

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

BULLETIN NO. 94

July 2018 (Revised)

**SELECTION PROCESS FOR SPECIAL OPERATIONS
FIREFIGHTER/EMT AND FIREFIGHTER/PARAMEDIC**

Section 1. Selection Process

This Bulletin establishes the selection process for Special Operations Firefighter/EMT and Firefighter/Paramedic positions. This process creates separate eligibility lists for firefighter vacancies on Rescue Squads, Hazardous Materials Unit, and the Fire Boat. These are competitive processes focused on identifying candidates with the aptitude and abilities to succeed in Special Operations. Candidates may participate in the rating process of one, two, or all of the vacancy lists. The rating process will occur each September with eligibility list effective November 1 of the rating year and will expire October 31 the following year.

Section 2. Eligibility

To participate in the rating process, members must submit a Special Report requesting to participate in the process by August 1 of each year. The cutoff date for calculating years of service and technician experience shall be the same date. The member must have completed five (5) years of service in the Department with three (3) of those being in the Operations Division as a dual role employee. The member must possess a current valid EMT or EMT-P certification.

Section 3. Rating Process

The rating process consists of a written exam and interview panel. Additional points are assigned for seniority and previous technician service. Points for Seniority and Previous Technician are added to the candidates score at the conclusion of the Interview Panel. The rating is assigned on the following basis:

Written Exam	(40 points)
Interview Panel	(40 points)
Seniority	(10 points)
Previous Technician	(10 points)
 Total	 (100 points)

Section 4. Written Exam

The written exam comes from the material found in the following fire department manuals:

- Hazardous Materials Operations Recert Material (Target Solutions)
- Rescue Operations Bulletins 1, 2, 3, 4, 5, 6, 8
- Hazardous Materials Operations Bulletins all except 18
- Firefighting Operations Bulletin 4
- Technical Rescue Awareness Course Materials (when complete)
- Any other materials will be added and published to the Department 60 days before the exam.

Members must score in the top 20% of their ratings group to advance to the Interview Panel and participate in Swim Abilities Test if competing for the Fire Boat or Rescue Squad.

At the conclusion of the test, members will receive a copy of the test and an answer sheet. Members will have seven days to appeal to Fire and EMS Human Resources any discrepancies.

Section 5. Interview Panel

The Interview Panel process will be facilitated by Fire & EMS Human Resources. There will be separate Interview Panels for each eligibility list.

The interview panel will consist of:

- Battalion or Deputy Fire Chief -- Selected by the Assistant Fire Chief of Operations.
- Company Officer from assigned Specialty Unit -- Selected by the Assistant Fire Chief of Operations.
- Battalion Chief from another Battalion selected by Human Resources.
- Company Officer from another Battalion selected by Human Resources.

A Union Representative may observe the interviews.

The SPOPS BFC and Captains of the Specialty Units will develop a list of questions, answers, and scoring matrix for the interview panel. These questions are confidential. Human Resources randomly selects questions for each process.

Section 6. Seniority

Seniority points will be awarded based on 1/12 of a point for each month of service beyond five years (all divisions count); maximum award is 10 points.

Section 7. Previous Technician

Previous technician points will be awarded based on 1/12 of a point for each month of service as a technician; maximum award is 10 points.

Section 8. Swimming Abilities Test

Candidates for the Rescue Squad and Fire Boat must pass the swimming abilities test. The test takes place after the ranking process has completed.

The Captain of the Fire Boat administers the swimming abilities test or an officer acting as the company commander assisted by two officers assigned the Special Operations Division. The Captain, after observing the members perform the swimming abilities test, shall forward the results to the Deputy Fire Chief of Special Operations.

A representative of Local 36 may observe the test. Other members of the Special Operations Division may be on site to assist in the test and serve as the safety crew and proctors.

Evaluation Parameters

Below are five exercises that evaluate stamina and comfort in the water, each rated by points. The swimmer must successfully complete all stations and score a minimum of 12 points to pass the test. The test should be completed with not more than 15 minutes between exercises. All exercises except Exercise 4 will take place in a pool.

Exercise 1: 250 Yard Swim

The candidate must swim 250 yards without stopping using a forward stroke and without using any swim aids such as a dive mask, fins, snorkel, or flotation device. Stopping or standing on the bottom of the pool at any point during this exercise constitutes a failure of this evaluation station.

Time to Complete	Points Awarded
Under 10 minutes	5
10-13 minutes	4
13-16 minutes	3
16-19 minutes	2
More than 19 minutes	1
Stopping/Standing on bottom of pool	Incomplete

Exercise 2: 10 Minute Tread

The candidate, using no swim aids and wearing only a swimsuit, will stay afloat by treading water, drown proofing, bobbing or floating for 10 minutes with hands above the surface of the water for the last one minute.

Performance Criteria	Points Awarded
Performed satisfactorily	5
Stayed afloat, hands not out of the water for 1 minute	3
Used side or bottom for support once	1
Used side or bottom for support more than once	Incomplete

Exercise 3: 250 Yard Snorkel Swim

Using a dive mask, fins, snorkel, and a swimsuit (no BCD or other flotation aid) and swimming the entire time with the face in the water, the candidate must swim non-stop for 250 yards. Stopping or standing on the bottom of the pool at any point during this exercise will constitute a failure of this evaluation station. A swimmer may tread water to clear a fouled mask.

Performance Criteria	Points Awarded
Under 10 minutes	5
10-13 minutes	4
13-16 minutes	3
16-19 minutes	2
More than 19 minutes	1
Stopped/Standing on bottom of pool or incomplete	Incomplete

Exercise 4: 100 Yard Inert Rescue Tow

The candidate must push or tow an inert victim in open water wearing appropriate PPE (Swiftwater, Dry or ICE Suit with PFD) on the surface 100 yards non-stop and without assistance.

Performance Criteria	Points Awarded
Under 2 minutes	5
2-3 minutes	4
3-4 minutes	3
4-5 minutes	2
More than 5 minutes	1
Stopped at any time	Incomplete

Exercise 5: Free Dive

Free Dive to a depth of at least nine feet and not more than twelve feet to retrieve an object and bring to the object to the surface.

Performance Criteria	Points Awarded
Performed satisfactorily	Pass
Stopped or incomplete	Incomplete

Section 9. Establishment of List

After completing the rating process and swim test, all candidates are ranked for the rating processes (Rescue Squad, Haz Mat, Fireboat) in which they participated. The results of the rating process will be published to the Department.

Section 10. 90 Day Process

Candidates will be detailed to fill the vacancies utilizing the individual unit eligibility list in rank order. The detail will be for a period of 90 days. During this training period, the candidate will receive instruction in the standard set of 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, and methods of operation for each skill listed. Members on the Hazardous Materials Unit will also be required to pass a written test on the Haz Mat 90 Day Study Materials.

At the end of the 90-day training period, the candidate shall take a practical skills examination on those prescribed skills. The prescribed skills are defined as follows

Fireboat	Marine Operations Bulletin, 90 Day Detail
Rescue Squads	Rescue Operations Bulletin 10
Hazardous Material Unit	Haz Mat 90 Day Study Materials

The candidate must attain a minimum score of eighty (80) percent. Any candidate that fails to attain a passing score will be returned to their prior assignment and the next candidate from the unit eligibility list will be selected.