

MIDLOTHIAN FIRE DEPARTMENT

GENERAL ORDER

SUBJECT	DATE OF ISSUE:	EFFECTIVE DATE:
Employment	April 1, 2009	April 1, 2009
AUTHORIZED BY:	REPLACES:	NUMBER:
Fire Chief <i>Dul</i>	07-03	09-02

1.0 PURPOSE: This Order states the entrance qualifications for full-time employees, describes the probationary period, establishes the general duties of members, and defines "on-duty".

2.0 QUALIFICATIONS:

2.1 To be eligible for appointment to probationary paid status an applicant must:

- a. be at least 18 years of age,
- b. possess a high school diploma or GED,
- c. submit a written application for membership,
- d. pass a written entrance examination,
- e. pass a B-PAD video based selection system,
- f. pass a physical ability test,
- g. pass a background check,
- h. pass an oral interview board,
- i. pass a polygraph examination,
- j. pass a psychological examination, and
- k. pass a doctor's physical examination including drug screen.

- 2.2 The Fire Chief may give preference in the selection process to applicants with higher levels of certification.

3.0 PROBATION:

- 3.1 New paid members shall be on probationary status for one year from the date of their employment.
- 3.2 The Fire Chief shall evaluate the progress of the paid member on a monthly basis from information supplied by the member's Shift Officer. The Fire Chief may dismiss a probationary paid member at any time without cause.

4.0 CONDITIONS OF CONTINUED EMPLOYMENT:

- 4.1 During the first year of employment, the paid member shall satisfactorily complete the requirements for State certification as a paid fire fighter and a Basic EMT. New members without EMT-P certification must achieve this certification, or at least be enrolled in Paramedic school, within the first year of employment. If the member fails to achieve these benchmarks, he may be dismissed.
- 4.2 If a new member has not achieved EMT-P certification by the end of his first year of employment, but is enrolled in Paramedic school, he may be retained for up to one additional year, with an extension of his probationary period. If he fails to achieve EMT-P certification by the end of his second year of employment, he shall be dismissed.
- 4.3 Each member below the rank of Deputy Chief shall maintain the highest level of EMS certification achieved. Failure to do so shall subject the member to dismissal.
- 4.4 Each member below the rank of Deputy Chief with an active EMS certification shall remain in good standing with the Medical Director of the Fire Department. Any member barred from practicing under the license of the Medical Director shall be dismissed from employment.

- 5.0 "ON-DUTY":** For all paid members, "on-duty" is that period of time beginning when the member reports for the start of a regularly scheduled shift, required meeting, or training class; or, while off-duty, when he initiates his emergency response to a call for service at the request of the Fire Chief;

and ending when he is dismissed by the Chief or other ranking Commanding Officer.

6.0 DUTIES: The complex nature of their job precludes listing all of the possible duties required of members. The following is only a partial listing.

- 6.1 While on-duty, members shall remain at their assigned station between calls for service except as directed by their supervisor.
- 6.2 Members shall maintain personal and equipment readiness to immediately respond to calls for service.
- 6.3 Members shall maintain their uniform in good condition and, by their personal grooming, project the best possible public image.
- 6.4 Members shall promptly inform their supervisor of equipment malfunctions that require immediate repair.
- 6.5 If possible, off-duty members shall respond to Structure Fires and all extra alarm tone-outs.
- 6.6 Members shall obey the spirit as well as the letter of these General Orders and the other policies and procedures of the Midlothian Fire Department.