



**City of Winchester  
Fire & Rescue Department  
GENERAL ORDER**



<b>Section:</b> General Order	<b>GO:</b> 15004
<b>Subject:</b> Professional Development Program Modifications	<b>Executed:</b> August 12, 2015 <b>Revised:</b>
<b>Approved:</b>   Allen Baldwin, Fire Chief	

## PURPOSE

To serve as interim operational clearance guidelines for Probationary EMT/Firefighters until a complete revision of the Professional Development Program (PDP) can be completed. This general order supersedes the Probationary EMT/Firefighter section of the PDP revision from October 12, 2012.

## Probationary EMT/Firefighter

Entry-level employees are designated as Probationary EMT/Firefighters. A Probationary EMT/Firefighter Training Manual shall be used to guide the progression of the Probationary EMT/Firefighter in gaining the knowledge, skills, and abilities (KSA) needed to obtain "Operational Status."

WFRD has an administrative probationary period that is a minimum of twelve (12) months. A Probationary EMT/Firefighter may be released to full "Operational Status" with the recommendation of their immediate supervisor and approval by the Fire and Rescue Chief and/or his designee after they have completed all the requirements established in the Probationary EMT/Firefighter Training Manual, meet the certification requirements for the EMT/Firefighter level, been cleared by the Operational Medical Director (OMD) to serve as an Attendant-In-Charge (AIC) and have successfully passed the practical and written evaluation(s)/test established for the EMT/Firefighter level. The Probationary EMT/Firefighter will remain on "Administrative Probation" for a minimum of twelve (12) months from hire date regardless of "Operational Status".

Probationary EMT/Firefighters may be eligible for half of the advanced training incentive compensation upon their hire. The EMT/Firefighter must meet all requirements as outlined in SOP 2.1. Probationary EMT/Firefighters are eligible for full advanced training incentive compensation, after obtaining "Operational Status".

Emergency vehicle driving at this level will be determined on a case by case basis. Examples: Probationary personnel with none or limited driving/operating experience of suppression apparatus will be limited to ambulance driving only during the WFRD administrative probationary period. Probationary personnel with verified suppression

apparatus driver/operator experience can begin suppression apparatus training during their probationary period.

During the administrative probationary period, the Probationary EMT/Firefighter will receive a formal City performance evaluation at six (6) month intervals. Successful completion of the administrative probationary period requires receiving a performance evaluation rating that meets or exceeds the current performance evaluation acceptable level of performance and being cleared for "Operational Status" by their immediate supervisor and approved by the Fire and Rescue Chief or his designee. If at the conclusion of 12 months the employee does not receive an acceptable performance evaluation a determination will be made as to the employee's continual employment with WFRD.

**To obtain "Operational Status" the Probationary EMT/Firefighter must:**

- Received a letter of recommendation from their immediate supervisor and be approved by the Fire Chief or his designee.
- Have completed and documented all elements of the Probationary Firefighter training manual and submitted for verification.
- Have National Incident Management System (NIMS) training as outlined in the City NIMS Compliance Program.
- Possess a valid and appropriate driver's license for their state of residency.
- Successfully pass the practical and/or written evaluation(s)/test established for the EMT/Firefighter level within three attempts.
- Have the following certificates issued by or recognized by the Commonwealth of Virginia:
  - Firefighter Level I, NFPA 1001
  - Emergency Medical Technician or higher
  - VDFP Emergency Vehicle Operations Course class III
  - Hazardous Materials Operations, NFPA 472
  - VDFP Mayday! Firefighter Down

**To advance to the EMT/Firefighter level the Probationary EMT/Firefighter must:**

- Have one (1) year of continuous service with the department and meet the above requirements.

