

American Township Fire Department			Standard Operating Guideline	
Section Training	Referral No. 2.1	Subject: Mandatory Job Requirements for Continued Employment	Date Issued 11/03/2008	Date Revised

**Purpose:**

- To establish the minimum standards for all employees of the Fire Department to meet as a condition of continued employment.

**Scope:**

- This standard operating guideline will apply to all personnel.
- This action will cover all the responsibilities of an entry level Firefighter or for their first twelve months of employment.
- In order to develop a strong, well-educated and trained firefighting force it is vital that all personnel be trained to a minimum level of expertise.

**Responsibilities:**

- Officer
  - All officers shall maintain an awareness of the laws that apply to firefighter training.
- Personnel
  - All personnel shall maintain an awareness of the laws that apply to firefighter training.
  - The firefighter recruits will not be involved in direct fireground activities until they receive state certification as a Firefighter.
- Firefighter recruits
  - All firefighter recruits shall maintain an awareness of the laws that apply to firefighter training. Recruits will not be involved in direct fireground activities until they receive state certification as a Firefighter.

**General:**

- All employees who enter the Fire Department as a Firefighter, Firefighter / EMT, or Firefighter / Paramedic shall comply with the following requirements.

**Requirements:**

- Firefighter Requirements (Volunteers 0-6 months):
  - Basic Volunteer Fire Certification training. (36hr.)
  - Hazardous Materials & WMD – Awareness Level. (6hr.)
  - CPR – Healthcare provider. (6hr.)

Signature: Thomas Hadding	Title: Chief	Page 1 of 2
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- Firefighter Requirements (0-12 months):
  - Emergency Vehicle Operator Course (EVOC). (12 hr.)
  - Firefighter Safety & Survival Program. (8 hr.)
  - Apparatus qualification for:
    - Medic 1971
    - Medic 1972
    - Medic 1973
    - Rescue 1981
    - Engine 1911
    - Engine 1912
    - Brush 1941
    - Tanker 1921
    - Ladder 1931
  - Level II Firefighter Training. (240hr.)
  - Hazardous Materials – Operations Level. (12hr.)
  - Rapid Intervention – Awareness level. (12hr.)
  - Emergency Medical Technician-Basic
    - 36 months to obtain Paramedic Certification
  - Interview with command staff.

### **Exceptions:**

- Employees hired with previous experience who can demonstrate certified completion of any of the required courses may submit a request to have their certifications reviewed by the Fire Chief for compliance. The Fire Chief may approve previous training as meeting the requirements for continued employment.
- The Fire Chief may, at their sole discretion, grant an additional six months to complete the requirements. Normally, such circumstances will be limited to the affected employee having not had, due to illness or injury, the full 24 months within which to complete the required certifications or of a lack of class availability. Any employee may complete the requirements before the 12 month deadline as long as the requirements are met within their period set forth in this SOG.

<b>Signature:</b> Thomas Hadding	<b>Title:</b> Chief	<b>Page 2 of 2</b>
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