



## **South Kitsap Fire and Rescue**

### **Volunteer EMT/Firefighter Intern Program Description**

(November 1, 2006)

The Intern Program establishes a cadre of volunteer EMT/Firefighters who bolster the District's delivery of emergency services by providing an essential support service to the citizens of South Kitsap. Assigned to staffed stations, Interns operate under the direct supervision of career firefighter/EMTs and paramedics. Classified as volunteer EMT/firefighters, Interns are provided training for Washington State EMT certification, on the job training and experience, training for IFSAC Firefighter I certification, uniforms, personal protective equipment, and workplace insurance. A maximum of 9 positions (3 per shift) are filled each year. Program participation is limited to a maximum of thirty months (2 ½ years). Upon completion, participants will be required to exit the program in order to make room for the next group of participants.

### **Frequently Asked Questions**

#### ***How long does the program run?***

Program participation are limited to a maximum of thirty months (2 ½ years). Upon completion, participants are required to exit the program in order to make room for the next group of participants.

#### ***What is the process for becoming an Intern?***

**Program Eligibility** - A selection process determines program eligibility. Applicants submit a program application, which is kept on file for the next available enrollment period. Applicants who satisfy minimum qualifications advance to the selection process. Those who successfully complete the selection process are eligible for program placement.

Program eligibility is probationary during the participant's first six-months in the program, serving as an extension of the selection process. Failure to satisfy any program requirements may result in disqualification. During the first six-month probationary period, participants are evaluated in a forthright and constructively critical manner. Interns are evaluated based on their overall performance to include; training performance, professionalism, customer service skills, incident scene performance, performance of daily duties, attitude, personal initiative, reliability, personal appearance, general occupational compatibility, and so on.

**Selection Process** - The following steps are used to establish a program eligibility list. From this list of eligible candidates, positions will be filled on a space available basis.

**Application Screening** – Applications are screened to ensure applicant meets minimum eligibility criteria. Eligible applicants advance to the written exam.

**Written Exam** – A general aptitude written exam is used to assess general knowledge and a minimum level of academic capacity.

**CPAT Orientation** – A select number of candidates advance to the orientation process for the CPAT physical ability exam. Three Orientations are conducted during the eight-weeks prior to the actual exam, giving candidates time to practice and prepare. Each of the three orientations provides opportunity for candidates to take the actual test. Once able to successfully complete the test, candidates are eligible to continue in the process.

**CPAT** – The Candidate Physical Ability Test (CPAT) ensures candidates possess the minimum ability to perform the physical requirements of the position. Successful candidates advance to the oral interview.

**Oral Board Interview** – To determine placement eligibility, a panel of evaluators will conduct an oral interview to assess each candidate's overall program compatibility.

**Eligibility Roster** – Candidates' who successfully complete the exam process, shall be placed on a eligibility roster from which positions will be filled.

**Program Placement** - Selected applicants are offered conditional placement, contingent upon a successful medical physical exam, back ground investigation, and reference checks.

***Will I need to purchase uniforms and protective equipment?***

The District provides Interns with all of the workplace required equipment, materials, education, and supervision, to include personal protective equipment, uniforms, initial training for required qualifications, in-service training, practical field experience, and supervision.

***Who will be my supervisor?***

The District's Training Chief administers the Program's selection process, initial training, and qualification standards. Following initial training, the District's Operations Chief is responsible for overall Program administration and supervisory oversight.

The District's Intern Coordinator oversees the program, serving as a liaison between interns and the affected personnel (such as Lieutenants, administration, and the District's collective bargaining unit).

Career Lieutenants function as the Intern's direct supervisor serving as the Intern's mentor, technical expert, and instructor. Lieutenants also provide necessary coaching, supervision, workplace performance evaluation, performance counseling, and so on. Interns, depending on their individual levels of qualification, are expected to be able to perform their duties while operating under direct, limited, and/or indirect supervision.

***What are my responsibilities?***

Interns are responsible for participating in the Program in accordance with the following terms and conditions. Failure to do so may result in termination from the program. While representing the District and as determined by the District, Interns shall:

- Adhere to the applicable policies, and operating procedures;
- Exemplify the District's code of conduct and standards of excellence;
- Wear the District's designated uniform in a neatly dressed, cleanly groomed and professional manner.
- Continually meet all Program eligibility requirements;
- Operate within the scope of their qualification levels.

Interns may be subject to immediate program disqualification based on poor attendance, unsafe acts, operating outside the limits of their qualifications, unacceptable or inadequate workplace performance, failure to satisfactorily complete their assignments, etc.

***What kind of schedule will I be on?***

**Performance Hours** - Interns are assigned to one of the District's three duty shifts for the purpose of integrating them with the career members responsible for their training and supervision. Hours of duty are 0800 to 2000 hours as their assigned duty shift occurs during the period of Monday through Friday. For example: An Intern assigned to A-shift would be scheduled as follows: week one - A-Shift occurs on Monday and Thursday, week two – A-Shift occurs on Wednesday, Week three – A-Shift occurs on Tuesday and Friday.

**Attendance** - Active participation is the most crucial aspect of the program's fundamental purpose. Because of this, Interns are expected to meet all of the attendance and performance requirements of the program. Interns, who are sick, injured, or otherwise not able to perform their normal duties safely, are not expected to report for duty. But they ***are*** expected to report their absences to their assigned supervisor as soon as they reasonably can so that the supervisor can account for their absence.

***What type of training will I receive?***

**Training** – Interns must meet the District's minimum training and qualification standards commensurate with their duties and responsibilities prior to assignment. While on duty, Interns are expected to actively participate in all of the District's in-service training activities. Interns must satisfy all of the training requirements established by the program. At the District's discretion, interns may also be eligible for additional training outside the scope of the program.

**Initial Training** (Prerequisite Training)

- EMT course (*114 course*)
- BLS academy

**First Year Training** (Assigned to a duty shift)

- District orientation
- EVAP certification
- BLS qualification

**Second Year Training**

- Eligible to attend a Firefighter I academy
- Engine company responder qualification
- Tender course
- Tender operator qualification