will be returned to their prior assignment, and the AFC-O will detail another candidate from the approved list.

Section 6. Final Selection

Upon completion of the ninety (90) day training period, the Captain of the affected Rescue Squad shall submit a Memorandum to the AFC-O identifying all successful candidates by their overall scores, and recommending the candidate (s) with the highest overall score be permanently assigned to the affected Rescue Squad to fill the advertised vacancy(s).

Section 7. Agency Authority

The Department retains sole authority to determine the selection criteria for rescue squad personnel and determine when an official vacancy exists within the unit. Nothing in this Bulletin is intended to diminish the Fire Chiefs authority to detail employees to the Rescue Squads as the needs of the agency dictates.